



Aalto University  
School of Electrical  
Engineering

# Practical matters for TAs

# Teacher's guide

## English

<https://inside.aalto.fi/display/enelec/Aalto+ELEC+Guide+for+teachers>

## Finnish

<https://inside.aalto.fi/display/fielec/Aalto+ELEC+Opettajan+opas>

# Rules and regulations

## Take a look:

<https://into.aalto.fi/display/enmasterelec/Academic+rules+and+regulations>

- General academic regulations
- Exam regulations
- Aalto University Code of Academic Integrity and Handling Violations Thereof
- Common practices for courses – currently under revision
- Code of Conduct in the University Environment
- Programme of measures to prevent substance abuse and support intervention in problem situations

# TAs from administration's point of view

## Responsibilities

- Treat students in a fair and equal manner
- If you find harrasment, bullying or any misconduct, inform the responsible teacher and learning services immediately
- Take good care of the student register information you have (eg. student numbers, grades, contact information), do not leave it anywhere lying around, including electronic copies!
- If you are grading students work, stay within the 4-week time limit
- Ask and listen for feedback, pass it to teachers
- Give feedback to students!

# Language issues

**Starting 1.8.2017 there are four language options for each course:**

- Finnish (students can also use Swedish in their course work, but not English)
  - *There may be some lectures and materials in different languages*
  - *There may be Swedish exercise groups etc*
- Swedish (students can also use Finnish in their course work, but not English)
  - *There may be some lectures and materials in different languages*
  - *There may be Finnish exercise groups etc*
- English (students cannot use Finnish/Swedish in their course work)
  - *Materials and teaching are in english*
- English, by request Finnish or Swedish (students can also use Finnish or Swedish in their course work)
  - *Materials and teaching are primarily in English*

# Accessibility

- **Every students has a right to accessible studies**
  - Obstacles
    - *Physical disorders, injuries etc*
    - *Mental disorders, learning difficulties etc.*
- **Solutions**
  - If a student has a certificate of need to receive special arrangements in studies, follow the guidelines given in the certificate
    - *Longer exam times*
    - *Isolated exams halls*
    - *Possibility to move or walk during lectures and exams*
    - ...
  - If a student hasn't got a certificate, ask her/him to visit the study office to make matters straight

# Contact information

**All matters, including course results:** [studies-elec@aalto.fi](mailto:studies-elec@aalto.fi)

**Programme specific:** Planning officer of the programme

**Curriculum and scheduling:** Riikka Leikola, Netta Kärki

**Accessibility:** Reetta Jokela (Riikka Leikola)

**Misconduct or suspicion of it:** Perttu Puska

<https://into.aalto.fi/display/enmasterelec/Contact+information>