



UNIVERSITY
OF TAMPERE

Second training session for international tutors

Igor Tanskanen

intoffice@uta.fi

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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



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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



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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!**



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Orientation course

- **Information package: Orientation course folder**

Available at the International Office and during the Orientation at the Information Desk in the Main lobby



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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



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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.



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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/



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Checklist

- Contact your international student!
- Accommodation
- Orientation course
 - Registration, basic user account
 - Course enrollment
 - Student association and student life
 - Bus card, bank account, etc.



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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?