



TREY's Guide for

International Student Tutors

2021-2022

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Welcome to tutoring!

Flashing on your screen is the Guide for International Student Tutors for the academic year 2021-22! Usually around 1000 student tutors are selected to help new students through their first days at Tampere University each year. The tutor is often the first person the new student, a fresher, meets at the university and Finland, in general. The new surroundings and the barrage of information thrown at the freshers can be overwhelming, so we would like to thank you for participating in helping get the new students through their first weeks and months here.

In addition to being of great benefit to our freshers, tutoring is supposed to be a useful experience to you, as well. By guiding the new students, you will get to practice your skills in public speaking, organising your own work, and advance planning and scheduling. When you graduate, you will hopefully be able to go back to your tutoring experiences and realise that they have been very beneficial to you. This guide has been produced to help you in your tasks as a student tutor. The first section of it is dedicated to going through the basics of international student tutoring and the learning aims of the tutoring course, as well as some notes on guiding a small group and the support structure around tutors.

Tutors are often described as experts by experience of student life. This is correct in that there are no better guides to our student community than its active members. This expertise does not require you to know everything, however. More important is an open mind and a willingness to help the freshers find information. The second part of this guide is dedicated to presenting those services that support the new students.

The third section contains some useful tips on how to plan your tutoring and how the first days and weeks of new students will go once they arrive in Finland. Each

tutor plans and executes their work their own way, and you can find all sorts of tutoring traditions all over our large university community. Remember, however, that successful tutoring relies on the needs of the new students. Our own experiences have taught us that asking what the new students need and being flexible in planning tutoring will make the activity more useful, easy and fun. So go ahead and ask what sort of assistance and information the freshers hope, and if there are any special needs they might have. For example an international student who has lived in Finland for many years might not require the same assistance as a student who has never been out of their home country before.

So use this guide to help you with tutoring and also familiarise yourself with the other materials that are available through Moodle and the tutors' mailing list. Even though COVID-19 will continue casting a shadow of uncertainty over the university community, there will still be new students who will be needing your assistance getting going in their new place of study.

Thank you again for participating in important work!

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Board member 2021; Health, welfare, tutoring

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Specialist in tutoring

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Basics of international student tutoring

Serving as a student tutor is an important task, where you represent your subject association or guild, field of study and Tampere University as a whole. The freshers you have been assigned, or your tutees, will rely on you in many cases. At times your duties can seem overwhelming, but your role has boundaries which should be respected. You have many duties, but always remember that you don't have to be alone with them nor should you solve all problems by yourself. By respecting your own limits, you will ensure your own well-being and successful completion of all the required tasks of a student tutor. This section presents the two types of international student tutoring and discusses the role of student tutors.

As many tutors are on board for the first time, this section also presents the course attached to international student tutoring. You can only get the credits once, but the 50€ compensation can be sought once in a semester, if you successfully complete all required tasks. You can also get a certificate for each semester you worked as an international tutor. You can request a certificate in Finnish or in English after submitting the tutor essay. The tutors of exchange students of all campuses can ask for their certificate from mobility.tau@tuni.fi.

Two types of international student tutoring

The basics of student tutoring are pretty much the same everywhere and in all situations: Helping new students, sharing your experiences and integrating the freshers into the student community. In Tampere University, international student tutoring is divided into two: international degree student tutoring and exchange student tutoring. Here is a short overview of their differences.



Degree student tutoring

International degree students are students who will come to Tampere to complete a degree, often a Master's degree, but Bachelor's degree programmes are also available. They will stay in Finland for at least two years, and many students wish to stay in Finland even after their graduation. Degree students who come from outside the EU/EEA are subjected to fees, so they are paying for their studies and thus have quite strict limits on their study time and lofty grade goals. This does not mean that international degree students don't want to be active in the student community, but it is useful to remember that many of them have a different situation than, for example, a Finnish degree student. Overall, however, Finnish and international degree students are pretty well comparable.

The large majority of degree students have started their studies in Autumn 2021, and only few will start in January 2022. Students from the MARIHE (*Master's Programme in Research and Innovation in Higher Education, more information from this link to the University's website*) degree programme will begin their study phase in Finland in January. These students belong to Staabi subject association. Most tutors selected for the spring semester will tutor exchange students.

Exchange student tutoring

Many international students come to Tampere University on an exchange. This means that they are students who will spend one or two semesters here and then return to their home universities. Exchange students don't complete a degree and they are limited to the study plans attached to their learning agreements with the University. The majority of exchange students come to Tampere University from European countries through the Erasmus+ and other programmes. In addition, the university has several bilateral agreements with other universities around the world which

bring students here on exchange. Unlike degree students, the short period the exchange students spend in Finland has some obvious consequences for tutoring. For example, they might be over here more for international experience than hard studying. Nevertheless, the incoming exchange students still need your help in getting to know the student community and student life here in Finland.

The information on the incoming exchange students is sent to tutors at the latest in December. On the city centre and Kauppi campuses, the student associations are responsible for the exchange student tutoring with the help of TREY and International Mobility Services. On the Hervanta campus we have a new pilot in the academic year 2021-2022: the process of the international tutoring for the exchange students is coordinated by ESN INTO international student club with the help and co-operation of other guilds, TREY and the International Mobility Services. Unlike degree student tutoring, where tutors and tutees study the same field, it is possible that your tutees in exchange student tutoring study a different subject. This is not a big problem, as the needs of exchange students usually revolve around getting to know Finland, integrating into the community and the basics of Finnish university studies.

Tutors' role

The tutor's task is to introduce their tutees to Tampere University, studying in Finland, on the tutor's and tutee's study field, if they are the same and the student culture here. Each tutee has their own needs, but generally your duties include:

- Helping introduce study practices in Finland based on your own experiences
- Answering tutees' questions or finding answers if cannot answer yourself
- Introducing tutors to student culture by, for example, bringing them along to subject associations' events. Tell

them how the associations work and how your tutee can join. Remember, that there are different hobby associations, too. You can find them from TREY's website.

- Touring your tutees on the campuses and showing them the crucial services and locations
- Introducing your tutees to other students
- Keeping in touch with your tutees throughout the academic year, helping with any problems and in the case of exchange students assisting in departure arrangements
- In the COVID-19 era also being a role model and guide what comes to local restrictions and regulations

The most important thing is to be there for your tutees.

Sometimes, unfortunately, international student tutors forget their tasks which leaves their tutees in a very difficult position. You are important to the new students, please respect that. Throughout tutoring, encourage your tutees towards independence, and you will see that the acute need for tutoring starts to disappear. Remember also to leave room for the students' own questions and worries, even if you have a lot to say yourself. By working the problems together you will get the most out of tutoring.

Often, tutors can be seen as people who can be given all sorts of jobs. You should respect your own limits and those of your role as a tutor, however. By taking on more duties than planned, you risk being overwhelmed, even so much so that you are not able to do your basic tasks. If you are being given more tasks you can handle, you can contact the international organiser in your student association or us at the Student Union. Here are a couple of examples of things that are not your responsibility as a tutor:

- Planning studies for your tutee
- Making course or minor subject selections for your tutee
- Housing your tutee
- Paying for any expenses on behalf of your tutee
- Attending all events and student parties

- Hosting parties
- Generally taking care of your tutee's personal affairs, such as getting them around Tampere or setting up their bank account

Most likely you have applied to be a tutor because you want to help new students. Indeed, this is an important task, but always remember that you do not need to know everything. With an open mind, a willingness to help your tutees and a positive attitude, you will get far. You can always ask your fellow tutors, your subject association or guilds, TREY or the common guidance & counselling services if you cannot find answers to questions.

The tutoring course

International student tutoring is also a course available to all students in Tampere University with dedicated learning outcomes and credits. Its aim is to train tutors to help the incoming international students. The tutor is required to be familiar with the services available to international students and with the administrative matters which new international students need to take care of. Besides being able to lead a small group and work as part of a network, they will have an understanding of the nuances of intercultural communication and have the ability to effectively work with students from different backgrounds. They will also understand the importance of peer support and their role in helping new students integrate into the academic community. After acting as an international tutor, the student will be able to manage a small group, work in a multicultural group and have skills in project management.

The requirements for completing the course is attending the tutor training (in 2021-2022 through Moodle), doing the tutoring work actively during autumn/spring and completing the reporting at its conclusion (includes reflective essay-questions and tutor feedback). In addition to the two credits (which can be acquired only once), the

tutors can become eligible for a small reimbursement of expenses for a satisfactory completion of all their tasks. Further instructions on submitting the essay and seeking the compensation will be sent to tutors at the end of the semester. The course is coordinated by the International Mobility Services, who you can contact at mobility.tau@tuni.fi.

Read more about the course on the Student's Guide on the University's website. The code for the course is TAU.M.210, and the credits will be rewarded by your faculty, International Mobility Services or degree programme depending where and who you have tutored.

Leading a small group

Whether you are working with a tutor pair or by yourself, as a tutor you will have the responsibility to guide your tutees through their first weeks here in Tampere. The number of tutees per tutor depends on your subject association or guild, degree program and whether you will be tutoring degree or exchange students. However, each tutor benefits from learning a little bit about the basics of leading a small group. This section is dedicated to exploring your tutor group and its functioning. The same themes are raised in the tutor trainings. Please note that while it is beneficial to organise tutor meetings as a group, with all your tutees at once, much of international student tutoring happens one-to-one, with helping your individual tutees with their problems.

The group dynamics vary wildly during its existence. At the beginning, everyone can be a bit nervous and awkward. Don't worry, this is perfectly normal. Planning your tutor meetings helps in this, and we will give you some tips in this guide. We have also gathered the best practices from the previous tutors and tutoring organisers. You can find them from the last section. In addition to going through the most important factual things, it is a good idea to get to know

your tutees a little and have them talk among themselves, too. Ideas for 'get-to-know-you games' can be found on the web, but using them is not obligatory. Learning about your tutees' background is useful, as it helps you plan your tutoring activities further.

To support your group leadership skills, the university has produced a guidebook for leading a small group. This will be uploaded to Moodle. Use it while planning for your tutor meetings and activities, as it contains many helpful tips.

The awkwardness eases quite quickly as all of you get to know each other a little bit. In most groups, there are tutees who are more active and talkative and they might start dominating the conversations. As a tutor you should see that even the more quiet and reserved members of the group get their say. It is also natural to befriend some of your tutees more quickly than others. This should not influence your work as a tutor, however. Each tutee should be respected and assisted as an individual. Your duty is to ensure they get the help they need at the start of their studies.

As the tutor group continues its activities, the tutees can befriend each other. In this phase you can see them often meeting and spending time together even without you facilitating the meetings as a tutor. You should continue to hold tutor meetings because this ensures that nobody in your group is left alone. It is, however, a good sign that your tutees start thriving without your help. As the semester progresses, the need for tutoring decreases as tutees integrate in their studies and into the student community. Nevertheless, keep sending messages to your tutees and ask how they are doing through the whole semester, at least.

The ending point of tutoring varies depending on circumstances. Exchange students have a departure date set even as they arrive in Finland, so this is naturally the

end of tutoring for them. Help out your tutees with their departure process if you can! Degree students stay here for longer, and you are not required to continue their tutoring indefinitely. It is perfectly fine to send messages to your tutees even after their first year of studies. Helping and listening will not ever go out of fashion.

Tutors and students' well-being

One of the most important facets of tutoring in general is to ensure that new students get peer support in a stressful period in their lives. Often you are the first person the student meets in Finland and the university, and your cooperation will be quite intense in the first weeks. For this reason, you might encounter students who struggle with stress, nervousness and anxiety.

Different help for different needs

Remember that you should not be responsible for the well-being of your tutees by yourself. This guide introduces guidance & counselling services which will help the new students. If you worry about your tutee, it is good to talk with them privately. This is not to solve all problems, but to get help to the student. You can, for example, tell your tutees about the health services provided by FSHS. To use FSHS services, your tutee needs to be a member of the student union. Also note that exchange students are not eligible for FSHS services from January 2021 onwards. yths.fi/en

Exchange students coming to Tampere University from the EU and EEA, Switzerland, Australia, and Quebec, Canada, have access to the public-sector healthcare services provided by the city of Tampere. Exchange students from these countries are entitled to public-sector healthcare services. Students have to be able to prove that they are entitled to public healthcare services. In Tampere, the healthcare services of exchange students are mostly provided by the city at the Student Health Care Centre

Tullinkulma (Hammareninkatu 5B, 33100 Tampere, 3rd floor).

If the exchange student comes to Tampere from outside the EU and EEA, Switzerland, Australia, and Quebec, Canada, one needs to have private health insurance that covers public-sector basic healthcare services. Students who will be studying in Finland for less than two years should have a private health insurance that covers all costs up to 120,000 euros. Students who will be studying in Finland for more than two years should have a private health insurance that covers pharmaceutical costs up to 40,000 euros. The insurance must be valid for the entire duration of studies in Finland.

Navigaattori is a new support service for students' studies and well-being. Navigaattori makes student guidance and well-being services more easily available and provides students with low-threshold counselling related to a variety of issues that affect well-being. Students can go to Navigaattori without booking an appointment to ask for advice and information about things that concern them. Experts from the University and partners are there to help. *Opening hours, locations and the zoom-links can be found on the University handbook [here](#).*

Another service available to students is Nyyti ry. It is an organisation which promotes students' mental health by offering information and activities on the matter and supports students coping with everyday life while studying. Nyyti organises support groups and chats where students get to talk about things on their minds. If needed, check Nyyti's website nyyti.fi/en and talk about it to your tutee.

While tutoring, it is good to remember that each new student arrives here from different backgrounds. Because of this we would recommend an open conversation with your tutees about their needs and wishes concerning tutoring. If your tutee has a Finnish partner, for example, their needs might be a bit different to a student who has never met a

Finnish person before. Their background knowledge about Finnish culture is totally different. It is a sign of a good tutor, if you are able to tweak your tutoring plans so that each tutee gets the help they need. For more on this, check FSHS's lecture recording on Moodle which discusses these themes in detail.

Safe place to learn for everyone

It is also important to remember that the university should be a safe place to study and learn. Any type of harassment, discrimination and bullying is not tolerated in our community. TREY has harassment contact persons who you can contact if you wish to report harassment or need advice. Even if you are unsure if something unpleasant is harassment, you can contact them. If you encounter racism, sexual harassment, derogatory language or other types of unwanted behaviour inside your tutor group, it is important to get it stopped. You can send a message to the harassment contact persons to ask how to do that. You can reach them through harassment@trey.fi. All messages are confidential and the contact persons will not act upon your message if not agreed to.

The University has their own harassment contact persons and guidelines for these types of situations. You can find these on the Student's Guide. Nobody wants to encounter harassment, but it is good to be prepared. It is important that you don't try to handle difficult situations on your own. Contact people who can help. Discussing these tough matters often brings a good result. Let's ensure together that Tampere University is a safe, harassment-free place to study.

Support for tutoring

Tutoring is often very independent work which you should be prepared for. To support you, there are, however, many services and people who you can rely on before tutoring,

during the whirlwind that is the Welcome Week or later in the semester. Here is a brief listing of them.

International tutoring organiser in your subject association, guild or ESN INTO

Many of the international student tutors belong to a subject association or a guild. These are associations that represent degree programmes and do a lot of important work in supporting tutors and students of that programme. There are a few degree programmes which are not directly affiliated with any subject association. If you tutor in one of these, you can contact TREY and we will help you reach an association representative. In addition, three advocacy associations are involved with international student tutoring on the city centre campus. All these associations have an organiser whose task is to coordinate international student tutoring. These organisers have direct contact with the degree programmes, faculties and TREY. Also ESN INTO international student club coordinates international tutoring for exchange students in Hervanta campus during the spring 2022. If you are tutoring in Hervanta campus you can contact your tutor organiser at ESN INTO.

You can contact the person responsible for international student tutoring if you have questions regarding tutoring, the association's events or other matters. Many organisers hold their own training and meetings which you should attend if possible. This way you will meet other tutors in your association.

Other tutors

Tutoring traditions vary between associations and campuses. It is possible that you will be half of a tutor pair working with new students, but you can also do the work on your own. However tutoring is organised, you will benefit from cooperating with other tutors. It is a good idea to put together a chat group for all the international student tutors

from the same association or degree programme. This way you will get to ask questions and get to know the other tutors. Quick and easy messaging will become handy once tutoring begins.

Cooperation with other tutors in your field of study is often a natural part of tutoring. You will also meet tutors from different campuses, guilds and associations. They might provide you with fresh ideas, so talk with them where possible.

Degree programme and education specialists

The tutors' tasks are to help their tutees with their arrival, introduce them to Tampere, Finland and studying here and integrate tutees into the university community. The degree students are themselves responsible for their own studies and study-planning. Help for these is provided by the degree programme. Each degree programme has a contact person or an Education specialist, who you can contact if you have questions regarding tutoring in that programme. Note that English-language degree programmes may have different contact persons than your own if you study in Finnish. You can find the contact persons from the Moodle page.

Starting from 2019, all degree students in Tampere University are given an academic tutor. This person is a staff member, whose task is to introduce the scientific and professional field to the new student and help them get going in their studies. The academic tutors are often responsible for the PSP (personal study plan, HOPS) process.

If you tutor degree students, it is good to find out who is the coordinator in their degree programme. You may contact this person if you have questions regarding your tutees studies or the timetables teaching, for example.



International mobility specialists for exchange students

For exchange student tutors, the most important university contacts are the International Mobility Services' international mobility specialists. They are responsible for the incoming exchange students and therefore any questions regarding your tutees' studies and study planning should be directed to them. *Find out who is responsible for a specific study field from the Student's Guide.*

International Mobility Services

The International Mobility Services are responsible for the exchange tutoring course and development of student tutoring with the degree programmes, faculties, TREY and subject associations. They, for example, coordinate the tutor lists to TOAS, indicating who is allowed to collect the incoming students' keys before their arrival.

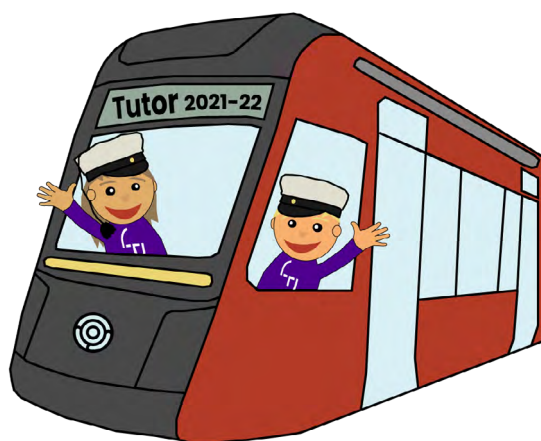
You can reach the International Mobility Services by email at mobility.tau@tuni.fi. If you don't know your relevant mobility specialist contact person for example, the International Mobility Services can help.

TREY

The Student Union has been part of the tutoring process from January 2019. TREY's task is to organise the tutor application process, help with the tutor training and set up the tutor mailing lists. For the international student tutors we have two separate mailing lists: One is for the degree students' tutors and the other is for the exchange students' tutors. You can contact us at TREY through the spring, summer and autumn if you have any questions (we are on summer holiday in July). You can reach us by email at tuutorointi@trey.fi or by contacting us in Telegram (see more info on our website).

TREY produces tutor gear for all student tutors on the Tampere campuses. From us, you will get a tutor shirt (if you ordered it when applying for tutoring), a tutor pass/name

tag and an overall patch. All these are free-of-charge for tutors, and they will be distributed in December or January. TREY will also organise the Tutors' Night at Tullikamarin Klubi in August and pre-Christmas party in December 2021, if the exceptional measures against coronavirus have loosened. Tutors' Night is an event for all student tutors to relax and get together before the Welcome Week starts! More information on the tutor gear and Tutors' Night will be sent to you through the international student tutors' mailing list.



Moodle materials

All international student tutors are invited to join the tutors' Moodle course page, through which this guide and all the training materials will be available. During the spring and summer additional teaching material will be uploaded to the page. The purpose of the Moodle course page is to serve as the tutors' toolbox, a place where all the important documents and guides can be found at once. Get to know the materials available and complete the tasks to ensure you know everything that is needed for successful tutoring. Later during the academic year, the reporting and feedback relating to the tutoring course and compensation will happen through the same Moodle page. You will get more information on this closer to the reporting time.

Please note that we have two separate Moodle pages, one for tutors of degree students and the other one for tutors of exchange students.

Guidance and current matters

The university has numerous support services for the new students. This section introduces them. You can guide your tutees to contact them if they have problems and you are not able to help. We will also talk briefly about current matters that have an effect on tutoring. These will be brief introductions, so you will have to follow the university's updates on them. We will also inform students on these matters on TREY's communication channels.

Study guidance

All international students are entitled to study guidance and counseling. These services are first introduced during Welcome Week when study planning and practices are discussed. Of course, you can go over the basics of university studies in Finland with your tutees, but you are not expected to serve as a personal study counselor to them. You can always ask them to contact the International Mobility Services or education specialist or a student counselor, for example, if you are unsure or unwilling to discuss study-related problems with your tutees.

In general, degree students study according to the structure of their degree programme. Planning of their studies must be done together with a staff member from the degree programme so you may direct your tutee to contact them if they have any problems with it. The possible subjects and courses a degree student may complete depends on their degree programme. For exchange students there is more freedom of choice when it comes to choosing their courses. However, exchange students have completed a preliminary Learning Agreement with their home university, indicating the courses which they are planning to take during their

studies in Tampere. If they wish to alter that, they must contact their home university first.

The Student's Guide and TUNI user account

The most important support service for all students is the Student's Guide tuni.fi/studentsguide. By accessing the university's portion of it, you will find the new students' checklists, handbooks and curricula. The new students will receive links to the Student's Guide along with their acceptance letters. There are separate checklists and information packages for exchange and degree students. It is a good idea to browse the Student's Guide and the checklists in particular before your tutees arrive. The website is introduced to the students during Welcome Week, but you may remind them that this is the place for the most up-to-date and relevant information.

All the new students should activate their TUNI user accounts as quickly as possible. The university uses the TUNI emails to contact students and inform them of important matters. All students should regularly follow their inboxes. The TUNI account is used also for the many electronic services and tools available to the students. For example Intranet and Sisu will use this account.

Guidance in degree programmes and faculties

The degree programmes and teachers offer the acutest support relating to the studies of your tutees. The teachers are responsible for their courses and teaching and they answer questions relating to the course learning outcomes, teaching practices and evaluation. Always ask your tutees to contact their teachers if they have questions about specific courses.

The degree programmes employ staff members who are responsible for the study guidance relating to the whole programme. For the international degree students,

contacting the education specialists is a good way to seek answers to questions about, for example, planning studies and recognition of prior learning.

The faculties offer guidance in many forms. There are several different titles for staff members doing guidance at the faculties, including education specialist, study specialist, student secretary, academic officer and others. For exchange students, the most relevant contact person is the international mobility specialist who is responsible for the matters relating to their Learning Agreement, for example. Overall, the faculties offer guidance for all students relating to, among other things, graduation.

Check the Student's Guide if you don't know who offers guidance in your home faculty and/or degree programme. You can also ask the international tutoring organiser in your subject association or TREY. We will help you and your tutee to reach the right person!

Common guidance and counselling services

The university-wide guidance and counselling services help students regardless of their home faculty. They can be reached through studentcounselling.tau@tuni.fi. Here the students can book personal guidance times with the study counsellors to discuss matters which are problematic for them in their studies or their life in general. This address is also where the students should send a message if they need any special arrangements relating to their studies. On the Hervanta campus, the study counsellor guidance times can be booked through an online calendar, as well. Additionally, there is a new chat service open on select times during the week which helps students without appointment. All students can contact the aforementioned email address if they are experiencing difficulties in their life and don't know who to contact.

The University also employs study psychologists who work with degree students who have persistent problems with

their studies or other facets of their life. Usually a student is asked to talk to study psychologists by their teachers or other guidance staff. However, they can also be contacted directly at studypsychologist.tau@tuni.fi. The study psychologists help students with problems relating to, for example, study skills, stress, procrastination and motivation and offer support when they are dealing with personal and study-related circumstances that may influence their academic progress.

The Student Affairs Office helps students with, for example, university registration and official transcripts. They can be reached through studentservices.tau@tuni.fi. The Student Affairs office has offices on the city centre campus (in the main building) and on the Hervanta campus (in Kampusareena).

The university has several other services, as well, which deal with specific problems relating to, for example, career counselling. Their contact details and more information about all the aforementioned services can be found on the Student's Guide. These have been introduced here to emphasise the fact that you don't have to solve all your tutees' problems. Help them contact the right services, and if you don't know who to contact, send email and ask. That goes a long way!

Guidebook

Guidebook is an app which is aimed at new international degree students of Tampere University. There is a group of specialised Guidebook tutors working with the app in the spring and summer time. If you are a degree student tutor, your tutees have been invited to the app to get to know the university and studying in Finland a little bit more.

The app runs from April to the Welcome Week, after which you will take over as a student tutor. Guidebook is not so much study guidance, rather an information source and a

platform to connect with other incoming students. You don't have to worry about producing anything for the app, but you will be invited on it in case you want to see what's going on. Maybe you can even participate in the discussions on the message board! This is, however, no way mandatory.

When you contact your tutees (degree students), ask whether they have downloaded the app and encourage them to do so if they have not. This is a good platform to start integrating in the student community in Tampere!

Sisu

Sisu is an information system for all stages of your studies. On Sisu you draft your personal study plan (PSP), register for courses, and monitor the progress of your studies. In Sisu you can also conduct online transactions such as apply for course credit transferring, apply for evaluation of study modules or apply for the degree certificate.

One of the most important features offered to students by Sisu is the tool for making study plans. A study plan is based on information and requirements in the curriculum. Study plans form the foundation for studies and their timing at the university.

You are not asked to be an expert on Sisu. The main responsibility on its implementation is at the degree programme.

COVID-19 and tutoring in 2022

The COVID-19 pandemic has obviously caused confusion and uncertainty about the status of incoming international students and the arrangements for safe studying all over the world. It is impossible to predict how the situation changes in time. For this reason, it is very important to follow updates from the university. The Student Union also

gathers together information and posts it to the students through our communication channels (website, newsletters, Facebook, Twitter). While the situation is in flux and the practicalities can be different from the norm, it is good to remember that the need for tutoring does not disappear as incoming international students still need help when they arrive.

Degree student tutors will receive lists of their tutees in the spring, while exchange student lists will be sent to tutors in December. Exchange students have been asked to arrive Finland and Tampere during the Welcome Week, on the 3rd.-7th. of January, but some might arrive a bit later or even earlier in December. Contacting your tutees in advance is more important than ever due to the coronavirus situation. The arrivals of exchange students may vary and you will see the estimated arrival times from the list of your tutees. This has an obvious effect on tutoring. By being in contact with your tutees right away, you can perhaps help them with finding information relating to their studies here and offering support in a difficult situation. The students must however, follow the updates by the university themselves as you alone are not responsible for getting the important information to your tutees.

Send email to us if you have any specific questions and we will see what we can do. Although the situations in spring may change due to the new instructions, it is still good to plan ahead. Communicating with your tutees helps in doing this.

University updates COVID-19 instructions for incoming exchange students to the Student's handbook. *You can find the information concerning COVID-19 instructions upon arrival on the University's website here.*



TEEMU 2021
TAABIN MIHENKILO
TUUTORI
STAABIN HALLITUS
TUUTORI
TUODAATTORI

TREY

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Tutoring in practice

Tutoring takes many forms. In addition to the traditional tutor group meetings, you will offer peer support in student parties and other events, help out the freshers online and perhaps attend academic tutor meetings with your tutees. This section offers some tips and notes on how to plan your tutoring activities.

Tutor meetings

The most traditional way of tutoring is to organise tutor group meetings where you will lead the discussion on some topics. These are still valid today. Plan these meetings ahead. A good idea is to link your meeting topic to something that has been discussed at a Welcome Week session. For example, if the freshers have heard from campus services, it can be useful to take the campus tour to show where these services are located. You are responsible for planning, scheduling and leading these meetings. Having done plans in advance helps you navigate the vast amount of information that the freshers will hear. Remember to also schedule time for questions and discussion. Most of the time, your tutees might have urgent questions which do not relate in any way to your planned topic for the day. Be therefore flexible, especially during the first few weeks.

Getting to know your tutees is an important part of the tutor group work. Your tutees should also know something about the other group members. A good way of getting to know each other is to have informal tutor meetings and attend some of the tens of student parties and events during the spring. Finnish student culture often revolves around drinking, although fortunately this has been changing in the past number of years. Please emphasise to your tutees that attending events without drinking is perfectly fine. You have to also explain many of the events to your tutees. For example, what is 'sitsit'? Their concept can be alien to

your tutees. Remember also that if you go to an event with your tutees, don't abandon them or concentrate only on partying. Everything in moderation!

International student tutoring is special in that the new student must navigate a new country and culture along with new types of studying. The emphasis of tutoring is often on the first half of that. Don't worry if you cannot go through everything that you have planned, because most of the study-related matters become clear to the freshers only after the lectures and exams start. Your task is to get them going in Tampere, and often this means just basic things that are quite mundane to you. Especially if you are Finnish yourself. Explaining why we have so many different dairy products in the supermarket might be more useful than trying to explain how the electronic exam classrooms work.

Encourage all your tutees to participate in the tutoring activities and events during the first few weeks. Not everyone is equally talkative and social, however. They might need some time on their own. Take a leaf out of their book at times, and schedule rest days and days when you are not holding tutor meetings. Taking care of your own well-being is extremely important. By balancing activities, you will ensure that the new students feel like tutoring is useful and pleasant for them. Do not be discouraged, however, if some students do not participate in tutoring. It is their right not to do so.

First meetings

The most crucial tutor meetings are the first ones before and during the Welcome Week. This can be a stressful time for everyone, so good advance planning is necessary. Do not try to fit everything into these meetings, but concentrate on the basics. On the first meeting:

Meet your tutees when they arrive in Tampere. Be in contact with your tutee before they come to Finland to agree where

and when you will be meeting. You don't need to pick them up from the airport, but it is a good idea to meet them at the bus or railway station. If you cannot make it to the meeting, please arrange for another tutor to take your place. It is not acceptable to leave your tutees alone.

Usually the tutees have travelled for hours to get to Tampere. Therefore the most important thing is to get them to their accommodation. If they are living at TOAS, you can pick up their keys from the TOAS office. Then they will get to their apartment without problems. This should be discussed in the tutor training in more detail. Note that only the named tutor can pick up their tutees keys, and any changes must go through the International Mobility Services.

Your tutee should arrange for their own accommodation, and you have no obligation of housing them. If they do not have a place to stay, take them to a hostel or hotel and ask them to stay there. Opiskelijan Tampere offers emergency accommodation. [Read more about temporary accommodation on Opiskelijan Tampere's website here.](#) You can also ask help about housing problems from TREY's Specialist in social affairs.

Decide together where and when you will be meeting the next time. Show your tutee the closest bus stop and grocery store to their apartment, do not assume that they know their way around Tampere yet. Make sure they have your phone number.

Once they have arrived to Tampere and have a roof over their heads, the next tutor meeting should focus on a couple of important steps (read more about these on the Student's Guide):

- Payment of the TREY membership fee, if not paid already
- Registering with the Digital and Population Data Services Agency. See more info on this on the Student's Guide
- Ordering the student card online. [See TREY's website for](#)

more information.

If all this is handled during the first few meetings, you can be pleased. Remember to balance these bureaucratic tasks with lighter ones and get to know your tutees right from the beginning. The incoming students are responsible for the beginning of their studies, but it is useful to know what they have to do (especially if you are not an international student yourself). Check the Student's Guide and the welcome materials provided to new international students. TREY has produced the Freshers' Guide for 2021-22.

Checking its contents is useful, as well, although some of its contents may not be relevant for the spring semester. *You can find the Freshers' Guide on TREY's website.*

Welcome Week

As mentioned above, new international students are asked to arrive in Finland during the remotely organised Welcome Week. The Welcome Week introduces the new international students to Finnish culture, Tampere, studying in Tampere University and other basic information. The week contains sessions which are meant for all new students.

The detailed timetables for the Welcome Week are published during December. You can find them on the Student's Guide. In January 2021 Welcome Week is offered fully remotely. Please make sure you plan your tutor meetings so that your tutees are able to attend all the info sessions. This is especially important as they have a tight deadline for the course registrations through Sisu. Do not try to cram everything in the meeting during Welcome Week because the days can be long and a lot of information is thrown at the new students. There is time to go through things later. It is recommended that tutors offer events remotely on the first week.

Campus tour

It is recommended for tutors to show campus for their tutees at the time they will be picking up their student cards. Show them, for example:

- Student Affairs Office
- Relevant faculty and degree programme facilities
- Computer labs and printers around campuses
- Electronic exam rooms and IT Helpdesk
- Student restaurants and cafés
- Libraries
- SportUni locations
- Subject associations' and guilds' clubrooms
- TREY's and ESN FINT's & INTO's offices
- In the case of the centre campus the recycling room

Even if your tutees' studies would not take them to the other campuses of the University, it is still nice to venture outside the immediate environment every once in a while. *You can check out maps of the campuses on the University's website through this link.*

The Student Union

The new international students are represented in Tampere by the Student Union, TREY. All degree students, both Finnish and international, are members of TREY, while membership is voluntary for exchange and doctoral students.

Nevertheless, membership is highly recommended as it gives access to counselling, advocacy and other services. Additionally, paying the membership fee is a prerequisite for receiving the student card and all its benefits and functions (key card, library card). The students can get to know TREY's services and work through the trey.fi/en website. Information on how to pay the membership fee can be found on TREY's website.

The Student Union works at three locations on the city centre and Hervanta campuses. The service desks offer

member services to students and these are the places where students can pick up their student cards. The majority of TREY's personnel work at the central office on the Hervanta campus. Currently, TREY does not have a service desk on the Kauppi campus.

Service desk, city centre

Kalevantie 4, room E241 (Main building), 33100 Tampere
phone: +358 44 361 0210
e-mail: help@trey.fi

Service desk, Hervanta

Korkeakoulunkatu 10 (Main building, 2nd floor), 33720 Tampere
phone: +358 (0)40 713 0073
e-mail: help@trey.fi

Central office

Hervanta campus
Korkeakoulunkatu 10 (Main building, 1st floor), 33720 Tampere
Contact information of the board and staff: trey.fi/en/contact

Communicating with your tutees

In addition to physical meetings on the campuses and around Tampere, it is good to be in contact with your tutees online or through a phone. Most students have mobile devices which let them stay in contact wherever they are. Some mobile phones bought in your tutees' home countries might not work in Finland because their SIM cards are locked to a certain service provider. Moreover, using the service from their home countries can rack up high phone bills. Therefore, a prepaid SIM is a good alternative for international students. These can be bought at R-kioskis, for example. Free SIM cards are also handed out to international students during Welcome Week and after by ESN sections.

Compared to the rest of the world, mobile data is cheap and works very well in Finland. International calls might be expensive, though. If your tutee needs a phone for Finnish use, cheap used alternatives are widely available through online flea markets, for example. Scams happen, so caution your tutees if they buy something from these flea markets!

Decide together with your tutees which channel you will be using to communicate. The most popular ones are Telegram and WhatsApp group chats. These are good because you will be able to contact everyone and using them is easy and flexible. Stay in contact with your tutees, invite them to events and ask questions. Even though some tutees might not be too active on the chat, they will still probably read everything. This sort of passive tutoring can be very useful to the new students.

Tutoring after the first weeks

The most active time of tutoring is naturally the first few weeks at the start of the semester. Tutoring should, however, continue longer, even though the acute need for this diminishes over time. Be in active communication with your tutees through the semester. A good idea is to agree to a tutor meeting in late-spring, where you can together discuss how their studies and life in Finland has gone so far. Here you can also ask your tutees to give you feedback, which will help you reflect on the skills you have learned.

Tips for tutor meetings with a twist

A common sight at the start of each semester on the campuses are the small circles of tutor groups sitting on the lawn going through a variety of things, led by the student tutor. While your role is to tell about studies and student life to your tutees, pure lecturing can become tiresome quite fast. Here we have put together some ideas which you can use to change up your tutor meetings and get the new students activated in novel ways. Bear in mind that you

know best how to plan your work. Remember also to be sure that the meetings are accessible so that each of your tutees is able to attend.

Get to know Tampere from a student's point of view. Most of the activities happen around the campus, but it is good to learn at least the basics of the town they live in. If your tutees happen to already have bicycles, you can go on a bike ride around Tampere!

Go to the Nysse service desk at Frenckell to get travelcards and go on a bus tour. You can head to different campuses, for example, while getting a cheap sightseeing tour.

Hold a lunch meeting in one of the student restaurants. Give tips on the busiest times and your favorite spots. Remind your tutees that many restaurants sell out food after lunch hours for cheap!

SportUni has locations on all three campuses. There you can book a badminton or volleyball court and hold a sportive tutor meeting (ask whether this is fine for your tutees). Check Sportuni's website and get to know the materials provided on Moodle! You can also loan skis from SportUni Kauppi and introduce your tutees to cross-country skiing.

On Friday afternoons, many of Tampere's museums are free-of-charge. How about a meeting at Vapriikki right next to Tammerkoski? Getting to know your tutees while exploring the Game Museum and the Ice Hockey Museum is a unique chance.

Use TREY's member services. You can rent Finnish baseball and Kyykkä gear from us. Get a couple of tutor groups together and start playing!

While holding a campus tour, tell your tutees about the

variety of clubs and associations which organise free-time activities for students. All freshers might not find friends from their degree programmes but from the hobby associations. Make it easy for your tutees to hear about them!

Tampere is full of international events and culture, for example gigs, exhibitions and lectures. These can be spotted by browsing the web. An international stand up show is a great chance to hang out with your tutees in a relaxed setting!

At its best, tutoring is fun and useful both to you and your tutees. Even though you will go through many important and complicated matters, it must at the same time be fun to everyone involved. By scheduling free time, rest periods and relaxed meetings, you will get the most out of the experience. And remember, cooperation with your tutor group is key. Enjoy tutoring and all the experiences that will follow!

Good tutoring practices from the guilds and subject associations

Different ways to select tutors

- Fuksi organiser and fuksi official interviewed the tutor candidates and selected the tutors together with the faculty's study advisor and Academic Officer.
- Tutoring organiser gave the board a proposal of tutors to be selected and the board approved the proposal.
- Fuksi captain, fuksi official and educational affairs organiser selected the tutors based on applications and interviews.
- The fuksi organisers in the guild select the suitable tutors together with the study advisor and Education Specialist. This way, the guild created a good picture of what the applicants are like as people and how they should be

sorted into tutor pairs.

- International tutors are chosen separately, and in the previous years a representative from the guild has participated in selecting them. International tutoring is coordinated by the international affairs organiser.

Things that were considered in the tutor selection process

- Good social skills, diverse personalities and interests
- Different phases of studies and different majors
- Students from different phases in their studies are encouraged to apply so that we get tutors with varying experience. This is how we can meet the needs of master's degree freshers, for example.
- Tutoring is popular in our guild: every applicant is interviewed.
- We aim to inform the applicants of tutors' tasks in advance as much as possible before they send the applications.
- Tutors are primarily selected from outside the association's board.
- Anonymous applications to ensure equality among applicants
- Interviewers make the selection and inform the guild's board about it.
- Information session on tutoring was organised at the beginning of the year and the application period was opened.
- Tutor groups were chosen at random; tutors could only request not to be in the same group with someone, if they wished.
- The university units signed agreements with each tutor. Tutors were required to write a report on tutoring afterwards. After the report was approved by the university, tutors received study credits and a reimbursement fee.
- The board decided the maximum number of tutors

in advance to ensure that it was easy for tutoring organisers to lead the group and develop tutoring activities. The number of tutors to be selected was announced as the application period opened.

- Tutors were selected based on their motivation and interest, and the board approved the selection.
- The applicants received the results by email.
- The standing order of tutoring is a guideline for the selection process, equality, and selection criteria.
- We organised a recruitment event for those interested in tutoring.
- Questions for international tutors were partly different, considering the differences to local students' tutoring.

How did we train our tutors?

- We organised a checkpoint race and tutor initiation with other guilds.
- Get-together for tutors and international tutors at Teekkarisauna
- Tutors got training from the faculty and the university, as well as the guild's own training, and training about SisU. A remote get-together was organised.
- The association organised training for tutors about advocacy (equality, safe space, study matters), event organising (documentation, planning, collecting feedback) stakeholder groups and communication (accessibility).
- Group bonding events were organised both remotely and live. In these meetings, we also planned the activities and tested the group bonding activities planned for freshers.
- We used TREY's training for tutor training, as well as meetings with the faculty's study coordinators and HOPS teachers.
- A training about our guild's activities, values, and culture.
- Tutors were trained in cooperation with the university and the Faculty of Management and Business.

- All tutors in our association have attended the university's tutor training and committed to our values in tutoring and equal treatment of new students.

We gave support for tutors

Group bonding

- Sauna evening
- Christmas party
- Zoom event to get to know each other and discuss current issues
- Tutors got to know each other through hangouts, cabin trips etc.
- Tutor initiation before the orientation week
- Tutor cabin trip for group bonding

Relaxation

- A relaxation night for tutors with the board, where we shared our feelings about corona and its effects
- A 'Thank you' night for tutors
- Relaxation and refreshment for tutors after the tutoring activities

Keeping contact

- Keeping in touch with tutors throughout the year, paying attention to their well-being and equal share of responsibilities
- We organised meetings each period to go through past activities, share our feelings and plan upcoming events
- Tutors got support from the tutor organising team and the board
- Selected tutors were contacted quickly
- Tutor organisers organised meetings and activities each month. The meetings included group bonding, setting rules and planning the activities
- Tutors had regular meetings with the organising team to discuss how everything is going and what kind of activities could be organised.



Communication channels

- We created a WhatsApp group for all tutors to facilitate communication, make sure everyone was updated with the latest information and to remind people of upcoming training sessions. It was a useful place for sharing questions that the tutors came across in the interaction with their tutees. Sharing information through these joint platforms was highly useful especially in the context of the Covid-19 pandemic that made physical meetings in the training period difficult.
- Telegram group for communication, asking questions and peer support

Problematic situations

- We intervened in problematic situations, processed them accordingly and discussed the problems with everyone involved.
- Problems in tutoring were solved in confidential discussions with those involved.

Training and feedback

- We had a tutors' info event on the Sunday before the start of the orientation week. We went through the orientation week schedule and tutors' most important tasks.
- On the Friday of orientation week, we had a meeting to go through the events of the past week and to discuss how they went.
- All groups were assigned a member of the board who would function as the link between tutors and new students and the association.
- Tutors were given a list of tutors' tasks, practices and good qualities of a tutor. We organised group bonding events to create a good atmosphere and team spirit among tutors. We stressed the importance of tutoring throughout the year.

Planning the activities

- Tutors had several meetings in the spring where they planned the structure of tutoring
- We held interviews for tutor groups after making the tutor selection.
- Tutoring is done within the limits of one's own capability. Tutor organiser was always available.
- Tutors are put into groups of 2 to 4 people that each guide a group of 10 to 15 freshers. Tutors are also divided into event teams of 3 to 5 people that plan and organise freshers' events.
- We have a fuksi organiser and a fuksi official whose responsibility is to educate the freshers and to coordinate the tutoring.
- International tutors have been divided into pairs, and they also worked as a larger group

Association and guild activities

- Tutors are integrated into the guild's activities by getting them to participate in event organising, for example.
- The guild offers financial support for organising the tutors' cabin trip
- The board and the persons responsible for tutoring take care of tutors' wellbeing by following how they share responsibilities and having discussions with tutors about their experiences.
- Older students from the board helped tutors in planning the activities for the autumn.

Support for tutoring organisers

Tutor organisers' Hovi and training

- Training and networking at Hovi's events
- The person responsible for tutoring participates in TREY's training and the Associations' Kick-off event as well as networks with other tutoring organisers through

communication channels and meetings.

Selection of tutor organisers

- At the end of 2020, we selected two people, a man and a woman, to the position of tutor organiser to improve the equality situation and to ensure there's not too much of a burden for one person
- Two tutoring organisers, it is a two-year position, so that one of the organisers always has a year of experience behind them
- To develop tutoring and help the tutoring organiser, we selected a tutoring official for the first time in 2020. The official's tasks include all-around help in organising tutoring meetings, communication, both internal and external coordination

Initial training

- Previous year's tutoring organisers gave initial training to the new organisers. New organisers had access to previous year's materials (event reports, etc) to help them in their tasks
- In the autumn, previous year's tutoring organisers also helped the tutoring organisers through remote trainings.

Cooperation with the faculty and associations

- Tutor organisers from the EDU Faculty worked together, for example by planning events and schedules together.

Guild and association activity

- Tutoring and freshers' activities in the guild are coordinated by a fuksi captain assisted by two fuksi officials
- Two tutoring organisers, one of which is a member of the association's board. This way it is easy for the board and tutors to communicate with each other and plan events for the whole association.

Feedback and reflection

Board activity

- The board ensures in its meetings in the spring that tutoring is on the level that is expected.
- Feedback from tutoring and freshers' weeks is collected at the end of the year, and the board goes through it with the tutors. Feedback is used for developing the activities.
- Board meeting agendas include 'current issues from tutoring'. This way, the board can hear about what's going on with tutoring, and so can the association's members when the minutes are published.

Collecting feedback

- At the end of autumn, feedback is collected from the tutoring organisers, tutors and new students. It is used to evaluate and develop the activities.
- A survey for tutors at the end of the year where they can share their experiences
- Both tutors and new students receive a feedback survey about the development of tutoring, and it was used for planning next year's activities.
- Tutoring is guided by feedback, training, and previous good practices
- Tutoring is developed especially with the help of new students' feedback
- Freshers' opinions were asked with an anonymous survey at the end of the year. The results were given to the new tutoring organiser and board.
- Feedback was collected by surveys and discussions, and we reacted to the feedback that was given.
- Tutors are supported throughout the year and new ideas for events are collected for upcoming years.

Feedback and development

- At the end of autumn, we organised a meeting to go through the tutoring from the past months and to come up with ways to develop the activities in the remaining of the year.

Tutoring activities

Orientating freshers

- study systems, such as email, personal intranet accounts, email lists and subject association's communication channels, Sisu
- touring guild and club rooms

Planning activities for the autumn

- Tutor organiser and study coordinator planned the schedule for the orientation week.
- Tutor organisers had the main responsibility of planning the activities, but it was done in cooperation with all tutors. Tutor organisers and tutors held meetings to plan the activity and to share responsibilities. Tutoring was planned in cooperation with the degree programme.
- In close contact with the administrative staff at GSF, tutors were assigned tutees and were encouraged to reach out to tutees well in advance of their arrival to Tampere. This also made it easier to get a good overview of who would be arriving when, if anyone decided to postpone or drop their studies etc.

Freshers' group bonding

- Even though many of the traditional freshers' events could not be organised, tutors came up with lots of alternatives for group bonding and helping freshers become a part of the association and the university community. Examples of this were accessible communication, remote meeting places and small group meetings.

Other tutoring activities

Part of the guild's budget each year is reserved for printing a freshers' magazine, ordering tutor shirts, and other tutor activities.

Support and activities provided to new students

Community members, places and services introduced to freshers

- Other freshers
- Tutors
- Older students
- Subject association
- Other associations
- Degree programme
- Faculty
- University
- Student Union (TREY)
- Association spaces
- University services
- Electronic systems (Sisu etc.)
- Physical services (Libraries etc.)
- Student culture

Diversity among freshers was considered, i.e.

- Master's degree students
- Adult students
- International students
- Groups by study subject (languages etc.)
- Corona restrictions

Other notable things about tutoring

- Overalls
- 'Super freshers' (= the term for freshers who are very active. According to Teekkari traditions, three freshers with the most fresher points will be named super freshers. Other study fields' traditions are less defined, but the term is used for freshers who have been using the freshers' pass actively, etc.)
- Freshers' pass
- Tutors' pass (similar to freshers' pass, encouraging tutors to be even more active in their tasks)
- Low threshold
- Appointing a member of the association's board for each tutor group to be a link between the group and the board, to bring the associations' activities closer to freshers. After the orientation in the beginning of autumn, these groups can be combined.
- Equality
- Sharing information (about the university, the student union, other associations)
- Preventing loneliness
- Alcohol-free activities
- Being present at the entrance exams / encouragement before and after the exams remotely via Zoom
- Cooperation with other associations
- Documenting
- Collecting feedback

Ways of contacting new students

- Welcome letter / guide
- Email
- Text message
- Call
- WhatsApp group
- Telegram group
- Facebook group
- Welcome video

Info package sent to new students included

- TREY's Freshers' Guide
- Schedule for Freshers Week / Orientation Week
- Class schedule
- Tutor introductions
- Board introductions
- Association introductions
- Information on Sisu etc.
- Information about Tampere
- Information about the university

Events organised for freshers

- Freshers' weeks
- Freshes' picnic
- Weekly coffee breaks
- Info event on choosing majors
- Info event on minor studies
- Study path info
- Info on free choice studies
- Game night
- Joke Night
- Poem night
- Social evenings
- Freshers' info
- Student representatives info
- Sports events
- Sauna evening
- Headstart
- Fresher's Olympics
- Walking tours, Tampere tour
- Pancake night
- Brunch/lunch
- Association and board introduction
- Cabin trip
- Sitz party

- Checkpoint races
- Remote events
- Campus tour
- Hike to Pyynikki
- Pizza night
- Apartment tour
- Parties
- Kyykkä
- Wellbeing night
- Educational affairs info
- Freshers' initiation
- Forest adventure
- Freshers' vow
- Christmas party
- Joint takeoffs to events
- Excursions
- Minor studies fair
- Master's studies info
- School orienteering
- Biliard
- Barbeque night
- Pub crawl
- Sewing night
- Hangout for getting to know each other
- Outdoor games
- Park hangouts
- Initiation event
- Speedfriending
- Flea market tour
- Swimming trip
- Baking night
- Amazing Race
- Event with the teaching staff

Thank you all the tutors and tutoring organisers for the valuable job that you do for our student community!

Contact info

International Mobility Services mobility.tau@tuni.fi

TREY's tutoring sector, tuutorointi@trey.fi

TREY's international sector, kv@trey.fi

Email list for international student tutors, trey-internationaltutors@lists.tuni.fi

Additionally, find out who is responsible for incoming international students in your degree programme (education specialist / programme coordinators)! Check the list in Moodle. Another key person for you is the international tutoring organiser/contact person in your subject association or guild.

Useful links

Student's Guide

Information for new degree students

Information for new exchange students:

On University's website

On the Students' guide

The Facebook group for exchange students

TREY's website

Study in Finland

Visit Tampere

Information on Finland in 12 languages infofinland.fi

Arrival instructions during COVID-19



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