**Collaborative Agreement**

*Print this document and fill in your answers while you discuss and talk! English and/or Swedish is fine.*

**Course:**

**Coordinators:**

**1. Work routines/Arbetsrutiner**

*You are expected to work mainly during regular work hours 8-17 Monday-Friday at CEMUS, Villavägen 16, according to the hours you have allocated for a specific week/month/per work task.*

In general how often do you need to meet? For how long? When? What are acceptable reasons for unplanned absence at meetings? How will you communicate in-between meetings?

**2. Absence from work – sickness and vacation**

*If you you’re sick you should inform your course colleague and (if it is more than a few days) Alexis and/or your resource person. If you for health reasons for some period of time (longer than a few days) should be unable to do your share of the course work a formal sick leave should be announced in Primula. Vacations and/or field work etc. that affect your course work or colleague should be pre-announced to Alexis and approved well in advance.*

Do you have any questions regarding absence that you want to discuss further with an educational coordinator? How will you notify each other if one of you is away?

**3.** **Decisionmaking, collaboration and potential conflicts**

*Getting to know each other and being open on how and when to decide is key in creating a successful collaboration.*

How will you decide on what to decide? How and where will it be documented? How will you relate to and resolve disagreements? How will you practically deal with conflicts if they arise?

**4. Work effort and expectations**

*To avoid misunderstandings it’s good to discuss your expectations on each other. Discuss what you think is a reasonable work effort and other work related expectations that you might have.*

What do you require from each other? What are your expectations on each other?

**5. How to relate to if someone doesn’t follow the agreement**

*This agreement is a tool for starting a constructive discussion and dialogue on how to work together and be open on the differences that may arise.*

How do you want to be reminded about what have agreed to here?

***Add your own themes, statements and questions that you want to add, and then discuss and answer them!***

**6. Theme/focus area:**

*Statement on a topic:*

Question/s?

Your answers:

***Add your own themes, statements and questions that you want to add, and then discuss and answer them!***

**7. Theme/focus area:**

*Statement on a topic:*

Question/s?

Your answers: