**Group Work Assignment – Contribution Form**

|  |  |
| --- | --- |
| **Module**: |  |
| **Type and Title of Assessment**: (e.g. Presentation on …) |  |

As a group, please decide to which extent each group member has contributed to the group work. Please rate the individual contributions to each meeting and the assignment overall. You should consider the following aspects for your ratings:

* Attendance and punctuality at meetings and regarding deadlines
* Input and effort (quality as well as quantity of input and effort, ideas, completed tasks etc.)

Percentage points range from 0 % – 100 %, with 0 % meaning no contribution and 100 % full contribution to the group work – e.g. if all group members have contributed equally, you should allocate 100 % to everyone. It is also recommended that your group takes minutes at each meeting.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Student’s full name** | **Contribution to Meeting 1** | **Contribution to Meeting 2** | **Contribution to Meeting 3** | **Contribution to Meeting 4** | **Overall Contribution** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |

For ratings below 80 %, please provide a comprehensible and factual explanation below:

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|  |

Please note that this form is part of your assignment and needs to be handed in on the due date of the assessment. Each group member will need to sign this form.

We hereby confirm that we have completed this form as a group and provided a professional rating of our contributions to the group work assignment.

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| --- | --- | --- | --- |
|  | **Student’s full name (print)** | **Student’s signature** | **Date** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |