

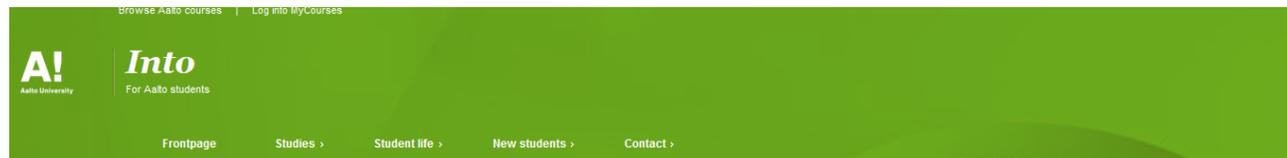


Aalto University  
School of Electrical  
Engineering

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

*Eeva Halonen 20.3.2019*

# Rules and regulations



Studies

- > Academic catalogue 2018-2020
- Bachelor programmes
- + Master programmes
- + Doctoral programmes
- + Minors 2018-2020
- + Courses offered
- + Academic calendar 2018-2020
- + Academic catalogue 2017-2018
- + Previous academic catalogues
- + Exchange studies
- + Language and communication studies
- + Cross-school & cross-university studies
- + University Wide Art Studies
- + Personal Impact
- + FITech
- + Aalto Summer School
- + Academic policies and regulations

## Academic catalogue 2018-2020

Suomeksi | På svenska

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

All our programmes are listed below. Note that some programmes are listed multiple times, as there programmes that are taught in Finnish, Swedish and English.

Title	Language	Level
Aalto Bachelor's Programme in Science and Technology	English	Bachelor
Accounting	English	Master
Advanced Energy Solutions	English	Master
Advanced Materials for Innovation and Sustainability (EIT Raw Materials)	English	Master
Architecture	English	Master
Arkkitehtuuri	Finnish	Master
Arts, Design and Architecture	Finnish/Swedish /English	Doctoral
Automation and Electrical Engineering	English	Master
Building Technology	English	Master
Business, Economics and Finance	Finnish/English	Doctoral
Chemical Engineering	Finnish/Swedish /English	Doctoral
Chemical, Biochemical and Materials Engineering	English	Master
Cold Climate Engineering	English	Master
Collaborative and Industrial Design	English	Master
Computer, Communication and Information Sciences	English	Master
Contemporary Design	Finnish	Master

# 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**

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# 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>

# 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
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# Contact information

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

**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