Title Year / Semester

Contributors

Goals

- 1. What are the explicit goals of the project? What are implicit goals?
- 2. How are the needs of students taken into account when setting goals?
- 3. How are the objectives of the project defined? How can students get involved in defining the objectives?
- 4. How are the goals communicated to students?

Methods

- 1. Which methods are used? Which of them are participatory?
- 2. How can students adapt these methods to their needs?
- 3. What influence do students have on the selection and use of methods?

Relationships

- 1. Are the roles, responsibilities and interests of the contributors communicated clearly?
- 2. To what extent is collaboration process set-up to be sensitive to discriminatory structures?
- 3. How is the way of working together and the communication between contributors organised?
- 4. How are social barriers and hierarchies dealt with?

Students

- 1. Which students should be involved? How are they selected?
- 2. What recognition/compensation options (e.g., monetary, certificates) exist for participating students?
- 3. What are the expectations of the students involved? Wishes, reservations, goals, risks? How heterogeneous is the group of students involved? What about students who are affected but not directly involved?
- 4. What prior knowledge do the students bring with them?
- 5. What needs do students have (e.g. in terms of accessibility, etc.)?

Expectation management

- 1. What expectations do the participants have of the process/project?
- 2. How can the expectations of the contributors be captured and accommodated in the best possible way?
- 3. What attitudes or competences will those involved need to be able to communicate at eye level?
- 4. How can conflicts in expectations be anticipated and resolved? Are there persons who can mediate?



Tools & Rooms

- 1. In which places (digital & analogue) do we work together? To what extent can these spaces be selected and/or co-designed by the students?
- 2. Which tools and software are used? Are students allowed to choose their own tools?
- 3. Where and how does interaction take place?
- 4. To what extent does the room facilitate group settings?
- 5. How do room size and number of participants fit together?
- 6. What is the technical equipment in the room like and what forms of participation does it enable?

Team

- 1. Who are the important partners or stakeholders, both inside and outside the university?
- 2. Who else should be involved in the project?
- 3. To what extent and in what role can students be part of the team?
- 4. How are responsibilities distributed within the team? Who can influence the way responsibilities are distributed?

Support

- How are students' support needs determined? How are students supported?
- 2. Where will support be needed in the collaboration and who will provide it?
- 3. Is individual/personalised support possible?
- 4. Who takes responsibility for which kind of support?

Feedback & Evaluation

- 1. What feedback options are available?
- 2. At what point are students able to give feedback?
- 3. What is the framework/format for feedback (e.g. anonymous or in a direct/open exchange?)
- 4. What influence does student feedback have on the design of the project and how is this communicated?
- 5. What opportunities are there for peer exchange?
- 6. How should the feedback culture be organised? What is needed and important for this?

Other



Title		Year / Semester	Contributors
Goals	Methods		Relationship level
Students		Expectation manag	ement



Tools & Rooms	Team	Support	Feedback & Evaluation
Other			
Other			

