

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.