

## Online Language Tandem Code of Conduct

*For students from partner universities participating in virtual language exchanges.*

The purpose of the language tandem program is to promote linguistic progress, intercultural understanding, and respectful collaboration between students from diverse backgrounds. All participants are expected to contribute to a safe, supportive, and enriching learning environment.

### 1. Mutual Respect and Cultural Sensitivity

- Treat your partner with respect, patience, and openness.
- Recognize that cultural norms, communication styles, and social expectations may differ significantly.
- Avoid making assumptions; ask questions respectfully when you need clarification.
- Refrain from comments that could be offensive, judgmental, or culturally insensitive.

### 2. Inclusive and Non-Discriminatory Behavior

- Do not engage in discrimination based on nationality, ethnicity, gender, sexual orientation, religion, disability, age, socioeconomic background, or political beliefs.
- Avoid generalizations or stereotypes about any group.
- Foster an inclusive environment where both partners feel valued and heard.

### 3. Appropriate Communication

- Use respectful and professional language in all interactions, including video calls, chats, emails, and shared documents.

- Be mindful of humor or informal expressions that may not translate well across cultures.
- If a misunderstanding occurs, address it calmly and constructively.

#### **4. Collaborative Learning Attitude**

- Share speaking time fairly between both target languages.
- Be willing to correct your partner kindly and accept corrections in return.
- Prepare for sessions and actively contribute to the learning objectives.
- Show curiosity, ask questions, and embrace the exchange as a mutual learning opportunity.

#### **5. Privacy and Digital Safety**

- Respect your partner's privacy and personal boundaries.
- Do not record sessions, take screenshots, or share any personal information without explicit permission.
- Keep login details, contact information, and shared materials secure.

#### **6. Professional Conduct in Online Spaces**

- Join sessions on time and notify your partner promptly if you must reschedule.
- Ensure a calm and respectful environment during online meetings whenever possible.
- Use university-approved communication tools responsibly and follow each institution's digital policies.

#### **7. Zero Tolerance for Harassment or Inappropriate Behavior**

- Harassment, bullying, or coercive behavior — whether verbal, emotional, or sexual — is strictly prohibited.
- Do not insist on personal topics that make your partner uncomfortable.
- Immediately report any inappropriate behavior to the program coordinators.

## **8. Conflict Resolution**

- If a disagreement arises, try to address it respectfully and directly with your partner.
- When needed, contact program staff for mediation or support.
- Remember that misunderstandings can occur due to linguistic or cultural differences.

## **9. Commitment to the Program**

- Participate actively and consistently throughout the exchange period.
- Communicate honestly about your expectations, goals, and availability.
- Support your partner's learning and share responsibility for a positive tandem experience.

By enrolling in the online language tandem program, I agree to:

1. **Respect my partner** and communicate with cultural sensitivity and openness.
2. **Avoid any discriminatory, offensive, or inappropriate behavior** in all interactions.
3. **Use clear, respectful language** and handle misunderstandings calmly.
4. **Share speaking time fairly** and contribute actively to mutual learning.
5. **Respect privacy** by not recording, sharing personal data, or distributing content without permission.
6. **Act professionally online**, including being punctual and notifying my partner of changes.
7. **Report harassment or issues** to program staff if needed.

I understand that maintaining a safe, inclusive, and supportive environment is essential to the success of the program.

## ***Friendly guidelines for a great exchange experience***

Taking part in a language tandem means learning together, discovering new perspectives, and supporting each other. To make sure everyone feels comfortable and respected, please follow these simple guidelines:

### **1. Be respectful and open-minded**

- Treat your partner kindly and politely.
- Remember that you both come from different cultures, so things may be said or understood differently.
- Ask questions if something feels unclear instead of assuming.

### **2. Keep it inclusive**

- Avoid stereotypes or jokes about someone's background, nationality, gender, religion, etc.
- Make sure your partner feels welcome, listened to, and valued.

### **3. Communicate clearly and respectfully**

- Use friendly, respectful language in messages and calls.
- Be careful with humor or slang—what works in one culture may not work in another.
- If there's a misunderstanding, talk it through calmly.

### **4. Learn together**

- Share speaking time fairly between your languages.
- Correct each other in a positive, helpful way.
- Come prepared and stay engaged during your sessions.

### **5. Protect privacy**

- Do not record meetings or share screenshots unless your partner clearly agrees.
- Keep any personal information your partner shares confidential.

### **6. Be reliable**

- Show up on time and let your partner know early if you need to reschedule.
- Try to meet in a calm environment whenever possible.

### **7. Zero tolerance for harassment**

- No bullying, pressure, inappropriate messages, or unwanted personal questions.
- If something feels wrong, report it to the program coordinators.

### **8. Handle conflicts calmly**

- Talk openly with your partner if a problem arises.
- If you need help, reach out to the program staff—they're here to support you.

## **9. Stay committed**

- Participate regularly and be honest about your goals and availability.
- Help make the exchange positive, safe, and enjoyable for both of you.

By joining the program, you agree to follow these guidelines and help create a respectful, friendly, and productive tandem experience.