

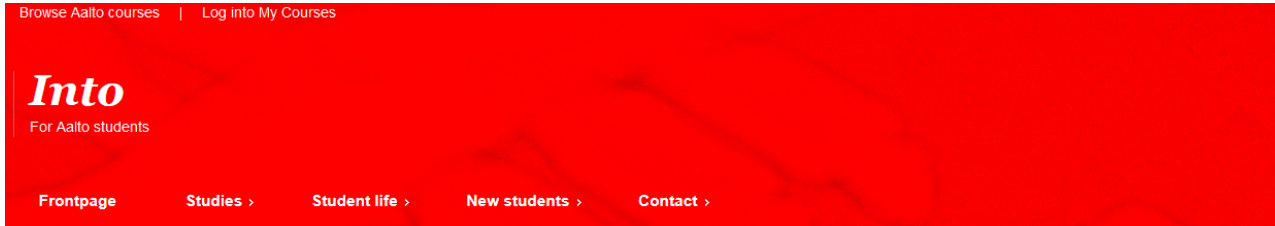


Aalto University  
School of Electrical  
Engineering

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

*Jenni Tulensalo 12.3.2018*

# Rules and regulations



**Studies**

- > **Academic catalogue 2017-2018**
- > Bachelor programmes
- > Master programmes
- > Doctoral programmes
- > Minors 2017-2018
- > Academic calendar 2017-2018
- > Academic policies and regulations
- > Exchange studies
- > Language and communication studies
- > University Wide Art Studies
- > Cross-school & cross-university studies
- > Aalto Summer School

## Academic catalogue 2017-2018

Suomeksi | På svenska

Academic Catalog provides a comprehensive list of Aalto University's programmes and study modules as well as regulations pertaining to studies.

Title	Language	Level
<a href="#">Yritysjuridikan maisteriohjelm</a>	Finnish	Master
<a href="#">Master's Programme in Accounting</a>	English	Master
<a href="#">Master's Programme in Marketing</a>	English	Master
<a href="#">Master's Programme in Information and Service Management</a>	English	Master
<a href="#">Master's Programme in Chemical, Biochemical and Materials Engineering</a>	English	Master
<a href="#">Master's Programme in Finance</a>	English	Master
<a href="#">Master's Programme in Nano and Radio Sciences</a>	English	Master
<a href="#">Master's Programme in Geoengineering</a>	English	Master
<a href="#">Kemiaan tekniikan kandidaattiohjelm</a>	Finnish	Bachelor
<a href="#">Master's Programme in New Media</a>	English	Master
<a href="#">Master's Programme in Automation and Electrical Engineering</a>	English	Master
<a href="#">Master's Programme in Urban Studies and Planning</a>	English	Master

# Rules and regulations

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

<https://into.aalto.fi/display/enopinnot/Academic+policies+and+regulations>

- **General academic regulations**
- **Exam regulations**
- **Aalto University Code of Academic Integrity and Handling Violations Thereof**
- **Code of Conduct in the University Environment**
- **Programme of measures to prevent substance abuse and support intervention in problem situations**

# 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/enopinnot/Instructions+for+investigating+suspected+cases+of+misco+nduct+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 (see prg page in Into)

**Curriculum and scheduling:** Riikka Leikola, Tuula Noponen

**Accessibility:** Piia Ylitalo (Riikka Leikola)

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