

Addendum to the FASoS Code of Conduct

July 2020

This addendum provides etiquette rules for online and on-site educational activities during the COVID-19 pandemic.

Etiquette rules for online educational activities (“netiquette”)

- Online presence
 - Keep your camera on at all times (except if your connection is too weak).
 - Introduce or identify yourself before you start speaking (if you are not called on by the moderator/chair/tutor).
 - Non-verbal communication is difficult in an online setting. Make sure your full face and your gestures are visible.
- Contribute to a clear discussion
 - Mute your microphone when you are not speaking, as to kindly help each other to improve the sound quality for everyone.
 - Raise your hand to let the presenter know you want to say something.
 - The chat function is an asynchronous form of communication and should be used to support the discussion (not replace). Do not use the chat function for private messaging to individual participants.
- Be patient
 - Be aware that simultaneous talking hinders the online discussion. More discipline in discussing than usual is required from all participants.
 - Provide sufficient opportunity to let the speaker finish. (Wait a few seconds after another person has stopped talking. Be aware that there can be a delay in someone’s sound or connection.)
 - Wait patiently for a response to your chat messages.
- Photos and recordings
 - Please do not take screenshots of online sessions and do not (video-)record the online educational activities.

Etiquette rules for on-site educational activities

- At all times, adhere to the measures against the spread of the corona virus: maintain a safe distance of at least 1,5 meters to others; cough or sneeze into your bent elbow; stay home if you feel unwell; etc.
UM will actively check if the measures are being observed.
- Please arrive on campus only five minutes before the start of your educational activity.
- Please leave the campus immediately after your educational activity.