Tutor Flowchart

You will tutor

for the first time

for Finnish-Language Bachelor students → Enroll for course JOIN-A0001 in Sisu → On MyCourses, select the school whose students you will tutor → Complete by the specified deadlines:

From AYY & Aalto:
- Attend basic training or compensatory tasks
- Be an active tutor
- Submit tutor report

From your school:
- Complete tasks from your school (BIZ - summer tasks, ARTS - tutor letter)
- Attend any required trainings / information events

→ Have you completed all of the tasks from AYY, Aalto and your school? — NO (loop back) / YES →
- As a TECH tutor
- As a BIZ tutor
- As an ARTS tutor

→ Receive 1 credit for the course JOIN-A0001, if you have not yet received it → Check if credit has been received shortly after the semester of tutoring has been completed → If not received, contact school's representative

→ Submit your personal details and tax card → The compensation is paid

for English-Language Bachelor Students, Master's Students or Exchange students → Enroll for course JOIN-A0002 in Sisu → On MyCourses, select the field (ARTS, BIZ, TECH) whose students you will tutor → Complete by the specified deadlines:

From AYY & Aalto:
- Attend basic training or compensatory tasks
- Attend international training or compensatory tasks
- Tick tutor commitment on MyCourses
- Be an active tutor
- Submit tutor report

From your field:
- Complete tasks from your field (BIZ - summer tasks, ARTS - tutor letter)
- Attend any required trainings

→ Have you completed all of the tasks from AYY, Aalto and your field? — NO (loop back) / YES →
- Receive 1 credit for the course JOIN-A0002, if you have not yet received it
- Submit your personal details and tax card → The compensation is paid

→ Check if credit and payment have been received shortly after the semester of tutoring has been completed → If not received, contact school's representative

again

for English-Language Bachelor Students, Master's Students or Exchange students → Do you want to receive the compensation? — YES → Contact Hanne-Maaria Hirvonen (hanne-maaria.hirvonen@aalto.fi) for manual enrolment to JOIN-A0002 course. / NO → No administrative tasks required

for Finnish-Language Bachelor students → in the field of →
- TECH (SCI, ENG, ELEC, CHEM)
- ARTS
- BIZ

→ No administrative tasks required → As a tutor, you still must commit to tutoring and act according to Aalto/AYY tutoring policies

→ Do you want to receive the compensation? — YES → Contact Tiina Kerola (tiina.kerola@aalto.fi) for manual enrolment to JOIN-A0001 course → On MyCourses, select the school whose students you will tutor → Complete by the specified deadlines:

From AYY & Aalto:
- Attend basic training or compensatory tasks
- Be an active tutor
- Complete tutor report

From your school:
- Complete tasks from your school (BIZ - summer tasks, ARTS - tutor letter)
- Attend any required trainings / information events

→ Have you completed all of the tasks from AYY, Aalto and your school? — NO (loop back) / YES →
- As an ARTS tutor
- As a BIZ tutor
- As a TECH tutor

→ Submit your personal details and tax card → The compensation is paid

→ Receive 1 credit for the course JOIN-A0001, if you have not yet received it → Check if credit has been received shortly after the semester of tutoring has been completed. → If not received, contact school's representative

SCHOOL'S REPRESENTATIVES at JOIN-A0001 course

School of ENG
Virpi Riissanen Virpi.riissanen@aalto.fi

School of SCI
Tiina Kerola tiina.kerola@aalto.fi

School of ELEC
Tuula Noponen tuula.noponen@aalto.fi

School of CHEM
Kari Lehti kari.a.lehti@aalto.fi

School of ARTS
studentservices@aalto.fi

School of BIZ
Inka Palimo inka.palimo@kv.fi

SCHOOL'S REPRESENTATIVES at JOIN-A0002 course

School of ARTS
studentservices@aalto.fi

School of BIZ
Inka Palimo
inka.palimo@kv.fi

School of CHEM
international-chem(at)aalto.fi

School of ELEC
incoming-elec(at)aalto.fi

School of ENG
exchanges-eng(at)aalto.fi

School of SCI (master)
Hanne-Maaria Hirvonen
hanne-maaria.hirvonen@aalto.fi

Aalto Bachelor's Programme for Science and Technology
Hanne-Maaria Hirvonen
hanne-maaria.hirvonen@aalto.fi