



# Equality and fairness in tutorials

A checklist

Maja Gültekin  
TUTORING hybrid



# Checklist - for equality and fairness in the tutorial

## Preliminary considerations

- Everyone has the same opportunity to be informed about your tutorial.
- The timing of the tutorial is agreed with the participants so that everyone has the opportunity to take part.
- The timing is such that everyone can take part
- You know whether your participants include students with physical or mental disabilities and take this into account when planning your rooms.

## Quality check: Mikroplan

### Getting to know each other and getting started

- Does your first session provide an opportunity for all participants to get to know each other equally?
  - Use activities that do not expose anyone and do not emphasise any particular features.
  - Formulate introductory questions neutrally and inclusively (e.g. no questions about origin or personal background that could be unpleasant)?
- Do you discuss basic rules for fair interaction at the beginning?

### Participation and group dynamics

- At what times do all participants have the opportunity to get actively involved?
- Do you use different levels of difficulty to involve participants with different levels of prior knowledge?
- What options do you offer for quieter or more reserved students so that they can also participate?
- Anonymous voting
- Written contributions
- Small group work
- What approaches do you use to form partnerships or groups?
- Random group assignments / Rotating partner work
- Different group sizes

## Media and materials

- Is your presentation material free of discriminatory wording, stereotypes and unnecessarily complicated language?
- Clear and understandable language (no unnecessarily complex terms or technical jargon)
- Explain technical terms or abbreviations to minimise barriers to understanding.
- Neutral or varied motifs and images (no stereotypes)
- Inclusive or gender-appropriate language, clear and understandable (without unnecessary complexity)
- Are all materials and media accessible
- Text alternatives for images, easy-to-read fonts, contrasts
- All learning materials are provided in such a way that even those who are absent can use them easily.

More ideas of your own:

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#### contact

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PROJEKT TUTORING hybrid

01062 Dresden

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Maja Gültekin

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