Second training session for international tutors

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Programme

• International students and tutoring
  Greetings from the Registrar’s Office
  Igor Tanskanen and Arja Liikanen, University of Tampere

• International tutor’s tasks and current issues
  Varpu Jutila, Tamy

• Coffee Break
  Coffee, juice drink, tea and Karelian pies

• Living with TOAS and the latest check-up list
  Pia Ylimäki

• Opiskelijan Tampere Association, international tutors and degree student experiences

• Q & A, campus tour registration
International students

Exchange students ~300
• Membership of Tamy is voluntary, but strongly recommended (e.g. discounts on trains fares, student health care services (FSHS), student restaurants)

Degree students ~100
• Membership of Tamy is compulsory
• Same position as the Finnish degree students

PhD exchange students and visiting students ~ 15
• Membership of Tamy is voluntary
Information on international tutoring

• International Office has sent the contact information for both tutors and incoming international students

• Tampere Summer School 6.-17.8.
  → Some international have already arrived (~60)

• Have you already been in contact with your tutees?
  → No replies, what should I do?
Upon arrival

- Pick up the student’s key from TOAS/Opiskelijan Tampere if they arrive outside of office hours
  -> Some exceptions
- Agree on an exact time and place when to meet your student
- Guide the way to the apartment
- Help with practical matters – ask what kind of help the student needs!
At the University

- Registration papers from the International Office (A129)
  - Prefilled registration form
  - Invoice for the Student Union fee

- Registering at the Registrar’s Office (Aktuaari)
  - After registering the student will receive a basic user account and a student certificate
  - NB: International degree students have to present their original academic documents to the Admissions Office (C7) before registration!

You do not need to know everything beforehand – it is quite sufficient if you can point your tutee to the right contact person and support him or her by just being there.
At the University

- Opening hours:
  - **International Office**
    - Mon-Tue 10-11 & 12-14
    - Fri 12-14
  - **Information Desk** is open during the Orientation week
    - Mon-Fri 9.30-15
  - **Registrar’s Office**
    - Mon 10-16
    - Tue-Fri 10-14
    - Tue 21.8. 10-16
    - Thu 23.8. 10-15.30
Orientation course

Monday 20 August - Saturday 25 August

• Programme: uta.fi > Study Guide > Starting your studies > Orientation to University Studies > International degree, exchange and visiting students

The Orientation Course offers a lot of useful information – please do not make appointments that overlap with the Orientation Course!
Orientation course

• Information package: Orientation course folder

Available at the International Office and during the Orientation at the Information Desk in the Main lobby
Information material sent to international students

The Letter of Acceptance:

- Information for new international students (incl. Orientation Course dates, instructions for travelling to Finland, registration, applying for a visa and temporary accommodation)
- Information on the Student Union
- Information on UTA, Tampere and Finland
University E-mail

Basic User Account (Peruspalvelutunnus)
- given at the registration
- Valid within three days after activation
- Wed 22 August, there is a session on electronic services

- During the Orientation Course, Computer Lab ML5 (Main Building) is open for international students
  - See orientation programme for more information
Study advice and guidance

Study-related matters
• International coordinators and subject-specific advisors in all faculties
• Heads of study affairs in each faculties

Other matters
• International tutors
• International Office (intoffice@uta.fi)
Making a study plan

Learning Agreement

• Signatures
• How many courses should be taken?
• What kind of courses can be selected? (courses offered by different faculties)

How to sign up for courses?

Types of exam and how to sign up?

• Set examination days
• Electronic exams

International coordinators at faculties are there to help.
Guidebooks

- Teaching Schedule (Opetusohjelma)
- Curricula guides (Opinto-oppaat)
- ECTS Survival Guide 2018-2019
  - Already online as a pdf file

All guidebooks are available online! -> www.uta.fi/studies/
Checklist

• Contact your international student!
• Accommodation
• Orientation course
  • Registration, basic user account
  • Course enrollment
  • Student association and student life
  • Bus card, bank account, etc.
Wanted: campus tour guides!

On Monday 20.8. at 11:00 – 11:45 and 14:00 – 14:45
On Friday 24.8. at 13:15 – 14:00

Sign up after the presentations.

Welcome Fair 20.8. 12-14, main auditorium lobby (juhlasalin aula)
Your feedback is welcome!

1. How meaningful was the content of the training session?
2. How did you find the practical arrangements (food, facilities, schedule)?
3. Comments, questions?