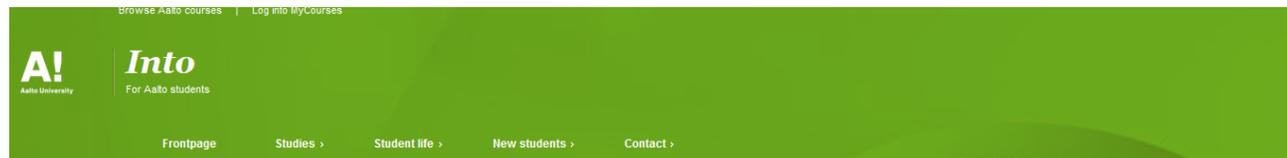# A?

**Aalto University
School of Electrical
Engineering**

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

Eeva Halonen 20.3.2019

Rules and regulations

Rules and regulations

All the necessary regulations and guidelines are at:

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

- **General Regulations on Teaching and Studying**
- **Exam guidelines**
- **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**

General regulations on Teaching and Studying

- **Section 27: Teacher in charge of study attainment evaluation**
  - disqualification of persons involved in the evaluation of study attainments

Code of conduct goals

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/ensaannot/Instructions+for+investigating+suspected+cases+of+misconduct+and+disruptions+of+student+learning

Teacher's guide

English

https://www.aalto.fi/services/guide-for-teachers-school-of-electrical-engineering

Finnish

https://www.aalto.fi/fi/palvelut/opettajan-opas-sahkotekniikan-korkeakoulu

**Aalto University
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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: <u>studies-elec@aalto.fi</u>

Programme specific: Planning officer of the programme (see programme page in Into)

Curriculum and scheduling: Riikka Leikola, Tuula Noponen

Accessibility: Piia Ylitalo (Riikka Leikola)

Misconduct or suspicion of it: Perttu Puska