

DEAN'S DECISION HY/5517/00.00.06.03/2023

# Instructions for teaching and studying at the Faculty of Educational Sciences

## Contents

Instructions for teaching and studying at the Faculty of Educational Sciences .....	1
1) Teaching and studying.....	1
1.1 Teachers.....	2
1.2 Students.....	2
1.3 Attendance .....	2
1.4 Safety .....	3
2) Methods of completion and assessment of courses.....	3
2.1 Completion of courses.....	4
2.2 Raising course and examination grades .....	4
3) Registration of completed credits and compilation of study modules .....	5
4) Advice, guidance and availability .....	5
Instructions for teaching and studying at the University of Helsinki .....	5

These instructions for teaching and studying provide detailed information on undergraduate education and practicalities related to studies. These instructions supplement the Faculty curricula as well as the guidelines and decisions issued by the University and the Faculty for teaching and studying.

If necessary, the University of Helsinki and the Faculty management group will issue guidelines and regulations that deviate from these instructions.

## 1) Teaching and studying

The task of students at the University is to study. Studies, which are intended to be a full-time activity, are completed under degree programmes. The main task of teachers is to teach and engage in research. Teachers have further duties, such as administrative duties and public engagement.

Teaching is based on curricula approved by the Faculty. The course coordinators indicated in the curricula are responsible for ensuring that courses are implemented in accordance with the curricula. Teachers are responsible for the teaching and guidance they provide and for the relevant teaching material. When

planning and providing teaching, teachers must take into account feedback received from students and employers, and observe the principles of the Faculty of Educational Sciences for planning teaching and drafting work plans.

Students are responsible for their studies, completed credits and any related selections to be made, and for drawing up a personal study plan. Students are responsible for independently and actively managing their personal resources, planning their studies, registering for courses and drafting their own timetable.

The Instructions website and the Sisu student information system offer detailed instructions and help for planning studies. When needed, students can also ask for guidance on the planning of studies and advice on practical queries from tutors, teachers and the staff of Teaching and Learning Services. Students can give feedback on studies through the official University feedback systems (Norppa, HowULearn, the National Bachelor's Graduate Survey) and, if necessary, during courses to the relevant teacher or other University staff.

### 1.1 Teachers

At the beginning of a course, teachers must inform students of the intended learning outcomes and course content, course timetable, methods of completion, required methods of participation, assessment criteria, course assignments and their due dates as well as course examination dates and the dates of resit examinations or assessment sessions. Taking examinations or returning course assignments on dates other than those defined by the teacher is possible only by separate agreement.

Teachers must provide teaching in accordance with the teaching programme. Teachers must inform students and Teaching and Learning Services ([siltavuori-student@helsinki.fi](mailto:siltavuori-student@helsinki.fi)) without delay of any changes to their teaching due to compelling reasons.

### 1.2 Students

Students are responsible for ensuring that they have a valid right to study. When contacting teachers or the staff of Teaching and Learning Services, students should provide their student number, degree programme and study track. Students must register for courses in Sisu within the registration period.

As a rule, students admitted to a course are confirmed after the registration period. Teaching groups are confirmed on the basis of the lecture and group choices made by students when registering. However, if groups become full or if the number of participants on courses is to be spread more evenly, students may be admitted to courses based on criteria to be indicated in advance, or students may be transferred to another group at the discretion of the course coordinator.

### 1.3 Attendance

In this document, attendance refers to being present for scheduled teaching. Attendance may be remote or on site, depending on the implementation method of each course. Students must actively attend teaching sessions. They must always be present at the first lecture or other teaching session of a course, unless otherwise agreed with the teacher. Students who have not registered for a course but are present at the first session may be admitted to the course at the discretion of the teacher.

Attendance plays an important role in group teaching to ensure that learning outcomes are achieved. Consequently, students must always attend group teaching. If a student is absent for over 15% of group

teaching (e.g., due to illness), they must negotiate with the teacher on alternative ways of achieving the learning outcomes. However, such alternative methods cannot replace attendance in group teaching as a whole. There is a 100% attendance requirement for teaching practice. If a student cannot attend teaching practice due to illness, they must contact the supervisor and agree on how to complete the practice period.

Absences should be avoided and other obstacles to the successful completion of courses must always be discussed with the course teacher. Students are obliged to independently enquire about the content of a missed class from other students in the first instance.

#### 1.4 Safety

A safe learning and teaching environment is in everyone's interest. It is important to ensure health and safety. Students must not attend teaching if they are contagiously ill so as not to jeopardise their own health or the health of others. The safety instructions of the special facilities and equipment in use must be observed. Teachers must inform students of any instructions for the use of special facilities, if such instructions are available. If necessary, students must wear appropriate protective gear. General safety and security instructions for facility use:

- After independent work, switch off equipment as instructed; ensure all doors are locked and windows closed.
- Do not disclose access codes to external parties.
- Do not let external parties onto the premises.
- Immediately report any unauthorised persons on the premises to the porters or security guards.

## 2) Methods of completion and assessment of courses

Course completion methods may include a written essay, a written or oral examination, an assessment session, an audio recording, a video presentation, or another assignment such as a learning journal.

As a rule, students must register separately for examinations in Sisu. Examinations can be arranged as separate closed-book examinations or in connection with classes. The latter examinations usually require no separate registration.

Teachers are responsible for organising the first course examination session and its invigilation. Resit examinations are arranged at Faculty examination sessions or in another way to be announced separately. Students are expected to complete assignments within the deadline set for them.

Should a course or course component remain uncompleted, the student must immediately contact the relevant teacher and agree on a method of completion. Teachers are not obliged to accept assignments that students submit after the deadline; instead, the students may, for example, be required to complete the course the next time it is offered. If no other deadline has been given, students must complete all the components of a course within one year of completing the first component. Separate course-specific provisions may be issued for subject teacher education.

The deadline for returning essays must be before the end date of the academic year. Assessment criteria and assignment deadlines will be announced at the beginning of each course.

Individual course components are not registered separately as completed credits, as they are included in the course requirements.

## 2.1 Completion of courses

As a rule, students are offered three opportunities to pass an examination associated with a course. If a student misses the first examination session, they have two more opportunities to sit the examination on dates announced during the course. When deciding on the dates of resit examinations, teachers must ensure that the progress of students in their studies is not jeopardised. If by the last resit examination (irrespective of whether the student attended all the preceding examination sessions) a student fails to receive a passing grade, they must retake the whole course, in a manner agreed upon with the teacher. Written assignments must be returned within the deadline indicated.

Registration for resit examinations organised on the Faculty examination dates takes place in Sisu at least 10 days before the date of the Faculty examination. (NB! Check the updated instructions for examination registration each academic year.)

Students can cancel their registration during the registration period for examinations. Course-specific instructions will be provided on whether the examination can be completed in parts. If a student cancels their registration or is absent from an examination for which they have registered, it will be counted as one examination session.

Teachers are responsible for reviewing submitted assignments (including essays, learning journals and examinations) within one month of the date of submission announced by the teacher, or of the examination date, and assessing the completed studies. The student must receive information on the assessment of completed studies within one month of the date of completion, with the exception of studies completed between 1 June and 31 August. In the assessment of theses, the principles issued by the Faculty as well as University-level guidelines must be observed.

Instructions for assessment and grading in Sisu: <https://teaching.helsinki.fi/instructions/article/assessment-and-grading-different-systems>

Thesis assessment follows the timetable set by the Faculty.

Separate guidelines will be issued on the recognition and validation of learning at the Faculty of Educational Sciences.

## 2.2 Raising course and examination grades

Students may resit a passed examination or other completed studies no more than twice on dates announced during the course. The opportunity to raise a grade does not apply to recognised prior courses or bachelor's, master's or doctoral theses.

A completed module assessment or an issued degree certificate will not be amended because of a resat examination.

In addition, students must be provided with opportunities to recomplete and raise the grade of written work, such as a written project, essay or learning journal. The dates for these opportunities must be announced at the beginning of the course. When re completing a failed written assignment, students must supplement the assignment as indicated by the teacher. When re completing a passed written assignment or wishing to raise its grade, students must rewrite it to a significant degree or write it on a new topic. The opportunity to recomplete a written assignment will be arranged in the same form as the regular method of completion. If this is impossible (e.g., in the case of group examinations), the teacher must ensure that

the methods of completion are equal in terms of workload and level.

Courses completed over 10 years ago must be recompleted if they are to be incorporated into a study module or degree. At the Faculty of Educational Sciences, studies based on the 2023–2026 curriculum can be recompleted, as indicated by the teacher.

### 3) Registration of completed credits and compilation of study modules

Teachers will register completed courses in Sisu within one month of completing the last course component (e.g., an examination).

Compiling studies means grouping completed credits into study modules in Sisu, i.e., basic, intermediate and advanced studies. Modules are graded. For an application for a degree certificate to be submitted to the Faculty of Educational Sciences, students need to have their modules registered, including completed modules in their own field and optional studies. When requesting the compilation of a study module, students must ensure that individual courses were not completed over 10 years ago.

The compilation of studies completed at another faculty or university is the responsibility of that faculty or university. Credits completed elsewhere will be approved and registered by Teaching and Learning Services.

### 4) Advice, guidance and availability

Teachers and Teaching and Learning Services provide academic advice and guidance to students. Students in degree programmes are assigned tutors. As a rule, teachers must be available from the beginning of September to the end of May with the exception of the Christmas break (between the second and third teaching periods). The contact details of teachers and the staff of Teaching and Learning Services are available on the University website and the Flamma intranet. Students' email messages must be answered within a reasonable time. The email address for Siltavuori Teaching and Learning Services is [siltavuori-student@helsinki.fi](mailto:siltavuori-student@helsinki.fi).

### Instructions for teaching and studying at the University of Helsinki

Detailed instructions for teaching and studying are available on the Instructions for Teaching website (<https://teaching.helsinki.fi/instructions>) and the Instructions website (<https://studies.helsinki.fi/ohjeet>).

Dean's decision  
HY/10119/00.00.06.03/2024 6/2024

## Instructions for teaching and studying at the Faculty of Educational Sciences 2023–2026 (supplement)

This chapter supplements Dean's Decision HY/5517/00.00.06.03/2023 on instructions for teaching and studying at the Faculty of Educational Sciences. The supplemented instructions will take effect on 1 August 2024.

### Instructions for blended teaching

In this document, blended teaching refers to the partial replacement of contact or face-to-face teaching with independent or group assignments.

During the 2024–2025 academic year, blended teaching will be offered to groups of students holding one of the following rights to study:

- Right to complete studies for special needs teachers as a non-degree option (Finnish)
- Right to complete multidisciplinary studies in subjects and cross-curricular themes taught in basic education as a non-degree option (Finnish)
- Right to complete pedagogical studies for teachers as a non-degree option (Finnish)
- Right to complete pedagogical studies for teachers in English (STEP)
- Right to complete studies for special needs teachers in Swedish
- Right to complete blended education for early childhood education teachers (Finnish or Swedish)

Other students cannot attend classes intended for the above groups during the 2024–2025 academic year. If necessary, degree students may be incorporated as separate groups into blended teaching for non-degree students.

Attendance in group teaching is compulsory. If a student cannot attend such teaching for a compelling reason, they must substitute for their absence primarily by attending teaching for another group and secondarily by completing a substituting assignment. Such substitution must be agreed separately with the teacher. The coordinating teacher determines the number of group teaching sessions that students can substitute for as outlined above.