

Discussion and Collaboration Guidelines

DelftX Online Courses

This document contains the rules and guidelines for successful communication and collaboration in all DelftX online courses. Please read this document carefully and refer to it throughout your participation in this online course, so that you and your peers can have the best possible learning experience.

Document overview

Discussion	2
Discussion rules	2
Discussion best practices	2
Collaboration	3
Collaboration rules.....	3
Collaboration best practices	4
Plagiarism and Citing Sources.....	4
Using AI	5
What happens if I break the rules?	5

Discussion

Discussions are a good opportunity to make learning more interactive and to develop a sense of community. Discussions can take place inside the course space in the discussion forums, or outside of the course space, through external tools set up and moderated by the course team.

Discussion rules

To ensure optimal use of the discussion forums for you and others, please always follow these rules:

1. Be polite, respectful and inclusive

Our online communities bring together a mix of different perspectives, backgrounds, and cultures. Please respect and acknowledge one another's contributions, keep interactions positive, and let others enjoy their learning. Posts that defame, harass, threaten, troll, belittle, or mock others will be edited by a moderator to remove problematic content.

2. Only share quality posts, do not spam

Do not add the same post multiple times on purpose, or intentionally add empty or nonsensical posts to the discussion forum. Before posting, re-read your message to ensure that it makes sense to you and that there are no obvious errors or omissions that may alter your meaning or make your post unintelligible.

3. Do not share advertising, data collection or unsanctioned research

Please note that all unsolicited messages that do not relate to the course will be removed from the discussion forums. We want to safeguard this space for education, and do not welcome advertisers. Likewise, requests for other participants to complete surveys or research that have not been checked by TU Delft will be deleted. If you are doing related research and/or would like to survey your peers, please get in touch with the course staff. We recommend not sharing personal information (e-mail addresses, phone numbers...) in the discussion forums.

Discussion best practices

To ensure optimal use of the discussion forums for you and others, we also strongly encourage you to apply the following best practices:

1. Search before posting

Unless you are one of the first people to post, you will often find your question has already been asked and answered. Before posting your question, first search the discussion forums for a similar topic. This will avoid repetition and make it easier for everyone to find answers.

2. Be specific and clear

Give your thread a clear title, and be specific in your post, especially if you are asking a question. Which part of the video or quiz are you referring to exactly? What is unclear, what have you tried already? Avoid vague statements when contributing to discussions; instead, explain your position and give examples. Structure your ideas and try to stick to your main point. Do not overuse acronyms, abbreviations, or slang. Check for typos and language mistakes, although we understand that many participants are non-native speakers, so please don't let difficulties with grammar prevent you from interacting! Extend this courtesy to other learners and do not

comment on their spelling and grammar (rather, ask for clarification if you have difficulties understanding them).

3. Good post? Like it!

Click on the “Like” button (thumbs up) on the top right of a post to ensure good posts/comments can be found more easily.

4. Problematic post? Report it!

If you come across a post that breaks the rules or makes you feel uncomfortable, report it to a course moderator. Click on the three dots on the top right of the post, then on the “Report” button.

Collaboration

The purpose of collaboration is to expand your perspective, gain feedback from peers, help other learners, and prepare for working with others in your field. Collaboration can take place when working with other learners on a group project (when required), giving feedback during peer review activities, participating in discussions in the discussion forums, or engaging in interactions on external platforms (tools set up and moderated by the course team).

Collaboration rules

The essential rules of collaboration in our online courses are the following:

1. Follow the edX Honor Code

When you created an account on the edX platform, you agreed to its [Honor Code](#). In accordance with this, you must behave with academic integrity and refrain from any behavior that would be considered cheating. See the table below for what is OK and not OK to do when collaborating with others in individual or groupwork assignments.

Collaboration Rules (valid within edX and on other platforms)	
It is OK to discuss the general approach to solving a problem.	It is not OK to share/receive the details of a solution; you should work it out yourself.
It is OK to share hints and suggestions.	It is not OK to share or consult a step-by-step solution to a problem, when the deadline has not passed yet.
It is OK to work with others to come up with the general steps for a solution.	It is not OK to simply copy someone else’s solution / let your solution be copied. It is not OK to plug your numbers in someone else’s formula to get an answer.

Assignments that allow more extensive collaboration that outlined in these rules will clearly state so in their instructions.

2. Avoid plagiarism by citing your sources

In any assignment in which you share ideas that are not yours, you must indicate where you found them. You can follow any referencing style you like, but please [cite your sources](#) clearly.

Collaboration best practices

1. Giving feedback in peer reviews

If you are required to give feedback to other learners, please take this seriously. Be fair, thorough, and constructive when grading your peers and giving them feedback. Follow the instructions and rubric (if provided) carefully.

2. Discussions

See the [Discussion Rules and Best Practices](#) above, and the instructions for discussions within your course.

3. Interactions outside of the course platform

The same rules and sanctions that apply in the course also apply to all interactions outside the course:

- Managed by the course team: for example, external tools for assessment submission or for hosting a webinar should be used for the purpose of the activity only.
- Not managed by the course team: for example, social media tools may be used for networking and connecting with peers, but not for providing solutions/answers.

Plagiarism and Citing Sources

Plagiarism is a violation of copyright as it involves reproducing (parts of) another person's work without stating the source and thereby failing to comply with an essential aspect of copyright. Using images, calculations, answers, and AI-generated content without clearly acknowledging and referencing the source is plagiarism. Plagiarism is unacceptable in the academic world¹. Whenever you use or refer to content from a source, you need to cite it correctly. For further details on how and when to cite sources, see the [TU Delft Library's website](#).

Minimum reference requirements:

- the authors' names and initials
- year of publication
- a hyperlink to the text or full title of publication

Remember to put text in "quotation marks" if copied and pasted directly from the original text.

¹ TUDelft (2025). *Fraud and consequences*. <https://www.tudelft.nl/en/student/my-study-me/rules-guidelines-and-participation/fraud-plagiarism/fraud-and-consequences>

Using AI

If you use AI tools to support your learning journey, you must use them responsibly and transparently. Below, you will find our guidelines for the use of AI for, but not limited to, posts in the discussion forums and submissions to quizzes and assignments.

Description	Examples	Level of acceptance
Use of AI tools for checking language	Reviewing and improving grammar and word use	Acceptable with no disclosure required
Use of AI to generate ideas	Brainstorming; research assistance and finding information; assisting with the creation of outlines and drafts	Only acceptable with mandatory disclosure and acknowledgement
Use of AI to generate content and answers	Copying and pasting AI generated content: creating assignments answers; writing discussion forum posts; generating answers to quiz questions, mathematical/other calculations, or coding exercises	Not allowed*

*Courses that allow more extensive use of AI than outlined in these guidelines will clearly state so in their syllabus and/or assignment instructions.

Final accountability rests with you to always carefully review and critically assess AI generated output, edit and incorporate it into your own work, and reference it. Do not ever simply copy-paste AI generated output and use it as-is. Non-disclosure of AI use, especially when the course team has prohibited it, may be considered academic misconduct.

What happens if I break the rules?

Rule-breaking responses in the discussion forums will be edited by a course moderator to remove the problematic content. You will receive a warning from the course moderator in the discussion topic itself and/or by e-mail.

When we detect cheating in assignments, we will review the case, and action will be taken in accordance with the edX Honor Code.

If you violate our rules seriously or repeatedly, depending on the severity of the offence, your course progress may be erased, you may be blocked from receiving a certificate, and/or your edX account may be deactivated. The course team and/or edX staff will always communicate with you in such cases.

Please remember that the edX Honor Code also applies outside of edx.org.

Thank you,

The DelftX Team