



Tutors Guidebook [Abstract]

GREETINGS NEW TUTOR!

Congratulations! You have made a great choice by starting your journey as an international tutor. As an international tutor you might be the first person the new student gets to know in Finland. It will be your job to be a friend and a guide and introduce the new student to Finnish culture. In addition, you will benefit from your international tutoring experience by developing skills and knowledge that will be useful for example in the labor market. International affairs have become a part of our everyday life and international competence is highly valued by many employees. And of course, you will gain new friends, get to know different cultures and improve your language skills.

This is an abstract of the Tutors Guidebook, and here you will find all the important information with some useful Memo -lists that we recommend for you to use! You might want to keep this abstract version with you and write down your tutoring plans. In the end of this abstract you'll find the Tutoring Pass for collecting markings from your tutoring activities.

Remember that being yourself and using the experiences you have gained as an Oulu UAS student are your most valuable tutoring tools!

For more information on tutoring, please check out the full version of the Tutors Guidebook.

Let's have fun this year!



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Responsibilities

The tutor-tutee relationship is confidential

Students need to know that the relationship between a tutor and a tutee is confidential, and that the discussions stay between them unless the student gives a permission to share the information.

Tutors might face situations where they notice that their tutee needs help or guidance they can't provide. In these situations, they should guide the students to someone who can either solve the problem or answer their questions.

Sometimes tutoring might feel stressful. It would be good to meet regularly with other fellow tutors, for example in meetings organized by the tutor representative. You might want to contact the teacher tutor, study counselor or international planning officer who can give information on how to manage different tutoring situations.

Social Media

Tutors should read the e-mails from Oulu UAS and OSAKO and follow their social media and webpages regularly because they are the main channels for providing information. Then you'll be up-to-date about meetings and happenings in the Oulu UAS. As a tutor, you represent the students of Oulu UAS, the Student Union OSAKO and the Oulu UAS in general, so you are expected to act responsibly in the social media.

Follow

- OSAKO's Tutor News
- E-mail
- Facebook
- Student Intra Oiva
- Instagram: @osakoweb



Memo

This chapter lists the most important issues and tasks. *It is highly recommended that you carry out all of them.* Please notice that the exchange students and degree students might need different guidance.

Before arrival

1. Stay in touch with your tutor representative and the international planning officer or study counselor of your campus, they will give the directions concerning the allocation of the tutees (= who's your tutee). The online list of the coming students will be ready during the summer. **You are required to read the school e-mail also during the summer, at least 1-2 times per week.**
2. Contact your tutee before his/her arrival by e-mail
 - Tell the student where you will meet him/her
 - Tell him/her something about the first day(s) in the Oulu UAS and Oulu.
 - Ask if the student is interested in joining OSAKO. Make sure that the student knows that the European student card doesn't entitle to the same benefits as OSAKO's student card. **Students can apply for the OSAKO student card from OSAKO's website: <http://www.osakoweb.fi/en/join-osako/>** The student number is needed for the joining, students get their student numbers in the info packages they get during the orientation week.
3. Accommodation
 - Exchange students: Most of the OUAS exchange students have their accommodation in Väikylä. Tutors can pick up apartment keys* from PSOAS office on the exchange student's behalf if the tenancy agreement has already started. The person picking up the keys has to have a proxy from the exchange student by e-mail to asuntotoimisto@psoas.fi that authorizes the tutor to pick up the keys.
 - Degree students: Make sure your tutee knows about his/her accommodation.

*** NOTE THAT MOST OF THE STUDENTS COME DURING THE ARRIVAL DAYS
20th–22nd of August 2020 and 2nd of January 2021**

- A video about the bus trip from the airport to OSAKO's office will be shared.
- *During the arrival days, all tutors will be at the OSAKO's office from 8 am. to 22 pm. (in turns of couple of hours). You might want to welcome your tutee at the bus stop in front of the office!*
- *The keys for the PSOAS apartments will be at the OSAKO's office - Also for those degree students who stay in PSOAS apartments.*

First days

ARRIVAL SERVICE: It is important to meet with the tutees when they arrive.

- If your tutee arrives within the arrival days, you can tell him/her to meet you at the OSAKO office. The keys for the dormitory are delivered to the OSAKO office. From the tutoring lists you'll be able to see if your tutee lives in the dormitory or not. You can also pick up the dormitory key in advance for him/her if you want to.

- If your tutees don't arrive within the arrival days, you should still meet them on the day they arrive. You don't have to pick up your tutees from the airport but agree to meet them somewhere else, for example at Vällkylä. The students who don't arrive within the arrival days will have their keys at the PSOAS office. You can pick up the key for the tutee with a proxy, if he/she doesn't arrive during the opening hours of the PSOAS office.

- If you are working or if you can't be present when your tutee arrives, you are responsible for arranging someone else to meet the tutee at the first days. You can still continue the tutoring and arrange a meeting with your tutee as soon as possible.
- You can use a sign at the bus stop when meeting your tutee, so you're easier to recognize.
- Keep in mind that the student might be tired, his/her luggage might be missing etc. It may seem that he/she couldn't care less about anything. Just be patient!
- Don't give too much information at one time. Most important basic information first. Talk clearly. The new student receives so much information during the first few days that he/she will forget some of the information right away.

1. Take the student to the dormitory.
2. Take the student shopping for groceries and other necessities.
3. Take the student to the Oulu UAS
 - Show the student the way to the campus.
 - Show the locations of the student restaurant, toilets, most commonly used class rooms and notice boards, library, copy machines and how they work and the exit doors. You should also mention some "customs" like lunch times and what different abbreviations mean.
 - Introduce the student to your student association (e.g. OSAKO, Kultti) and advise them to buy overalls.
 - Introduce the student to Finnish students of the same field of study.
4. Show the new student around Oulu.

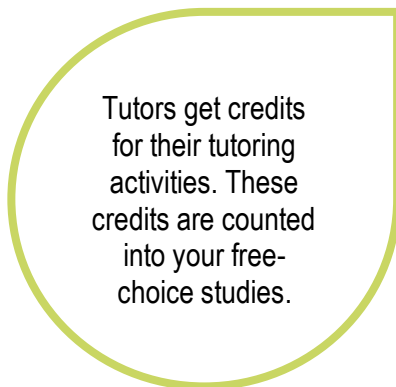
Tell the student what you can do in Oulu: free time, hobbies, culture etc. There are also lots of student discount all over the city, tell about them. Most of them are only accessible with OSAKO's student card.
5. Participate in the orientation week in mid-August (and January for exchange tutors).
6. Be available.
 - A tutor doesn't have to be available 24/7 but make sure that your tutees can reach you easily (phone, e-mail, social media).

7. Claim compensation for your possible trips and expenses from the International Planning Officer.

Life after the first days

Be a friend!

- Stay in touch with the exchange student.
- Ask them to join you for school lunches, student parties, hobbies, free-time dinners etc.
- Remember that many international students enjoy activities also without alcohol.
- Encourage the international student to be active and self-motivated.



Stay open minded!

- Things are not as clear and simple as you are used to: have patience and learn from the international students as they learn from you. And remember that there are no stupid questions!



Stay active!

- Plan tutoring together in a small group of tutors. Alternative choices of activity for partying are for example outdoor sports events or indoor game nights. OSAKO trains Well-being tutors who can help with these activities.
- Arrange dinner parties, excursions and other meetings together with the exchange students and other international tutors.
- Join OSAKO's International Team together with your tutees to plan events and get new ideas.
- Join OSAKO's events together with tutees.
- Keep in contact with the international planning officer and other international tutors.
- Attend your campus' tutor meetings.



Useful information

Everyday necessities

Bank

If an international student wants to open a bank account help them with the formalities. Make sure that the student has the following documents with him: an ID, a student or enrolment certificate obtained from Oulu UAS.

Phone

Help the student to buy a Finnish pre-paid SIM-card. Students with smart phones need to be careful with the costs of 3G-services abroad. ESN also provides the students with goodie bags which include a SIM card among other useful things.

Shopping

Tell the students main facts about opening hours, stores where items are cheaper than average, etc. Oulu offers many good places for students to go second hand shopping (“kirpputori” in Finnish) for clothes, bikes, pieces of furniture and other small items.

- Kontti SPR (address: Jääsalontie 12)
- Paljekirppis (Paljetie 12)
- Kierrätyskeskus (Kurkelantie 2)
- Järkikirppis (Tehtaankatu 1)

Student-priced lunch with student card

OUAS campus restaurants offer lunch for 1,11 e.

Other restaurants in the city center, offering lunch for 2,60 euros: Vanilla (Torikatu 34), and Sannakko (Saaris-tonkatu 22).

Note: Restaurant Vanilla is normally open also on Saturdays.

Health care

Emergency

OYS, the regional university hospital, Finnish name: "Oulun yliopistollinen sairaala" – they will help an international student only in emergency. In non-emergency issues: advice the tutee to contact the student health care center or the nearest public health center of the international student's home.

Acute illness

City of Oulu Student Health Care Center, "Oulun kaupungin opiskelijaterveysasema"

- Only for students whose stay lasts at least 2 months and who are studying full-time are entitled to use the services of the Student Health Care Center.
 - Kajaanintie 46 A, floor 3 (entrance wheelchair users), Kontinkangas Wellness Centre "Kontinkankaan hyvinvointikeskus".
- Appointments can be made by calling:
tel. (08) 558 46310
Mon, Tue, Thu 8:00 - 16:00, Wed and Fri 8:00 - 14:00
- For acute cases, please go to the local health centre or well-being centre; no appointment needed. Fit notes, if necessary, are given.

Private health care clinics

- For example: "Mehiläinen" and "Terveystalo".
- The customer/patient is liable for all the costs. Tell the student to check the terms of his/her insurance!
- The Finnish Social Insurance Institution KELA can reimburse a small part of the costs of the private health care to those possessing the European Health Card.

Sports services

All of the services provided by the University Sports of Oulu can be found on their website www.unisportoulu.fi.

City of Oulu has many facilities where students can go in for sport (swimming, gym, jogging etc.) with reasonable prices. More information at www.ouka.fi/oulu/english/sports-and-exercise.

International student groups in Oulu

ESN

Oulu ESN group stands for Oulu Erasmus Student Network. "We focus especially on organizing free time activities for internationally minded students." ESN organizes various events for incoming exchange students and for everyone else. For example: Mökkiweekend (a cabin weekend), City Rally (city-orienteeing event) and International Dinner Party, not forgetting the sitsit-parties (a fine and funny dinner party)! Events are open for all!

Contact Oulu ESN:

E-mail: president@esnoulu.org

Facebook: ESN Oulu, <https://www.facebook.com/esnoulu/>

Instagram: [@esnoulu](https://www.instagram.com/esnoulu)

NISO [not active 2018]

Network of International Students in Oulu (NISO) is an active student organization. It provides platform for interaction of international degree and exchange students. NISO offers various social and cultural activities that are open to all the students of University of Oulu and Oulu University of Applied Sciences.

Contact NISO:

E-mail: niso oulu@gmail.com

Facebook: Network of International Students in Oulu, NISO ry <https://www.facebook.com/niso oulu/>

Vocabulary

ammattikorkeakoulu	= University of Applied Sciences
ammattikorkeakoulututkinnon nimi	= Bachelor of ... (ie. Bachelor of Social Services)
ammattikorkeakoulututkinto	= Bachelor's Degree (UAS)
ammattiopinnot	= professional studies
ERASMUS, eurooppalainen opiskelija- ja opettajavaihto-ohjelma	= Eurooppalainen opiskelija- ja opettajavaihto-ohjelma
Erasmus -opiskelijan peruskirja	= ERASMUS Student Charter
Eurooppalainen opintosuoritusten ja arvosanojen siirto- ja kertymisjärjestelmä	= European Credit Transfer and Accumulation System ECTS
Hakutoimisto	= Admissions Office
harjoittelija	= trainee
harjoittelu	= practical training
harjoittelupaikka	= work placement
henkilökohtainen opintosuunnitelma HOPS	= personal study plan
Kansainvälisten asioiden toimisto	= International Relations Office
kansainvälistyminen	= internationalization
korkeakoulu	= Higher Education Institution
korkeakouluopinnot	= Higher Education Studies
kotikansainvälistyminen	= Internationalisation at Home
koulutusosalajärjestö	= field-specific student association of...
koulutusohjelma (amk-tutkinto)	= Degree Programme in...
koulutusohjelmavastaava	= Head of Degree Programme
kv-koordinaattori	= international planning officer
lehtori	= senior lecturer
lukukausi	= term
lukuvuosi	= academic year
Nordplus	= pohjoismainen opiskelija- ja opettajavaihto-ohjelma
north2north, University of the Arcticin opiskelija-vaihto-ohjelma (Pohjoismaat, Venäjä, Alaska, Kanada)	= Exchange program of Arctic University
opinnäytetyö (amk-tutkinto)	= Bachelor's Thesis
opintojakso	= course
opintojen hyväksilukeminen	= recognition and accreditation of studies
opintokokonaisuus	= study module
opintoneuvoja	= Student Adviser / Student Counselor
opintopiste	= credit
opintosuoritusote	= Transcript of Records
opintosuunnitelma	= Curriculum
opintosuunnitelma ulkomailla suoritettavista opinnoista	= Learning Agreement
(Oamkin) opiskelijakunta	= Student Union of... (Oulu UAS)
opiskelijapalvelut	= Student Services
perusopinnot	= Basic Studies
Suomen opiskelijakuntien Liitto - SAMOK ry	= Union of Students in Finnish Universities of Applied Sciences (SAMOK)
tuntiopettaja	= Lecturer
vaihtokorkeakoulun vahvistus vaihtojaksosta	= Letter of Confirmation
vapaasti valittavat opinnot	= Free-choice studies

Links

OSAKO

Webpage:

www.osakoweb.fi

Full version of this abstract and the guide for making the study diary including a monthly study report can be found from OSAKO's website from the materials section.

More information about tutoring in Oulu UAS:

Specialist of Educational Affairs of OSAKO, anne.kurkela@osakoweb.fi

OSAKO and tutoring in Facebook:

www.facebook.com/studentunionosako

and page: "International tutors of Oulu UAS"

OUAS

Oulu UAS has published an informative guide package about studies and life as international student in Oulu. You will find information about studying, living, transportation, shopping, paying taxes in Finland

www.oamk.fi/english/exchange_opportunities/ects/practical_information/

www.oamk.fi/english/nettutor/index.php (old, but useful)

Oulu UAS international relations

www.oamk.fi/english/ouas/int_relations

Other

Otokylä is a dormitory in Oulu that houses majority of international students. Webpage only in Finnish.

www.otokyla.fi

Happenings and events in Oulu in Finnish

www.ouluthisweek.net

Diverse information about Oulu: studying opportunities, what is happening in the city, and so on.

www.ouka.fi/english/index.asp

All information you need to know about studies in Finland

www.studyinfinland.fi

Teaching material for to learn Finnish and Finnish culture by yourself

<http://www.infopankki.fi/en/living-in-finland/finnish-and-swedish/finnish-online>

<http://www oulu.fi/languagesandcommunication/>

Contact information

Student Union OSAKO 2018

Student Union of Oulu University of Applied Sciences (OSAKO)

Address: Kotkantie 1, 90250 Oulu

E-mail: osako@osakoweb.fi

OSAKO crew: <http://www.osakoweb.fi/en/contact/>

Office hours:

- Mon-Thu 10:00-16:00

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