

Guideline for tutor's tasks

Task	Tutor
Tutor Training	Attends the compulsory trainings
Contacting the new students	Contacts the new students as agreed with the school.
Meet upon arrival	Picks up incoming students as agreed (for example airport pick up).
Organizes a meeting with the group after orientation	Plan the event, for example lunch
Orientation week	The most important time! Spend time with the new students, have fun and guide them through the week
Make communication easy	Make a communication group for your student(tg/wa/fb/email) Read and answer emails from the association responsible/school
Introduction to student culture	Introduces new students to student culture.
Knows how to guide the students forward in studying related questions	Does not have to know everything but is able to point e.g. which service providers the new student should contact.
For obtaining the study credit	Fulfills the needed tasks

Tasks done, if possible
Pick up keys(only AYY & HOAS, otherwise if possible)
Not tasks of tutors
Find an apartment
Loaning money / pay rent
Picking courses
SIM-card

Lists for the associations and schools

Task	Tutor	Association – Master of foreign affairs	School
Tutor Training	Attends the compulsory trainings	Provides enough information	Organizes all the needed training with the student union and is available if questions rises
Contacting the new students	Contacts the new students as agreed with the school.	Informs about the schedule and a basis for the contact	Gives out the information about the new students for easy contact
Meet upon arrival	Picks up incoming students as agreed with the arriving students.	Divides up the new arriving students fairly	Gives out the information about the new students for easy contact
Organizes a meeting with the group after orientation	Plan the event, for example lunch		Basic questions for discussion (as for bachelor tutors) if needed
Orientation week	The most important time! Spend time with the new students, have fun and guide them through the week	Do a schedule for the tutors and new students combining the events of the association and school	Prepares orientation schedule taking into consideration the students events
Make communication easy	Make a communication group for your student(tg/wa/fb/email) Read and answer emails from the association responsible/school		
Introduction to student culture	Introduces new students to student culture.	The new student knows his/her association.	
Knows how to guide the students forward in studying related questions	Does not have to know everything but is able to point e.g. which service providers the new student should contact.		Provides information about services.
For obtaining the study credit	Fulfills the needed tasks	Check the reports inside the DL	Add the credits to Oodi in time

