

COLLABORATION AGREEMENT

An essential part of a smooth and professional collaboration is to make sure to prioritize time for mutual alignment of expectations.

Use this template as a tool for conversation and agreement to build a common ground for your team.

1. The best starting point for a great collaboration is to get to know each other.
Before diving into the questions below, set aside time for individual reflection on the following:
 - 1.1. What are your individual goals for the semester? (Learning outcome, workload, grades?)
 - 1.2. What are your strengths? How can they best come into play in this group work?
 - 1.3. Where might you be challenged? What might this mean for the group work?
 - 1.4. How do you typically react under pressure? How might you best be supported?
2. When you meet up: Start by sharing your thoughts on the questions above (1.1.-1.4).
3. Discuss the suggested questions below and dive into writing up your collaboration agreement.

AS A PRODUCTION UNIT	
<i>How do we want to work together while collaborating to produce all relevant outcomes and results. Let's talk to each other and write up agreements below.</i>	
Is there a need for different roles in the group? (E.g., moderator, time manager, note-writer, other?) How often do we rotate the roles?	
How do we structure our meetings? How often do we meet?	
Do we document our work and process – and where do we share it? (E.g., notes, photos, screen dumps?)	
How do we make decisions? (E.g., is the team capable of making decisions if not all members are present? What happens if no decisions can be made?)	

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AS A LEARNING UNIT	
<i>What is our individual and joint level of ambition? How do we ensure mutual learning? Let's talk to each other and write up agreements below.</i>	
How do we balance already existing competencies and skills with opportunities for learning – amongst team members?	
What is our level of ambition? How do we align individual ambitions with group ambitions? (E.g., learning outcome, grade?)	
How much time should we invest in groupwork? (What other commitments do we have - e.g., courses, jobs, family?)	
What do we expect to prepare between group meetings? (Reading, writing... other?)	
How do we ensure constructive discussions and a sound discussion culture?	

AS A WORK ENVIRONMENT UNIT	
<i>What expectations do we have in terms of a good working environment? Let's talk to each other and write up agreements below.</i>	
Where do we meet up? (E.g., ITU, library, café, home?)	
To what degree do we welcome hybrid meetings and/or online presence?	
Do we work together or prepare individually?	
What working hours do we prefer? (Mornings, afternoon, evening, night?)	
What degree of absence is acceptable? How do we inform each other and follow-up?	

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AS A SOCIAL UNIT	
<i>How do we communicate and what do we expect related to the social aspects of our collaboration? Let's talk to each other and write up agreements below.</i>	
Do we prioritise social interaction? Do we set aside time for small talk during group work and/or social events "after hours"?	
What is the spoken language in our team? (If you have a group of internationals and Danes: is it ever okay to speak Danish?)	
How do we compromise and maintain mutual respect if we have different priorities?	
How do we communicate with each other? Do we use specific communication channels and communication styles (e.g., time and tone)	

PREVENTING & HANDLING DISPUTES	
<i>How do we prevent and handle disagreements or symptoms of conflict? Let's talk to each other and write up agreements below.</i>	
How often will we follow up on this agreement? Set a date for the next time we re-visit the collaboration agreement?	
How do we make sure that shared decisions continuously work for the individual team members, and for us as a team?	
What happens if team members fail to meet common agreements? (How do we warn each other and communicate? Will we sanction or discuss consequences?)	
How will we handle conflicts constructively?	

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(E.g., if one doesn't show up or avoid solving agreed tasks?)	
When do we involve the Course Manager or the Study and Career Guidance in "group trouble"?	