



Aalto-yliopisto

The Aalto University Equality Plan 2019–2021



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1 Equality work at Aalto University

1.1 Introduction

Aalto University is committed to promote diversity, equality and non-discrimination in all its activities.

The Equality Plan is based on the values of the university and on the university strategy. Statutory obligations set forth in the ([Act on Equality between Women and Men 609/1986, 1329/2014](#) (in Finnish) and the [Non-discrimination Act 1325/2014](#)) also apply to the plan. The university is firmly committed to promote the equal opportunities of university members to learn, acquire knowledge, participate and make a difference. The successful attainment of equality at Aalto depends on making the [values of the university](#) visible in all university practices. According to the [Aalto Code of Conduct](#), all members of the Aalto community have the right to be treated with respect regardless of background or other particulars of their person.

The Equality Plan applies to all who work and study at Aalto. Every member of the university community has a responsibility to promote equality locally, in their own environment. The university and school management as well as the heads of departments, units and services are key figures in the promotion of equality. Also acting in key positions are supervisors, members of appointment and admissions committees and those who serve in teaching positions.

1.2 Objectives

Aalto University aims to provide a non-discriminatory, gender-equal and accessible environment in which employees and students with diverse backgrounds and duties receive equal treatment and are free to participate without discrimination in university activities. The common aim of all should be to maintain a good, safe and just environment for work and study.

In a gender-equal and non-discriminatory Aalto University:

- All university staff shall have equal rights, responsibilities and opportunities for personal development and career advancement on the basis of their academic and/or professional qualifications.
- All shall have the opportunity to influence the development of teaching and research, as well as other operational planning.
- Every applicant shall be treated equally in job recruitment, student admissions and teaching situations, and students shall be provided with equal opportunities for study.
- Students' work shall be evaluated fairly on the basis clearly and openly defined learning outcomes and evaluation methods.

Aalto University is dedicated to identifying and eliminating practices and structures that generate or sustain inequality and discrimination.

Section 4 presents the university's aims and development measures as well as parties responsible for the 2019–2021 planning period. Concrete measures are presented annually by the schools in their respective equality action plans.

1.3 Statutory obligations

Statutory obligations applying to the Equality Plan include the [Act on Equality between Women and Men \(609/1986\)](#), [Laki naisten ja miesten välisestä tasa-arvosta annetun lain muuttamisesta \(1329/2014\)](#) (an amendment to 609/1986, in Finnish) and the [Non-discrimination Act \(1325/2014\)](#). Under these laws, universities are obliged to actively promote equality in student admissions, staff appointments and in other study and employment arrangements. Teaching, research and education materials must be supportive of these values, which should also be reflected in admissions criteria, impartiality in teaching and in evaluating student work, and in the non-discrimination competencies of teachers). In the amendment of the Act on Equality between Women and Men (1329/2014), the prohibition of discrimination based on biological sex was expanded to cover discrimination based on gender identity and expression. Equal opportunity, equality, fair treatment and prohibition against discrimination are written into Finland's constitution, the Employment Contracts Act (55/2001) and Occupational Health and Safety Act (738/2002).

1.4 Definitions of concepts

The definitions given to equality and non-discrimination concepts are vital, in order that all members of the community can have the same understanding of what the concepts mean. The most important concepts in Finnish are *tasa-arvo* and *yhdenvertaisuus*. In this document, they are usually translated as 'equality' and 'non-discrimination', respectively, or simply as 'equality'. The Equality Committee uses the abbreviation EQU.

Global competence refers to the 2018 OECD/PISA definitions of the skills needed by a 'citizen of the world'. (See <http://www.oecd.org/pisa/pisa-2018-global-competence.htm>.)

Diversity refers to the variation among people, also in terms of (value) pluralism and multiculturalism, with respect to age, gender, disability, health, ethnic origin, nationality, language, religion, conviction or sexual orientation. The work environment includes such aspects of diversity as differences between employees in terms of their education, experience, their work habits, personalities and values.

The term **positive action** (affirmative action) refers to measures meant to support underrepresented gender groups or other groups susceptible to discrimination in order to that place them in a position of greater equality or parity with others.

Accessibility describes the ability of teaching, research, artistic activities and their related services, interaction and publications to accommodate the needs and living situations of diverse users. Accessibility is optimally achieved when all members of the community may act as equals without special assistance. Accessibility is poorly or inadequately achieved when special arrangements are needed and users experience barriers. **Barrier-free** (accessible) design refers to the physical design of the campus for all users. Barrier-free buildings, spaces and pedestrian routes ensure that a user's disability or functional limitation does not hinder study, research or artistic activity. An **enabling environment** comprises the combination of accessibility with barrier-free design.

Gender identity refers to a person's experience of their own sex as a physical and/or sociocultural construct.

Equality. In this plan, equality (*tasa-arvo*) refers to gender equality as provided in the [Act on Equality between Women and Men \(609/1986\)](#). The act entails the duty to promote equality and to prohibit discrimination based on sexual or gender-based harassment.

Direct and indirect discrimination. Indirect discrimination refers to provisions, grounds or practices that – though seemingly neutral – place a person at a disadvantage. Direct discrimination refers to treating someone differently and thereby putting them in a less favourable position than someone else.

Non-discrimination. In this plan, non-discrimination (*yhdenvertaisuus*) refers to forms of discrimination that are not sexual or gender-based, in accordance with the Non-discrimination Act (1325/2014). The act entails the duty to promote non-discrimination and to prohibit discrimination based on age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics.

1.5 Compilation, structure and content of the plan

The Aalto University Equality Plan is a compilation of the university-level aims and principles for achieving equality and non-discrimination at Aalto. The plan also presents the organisational division of labour for achieving these ends at Aalto. The plan includes an assessment of how well the plan measures and objectives from the previous period were realised, followed by a description of the current state of affairs and a presentation of measures and achieving the aims of the new three-year planning period, 2019–2021. The plan also presents a code of practice to support non-discrimination, equality and accessibility at Aalto.

Every year, the six schools of Aalto each compose a concrete action plan under the guidance of their own EQU task force. The action plans help to ensure that the targets set by the university will be realised in daily practice. The plans also bring to light the unique features of the different schools and units as well as their own developmental needs and goals. They give a concise presentation of clear objectives and measures, parties responsible and timetables in a way that allows for easy measurability and evaluation. The school's respective action plans are published annually on the Aalto University website.

The plan comprises the Aalto University gender and age equality statistics for 2018 (Appendix 1), the Aalto University accessibility implementation plan for 2019–2021 (Appendix 2) and the Aalto University Language Guidelines and their implementation plan for 2019–2023 (Appendix 3). The Equality Plan has been broadly circulated for comments among staff and student representatives, going through Aalto management, steering and preparatory committees as well as occupational safety and cooperation (collective bargaining) committees before it was approved.

After final approval, the Equality Plan will be immediately put into effect with its non-discrimination and equality principles guiding the university's operations and activities.

2 Acting parties, practices and monitoring in non-discrimination and equality at Aalto

2.1 Actors, duties and operations model

Non-discrimination and equality work must be soundly organised in order for the planning, monitoring and implementation of Aalto's values of equality and non-discrimination to be successful. The Aalto Equality Plan is an integral part of the Aalto quality system. The provost, supported by the EQU Committee, is responsible for the equality and non-discrimination work at the university level. The deans, supported by the respective schools' quality officers, are in charge of the equality and non-discrimination work at the school level. The school-level EQU task forces draft action plans for their own school. Plan implementation is followed regularly.

Non-discrimination and equality matters are also dealt with in the occupational safety committee and in other Aalto working groups, as well as in the student union. Other Aalto guidelines and plans steer university operations in support of equality and non-discrimination work, including the [Aalto University Code of Conduct](#), the Aalto University Language Guidelines for 2019–2023, the Aalto University Accessibility Implementation Plan for 2019–2021, the human resource plan and various questionnaires and surveys, including staff questionnaires, wage and workplace surveys. Additional support for equality work is provided by various services and organisations, such as Learning Services (LES), Human Resource Services (HRS) and partners such as student health care (FSHS) and occupational health care.

Aalto University Equality Committee

The EQU Committee provides support for Aalto University's values particularly in terms of equality planning, implementation and monitoring. The three-year (3) term of the EQU Committee coincides with the three-year period of the Equality Plan. The Committee meets three times annually. The Committee is staffed by 22 members (plus 2 deputy members) during the 2019–2021 term, and it is chaired by the provost. Besides the chair and minute-taker, the Committee includes six (6) quality officers (one from each school), the harassment contact person of the student union (AYY), and a student representative appointed to the Committee annually by the AYY (plus his or her deputy) a representative of Aalto University staff, teaching and research representatives, and the university's senior advisor on accessibility. In addition, representatives from Leadership Support Services, Communications Services, Learning Services, Human Resource Services and, when needed, legal counsels (two altogether) for the last two services mentioned.

The duties of the EQU Committee are:

- To set the objectives and measures used in equality work at Aalto University
- To hold the responsibility for the composition, the annual monitoring and possible revisions of the Equality Plan in accordance with law
- To evaluate and monitor the performance of the schools' action plans annually
- To support the equality and non-discrimination work of the schools
- To monitor, through statistical means and feedback, the state of equality and non-discrimination matters at Aalto

- To monitor the realisation of the Aalto University Language Guidelines and their implementation plans on an annual basis
- To take the necessary development measures when areas of improvement are identified or to delegate such measures to the schools
- To assess educational needs and to plan as well as implement (when needed) training in equality and non-discrimination.

The equality coordinator

The EQU coordinator serves as the standing secretary and contact person for the EQU Committee in all non-discrimination and equality-related matters.

In addition to those roles, the Equality coordinator has the following duties:

- To promote the realisation of Aalto's three-year plan objectives at the university level, and to do so together with the persons responsible for the measures
- To collect and compile feedback and statistical reports relating to equality and non-discrimination work
- To support the EQU task forces and the equality work of the schools
- To take care of university-level communications on equality and non-discrimination matters and to keep the information up-to-date.

EQU task forces

The schools' EQU task forces are in charge of the deployment of equality and non-discrimination taskwork in their own schools. Student and staff representation is taken into account when composing the task forces. Existing working groups on quality may also be used for forming the task forces.

The duties of the EQU task forces are:

- To draft and update the annual action plans of the schools, and to be responsible for furthering the work
- To monitor the implementation of planned measures and report to the EQU Committee annually.
- To be in charge of providing information and general communications about equality in the schools
- To raise equality and non-discrimination issues to the attention of the schools' steering groups or management groups.

AYY student representation and the harassment contact person

Aalto University Student Union (AYY) selects at least one harassment contact from among its members. The duty of the contact person is to serve as an aide and support to students in harassment cases. The harassment contact person serves as a standing member of the EQU Committee and represents the AYY in that capacity. Along with the contact person, the AYY appoints one (1) annually rotating student member and one (1) deputy. Each school's EQU task force also includes one (or more) student representative(s).

2.2 The continual development cycle and annual timeline for equality work

The operations model for equality work aims for a flexible and continual development cycle (Plan, Do, Check, Act – PDCA), where there is experimentation with new models, the sharing of information and best practices, and the monitoring of measures and objectives, as well as redefinitions if needed (see Figure 1). The implementation of action plans, and thereby of the university's equality objectives as well, is monitored regularly by the schools and by the EQU Committee. At the EQU Committee's first meeting of the year, the schools report on the progress of the previous year's action plans and present updated action plans for the current year (Figure 2, the EQU annual timeline). The annual updating enables the appointment of new EQU task force members, the recording of the results of implemented measures and objectives, the setting of new objectives and measures along with criteria for their evaluation, and decision-making on monitoring and on timetables. The updating of the university-level Equality Plan begins 12 months before the end of the three-year term.

FIGURE 1. The continual development cycle for equality work

The PDCA cycle (Plan, Do, Check, Act), with its assessment of results and setting of new goals, is a method for continual improvement in quality. PDCA also describes the enables the flexible and ever-evolving character of non-discrimination and equality work.

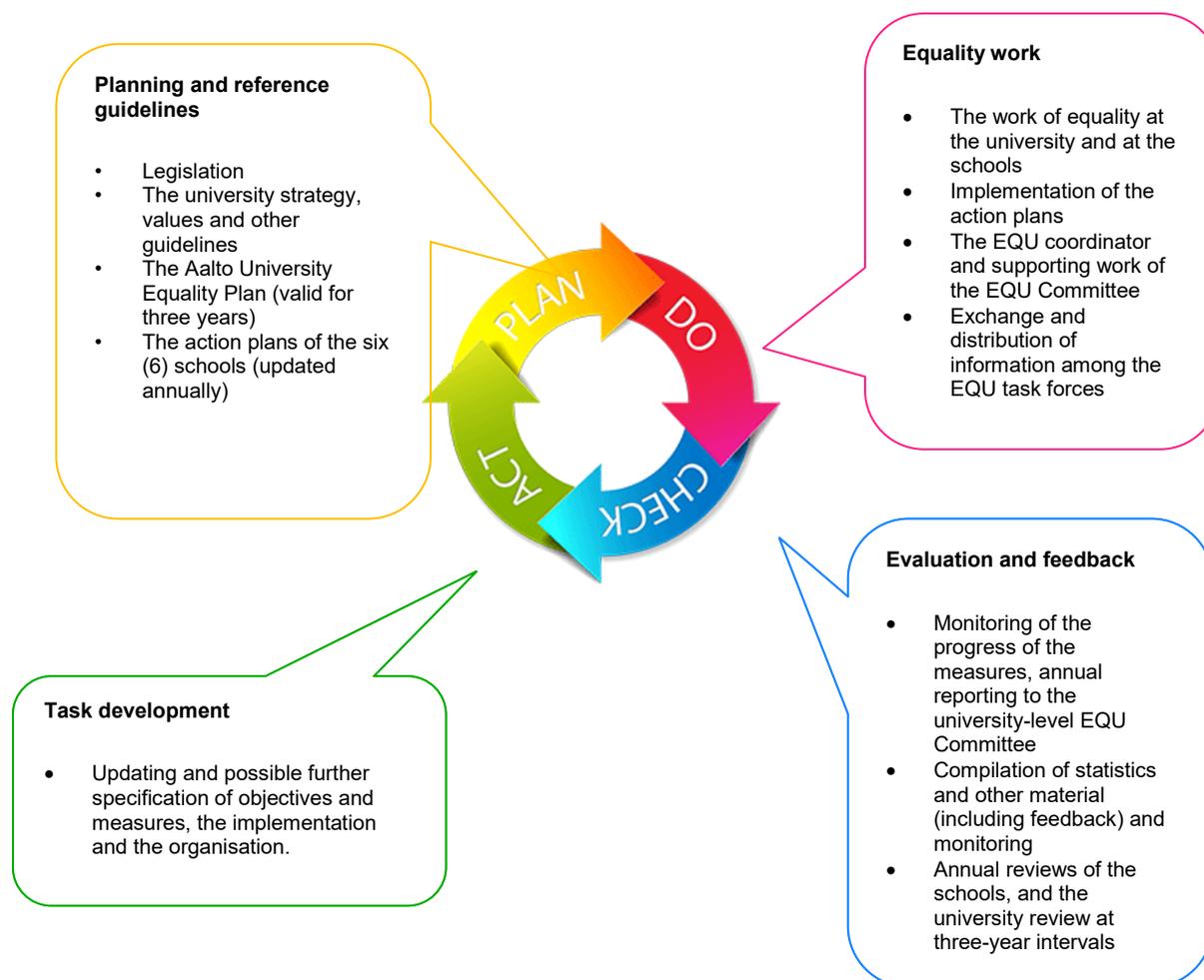
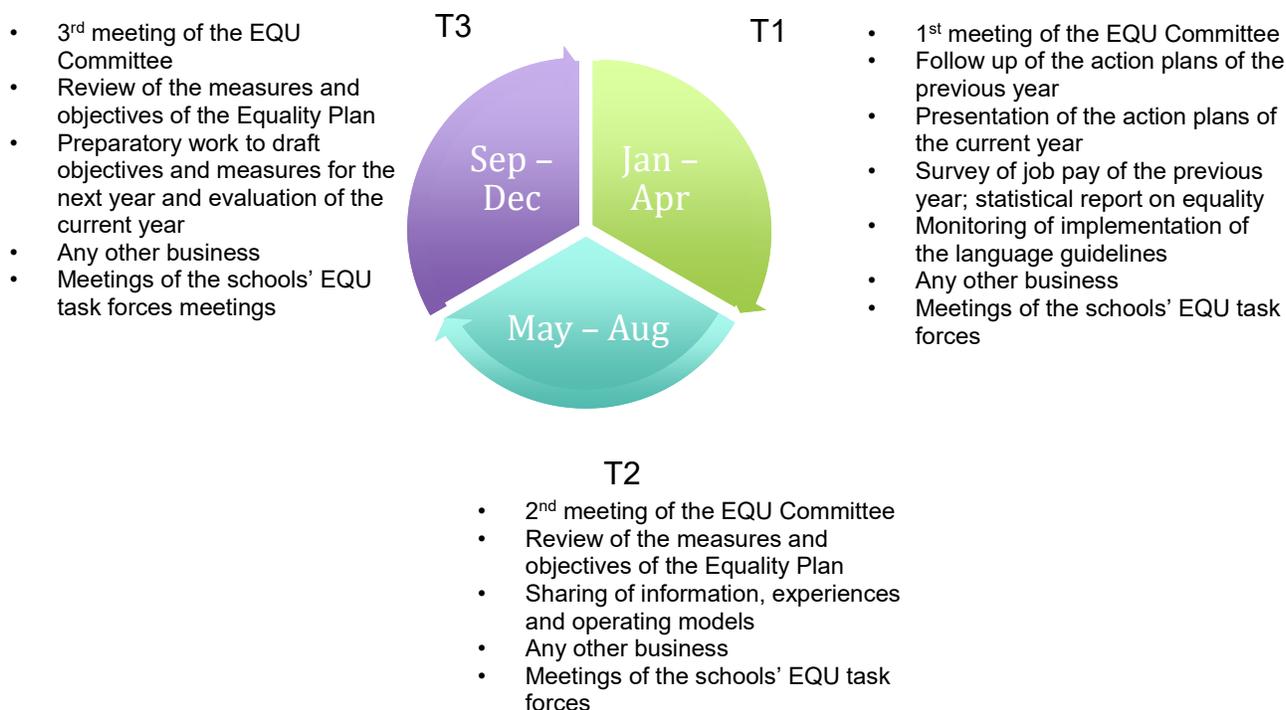


FIGURE 2. The EQU annual timeline organises and guides the implementation of equality work at Aalto.



2.3 Communications

The presentation, content, language usage and visual materials of the internal and external communications of the university must be accessible and consistent with the promotion of equality. The university and the schools shall share information about equality-related regulations, obligations and responsibilities with those who work and study in the schools and inform them about the ongoing equality work and the persons in charge. The EQU Committee, the EQU coordinator and the EQU task forces carry a special responsibility for reporting and communications. Everyone must have access to procedures that can be followed if one witnesses or experiences discrimination, harassment or inappropriate treatment. New students and employees should familiarise themselves with the Equality Plan as part of their orientation training and material.

The Aalto University Equality Plan will be published on the university website. The schools' own action plans are published on their respective webpages annually.

The multilingualism of Aalto, with the Language Guidelines that underpin it, promote internationalisation and the formation of a multicultural identity. To ensure language equality, the working languages of the university are Finnish, Swedish and English. The language used in studies and coursework (study attainments) is determined by the language indicated in the curriculum. The Aalto University Language Guidelines are a part of the Equality Plan (see appendix 3).

2.4 Statistics and other materials used for monitoring

The EQU Committee regularly collects data on the state of equality at the Aalto as well as on the experiences of students and staff concerning non-discrimination and equality. Aalto also collaborates with other universities at the national and international level on equality issues.

The state of equality at Aalto is monitored by statistics (e.g. the salary survey stipulated in the Act on Equality between Women and Men), by producing and participating in various kind of reports and studies (e.g. occupational and student well-being surveys) and by actively soliciting student feedback. The work on equality and non-discrimination is supported by:

- the salary survey, conducted at one-year (1) intervals
- the personnel survey, conducted at two-year (2) intervals, and similar questionnaires
- workplace surveys, conducted at five-year (5) intervals
- the *AllWell?* survey, conducted for second-year bachelor's degree students and first-year master's degree students
- the International Student Barometer (ISB), performed at approx. two-year (2) intervals
- the Finnish Bachelor's Graduate Survey, which is sent to all students graduating with a bachelor's degree

In addition, the relative share of international students and staff who speak Swedish as their mother tongue is monitored as a key benchmark of how well the Aalto strategy is being fulfilled. Students and staff may perform various information searches of the statistical data as needed.

3 EQU Committee review of objectives attained in the 2016–2018 period

In the beginning of the 2016–2018 planning period, the **general** aims were to create linkages between equality work and the schools' quality management work, making equality work a standard part of all the activities and decision-making of the university community. To this end, a call was made for building a shared understanding through enhanced external and internal communications and through the use of a common vocabulary. The guidelines for reporting discrimination and other equality materials were to be made clearly comprehensible, easily accessible and up-to-date. Another objective was to conduct the Aalto Equality Survey collaboratively with the student union. The objectives are **elaborated** and their implementation described below in the six sections titled 'Measures'.

Recruitment, salary and career development

The objectives aimed to achieve pay parity between men and women and equality and non-discrimination in Aalto's recruitment and career development practices.

The realisation of equality in recruitment has been monitored and reported in more detail. In addition to seeking external applicants, efforts have been made (e.g. direct internal 'headhunting' recruitment) to recruit in-house employees in fields where one gender has tended to be starkly underrepresented. The implementation of equality (gender percentages) and non-discrimination measures has also been monitored through EQU statistics and pay statistics on an annual basis. The proportion of women and international professors recruited to tenure track positions has risen annually: in 2018, 20% of tenure track of all professorships were filled by women (compared to 10% in 2010) and 24% by nationalities other than Finns (up from 4% in 2010). Of all tenure track recruitment since the foundation of Aalto, 26% have been women and 33% by nationalities other than Finns (as calculated up to 2018). The quantity and quality of fixed-term employment relationships are inspected by the employer annually and discussed with the chief trade union representatives. The schools have begun to act to increase the number of women applicants (e.g. through Talent Search) and recruitment advertising text has paid particular attention to gender equality perspectives.

Study and teaching

The objectives included reducing the gender disparities that exist in certain fields of study and promoting the non-discriminatory and equal treatment of students.

Aalto University marketing material and communications is planned and aimed equally at all without consideration of gender or ethnic background, while encouraging women and men to apply to fields that have been traditionally labelled as male or female gendered. An example was Aalto's first 'Shaking up Tech' event in 2018, a successful collaboration between the Aalto Schools of Science, Engineering, Chemical and Electrical Engineering. The realisation of equality is monitored in entrance exams, in the implementation of education and in evaluations.

Balancing family life with work and study

A key objective was to expand the right and practical possibilities of doctoral candidates to go on leave for childcare duties or military or non-military service. An additional goal was to create good practices for finding a balance between academic work and family life and to support students in their efforts to do so.

A university-wide extension to the rights of doctoral students to child-care leave was put into practice in 2017 and has been in use ever since. An example of good practices in this is the School of Chemical Engineering's model, which allows doctoral students to transition smoothly back into doctoral studies from parental leave.

Promoting accessibility and barrier-free environments

We had set creating an enabling operating environment, a barrier-free campus and an accessible digital working environment as our goal and worked consistently for developing both the physical and digital operating environment into an enabling one in the period 2016–18, using the principles set forth in the Aalto Implementation Plan for Accessible Learning as tools in this work. To realise this goal, we engaged and obligated the university's internal service functions as well as the external service providers to promote and maintain accessibility and barrier-free environments on a day-to-day basis. Working together with ACRE, the establishment of a barrier-free campus was furthered in compliance with the National Building Code of Finland. As an outcome of our efforts, the new buildings of the Aalto University School of Arts, Design and Architecture and the School of Business are accessible and barrier-free, and some of the older buildings on the campus have made accessible and barrier free through renovation.

Promoting diversity at Aalto University

In the period 2016–18, we set out to further Aalto University's diversity by ensuring that everyone had a chance to participate in all university operations and have their views heard regardless of background. In addition, our goals included respecting the professional competence of people of different ages as a factor contributing to diversity, as variety in age groups enrich all working and study groups. Furthermore, we wanted to increase the share of international staff to 25% by 2020.

The Aalto Code of Conduct ([Aalto Code of Conduct](#)) was put into practice in 2018 at all Aalto University schools and in the joint services in the form of lectures and an online self-study course for staff. The Aalto policy on inappropriate conduct and harassment was revised and reporting and informing on related matters was improved. Furthermore, harassment contact persons were designated for each school and related information sessions were held for the schools' staff. Information on diversity was added to the materials distributed to the Aalto unit supervisors. The share of international staff rose to 29% (2018). Services and materials for international staff and students have been developed and made more easily available.

Data collection, statistics and communications

In data collection, the goal was to establish a functional and purposeful database for monitoring the state of equality and non-discrimination at Aalto, and to include related questions in the wellbeing surveys for employees. In communications, our goal was to make information on Aalto's equality affairs and its Equality Plan easily available to the university community. In statistics, our goal was to start producing the

following statistics by gender annually: new students, graduated students, international students, staff by personnel group and fixed-term staff by job group, as well as family leaves and salaries.

Aalto University has an established way of monitoring its state of equality with the help of an annual timeline, where the first meeting of each year includes a review of the previous year's salary and equality statistics. The Aalto University Equality Plan and related statistics are available on the Aalto University website. The personnel survey implemented every other year includes questions on the state of equality and non-discrimination at Aalto. The two key development areas identified in the 2017 survey were: preventing inappropriate conduct and harassment; and evening out the workload among academic staff. In addition, an equality survey was conducted among Aalto students in 2016 (529 respondents), and a workshop was executed on the basis of the survey results to plan corrective measures.

4 Promotion of equality at Aalto in 2019–2021: description of the current state, objectives and measures, and the parties responsible for them

4.1 Recruitment, pay, and career development

Description of the current state

As an equal-opportunity employer, Aalto University has made a commitment to base its recruitment decisions on applicants' competencies, skills and aptitudes. Aalto's recruitment processes are clearly defined, transparent and fair, and allow emphasising the relevant areas when recruiting people to different types of positions in the various career systems. Positive action (affirmative action) may be applied within the bounds of the law.

The research and teaching staff at Aalto is predominantly male, but there are great differences in the gender compositions of the schools. Overall, women account for 20% of the university's professors, 37% of other teaching staff and 30% of the research staff (2018). As for other staff, the service units are staffed predominantly by women. Men hold 67% of the managerial positions and women 33% (2018).

Aalto University has become increasingly international, which is apparent from the ever-larger share of international staff, who now account for 29% (2018) of all personnel. The share does, however, vary by personnel group: for example, 51% of research staff are international, compared to 5% of service staff.

At the end of 2018, employment relationships at Aalto University totalled 4266, of which 2760 (63%) were fixed-term. The high percentage of fixed-term relationships is due to the employment relationships of students working as research assistants and doctoral students with fixed-term relationships. Aalto University follows the best practices compiled by the working group on fixed-term university employment contracts as defined in the collective agreement for universities, and based on them, Aalto continues to engage in discussions on the university's own, more detailed policies.

The balancing of family, work and study will be supported broadly for all forms of families and in all personnel groups. A favourable attitude will be shown towards worktime flexibility when needed for caretaking responsibilities, and the [principles of flexible work](#) support the compatibility of working life and family life. Aalto's goal is to introduce more flexibility to work and thus facilitate a viable balance between working life and family life.

Objectives and measures

Objectives	Measures	Parties responsible
Promoting equality in academic career development	We will monitor the realisation of equality (e.g. in recruitment, total applicants, successful applicants, and working groups involved in the selection process).	EQU task forces EQU committee, HRS
	We will develop a service package to support the orientation and career development of doctoral students.	HRS, RIS, LES

	<p>We will continue the career coaching and mentoring of doctoral students.</p> <p>We will develop a service package that supports the orientation and career development of new professors.</p> <p>We will launch a mentoring programme targeted at women in academia (focus on technological sciences)</p> <p>We will offer group mentoring for Assistant-Professor-level academic staff to support their career planning.</p>	<p>HRS</p> <p>HRS, RIS, LES</p> <p>HRS</p>
<p>Promoting equality, especially gender equality and internationality in recruitment</p>	<p>We will follow up on applicant pool diversity and equality more systematically and using a wider range of indicators than before at the level of the university, schools and departments. This applies to all recruitment processes.</p> <p>We will invest in increasing the share of female applicants in fields where they are under-represented. We will use the Talent Search concept to identify underrepresented applicant groups and attract them to apply for positions at Aalto.</p> <p>We will take various measures to increase the share of international staff among service personnel, e.g. publish a larger share of job announcements in English.</p> <p>We will develop our recruitment marketing to serve the underrepresented applicant segments better in terms of both content and visual appearance. We will ensure that the visual materials used in recruitment express diversity.</p> <p>We will develop tools for the assessment of applicants and ensure that they further our goal of promoting equality in recruitment.</p> <p>We will reform the orientation procedures for recruitment committees in order to guarantee high quality and equal processes in recruitment and applicant assessment. Sharing tools and best practices will allow us to pay more attention to equality and non-discrimination in the recruitment processes, for instance, by increasing awareness of unconscious bias and its potential influence on the process.</p> <p>We will train our staff in considering diversity and equality in recruitment and in recognising any unconscious bias that may influence their actions.</p>	<p>EQU task forces</p> <p>EQU Committee,</p> <p>HRS</p>

Furthering equal pay	We will follow up on annual pay statistics more systematically and carefully, and conduct a pay survey by personnel group.	EQU Committee, HRS
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4.2 Education and study

Description of the current state

Although the percentage of female students and graduates at Aalto has grown steadily, certain research fields continue to be divided along gender lines. Aalto University's marketing for prospective students must reflect gender equality and not show partiality with respect to age or ethnic background. New students must be encouraged to apply for fields traditionally labelled as male or female. The share of women among new students increased in 2018 at the bachelor's level (36%), and decreased slightly at the master's level (42%) as well as at the doctoral level (32%) compared to the corresponding figures for 2017 (34% / 45.5% / 35%).

The share of international students among new students is small at the bachelor's level, but 25% at the master's level and 30% at the doctoral level. The results of the AllWell? student survey indicated that although international students do well in their studies and earn considerable amounts of credits, their wellbeing as members of the community is not at a sufficiently high level - the largest single factor contributing to this is a lack of peer support.

Balancing family, work and study will be supported broadly for all forms of family, and students will be offered support and guidance in this. Under the Universities Act (558/2009), students are entitled to an extension of their right to study if they go on family leave. Reasons related to the student's life situation are acceptable grounds for granting an extension to the right to study towards a bachelor's and master's degree. Discrepancies had been noted in Aalto schools' practices for extending their doctoral candidates' fixed-term employment relationships based on family leaves. In 2017, the Aalto University HR released a guideline for all Aalto schools, under which the time spent on family leave should be considered in the length of the employment relationship in a manner that allows students to advance their academic careers and develop their professional competencies regardless of their use of family leave.

Objectives and measures

Objectives	Measures	Parties responsible
Reduce gender divisions in the fields of study	<p>Aalto University marketing materials and communications must be aimed equally at everyone.</p> <p>In marketing and communications, applicants should be encouraged to apply to fields traditionally labelled as male or female regardless of their own gender.</p>	COS, EQU task forces

<p>Equal treatment of all students</p>	<p>The realisation of equality and non-discrimination in student admissions is monitored and developed with the help of feedback from student admissions, for instance. Corrective measures are planned as necessary. Teaching arrangements and their success is monitored through course feedback and the student wellbeing survey, among other things. In making teaching arrangements and considering the needs of diverse learners, the central tool is the Aalto University practices on individual study arrangements. Individual study arrangements are flexible, individual solutions to course teaching, examinations and working methods, introduced on account of an impairment or disability or other health condition limiting the student. At his or her request, the student is issued a written certificate of the need for individual study arrangements, which is valid throughout Aalto University. Once the student presents this certificate, the unit responsible for arranging the teaching is obligated to take reasonable measures to ensure the equal treatment of the student. The practice of making individual study arrangements is also a tool whereby teachers can provide teaching in a way that supports non-discrimination.</p>	<p>LES, EQU task forces</p>
<p>Promoting global competence and supporting a culture that appreciates diversity</p>	<p>Learning outcomes related to global competence will be set for courses where such outcomes are appropriate for course contents and context. Teachers and other staff will be offered individual coaching and other training to enhance their skills in operating in a multicultural environment and instructing heterogeneous learner groups.</p> <p>The needs of international students have been investigated with the help of surveys (ISB, internal surveys at Aalto) and the measures developed in response to them will be planned and executed together with the schools and the student union/student associations.</p>	<p>LES, EQU task forces</p>
<p>Equality and consistent quality in the supervision of doctoral students</p>	<p>We will continue to offer training to the supervisors of doctoral candidates. We will ensure that the supervision agreement and related division of responsibilities is communicated effectively and that supervision practices are looked into in connection with e.g. employee goal-setting discussions (also referred to as 'objective discussions') and follow-up enquiries.</p>	<p>HRS, EQU task forces</p>

4.3 Promoting accessibility and barrier-free environments

Description of the current state

Aalto University aims to furnish an enabling environment that is barrier-free, healthy and safe with accessible research, learning and teaching available to all members of Aalto's diverse community. Every

member of the community is encouraged to promote non-discrimination in all areas of operation. With the help of feedback, monitoring, indicators and training, Aalto's organisational culture and ways of interacting will be made increasingly accessible. Similarly, we will develop the accessibility of both the physical and the digital operating environments through e.g. research knowledge, feedback, the EU accessibility directive and the Stivi recommendations on the accessibility of communications at higher education institutions.

Construction and renovation of the campus in a barrier-free direction will continue in 2019–2021. New construction on the campus complies with the National Building Code of Finland https://www.ym.fi/en-US/Land_use_and_building/Legislation_and_instructions/The_National_Building_Code_of_Finland and sites slated for renovation are subjected to an accessibility inspection to chart where renovation is necessary to attain accessibility. Through barrier-free solutions and innovation, the campus and its buildings will be made barrier-free for the Aalto community members as well as for Aalto's partners and visitors who have a sensory or mobility impairment. The measures are defined in more detail in the campus, facility and workspace strategies.

In accordance with the provisions of Finland's Non-Discrimination Act (1325/2014) and disability policies, Aalto University promotes the education and labour market integration of persons with disabilities. Reasonable accommodation is sometimes needed to achieve completely barrier-free study, research or other work environments. Such accommodations are planned and carried out together with the student or employee concerned and with external experts as necessary. The Accessibility Implementation Plan is part of Aalto's Equality Plan for 2019–21 (APPENDIX 2).

Objectives and measures

Objectives	Measures	Parties responsible
An enabling environment	Staff will be offered proactive and customised training for improving accessibility.	CAS, HRS
A barrier-free campus	Construction will comply with the National Building Code of Finland. New construction will incorporate accessibility planning Accessibility inspections of buildings will be made part of the renovation plans. Regular maintenance, repair and communications concerning hearing loops, stairlifts, ramps, entrances and signage.	ACRE
An accessible digital environment	With the help of the accessibility directive, standards and more detailed guidelines, Aalto will develop its information and communications systems to better support its basic operations.	ITS

4.4 Promoting diversity at Aalto University

Description of the current state

Aalto's diversity is shown in its multiculturalism and multilingualism. Multiculturalism implies the equality and mutual coexistence of different cultural and linguistic groups. A diverse university requires that everyone be treated as equal regardless of their diversity in terms of age, gender, disability, health, ethnic origin, nationality, language, religion, political convictions or other beliefs, or sexual orientation. The university will always act on the side of diversity and against discrimination.

Working with different age groups is part of the nature of university life. The enrichment available through this is something to be cherished. Age discrimination can take many forms and be targeted at anyone. Beside older employees, older students may also be subject to age discrimination. Ageism may also be directed at young or youngish employees. While Aalto University does not have an actual leadership programme relating to age, efforts are made to take into consideration the special needs arising from different life stages and situations in the university operations and planning. The response to part-time retirement and other forms of flexible work is favourable.

Objectives and measures

Objectives	Measures	Parties responsible
Viewpoints from people of different backgrounds and ages will be given equal consideration and accepted as part and parcel of the developing university community.	We will update the materials and training sessions for supervisors so as to include information on diversity and ways to take diversity into consideration, including the aim of increasing the awareness of unconscious bias.	EQU coordinator, HRS
Furthering the integration of international staff and students into the Aalto community and Finland	We will continue to offer and develop such services and material for international students and employees that help their integration into Finnish society and university life.	EQU task forces, EQU coordinator, HRS
Developing an organisational culture that values diversity	We will provide the whole university community with training on global competence (as defined in the OECD PISA global competence framework)	EQU task forces, EQU coordinator, HRS, LES

University as an age-friendly working environment	Active networking between employees will be supported. Material on tacit knowledge and skills will be added to supervisor training.	EQU task forces, EQU coordinator, HRS
Multilingualism	We will further the implementation of Aalto University's Language Guidelines. We will intervene when shortcomings in multilingualism are noted, particularly in communications involving staff, academic or student affairs.	HRS, LES COS

4.5 Data collection, statistics and communications

Description of the current state

Up-to-date statistics and other research data are key tools in equality work, and they are monitored at the Aalto, school, department and degree-programme levels. (APPENDIX 1). The statistics and reports of Aalto University are prepared in a way that enables the actual attainment of equality to be systematically assessed over the long term. This is also taken into account when designing information systems. The EQU committee will monitor implementation of the Equality Plan objectives annually in accordance with the annual timeline for the committee operations.

The entire Aalto community will be informed about the Equality Plan and the organising of equality operations, through both the external and internal Aalto websites.

Objectives and measures

Objectives	Measures	Parties responsible
<p>Aalto will have a purposeful and functional set of materials suitable for the purposes of monitoring the state of equality and non-discrimination at Aalto.</p>	<p>To produce statistical data annually on the gender distribution of:</p> <ul style="list-style-type: none"> ○ students who have earned a degree and those studying towards a bachelor's, master's, licentiate or doctoral degree ○ new students ○ international students ○ staff by personnel group ○ fixed-term staff by job group ○ family leaves ○ salaries ○ diversity among applicants in recruitment processes (particularly in terms of gender equality and internationality) 	<p>EQU Committee, EQU coordinator</p>
<p>Information must be made easily available to the university community about the issues being promoted in the 2019–2021 period</p>	<p>The approved Aalto University Equality Plan and the organisation of EQU work will be communicated to the university community.</p> <p>A series of news stories will be published to illustrate the progress made in equality matters (with examples from schools).</p> <p>We will ensure that all Aalto schools have their EQU task forces' contact details and equality action plans visible on their websites.</p> <p>Both internal and external EQU websites will be developed (by adding e.g. information on the related networks at Aalto).</p>	<p>EQU coordinator and COS</p> <p>COS</p> <p>EQU task forces</p> <p>EQU coordinator</p>
<p>Aalto communications will reach the university's international staff comprehensively</p>	<p>Awareness will be increased among international staff of the Aalto communication channels.</p>	<p>COS, HRS</p>

5 Procedures

This section contains procedures and practical guidelines for supporting the Aalto community in questions concerning equality and non-discrimination, for intervening with cases of inappropriate conduct and harassment, preventing and resolving problems, and for attaining accessibility.

In any questions regarding equality at Aalto, the staff may contact the Aalto EQU coordinator, who will be able give further instructions.

5.1 Accessibility Implementation Plan

The Aalto University [Accessibility Implementation Plan](#) for 2019–2021 is based on the Aalto University [strategy](#) and on the Aalto Code of Conduct) as well as [the general guidelines for accessible learning](#). The six sections of the implementation plan describe concrete measures that can be taken to realise the agreed-upon goals in a cost-efficient manner.

5.2 Permanent well-being at work (the PysTy model)

[The permanent well-being model \(PysTy\)](#) involves early support and caring. PysTy aims to maintain and promote the occupational wellbeing and health of Aalto staff and proactively to prevent impairment of the ability to work. In accordance with the Aalto Code of Conduct, every member of the Aalto community has a right to be treated with respect. As a result, Aalto HR Services has issued guidelines on [harassment and inappropriate conduct](#) and designated harassment contact persons, whom the staff may turn to in cases of inappropriate conduct.

5.3 Aalto University Code of Conduct

In 2017, the Aalto University Board approved the [Aalto University Code of Conduct](#)), with a view to clearly defining the shared values of the community and promoting a safe and pleasant university environment. The code applies to all members of the Aalto community. [Related to the Code of Conduct in the University Environment](#), the vice president of education issued [Instructions for investigating suspected cases of misconduct and disruptions of student learning](#) on 3 November 2015. In addition, the Aalto University Student Union (AYY) has a [Where to get help](#) website with useful contact details.

References

Aalto's internal sources and references

(Last update: 17 April 2019)

- Aalto University strategy: https://www.aalto.fi/sites/g/files/flghsv161/files/2018-04/aalto-yliopisto_strategy_english.pdf
- Aalto University Code of Conduct
- Aalto University principles for sustainability, 'Sustainable Aalto' <https://www.aalto.fi/en/sustainability/sustainable-aalto>
- Aalto University Language Guidelines <https://www.aalto.fi/en/governance/aalto-university-language-policies>
- Aalto University accessibility policy: 'Accessible Aalto': <https://www.aalto.fi/en/aalto-university/accessible-aalto>
- Accessibility and a barrier-free campus for students: <https://into.aalto.fi/display/enopisk/Accessibility+and+a+barrier-free+campus>
- Instructions on the 'sustainable well-being at work' model (PysTy): <https://www.aalto.fi/en/services/sustainable-well-being-at-work-pysty-model>
- Guidelines on dealing with harassment and inappropriate conduct: <https://www.aalto.fi/en/services/harassment-and-inappropriate-conduct>
- 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>
- Support page for the members of the Aalto University Student Union AYY: <https://ayy.fi/en/students/health-and-welfare/>

Acts, statutes and decrees

(Last update: 17 April 2019)

- Act on the Provision of Digital Services (306/2019)
- Act on Equality between Women and Men (609/1986) https://www.finlex.fi/fi/laki/kaannokset/1986/en19860609_20160915.pdf
- Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces (44/2006) https://www.finlex.fi/fi/laki/kaannokset/2006/en20060044_20060701.pdf
- Act on Disability Services and Assistance <https://www.finlex.fi/fi/laki/ajantasa/1987/19870380> (not available in English)
- Act on Co-operation within Undertakings (334/2007), <http://www.finlex.fi/en/laki/kaannokset/2007/en20070334>
- The Criminal Code of Finland (39/1889), https://www.finlex.fi/fi/laki/kaannokset/1889/en18890039_20150766.pdf
- The Constitution of Finland (731/1999), https://www.finlex.fi/fi/laki/kaannokset/1999/en19990731_20111112.pdf
- The National Building Code of Finland (incl. F1 (2005) Construction of Accessible Buildings: statutes and instructions (Esteetön rakennus, määräykset ja ohjeet, a guideline available only in Finnish) https://www.ym.fi/en-US/Land_use_and_building/Legislation_and_instructions/The_National_Building_Code_of_Finland
- Employment Contracts Act: <https://www.finlex.fi/en/laki/kaannokset/2001/en20010055.pdf>
- Occupational Safety and Health Act, https://www.finlex.fi/fi/laki/kaannokset/2002/en20020738_20060053.pdf

- Non-Discrimination Act (1325/2014), <http://www.finlex.fi/en/laki/kaannokset/2014/en20141325.pdf>
- The Universities Act and Decree
https://www.finlex.fi/fi/laki/kaannokset/2009/en20090558_20160644.pdf

APPENDIX 1. Aalto University equality statistics for 2018

APPENDIX 2. Aalto University Accessibility Implementation Plan for 2019–2021

APPENDIX 3. Aalto University Language Guidelines and their implementation plan for 2019–2023