

Zoom use etiquette

The same rules that normally apply to the lectures and seminars of the University also apply to distance education. However, given the special features of online education we must set up a few new rules that are especially important in the current situation.

- Distance education is an interactive process that requires the active participation of students. Therefore, please switch your cameras on during the online seminars of the Institute of Behavioural Sciences!
- Participate actively in the seminars, speak up, ask questions! Only switch your microphone on when you are talking so that background noises don't disturb the seminar.
- If you are not alone in the room, use a headset!
- When you want to speak, raise your hand or use the „Raise hand“ Zoom function (whichever is used in your seminar)
- Please stay indoors during the classes, preferable in a secluded, quiet part of the apartment!
- If you cannot separate yourself from others or if you don't want to show where you are, use a background image. This should be a neutral image (e.g. room interior, natural setting).
- Whenever possible, use devices with a stable internet connection (e.g. cable internet instead of wifi or mobile data or a PC, laptop or tablet instead of a cell phone).
- You can temporarily use your cell phone if you are experiencing technical difficulties with the computer, the camera or the microphone. This way you can join the class even during technical issues.
- If you have to temporarily participate in class without a working camera, speak up frequently during class. If your microphone is not working, you can still have your voice heard if use the chat function.
- Do not join the class from multiple devices at the same time. This can be problematic in several ways, for instance the software may sort your devices into different Breakout Rooms.
- In class, wear an outfit you would consider appropriate for an in-person appearance in a university classroom.
- During class, concentrate only on the material. Do not be on the phone, do not write texts, do not chat, do not tend to your pets and do not eat!
- Do not share the Zoom invitation or the access codes to the class! If you do, unauthorized people can join the classes. If your lecturer records the class and shares it with the students, do not share this recording with third parties because this infringes on privacy rights.

We thank you for your cooperation!

Lecturers of the Institute of Behavioural Sciences