

Discussion and Collaboration Guidelines

DelftX Online Courses

This document contains the rules and guidelines for successful communication and collaboration during this DelftX course. 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.

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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, for example on social media.

Discussion rules

To ensure optimal use of the 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, so please respect and acknowledge one another's contributions, keep the vibe positive and let others enjoy their learning! Posts that defame, harass, threaten, troll, belittle or mock others on any grounds will be moderated.

2. Do not spam, only share quality posts

Do not add the same post multiple times on purpose, or post intentionally empty or nonsensical posts in the discussion forum. Do not overuse slang, abbreviations or emoticons. 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 contain advertising will be removed from the forum. We want to protect 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 a researcher from another university or a similar organization, we are usually happy to assist, but would appreciate it if you first contact us directly to ask permission.

Discussion best practices

To ensure optimal use of the 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 may already have been asked and answered. Before posting your question, first search the forums for a similar topic. This will avoid repetition and make it easier for everyone to find answers. The search function can be accessed by clicking on the magnifying glass at the top of the discussion forum.

2. Be specific

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? Try to avoid vague statements when contributing to discussions, and instead explain your position and give examples.

3. Be clear

Structure your ideas and try to stick to your main point. Re-read your post before submitting it to make sure your thoughts are coming across as you desired. Check for typos and language mistakes. Many participants are non-native speakers – 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 (unless they affect your ability to understand the question).

4. Good post? Upvote it!

Click on the “plus” button on the top right of a post to ensure good posts/comments can be found more easily.

5. 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 on an assignment together with other learners as a group project (when allowed), giving feedback during peer review activities, taking part in discussions in the discussion forum, and taking part in outside course interactions (on LinkedIn, WhatsApp, Twitter, etc.).

Collaboration rules

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

1. Observe the edX Honor Code

When you created an account on the edX platform, you agreed to the site's [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 you may and may not do when collaborating with others.

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 receive the details of a solution, you should work it out yourself.
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.
It is OK to give/receive hints when you or someone else is stuck.	It is not OK to share/receive the answers to an assignment before its deadline.
It is OK to let someone help you one step further in a solution, provided that you have given it a wholehearted attempt and are stuck for some time.	It is not OK to consult a step-by-step solution to a problem, when the deadline has not passed yet.

2. Avoid plagiarism by citing the 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.

3. Collaborate when allowed (check instructions carefully)

In most, if not all assignments in the course, you will work alone and might interact with peers in discussions. In some cases, your course may have one or more assignments where you are allowed to work together and even submit an assignment as a group. Follow the instructions provided and request clarification from the course team when needed.

Collaboration best practices

1. Giving feedback in peer reviews

Take the feedback step seriously, and if it is part of the assessment, be fair, careful, and constructive when grading your peers and giving them feedback. Be aware that there may be multiple solutions or correct answers, so follow the instructions about what feedback you need to provide carefully. In some cases, you may be asking questions or posting comments rather than evaluating if the provided answer is correct.

2. Discussions

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

3. Outside course interactions (LinkedIn, WhatsApp, Twitter, etc.)

Social media tools outside of the online learning environment should be used for networking and not for providing solutions/answers.

Plagiarism and How to Cite 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. Intentional plagiarism constitutes a deadly sin within the academic world. In many cases, however, it is not clear whether the plagiarism is intentional plagiarism, negligence or simply poor source acknowledgement.

As such, whenever you reference content from a source, you need to cite it. For further details on how and when to cite sources, see the [TU Delft Library's website](#).

What happens if I don't follow the rules?

Rule-breaking responses will be edited by a 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.

Repeated violation of the rules may result in your progress in the course being erased, being blocked from receiving a certificate, and/or your edX account being deactivated, depending on the severity of the offense. 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.

We wish you a pleasant learning experience in our online courses!

The DelftX Team