



UNIVERSITY
OF TAMPERE

Training for International Tutors

Noora Maja

Centre for International Education

18 April 2018



Programme

- Being international tutor, TAMY
- Incoming students and their services, UTA
- Faculty coordinators of UTA
- International students' well-being, FSHS
- Break and coffee
- Introducing ESN FINT and Committee for International Affairs
- Former tutors share their experiences
- How to interact with international students



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Incoming students and their services

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Incoming students and their services

- Annual cycle of international tutoring
- Tutoring reports, credits and compensation
- International students
- Student housing
- Arrival to Tampere
- Contact information



Annual cycle of international tutoring

May & June

- International Office (IO) sends out lists of incoming students to student associations and faculties
 - international degree students: lists in May
 - exchange and visiting students: lists in June
- Student associations inform the IO of student pairs according to the instructions





Annual cycle of international tutoring

July

- Incoming students receive a message from the IO with the contact information of their tutors
- IO sends the contact information of the incoming students to the tutors
- Incoming students and their tutors are in contact with each other
- IO sends lists of incoming students and their tutors to TOAS





Annual cycle of international tutoring

August

- Summer School 6 – 17 August
- Second training session of international tutors
13 August
- Orientation course for incoming international
students 20 – 24 August
- Bus tour around Tampere 25 August





Orientation course

- Monday 20 August: official arrival day
- Info packages for the incoming students
- Sessions about registering to UTA, studies, faculties, different services for students, etc.
- All new international students must take part in the orientation course (2 credits)
- Do not arrange meetings with your tutees during the sessions of the orientation course
- Help your tutees in the registration process – instructions given during orientation



Tutoring reports, credits & compensation

- International tutors submit a report to their own faculty and to the IO and fill in a feedback form
- Faculties give 2 credits for international tutoring
- Tutors are entitled to a small compensation after filling in the feedback form and returning the report (by given deadline)
- IO gives certificates on tutoring both in Finnish and in English





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Submit your tutoring report to:

- **COMS**

- Media and Theatre: Anna Vähämäki anna.vahamaki@uta.fi
- Language, Translation and Literary Studies: Mira Pihlström mira.pihlstrom@uta.fi
- Information Studies & Interactive Media: Kirsi Tuominen kirsi-marja.tuominen@uta.fi

- **EDU** Kirsi-Marja Varjokorpi kirsi-marja.varjokorpi@uta.fi

- **JKK** Terhi Nieminen business.school@uta.fi

- **MED** Nina Pietilä / Virpi Sirén nina.pietila@uta.fi / virpi.siren@uta.fi

- **LUO** Kirsi Tuominen kirsi-marja.tuominen@uta.fi

- **SOC:**

- Social Sciences and Humanities: Anna Wansén-Kaseva anna.wansen-kaseva@uta.fi
- Health Sciences: Helena Rantanen helena.rantanen@uta.fi

+ to the International Office!



International students: student status

- EXCHANGE STUDENTS
 - Arrive at UTA through an exchange programme or agreement (Erasmus, First, Nordplus, etc.)
- INTERNATIONAL VISITING STUDENTS
 - Have applied to study at UTA independently for a semester/academic year
- INTERNATIONAL DEGREE STUDENTS
 - Have the same position as the Finnish degree students



Application and acceptance process

- Exchange and visiting students
 - deadline for applications is 30 April/15 May
 - online application form
 - letter of acceptance
 - Infosheet
 - Tamy flyer
 - Information about the city of Tampere and Finland
 - enrolment period: 1 August ->



Application and acceptance process

- Degree students
 - University Admissions Finland
 - national admission's office
 - online application form
 - Acceptance by 31 March, faculties will send the letters of acceptance and other info material
 - enrolment period: deadline 31 August



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Fees and scholarships

Degree students

- Finnish universities introduced tuition fees in 2017
- non-EU/EEA citizens starting their studies in Master's degree programmes taught in English in August 2017 or after that
- UTA's tuition fees range between 8000 and 12000 € per academic year

Scholarship programme

- Two scholarship categories:
 - *The University of Tampere tuition fee scholarships*
 - *The University of Tampere global student award for academic excellence*

UAF - Register and Apply

PROGRAMME
BROCHURE

UAF - Register and Apply



International degree programmes

MDP in Biomedical Technology

MDP in Comparative Social Policy and Welfare

MDP in Computational Big Data Analytics

MDP in Cultural studies

MDP in Gender Studies

MDP in Global and Transnational Sociology

MDP in Human-Technology Interaction

MDP in Internet and Game Studies

MDP in Leadership for Change



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Master's Degree
Programmes
BROCHURE

International degree programmes

MDP in Media Education

MDP in Peace, Mediation and Conflict Research

MDP in Public and Global Health

MDP in Public Choice

MDP in Software Development

MDP in Teacher Education

Nordic Master Programme in Innovative
Governance and Public Management

MDP in Research and Innovation in Higher
Education (MARIHE)



Number of incoming students

- International degree students
 - about 120 students
- Exchange and visiting students
 - about 480 students per year
 - about 340 arrive in the autumn semester
 - about 140 arrive in the spring semester





Applying for student housing

- After receiving a letter of acceptance international students can apply for TOAS housing
- NB! There is a quota of furnished accommodation. Rooms are allocated on a first-come-first-served basis.
- Other options for housing:
<http://www.uta.fi/admissions/pre-arrival-information>
- Tutors assist incoming students in applying for housing and making travel arrangements



Applying for student housing

- Instructions on TOAS website
<http://www.toas.fi/en>
- Application period 2 May - 30 June
- Online application form
- IO will reserve accommodation for some exchange students (mainly from Russia and the United States)
 - > IO will contact the tutors in advance and tell them about these arrangements



Arrival in Tampere

- Infosheet: instructions on how to arrive in Tampere
- International tutor meets the incoming student on arrival at the bus/railway station
- Official arrival day is Monday 20 August
- International tutor can pick up the tutee's key from TOAS – IO has sent TOAS information about the international tutors





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Contacts

- [International tutoring organizer](#) (kv-vastaava)
- [International coordinators in faculties](#)
- International office: intoffice@uta.fi
- Tamy: kvasiantuntija@tamy.fi

Contact information of tutors is retrieved from NettiOpsu, remember to update your information!



Guides and links

- [Guide for international exchange and visiting students](#)
- [Teaching Schedules](#) (opetusohjelma) and [Curricula Guides](#) (opinto-opas)
- [ECTS Survival Guide 2017-2018](#)
- Information for international tutors:
 - [Website](#)
 - Guide for International Tutors 2018-2019

