



Aalto University  
School of Electrical  
Engineering

# PED-131.9000 Teaching assistant as a learning instructor - Practical matters for TAs

*Eeva Halonen 27.10.2017*

# Rules and regulations

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**Tips**  
The student services office has new premises in the TUAS building. Please see page [Contact information](#)

These pages provide study-related information, instructions and useful forms for Bachelor and Master's students in the degree programmes of automation and systems technology, bioinformation technology, electronics and electrical engineering and communications engineering.

**Interested in applying to study in the School of Electrical Engineering?**  
See [Aalto University pages for prospective students](#) for more information.

**Study News**  
26.09.2016 (Library)  
**We are moving from Arabia, Department of Architecture and Learning Centre beta during October to the refurbished Learning Centre**  
23.09.2016 (About Aalto)  
**Aalto 10K and 5K sports event had the record breaking number of Aalto attendees!**

**The old Master's programmes are ending**  
DI 10.10.2016

**Aalto Minors Guide** **Free to download**

**Master's Thesis**  
**Personal Study Plan**  
**Study Guides**

**Tools**  
» CareerWeb  
» MOT-dictionaries  
» Studentwiki  
» Webmail (Aalto login)  
» WebOodi  
» MyCourses

**Shortcuts**

# Rules and regulations

**All the necessary regulations and guidelines are at:**

<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**
  - **Code of Conduct in the University Environment**
  - **Programme of measures to prevent substance abuse and support intervention in problem situations**
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# Salient features of the Aalto code of conduct

Code of conduct in Inside:

<https://inside.aalto.fi/display/AboutAalto/Aalto+Code+of+Conduct>

# Goals of the code of conduct

**To make Aalto University's environment safe and pleasant for all the members of the Aalto University community (this means the teaching and nonteaching staff as well as the students)**

# Obligations of community members

## Members are expected to

- **behave responsibly and treat *all* other members with respect in *all* situations**
  - act honestly and with integrity
  - respect others regardless of their background
  - foster open discourse and the free exchange of ideas
  - build mutual trust
  - actively care for the safety and well-being of others
- **treat private, shared and university property and facilities with respect**

**Teachers (assistants, instructors, lecturers) are obliged to report misconduct or disruptive behaviour in or around the learning environment to the responsible teacher of the course**

# Consequences of misconduct

**Misconduct and disruptive behaviour will be dealt with according to established procedures:**

- **staff in accordance with the Occupational Health and Safety Act and the Employment Contracts Act**
- **students in accordance with the Universities Act**

## **Details of actions and procedures**

**<https://into.aalto.fi/display/enregulations/Instructions+for+investigating+suspected+cases+of+misconduct+and+disruptions+of+student+learning>**

# 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>



# TAs from administration's point of view

## Responsibilities

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

# 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 right

# 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:** Piia Ylitalo (Riikka Leikola)

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

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