

Aalto University Summer School

Terms and conditions

Version: 7 March 2024

Aalto University Summer School (later Summer School) provides short-term courses and programs (later courses) and extracurricular activities (later social program) at Aalto University.

This document describes the terms and conditions of the Summer School. To study at the Summer School, the customer (later student) must commit to the conditions described in this document.

Contact information

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Aalto-korkeakoulusäätiö sr.
Otaniementie 9, 02150 Espoo, Finland
VAT: FI22283574

summer@aalto.fi (primary contact)
+358 50 577 2755 (Laura Kitinoja,
Program Director of Summer School)

1 Admission to the Summer School courses

Students are selected separately for each course. Students may apply and be accepted to multiple courses as long as there is no overlap in the teaching schedules.

To enter the Summer School courses and social program, the students must

- Complete an online application and submit the required documents
- Confirm the course participation by paying the tuition fees according to instructions.
- Confirm the social program participation by paying the fees according to instructions.

Summer School will select the students based on the application and motivation letter. Students must have completed a high school or a vocational degree or equivalent and be at least 18 years old by the time the course starts. Minors need signed consent from a guardian to join a course.

Summer School reserves the right to withdraw any offer that it has made to the student or cancel the student's course participation if it becomes apparent that the student's application is inaccurate or the student has provided false information to secure a place at the Summer School. Cancellations and reimbursements are handled according to the cancellation policy (2.7 Cancellation). Summer School will reimburse no other costs than tuition fees and social program fees, including but not limited to travel costs.

2 Studying at the Summer School

2.1 Courses

The courses take place on the Aalto University Otaniemi campus unless stated otherwise in the course information. Courses include teaching and assignments. Depending on the course, teaching can be, for example, lectures, workshops, visits, demos or other sessions. The assignments can be individual or group assignments and can also include pre- or post-work online. Summer School reserves a right to alterations in teaching staff and teaching methods.

2.2 Social program

The students participating in the courses can sign up for the social program. The social program consists of events and trips in the Helsinki Metropolitan area and Uusimaa region. The social program has a separate fee from the tuition fee.

2.3 Summer School students' rights

The Summer School students have the right to a safe learning environment, including being treated equally, impartially, and with respect, and open and responsible communication. In case of any misconduct or conflict of interest, the students have the right to be heard.

The students have the right to study the Summer School courses they have confirmed their participation in and get teaching as described in the course descriptions.

The students will receive a digital course certificate for a completed course. The course syllabus describes all the requirements for passing the course and information on the grading.

2.4 Summer School students' responsibilities

The Aalto University Code of Conduct (Appendix 1) describes the values and establishes a common operational culture for the Summer School courses. The Summer School students shall commit to the principles described in it.

The student shall respect the corresponding rights of other Aalto University members and other stakeholders, as described on pages 8-9 of the Code of Conduct. Any violent, threatening or discriminatory behaviour, dishonesty, bullying, sexual or gender-based and other harassment or disturbing the teaching is prohibited.

It is the student's responsibility to take care of insurance coverage. Summer School does not collect and inspect certificates of insurance but strongly recommends travel insurance that includes free time activities.

It is the student's responsibility to have a laptop or tablet computer for coursework and accessing self-study materials, as well as an internet connection for online studying. On the Aalto University campus, the student can use the free guest WIFI.

The student must use the learning environments and communication channels provided by Summer School, as described in the course descriptions or instructed by the course teachers. The students are responsible for regularly checking the provided communication channels throughout their course(s).

The student is obligated to comply with the use policies of the provided information systems and the requirements concerning information security and data protection. They may not use the information systems for purposes other than the Summer School courses.

The student must keep their user accounts secure and not give their usernames and passwords to third parties.

The language of teaching, assignments and all communication is English. The student must have sufficient English skills to study in the English language.

The student must commit to completing study assignments without help from outsiders and accept that there is zero tolerance for fraud and cheating.

2.5 Grading of courses

The student's course attainments are evaluated and graded based on the learning outcomes, completion and grading described in the course syllabus or assignment instructions. Teachers provide more detailed instructions about completing the course and grading at the beginning of the course.

The student has the right to obtain information about the application of evaluation criteria to their course attainments. They are allowed to see the evaluated written or otherwise recorded course attainment. A student dissatisfied with the grading of course attainment should first contact the teacher to get feedback and information about the evaluation.

The student may ask the teacher for a re-evaluation of course attainment. The student must present grounds for the re-evaluation, specifying what kind of an error has been committed in the evaluation. The student must submit the request within 14 days of the date the student has been offered the opportunity to see the results and the evaluation criteria applied to the course attainment.

A student dissatisfied with the teacher's conclusion may submit an appeal. The student must submit the appeal within 14 days of the date the student has received the teacher's conclusion. The Aalto University Head of Lifewide Learning Services will make the final decision on the completion of the summer course on the basis of the final course evaluation. If needed, the Head of Lifewide Learning Services is substituted by another member of the Learning Services Operative Management Team (LESjory).

2.6 Misconduct and handling misconduct cases

The student must follow the guidelines described in this document and the Code of Conduct (Appendix 1). In the case of misconduct, Summer School can restrain the student's right to participate or continue the course and social program without refund.

A student who experiences or otherwise observes misconduct by another university community member may report the issue to the Program Director of Summer School. The Program Director of Summer School will investigate any reported inappropriate behaviour by a student or a member of staff or any suspected violation of the Summer School terms and conditions.

The Aalto University Service Head of Lifewide Learning is responsible for ensuring that any disruptions or conflict situations regarding the Summer School activities are conducted by following the principles of good administration and governance and deciding on follow-up measures. The Head of Lifewide Learning Services may delegate authority to a person designated by them.

2.7 Cancellation

All cancellations should be written requests to the email summer@aalto.fi.

The student has the right to cancel course or social program participation without costs within 14 days of the payment, after that the refund terms below are followed. The 14-day cancellation right does not apply to payments made by organisations, which can be refunded according to the refund terms.

Summer School reserves the right to cancel a course, e.g., if an insufficient number of students register. In that case, students will be notified without delay. If Summer School cancels the course, it fully refunds the tuition and social program fees (100%). Cancelling the participation of an admitted student and the circumstances leading to it are described in Paragraph 1 (Admission to the Summer School courses).

The starting date of the course is the first day of teaching on campus.

If the student cancels the course or social program participation, Summer School follows its refund terms, where 15% of fees are deducted as a service and bank cost fee. The refund percentage decreases as the starting date approaches.

- Cancelling up to 60 days before the starting date: 85% refund of tuition fee and social programme fee
- Cancelling up to 30 days before the starting date: 50% refund of tuition fee and social program fee
- Cancelling less than 30 days before the starting date: no refund of tuition fee or social program fee

2.8 Governing law and dispute resolution

All reclamations should be submitted without delay as a written request to the email summer@aalto.fi.

Finnish law is applied to these terms, excluding its choice of law provisions. Possible disputes between the Service Provider and the student arising from these terms shall be primarily resolved by negotiation. If negotiations fail to produce a solution, the dispute is resolved in the District Court of Helsinki as the first instance.

The student can request a recommendation for resolving the dispute from the Consumer Disputes Board. Before referring the matter to the Consumer Disputes Board, we recommend that the Customer is in contact with the consumer advisory services:

- Consumer Advisory Services: www.kkv.fi/en/consumer-affairs/
- Consumer Disputes Board: www.kuluttajariita.fi/en/index.html#

3 Force majeure

Aalto University shall not be considered to be in breach of these terms if it is prevented from fulfilling its obligations by force majeure. This shall be considered to exist, inter alia, if an event prevents the performance of the work on time or renders it difficult. It includes, inter alia, war, insurrection, natural disaster, pandemics, epidemics, widespread infectious diseases, travelling restrictions issued by an authority, interruption in general energy supply, fire, strike, embargo, a material restriction imposed by the State budget or by the State on the activities of Aalto University and other uncommon reason beyond Aalto University's control. Aalto University will notify the affected students of any force majeure without delay.



Aalto University Code of Conduct

Dear reader,

Aalto University strives to be a place where everyone can thrive while studying and working together. This is the foundation of everything we do. Our well-being and success are built on our commitment to fair play, that is, our Code of Conduct.

In a changing world, being responsible in everything we do becomes all the more important. We may sometimes face difficult questions in our work and studies. How can we ensure that every member of the Aalto community gets to enjoy a safe, comfortable university environment where everyone has unhindered access to education and work? How do we ensure data security and privacy protection during cyber attacks? On what grounds do we choose a partner among many possible candidates?

The values we have chosen together – responsibility, courage and collaboration – and our way of working are the cornerstones of our community culture. They guide everything we do.

First introduced in 2017, the Aalto Code of Conduct contains the ‘fair play rules’ of our university community. The Code of Conduct helps us make ethically sound choices and gives practical examples of actions that are in line with our values.

The Code of Conduct has now been updated to correspond to our reformulated values and the changes that have reshaped our operating environment. For example, we have further specified our principles concerning sustainable development, the use of property and assets, and data protection and information security.

Our ethical principles will only be of use if we genuinely adhere to them in our daily life and actions. Let us familiarise ourselves with the Code of Conduct, commit to it and rely on it whenever ethical choices are called for.

Let us be genuinely proud, not only of our achievements, but also of the way we accomplish them. Every one of us, every day.

Ilkka Niemelä, President



The purpose of our Code

- ▶ What is it
- ▶ Why do we have it
- ▶ Who needs to follow it



What is the Aalto University Code of Conduct

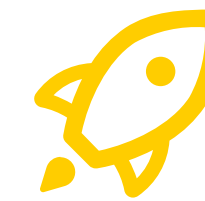
The Code of Conduct (‘Code’) is one way of putting our values and way of working – the foundation of our community culture – into practice. It sets out the **ethical principles and legal compliance policies** that govern what we do and what we expect from each other, in all aspects of university life.

Our values and way of working



RESPONSIBILITY

Working for a better world, we act sustainably for the wellbeing of all.



COURAGE

Taking on challenges with agility, creativity and passion, we aim high.



COLLABORATION

Diversity is part of who we are and we foster an empowered community that shines by working together.

Why do we have the Code of Conduct

We believe that it is the people who make Aalto.
The diversity of talent and perspectives is one of our greatest assets.

At the same time, we need a shared culture, principles and policies.

The Code helps us all make ethically and legally right choices – so we can be proud of what we achieve as well as of how we do it.



Who needs to follow the Code of Conduct

The Code of Conduct touches all of us at Aalto University.

That means **everyone from students to employees and board members, as well as people who work for Aalto-owned companies, need to abide by the Code.**

Social responsibility is important to us and we seek out like-minded partners. Our suppliers and other partners should comply with laws and conduct their operations according to principles that are similar to our Code.

Our partners shall be committed to comply with the United Nations Universal Declaration of Human Rights, respect universal human rights and to ensure no forms of forced or child labor is used at any of its operations or activities. We also expect our partners to uphold international standards on anti-corruption and the environment.



The five pillars of our Code

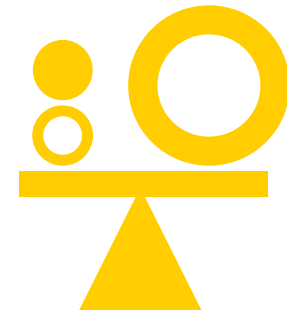
- ▶ Our responsibility for people
- ▶ Our responsibility for sustainability
- ▶ Our responsibility to act ethically
- ▶ Our responsibility for assets
- ▶ Our responsibility for information and data

Our responsibility for people

Aalto University is a diverse and inclusive culture; **we want every community member to feel welcome and safe.**

We aim to provide a non-discriminatory, equal and accessible environment in which employees and students with diverse backgrounds and duties receive equal treatment and are free to study and work for fulfilling professional, educational and other aspirations, without discrimination.



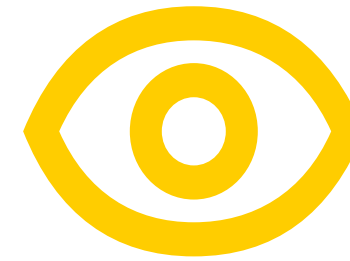


Equality and impartiality

Every member of the Aalto community has **the right to be treated with respect regardless of their** gender, gender identity or expression thereof, age, ethnic or national origin, nationality, language, religion, beliefs, opinion, political or trade union engagement, family relations, health, disability, sexual orientation, or other **personal characteristics**.



Stay open to fresh perspectives, share experiences, listen others and experiment other ways to foster open discourse, encourage free exchange of ideas and build mutual trust.



Responsible behaviour

We behave in a responsible manner and respect the rights of the other members of our community to enjoy a safe and pleasant university environment that allows unhindered progress in study and work. **We do not accept any kind of inappropriate conduct, bullying or harassment.**

Never use unwelcome verbal, visual, physical or other conduct of any kind that causes others to feel threatened, unsafe, uncomfortable or creates an intimidating, offensive or hostile work or study environment.



Health, safety and wellbeing

Our employees' and students' **well-being is core to us**. Aalto is committed to providing healthy and safe working and learning conditions. Aalto community members are responsible for adhering to health and safety practices as well as recognising any potential dangers and taking necessary mitigating actions.

Take actively care for the safety and well-being of yourself and others.



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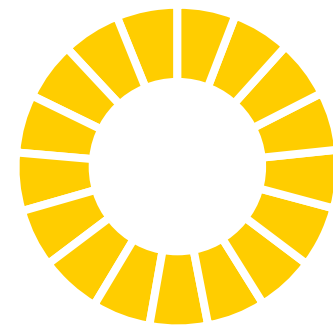


Our responsibility for sustainability

Sustainability is an integral part of all activities at Aalto University. Sustainability is understood through all its dimensions: ecological, social, economical and cultural.

We are committed to advancing sustainability through research, education, campus development and daily practices. We strive to engage also our partners.



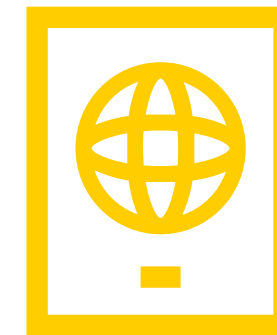


UN Sustainable Development Goals

Aalto University is committed to UN Sustainable Development Goals (SDG Accord).



Commit to acting by example in taking sustainability into account in daily operations. Could you perhaps spend less?



Sustainability in our academic activities

We advance sustainability through our research results, processes and practices. We include sustainability in our educational offering. Also the artistic activities embrace responsibility and create societal impact.

The most effective way to improve sustainability is through your studies and research.



Sustainability in our operations

We strive to operate and develop our campus in line with the principles of sustainable development, including well-being of all. We aim to **maximise our positive impact and minimise the adverse effects** of our activities. We aim for carbon neutrality by 2030.

The best waste is no waste. Sort waste according to provided instructions, both on campus and in your spare time.



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GREAT TIPS →**

Our responsibility to act ethically 1

We operate with a high international **standard** of research, artistic activities and education that conforms with ethical principles and **responsible research conduct**.



Learn to recognise and understand key ethical principles guiding research and how they apply to research, teaching and learning.





Academic freedom

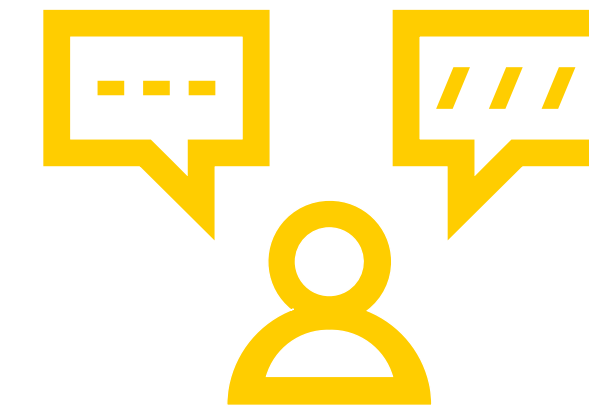
Our teachers have the freedom to teach, researchers have the freedom to research and students have the freedom to learn. The intellectual freedom of research, art, teaching and learning go hand in hand with responsibility. Each community member must act consistently with the requirements set down in our Code and other Aalto regulations and policies issued to guide working and learning at Aalto.

We recognise the fundamental principles of Magna Charta Universitatum 2020.



Responsible conduct of research

We always use the best practices for the responsible conduct of research. Acts of plagiarism, misrepresentation, fabrication, falsification of data or other misconducts are not acceptable. All research is conducted in strict compliance with the applicable policies and procedures of good scientific practice in 'Responsible conduct of research and procedures for handling allegations of misconduct in Finland', published by the Finnish National Board on Research Integrity TENK. Responsible artistic practice involves many of the same elements as responsible research conduct.



Openness and responsibility in communication

We promote openness and foster open academic discourse in our learning and working environment as well as in interactions with our partners, stakeholders and the media.

As employees of Aalto University we should exercise good and ethical judgment in any public comment or activity, including on social media. We understand our duty to be clear about whether we are acting in a personal or professional capacity in all our public activities.



Our responsibility to act ethically 2

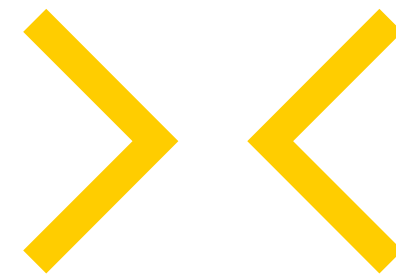
We act honestly — all our activities are guided by our values and integrity.

All relevant laws and regulations as well as this Code and other Aalto University policies are always the foundation of what we do.



Learn and abide by any specific laws and policies applicable to your own field of science or work. For example, when doing international contract research, pay attention to possible trade control restrictions and compliance requirements, such as, e.g dual use technology export control rules and economic sanctions.





Conflicts of interest

We are committed to recognising, disclosing and **avoiding financial and non-financial conflicts of interest**, whether perceived or actual, that could compromise or conflict with our responsibilities towards Aalto, or which could impair our ability to perform our duties and responsibilities towards Aalto objectively. As employees of Aalto, we also have a special duty to comply with rules related to disqualification.



Keep in mind not to let the line between personal and professional interests become blurred. Personal relationships, outside employment or personal business opportunities need to be separated from your duties as an employee of Aalto.



Anti-corruption

All our relationships with external stakeholders must reflect our commitment to performing all our activities with integrity and promoting fair and honest practices. **We will not accept bribery of any form** and we refrain from any activity or behaviour that could give rise to the appearance or suspicion of such conduct or the attempt thereof. Aalto makes a clear distinction between gratuitous donation and compensable co-operation in all its activities.

Refuse any suspicious offers (such as payments in cash) and never offer any facilitating payments.



Gifts and hospitality

Offering or accepting hospitality should be done **sparingly and always be legitimate and proportionate** in the context of Aalto's activities. Our employees are not allowed to accept benefits or gifts of significant cash value from any current or potential external service providers, suppliers or other partners. Such benefits include journeys, meals, entrance tickets, supplies or services, gift cards etc. Benefits or gifts worth more than one hundred euros (€100) are considered as having significant value.

Don't exchange gifts, hospitality or other benefits that look like an attempt to improperly influence a decision.



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Our responsibility for assets

We respect Aalto University property (including physical property, financial assets, intellectual property, data and confidential information), using assets and resources **carefully and for their intended purpose**.

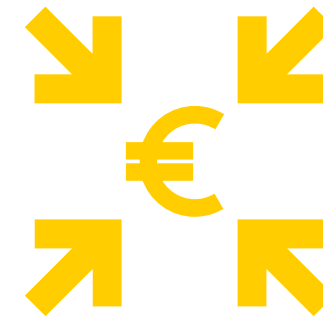
Aalto University accepts donations that help fulfil our community's purpose. Our fundraising principles are based on respect for the dignity of the donor's will, ethics and integrity.





Physical assets and intellectual property rights

Aalto assets are primarily intended for teaching, learning, research and artistic activities, as well as for related support services. The use for any other purposes requires separate agreements or instructions. Aalto assets must be appropriately safeguarded against damage and unauthorised use or removal. We take appropriate action to protect intellectual property in accordance with Aalto procedures and guidelines. Our researchers' rights to their innovations are safeguarded according to applicable legislation.



Funds

We use our funds responsibly. Public funding is used for allowed purposes only. We follow applicable rules on public procurement and carry out all purchases in accordance with Aalto purchasing procedures and policies. The funds raised from the donor are used in line with the donor's will and the university community as the beneficiary. Aalto University's endowment management is carefully organised and we incorporate the responsible investing goals in our endowment strategy.



Financial records

We maintain financial records that are accurate and precise, and prepared in accordance with applicable laws, regulations and standards. We comply with Aalto's financial regulation and other supplementary financial policies and guidelines, and ensure that every transaction is properly authorised and recorded promptly, truthfully and accurately. External and internal auditors regularly monitor our activities.



Our responsibility for information and data

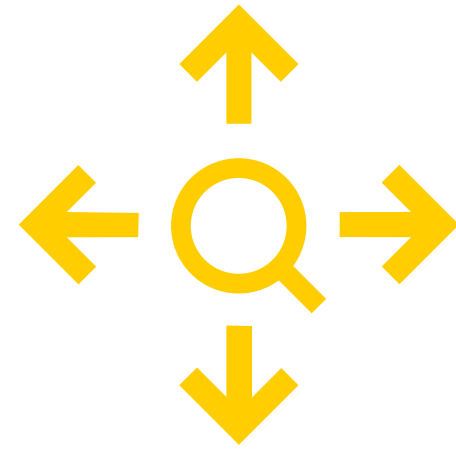
We advance responsible and innovative data usage practices and culture in order to build data driven operations and to maximise the value of data in all activities of Aalto University. We value the transparency and openness of data.

Taking care of data security and data protection as a part of the day-to-day processing of data **is everyone's responsibility at Aalto University.**



Start your journey towards data-driven way of working already today.





Responsible sharing of research results

We promote open science and research and open access to research outputs. Our policy is to **publish research results and to advance the use of innovations** and other results of our work in order to maximise our societal impact. At the same time, **we respect the intellectual property rights of others and the confidentiality of information they own.**



Know your data and which restrictions (such as e.g. third party IPRs, confidentiality obligations or privacy rules) might hinder publishing or other use of data.



Responsibility for data and privacy

We follow the guidelines for creating data for common use and recognise that sharing data helps to ensure the quality of data. Whenever processing personal data we **follow Aalto data protection policy** as well as instructions on personal data processing. Processing of personal data should always be based on a legitimate purpose and relevant to such purpose, and shall be fair, accurate, transparent and informed.

Maintain data security in all activities when processing personal data or classified information and data, regardless of format, storage method or location.



Information security

We are aware of the classification of any data we use and share. **It is everyone's responsibility to follow Aalto guidelines on information security management.** We use only university validated services and applications to ensure information security.

Follow a clean desk and clean screen policy whenever possible. When not in use, classified materials shall be kept in a locked space that fulfils the requirements of the classification.



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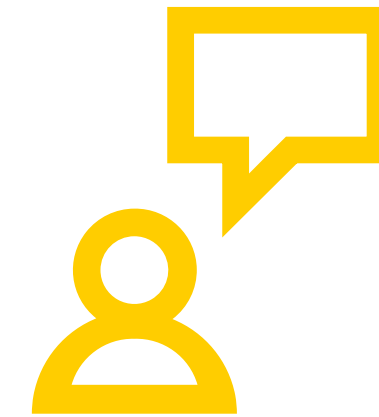


The implementation of our Code

- ▶ How we bring the Code of Conduct to life
- ▶ What to do when something is not right
- ▶ What happens when you raise a concern

How we bring the Code of Conduct to life

At Aalto University we value dialogue. Even though the right choices are not always immediately evident, we hope all community members will help develop our organisation by engaging in constructive discussion on difficult issues.



What matters is not only what we say, but what we do and how. Small actions from each of us makes a difference and impact as a whole.



Everyone should get to know the Code of Conduct and its five pillars, so it's easy to uphold.



Some members of the community have the extra responsibility of introducing the Code to others.

Leaders and managers, professors, teaching staff and supervisors lead by example through everyday ethical decision-making and by making the Code the topic of day-to-day conversation.

What to do when something is not right

We want Aalto to be a place where everyone can speak up when something seems off.

We know that raising a concern, even when it's the right thing to do, can be stressful. That being said, we encourage you to do so in your own name. Intervening in the problem is more efficient when we have the opportunity to get all the facts.

If you notice that the Code or its spirit isn't being followed, **please raise your concern** with your teacher, if you are a student, or your supervisor, if you are an employee.

If, for any reason, you don't feel comfortable approaching this person, you can use other resources to raise your concern.



FIND MORE INFORMATION →

What happens when you raise a concern

We promise to fairly and properly investigate concerns according to university procedures.

Following an investigation, if we find a violation has occurred, corrective and disciplinary action may be taken. Disciplinary actions will be determined on a case-by-case basis and in accordance with applicable laws and rules. **We always follow up on the outcomes of investigations.**

Issues that relate to the university as a whole and require general development are proceeded at the university level, under the supervision of Aalto University's Head of Legal.

