

INSTRUCTIONS FOR STUDYING AT THE DEPARTMENT OF TEACHER EDUCATION

These guidelines are based, among other things, on the Universities Act, the Degree Regulations of the University of Jyväskylä and in the Department of Teacher Education, to jointly agreed practices. The teacher training school has its own guidelines for teaching practices.

The nature of study in the Department of Teacher Education

Studying at the Department of Teacher Education requires active participation in accordance with the curriculum. Expertise is built by participating in the activities of the community in one's own field: students are responsible for promoting their own learning as well as the learning of other students. This approach to studying requires the sharing of expertise and independent work, in other words, learning is also a communal process. The conscious and critical examination of one's own learning is an important study strategy.

Communication and communication channels

Teachers will communicate with students by e-mail or through another channel as agreed at the beginning of the course. Students are expected to actively monitor their email.

Attendance in contact teaching

The basic principle is that contact teaching (lectures, teaching groups, seminars, demos) require attendance. Teaching as a general rule, is contact teaching, but hybrid or distance learning can be arranged depending on the situation. In contact teaching courses, teachers are not obliged to provide hybrid or distance learning options.

The curriculum or course instructions may contain more detailed provisions than the course outlined in SISU.

Absence may be acceptable due to illness or other compelling reasons. Reasons for absence may, in addition to illness, be:

- personal reasons related to the life situation (e.g. death of a close relative, military refresher course)
- study-related reasons in some cases (e.g. teaching or language training).

Work, other courses or holiday trips are not accepted as reasons for absence.

If possible, sudden absences due to illness are reported to the teacher in advance. Other absences should be agreed in advance with the teacher. Teachers are not allowed to ask for a medical certificate from students.

A course can be interrupted if absences account for more than 25 per cent of scheduled course activities. The course is automatically interrupted, regardless of the reasons for absences, unless the student can arrange suitable compensation tasks with the teacher. The course is also automatically interrupted if a student is absent from half of the meetings/studies or if the course goals cannot be achieved for any other weighty reason. If a student drops out of studies, the teacher should be informed.

Absenteeism compensation tasks

In contact teaching, it is difficult to replace the understanding collaboratively built through assignments. If a student has to be absent from contact teaching for a reason, the student is responsible for taking care of the compensatory task and agreeing on it with the teacher. The teacher is not obliged to arrange compensatory tasks for students that are absent without justifiable reasons as outlined above.

Students who are absent are responsible for finding out what issues were addressed in the lesson, to become acquainted with the materials distributed there, to complete the assigned tasks and to come prepared for the next meeting. In addition, students are expected to complete a compensation task, which may vary depending on the situation. In addition to individual learning, compensation tasks can support the learning of the entire student group.

In some cases, absence may be compensated for by attending the teaching of another corresponding teaching group. This must always be agreed on a case-by-case basis and cannot be assumed.

Submitting study assignments

Students should submit course assignments no later than the agreed date. Study assignments returned to a platform indicated by the teacher, such as Moodle or Pedanet. Sending an email file a teacher or sharing a link to a file in the student's cloud service is not an adequate method of submission.

If a student is unable to submit the course assignments by the agreed-upon date, they must be submitted no later than the end of the following semester. For the spring semester, submissions must be made no later than the beginning of the fall semester. If a student has been on sick leave or parental leave, this policy may be waived, but even in such cases, a reasonable submission schedule (for example, corresponding to the length of the sick leave) must be agreed upon with the student, and the student must adhere to it. If the assignments cannot be submitted by the aforementioned deadline, the student must re-enroll in the course. In the new course, the student may submit their old assignments, provided that the assignment instructions remain the same.

If a student submits work late, he/she must always notify the teacher of the submission so that the teacher knows to take the work for evaluation.

The instructions for studying at the Department of Teacher Education were implemented in the fall of 2024. For courses completed prior to that date, students may be given the opportunity to make up for any incomplete work; however, even in such cases, a deadline is set for submission, after which the course must be retaken.

Evaluation and feedback

The assignments of the courses are evaluated according to the objectives set in the curriculum and in accordance with the evaluation criteria presented at the beginning. The assessment is carried out in the degree programme of the university and according to the deadlines set by the rule. Students have the right to receive qualitative feedback on the evaluation of their work. Feedback may vary from course to course and can be, for example, individual or group feedback.

As stated in the university regulations: 'In addition to the actual results, students are entitled to get information on how the published assessment criteria were applied in the assessment of their work and feedback on the quality of the study attainment. They must also be provided access to the assessed study performance, available either in writing or in other recorded form. In addition, they have the right to receive a copy of the performance.'

A teacher should evaluate the assignments within two weeks of the submission date. This time does not include non-teaching periods at the university. If the course has a mutually agreed return date, the deadline starts from the agreed date, even if the student has returned the work earlier. The teacher will inform students if the assessment schedule differs from the usual time.

The evaluation period for a bachelor's thesis is three weeks and for a master's thesis one month.

Renewing or retaking graded tasks

The University's degree regulations state as follows: "A student has the right to re-sit a failed study unit at least once. The re-sit opportunity must be arranged so that students have sufficient time to prepare for a re-sit examination. The student has the right to attempt to raise the grade of a completed study unit twice. The raise attempts must take place within a year from the original completion date. It is not possible to rewrite or raise a graded and approved thesis or dissertation."

Treating students equally

If the teacher deviates from the performance possibilities set out in the curriculum or curriculum, in the case of one or a few students, the same opportunity should be given to all students, unless there is a special reason for the deviation, such as pre-agreed individual arrangements. A student entitled to individual arrangements based on the university specialists' statement must show the recommendation at the beginning of a course or prior to an exam. Students with specific recommendations may be entitled, for example, to an extension of time for exams. The starting point is that the student does the same tasks as others to achieve the same learning outcomes.

Cases of fraud

Every teacher, other staff member and student is obliged to report suspicions of fraud to the study head of the faculty, who will refer the matter to the knowledge of the dean or director of an independent institute. The teacher also reports the suspicion of cheating to the student themselves. The suspicion of cheating may concern, for example, an exam, written assignment, thesis or other attainment included in the studies. Fraud includes, for example, recycling one's own previous text without appropriate referencing. Cheating can also be committed when using artificial intelligence in the university's general or contrary to course-specific instructions given by the course teacher. As a result of fraud, depending on the situation, there may be a rejection of a study attainment, a written reprimand, a written warning, suspension or even dismissal from studies.

Instructions and regulations governing studies:

Student wellbeing

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/student-wellbeing>

Degree regulations of the University of Jyväskylä

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters->

students/regulations-and-directives-guiding-studies/degree-regulations-of-the-university-of-jyvaskyla#toc-7-completed-study-units-assessment-and-theses-

Universities Act <https://www.finlex.fi/fi/laki/kaannokset/2009/en20090558.pdf>

Degree Decree <https://www.finlex.fi/fi/laki/alkup/2004/20040794>

University of Jyväskylä Degree Regulations

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/degree-regulations-of-the-university-of-jyvaskyla>

AHOT principles of the University of Jyväskylä

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/principles-for-recognition-of-prior-learning-at-the-university-of-jyvaskyla-from-182020>

Use of AI-based applications in studies – University of Jyväskylä guidelines and policies

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/using-ai-based-applications-in-studies-jyus-instructions-and-guidelines>

Handling cases of fraud

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/dealing-with-academic-misconduct>

Appeals

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/appeal-procedure>

Annual registration and duration of studies

<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/annual-registration-and-duration-of-studies>