Second training session for international tutors

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Programme

- International tutor’s tasks and current issues
  Varpu Jutila and Suvi Parhankangas, Tamy
- International students, Orientation course and tutoring
  Noora Maja and Ella Karman, Centre for International Education

Coffee Break

- Living with TOAS
- Opiskelijan Tampere Association
- International student's experiences
International students

Exchange students ~320
• Membership of Tamy is voluntary but strongly recommended (e.g. discounts on bus and trains fares, student health care services)

Degree students ~140
• Membership of Tamy is compulsory
• Same position as the Finnish degree students

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

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

• Summer School 7.-18.8.
  → Some of the international students may have already arrived

• Have you already been in contact with your tutees?
Upon arrival

- Pick up the student’s key from TOAS/Opiskelijan Tampere if they arrive outside of office hours
- 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
  • (Student card application form)

• Registering at the Registrar’s Office (Aktuaari)
  • After registering the student will receive a basic user account and a student certificate

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 open during the Orientation week at 9.30-15

Registrar’s Office
Mon 10-16
Tue-Fri 10-14

• Tue 22.8. also 14-15:30 for international students only

NB: International degree students have to present their original academic documents to the programme coordinator before registering!
Orientation course

Monday 21 August - Saturday 26 August

Programme:
http://www.uta.fi/admissions/university
-> Orientation courses for international students and researchers

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

• Also the following is available if needed:
  • A student certificate form for the Tampere City Transport (for those of 25 years and older)
  • Notification of change of address
  • A student discount form for the national railways
Wanted: campus tour guides!

On Monday 21.8. at 15:00-16:00

Sign up: intoffice@uta.fi
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 (Peruspalvelutunnuus)
• given at the registration
• Valid within three days after activation
• Tuesday 22 August, there is a session on electronic services
• Computer lab ML10 (Main Building) is open without student/key card
• 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 2017-2018

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.
Feedback

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