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# Training session for international tutoring organizers

21.2.2018



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# Programme

**International coordinators in faculties**

**Organizer's duties and recruitment of tutors**

Varpu Jutila and Esko Nieminen, Student Union Tamy

**International tutoring and incoming students**

Noora Maja, Centre for International Education

**Former organizers share their experiences**

**Discussion**



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# International tutoring and incoming students

Noora Maja

Centre for International Education



## Important dates

- Coordination of international tutors requires commitment throughout the academic year *(please see the document distributed in the training for the exact dates)*
- Measuring the quality of tutoring in your student association: collect feedback and send it to [intoffice@uta.fi](mailto:intoffice@uta.fi) *(please see the document distributed in the training for more information)*



## Recruiting international tutors

- Kick-start by Tamy
- Recruit international tutors by 3 April and send their information by pairs to [intoffice@uta.fi](mailto:intoffice@uta.fi) by 4 April.
- Ask the willingness to tutor during summer school.
- Necessary information:
  - Name, student number, email, their preferences for international students' languages and home countries and the semesters they are willing to tutor (summer school, autumn semester 2018 and/or spring semester 2019)
- Reserve of tutors:
  - Information mentioned above to the [intoffice@uta.fi](mailto:intoffice@uta.fi) throughout the year



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**Exchange and  
visiting students**

**International  
degree students**

**Mobility  
coordinators in  
faculties**

**Programme  
coordinators in  
faculties**



# Tutoring international exchange and visiting students

- Cooperation between you and the mobility coordinators (<https://www.uta.fi/opiskelunopas/en/centre-international-education> → Coordinators of Student/Staff Mobility at Faculties)
  - mobility coordinators prepare the letters of acceptance and all other material to new exchange students
- Messages to the tutors and incoming students sent from [intoffice@uta.fi](mailto:intoffice@uta.fi)



# Tutoring international degree students

- Cooperation between you and the programme coordinators (<https://www.uta.fi/opiskelunopas/en/centre-international-education> → Coordinators of Master's Degree Programmes)
  - programme coordinators prepare the letters of acceptance and all other material to new degree students
- Messages to the tutors and incoming students sent from [intoffice@uta.fi](mailto:intoffice@uta.fi)





## Training sessions for international tutors

- Spring training
  - Wed 18 April at 15-19, D11 main building
  - sign-up via online form
  - sign-up between 26 March – 11 April
- Autumn training
  - on Monday 13 August at 14-16, D11 main building
- Both trainings are equally important to new tutors!



## Summer School & Orientation courses

- Summer School 6 – 17 August 2018
- Orientation:
  - Autumn 2018: 20 – 25 August
    - Mon 20 August official arrival day
    - Sat 25 August bus tour around Tampere
  - Spring 2018: week 1



## **Briefly: the role of the international tutor**

- Contact with the incoming student already before his/her arrival
- Helps with the arrival to Finland and to Tampere
- Gives advice on practical matters
  - TOAS
  - Registration to the university
  - Student union membership / bank
- Encourages international students to get to know Finnish students and student life in Tampere
- [Guide for International Tutors](#)



## After the semester

- Tutors return a report to their faculty and to the International Office. In addition, they answer to an online feedback form.
  - Entitled to maximum of two credits (faculty)
    - Only once
  - 50€ compensation (via Payroll services)
  - Certificate (International Office)



## International students at UTA

- exchange and visiting students ~400
  - whole academic year or one semester (autumn or spring)
- international degree students ~150
  - complete their whole degree at UTA
  - academic year 2018-19: 13 programmes start in autumn



<b>Biopsi</b>	<b>MDP in Biomedical Technology</b>
<b>TIPSY</b>	MDP in Peace, Mediation and Conflict Research MDP in Public Choice
<b>UDK</b>	MDP in Internet and Game Studies
<b>Luuppi</b>	MDP in Computational Big Data Analytics MDP in Software Development MDP in Human-Technology Interaction
<b>JKY</b>	MDP in Innovative Governance and Public Management MDP in Leadership for Change
<b>Kasvo</b>	MDP in Teacher Education
<b>Salus</b>	MDP in Public and Global Health
<b>Interaktio?</b>	MDP in Gender Studies MDP in Global and Transnational Society
<b>Vostok</b>	MDP in Media Education



# Feedback presentation on International Student Barometer 2017

- During the autumn semester 2017, UTA participated in an International Student Barometer conducted by the company I-graduate.
- Feedback presentation on Tuesday 13 March 12:00-13:30 in Pinni B1100
  - Nannette Ripmeester from I-graduate will go through the ISB results for both UTA and TUT.
  - The ISB delivers valuable information on UTA's strengths and weaknesses in the eyes of international student. The number of UTA respondents was 375.
- To attend the event, please fill in the following form by Friday 9 March:  
<https://elomake3.uta.fi/lomakkeet/20863/lomake.html>



## Student Ambassadors

- Student Ambassadors are UTA students who act as a link between the university and the outside community
- They represent the University of Tampere to prospective students and share opinions and experiences about studying at UTA.
- <http://www.uta.fi/admissions/student-ambassadors>





## Feedback

- How meaningful / important was the content of the training?
- Your opinion on the practical matters (food, facilities, schedule)?

