**These are the Terms & Conditions for our MOOC:**

1. Be courteous and considerate in what you write. Please refrain from harsh comments. Written words have the tendency to come across a bit harsher then when the same words would be spoken out loud. Different cultures or backgrounds can also result in different language nuances.

2. Only post relevant questions and/or answers. Keep your remarks on topic to ensure professionalism throughout the forums.

3. Use a clear title in your comments and answers. This will enable easy retrieval of specific topics afterwards (titles of comments are always readable) and will ease reading through discussions for your colleagues and yourself.

4. Be clear and concise in your written comments. Avoid general terms if possible. Keeping it simple always helps.

5. Include arguments in your comments. Do not just disagree or agree with your colleague. Disagree or agree while adding well-founded arguments (facts or references rather than mere opinions) in order to give your colleague a better understanding of your train of thought.

6. Be tolerant with the comments you read. Do not feel threatened by the language that is used even if you feel the comment is offensive; ask the author what he or she meant specifically before jumping to conclusions.

7. Do not use capital letters unless for abbreviations. Capital letters are considered shouting on the Internet.

8. In the event a rude or threatening message is addressed to you, do not respond. Inform the course leader (if he or she has not already seen it themselves). Be the wiser person and neglect the remark or mail.

9. Quote only that part of the comment which is necessary to better understand your reply on a comment. This enables your colleagues to quickly relate to what you are saying/answering in accordance to the previous comment.

10. If a discussion is not on topic, do not answer it. In case a discussion is off topic the tutor will post it/move it to the relevant discussion forum, or will simply delete it.

11. We will keep your anonymised data for a period of 2 years maximum

12. Any data used to inform evaluations and subsequent publications will be anonymised.