

Teaching assistant as a learning instructor

Learning services



Aalto-yliopisto
Aalto-universitetet
Aalto University

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Monday, March 2, 2020

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Learning services (LES)

- **At Aalto University Learning Services takes care of all the services that facilitate the smooth progression of Aalto studies right from the admissions to becoming an alumni.**
- **Aalto University consists of 6 schools. Each school has its own learning services.**
 - If for example the student is studying in School of Science the student should contact School of Science learning services if the student has any study related questions.
- **Common (learning) services in addition to school's learning services (for example study psychologists, admissions services, lawyers, communications, marketing..)**
- **LES help the students with administrative processes and with the questions they have in mind regarding studying at Aalto.**

Individual study arrangements

- A student may apply to receive personal study arrangements. These can be for example extra hour in exam, possibility to take the exam in a room with no other students, possibility to demonstrate their attainment of the course learning outcomes also orally....
- Under the Non-discrimination Act (1325/2014) and the Aalto University General Regulations on Teaching and Studying, the university is obligated to take reasonable measures to improve the access to education of the student.
- Learning services can write a statement for the student if the student has a certificate signed by for example a medical doctor. The recommendations on the individual study arrangements are always stated in the statement from LES.
- If someone asks you about individual study arrangements, advise them to follow instructions available here:
<https://into.aalto.fi/display/enopisk/Individual+study+arrangements>
- The student should agree on the individual study arrangements with the course teacher as far in advance as possible.

Code of Conduct

Rules of Conduct - Students' Rights and Responsibilities (1.8.2020)

- *Students have the right to be treated equally, impartially and with mutual respect, to open and responsible communication, to respect of their privacy and property rights and to a healthy and safe environment for working and learning, as set forth in the Aalto University Code of Conduct. The students shall respect the corresponding rights of other Aalto University community members and other stakeholders acting in the Aalto community.*
- *Misconduct by students includes, in accordance with the Universities Act, disruption of teaching, violent or threatening behaviour, dishonesty, and other disruption of university activities.*
- *Aalto University employees are obliged to intervene if they receive knowledge of any misconduct directed at or committed by a student in the university environment and do so in a manner appropriate to the situation reporting as well the misconduct to the investigator of the school. Students who experience or otherwise observe misconduct by another member of the university community may report the issue to the investigator of the school.*

Read through these instructions:

- **Rules of Conduct - Students' Rights and Responsibilities:**
<https://into.aalto.fi/pages/viewpage.action?pagelId=28413237>
- **Code of Conduct in the University Environment**
<https://into.aalto.fi/display/ensaannot/Code+of+Conduct+in+the+University+Environment>

Misconduct and disruptions of student learning

Misconduct and disruptions of student learning

- *A student who feels subjected to inappropriate conduct or other conflicts that interfere with course studies (problems in group work, for example) may directly tell the harassing or disruptive person to stop and that their behaviour is unacceptable. Should the misconduct or conflict continue, the student should first contact the teacher-in-charge of the course to resolve the situation. If necessary, the teacher may request the help of an investigator (usually Academic Affairs Manager).*
- *A student who feels subjected to misconduct from a teacher, another staff member or a student, or who is experiencing problems with teaching arrangements or with other Aalto operations which have a bearing on student rights protection issues may contact the investigator.*

Instructions for investigating suspected cases of misconduct and disruptions of student learning:

<https://into.aalto.fi/display/ensaannot/Instructions+for+investigating+suspected+cases+of+misco+duct+and+disruptions+of+student+learning>

Misconduct in studying

In a studying context, misconduct is first and foremost defined as a deliberate act or means of misrepresenting one's own or someone else's level of competence ('acts under false pretences' in the Universities Act 558/2009). In addition, violating the rules regarding the testing of learning constitutes misconduct.

Aalto University Code of Academic Integrity and Handling Violations Thereof:

<https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof>

- **Cheating on exams**
 - NB! Also attempted cheating on an exam constitutes cheating
- **Plagiarism and Autoplagiarism**
 - *Plagiarism, or unacknowledged borrowing, refers to representing another person's material as one's own without appropriate references. This includes research plans, manuscripts, articles, other texts or parts of them, visual materials, or translations (Finnish Advisory Board on Research Integrity 2012, p. 33).*
- **Fabrication**
 - *Fabrication refers to reporting invented observations or results to the research community (Finnish Advisory Board on Research Integrity 2012, p. 32).*
- **Falsification**
 - *Falsification (misrepresentation) refers to modifying and presenting original observations deliberately so that the results based on those observations are distorted (Finnish Advisory Board on Research Integrity 2012, p. 33).*
- **Misappropriation**
 - *Misappropriation refers to the unlawful presentation of another person's result, idea, plan, observation or data as one's own research (Finnish Advisory Board on Research Integrity 2012, p 33).*

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Guidelines for encountering a threatening individual

1. *Give the individual room and let them maintain their turf.*
2. *Speak clearly, briefly and be compliant.*
3. *Keep your hands visible.*
4. *Do not turn your back.*
5. *Avoid sudden movements.*
6. *Stay calm.*
7. *Avoid staring.*
8. *Do not minimize the situation or the threatening individual.*
9. *Better to bend than be inflexible.*
10. *Do not attempt to correct or disabuse the intoxicated or erratically acting individual of his or her delusions.*
11. *Gain time for others to arrive at the scene.*
12. *Attempt to report or send out an alarm without the threatening individual noticing.*
13. *If needed, call the emergency number 112.*

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

In case of emergency follow these instructions: <https://www.aalto.fi/en/services/procedures-in-case-of-emergency>

If there is no immediate threat

- 1. The teacher calls on the threatening individual to cease his or her disruptive behaviour and, if necessary, to leave the premises.***
- 2. The teacher reports the incident to the lobby services of the property or calls the AaltoAPUA helpline (050 46 46 462). Teachers do not have the right to attempt to physically remove the individual from the premises.***

After the incident

- The teacher makes a record of what actions were taken and sends it to the investigator. If the teacher that day was not the course teacher-in-charge, contact the latter without delay. The teacher-in-charge of the course is responsible to see that the investigator is informed of the disturbance and that immediate measures are taken, regardless of whether the identity or student status of the disrupter has been verified.***

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Questions?

Q: What to do if you are not sure if something is counted as misconduct?

A: Contact the teacher in charge and ask his/her opinion.

Q: Is there other individual arrangements available besides arrangements related to exam?

A: Yes, there are. From here you can find useful information regarding this topic: <https://www.aalto.fi/en/services/individual-study-arrangements>

Q: What to do if you notice someone is struggling in the course and you think it might be because of for example dyslexia but the student has not mentioned anything about individual study arrangements?

A: You can delicately discuss with the student about this topic. You can for example show the Into-pages: <https://into.aalto.fi/display/enopisk/Individual+study+arrangements>. If the student has a certificate signed by a medical doctor or other expert but the student doesn't have a statement from LES advise the student to contact LES as soon as possible. If the student does not have a certificate signed by a medical doctor or other expert LES can help the student to find out who to contact first.

Sometimes it might be a good idea to in a very general level (not mentioning any names) to discuss with the teacher in charge and ask if the teacher could remind the students for example in the beginning of the lecture about possibilities to apply individual study arrangements. There might be several students enrolled to the course who have questions regarding this topic but maybe don't know who to ask. Usually these topics are discussed during the orientation week but it is good to remind about this topic every now and then.

Always remember that students might want to stay anonymous regarding this topic! If student tells you that the student has a right for individual study arrangements advise the student to contact teacher in charge. It is up to the student to decide if the student wants to apply individual study arrangements or not. The statement student has must be kept in secret. If you are unsure what to do, you can always contact LES.

Thank you!



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