

TUTOR'S HANDBOOK



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GREETING NEW TUTOR!

Congratulations! You have made a great choice by starting a journey as an international tutor. As an international tutor you are one of the first people the new students get to know in Finland. It will be your job to be their friend and guide and introduce them to the Finnish culture. In addition, you will benefit from your international tutoring experience by gaining skills and knowledge that will be useful for example at the job markets. International affairs have become a part of our everyday life and international competence is highly valued by many employers. And of course, you will gain new friends, get to know different cultures and improve your language skills.

This Tutors Guidebook is a manual for you to use in everyday situations with international students. Please read the guidebook carefully before beginning your tutoring. When needed, you can always return to this manual during your tutoring year. Remember that being yourself and the experiences you have gained as an OUAS (Oulu University of Applied Sciences) student are your most valuable tools you can have!

For some compact information, useful Memo-lists or the tutoring pass, please check out the abstract of this guidebook.

Let's have fun this year!



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OSAKO's Board Member
Responsible for tutoring



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1. TUTOR'S DICTIONARY

This small-scale dictionary is a collection of the key concepts related to international tutoring. These concepts may be used in different ways and the meaning of these terms may vary depending on the city and university of applied sciences you are in. The dictionary below consists of concepts used at OUAS.

Alumni: Former students who have graduated from a university and are already in the working life. They may sometimes come to their previous schools to talk about their journey into the working life or their experiences in general.

Experience Tutor: Experience tutors are tutors that have done tutoring for more than a year. Since they are already in the latter part of their studies they can offer their experience-based knowledge on subjects like practical training, international exchange or thesis.

Student Organizations: The students of all the different educational departments at OUAS have formed into different student organizations, which arrange various events and take care of students' wellbeing and rights. The students organizations at OUAS are Kultti ry, Luva ry, OUTO ry, OTE ry and OSASTO. You can get more information about joining the student organization's activities from their operators.

University Sports: Different Universities have very different ways of arranging university sports. At the moment university sports are not a statutory task of the universities, instead they are a part of the guidance and wellbeing services. Oulun korkeakoululiikunta operates in Oulu: www.oulunkorkeakoululiikunta.fi

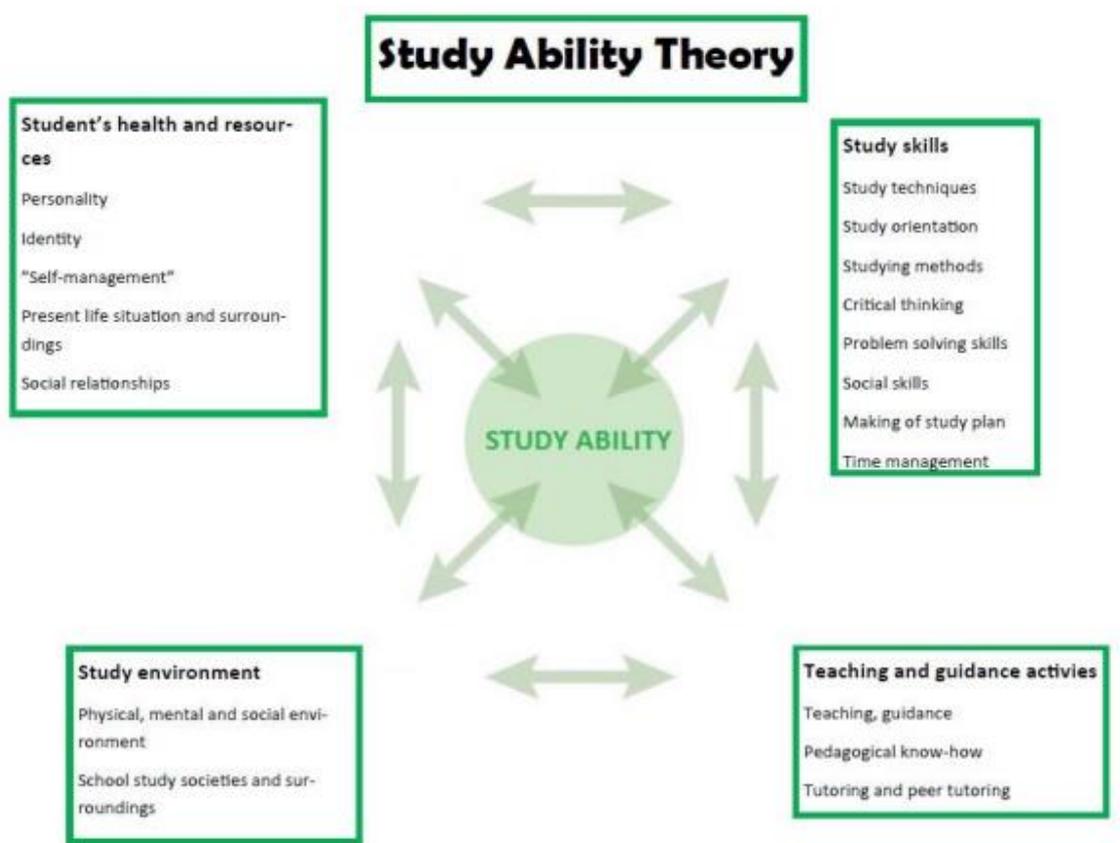
Responsible for Educational Policies: OUAS' student union OSAKO has a board member who is in charge of educational policies. Their job is to make sure students voices are heard in the development of OUAS' educational policies. Every student organization also has their own responsible for educational policies and these people meet regularly to discuss their views.

International Tutor: An international tutor is a guide and support for the exchange students and international degree students. An international tutor advises international students in education related questions and helps them to adapt into Finnish culture and to their new life in Oulu. An international tutor participates in the international tutor training held in English.

Wellbeing tutor: A wellbeing tutor is a peer tutor or international tutor who has in addition gone through the wellbeing tutor training. Wellbeing tutors direct students towards better wellbeing practices through sport and culture services. You can get the training for being a wellbeing tutor in Autumn. More details about this will be given through tutors' communication channels in the beginning of Autumn.

Tutor Teacher: Every student group in OUAS has their own tutor teacher. A tutor teacher works as the guide for the student group in themes like study planning and study choices. A tutor teacher's jobs are to support and supervise the progression of their student group's studies during their student journey.

Study Ability: A student's abilities are assessed through the study ability theory which presents all aspects affecting study ability such as a student's characteristics and skills as well as the impact of environment. As a tutor you are a part of improving Students' study abilities.



Picture 1. Study Ability Theory

Student Tutor: A student who is a tutor for OUAS students on voluntary basis. The student tutor is usually a second or higher year student. A student tutor is also known as a peer tutor.

OSAKO: The Student Union of Oulu University of Applied Sciences is a law-prescribed, non-party-political, non-governmental organization for all students in OUAS. It provides services, support and guidance to its members, and represents all students of OUAS. OSAKO is independent and consists of a board of representatives (highest in power, and selected in an election each year) and of an operative board and secretaries.

SAMOK ry: The Union of Students in Finnish Universities of Applied Sciences is an umbrella organization of UAS students in Finland. SAMOK is a self-sufficient and politically independent national interest and service organization of students. OSAKO is a member of SAMOK.

Tutor: The word tutor comes from the Latin word tutor which means a guardian. At OUAS it means the guide of students, who advises students in all study-related topics with the help of their own experiences and tutor training.

Tutor Team: The tutor team consists of OSAKO's member of the board who is responsible for the tutoring matters and the tutor representatives of the field-specific student organizations. The tutor team is a tool for planning tutor trainings and developing tutor activities. The team is assembled roughly once per month

Responsible for Tutoring: Each student organization in OUAS has a person responsible for tutoring, who usually is a board member in the student organization. Responsibles for tutoring are the ones in charge of tutoring activities inside their school and work together with the guidance counsellor, secretary of studies and teacher tutors of their school. The tutor representative arranges tutor meetings with the tutors in the school. A responsible for tutoring is the first people for a tutor to turn to when they face a problematic situation. They work as a link between the school, student organizations and OSAKO.

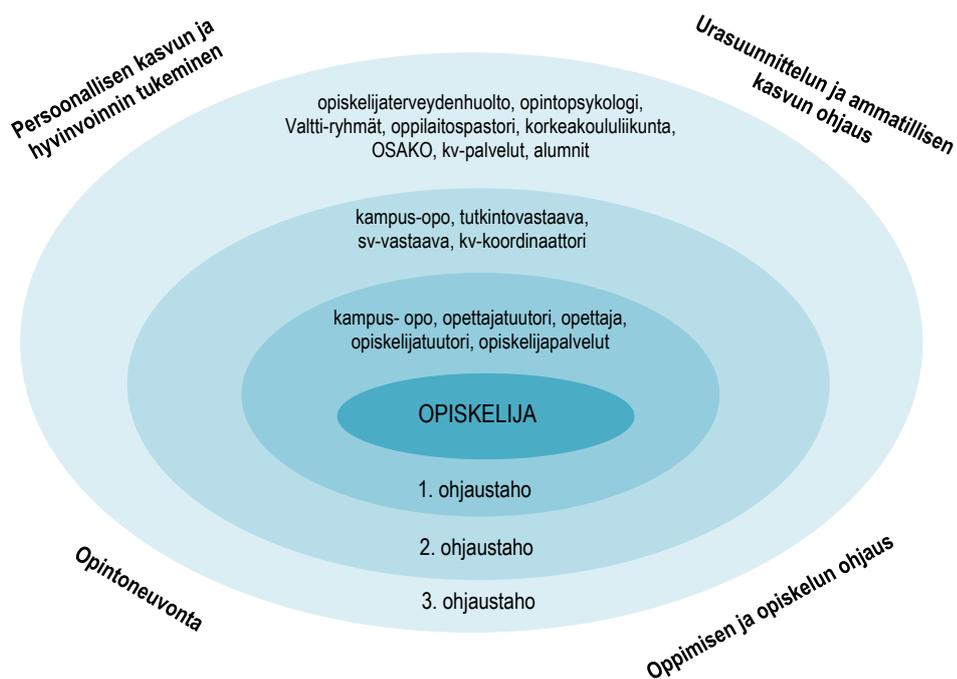
A tutor has experience but they don't have to know everything. Your responsibility as a tutor is to find the things asked from you.

A new student may not know all the abbreviations and concepts of OUAS. Remember to clarify to them what they mean!

2. TUTORING AS A PART OF STUDY GUIDANCE

Student guidance is based on a student orientated guidance model in Oulu UAS. As a tutor, you need to understand the student guidance model and the fact that the students need guidance throughout their studies, and that the form of guidance varies depending on the needs of the student – as well of the phase of their studies. For students, a tutor is usually the closest person to give guidance in the beginning of the study year.

The Holistic guidance model suggests that students should get guidance in the beginning, during, and at the end of their studies, but also before their actual studies begin and after the graduation. Recruiting new applicants by marketing the University and the degree programs are an example of student guidance before studies. Guiding in student admission and providing help in career planning are also seen as student guidance. In the beginning of the studies there is a strong focus on grouping and integration of the new students into the student community. In the mid-part of studies, an important goal is keeping the students committed to their degree program. Supporting students in planning their studies, improving their studying methods and helping the students to get an overall view of their studies are a way to achieve this. At the end of their studies, studying guidance is focused on providing support for finishing studies, for example by guiding the thesis process. After graduation, Oulu UAS monitors the graduates' integration into the work life and cooperates with the graduates via Alumni Association of the Oulu University of Applied Sciences.



Picture 2. OUAS' Holistic Model.

Student tutoring is at its busiest at the beginning the semester. Depending on the degree program, tutors might be present at the entrance exams. Together with tutor teachers and guidance counsellors, student tutors receive the new students, brief them into the studying at OUAS and help them to adapt into a new life situation.

Some tutors continue tutoring until the end of their studies and change basic tutoring (3 sp) into comprehensive tutoring (5 sp) making them experience tutors. One extra credit implies gained experience in peer counseling and deepened knowledge in tutoring. Experience tutors have more experience than normal tutors, and they can assist students in the end-part of their studies. Experience tutors can support their tutees e.g., in planning their studies, picking a practical training position, writing the thesis and considering exchange possibilities.

Alumni are there to help the students as well. Some teachers of OUAS might arrange Alumni days, in which alumni, OUAS graduates, share their experiences of the working life.

Sometimes during the studies, students might need professional guidance. As a tutor, your duty is to guide students to the right person, whether it is the tutor teacher, guidance counsellor or the study psychologist. You will find OUAS' services from the student intra Oiva.

3. WORKING AS A TUTOR

Tutoring has a huge meaning to a new student. In this chapter we will look over the tasks and responsibilities of a tutor.

3.1. The meaning of tutoring to a new student

The meaning of tutoring to a new student is big. Without tutors a student may feel alone in the beginning of their studies and they might not be able to get answers to all the questions roaming inside their head. A tutor is a student's first link to their new study place. Through tutoring the adaptation of a new student into the study environment is made easier.

A tutor is an example of a student studying a specific degree and through the tutor the identity of a student as a student as well as a professional in their field will start to develop. The assumption of a student's role is very important for a new student. This way the adaptation to their new life situation will start and the feeling of responsibility for their own studies and learning begins to develop. The formation of a professional identity is highly important in terms of studies as well as graduation.

3.2. Tutor's activities

A tutor's most important task is to work as a guide and support to new students. Practices and habits which may be obvious to you can be new and unfamiliar to new members of the student community. A tutor has a large responsibility in the stimulation of grouping. One of the important task of a tutor is to recruit new tutors, which usually happens in spring.

3.2.1. The alleviation of information overload and chaos during the first days

A tutor operates as the guide and support for the students of their degree program. The task is to help new students at the beginning of their studies and stimulate a good group spirit within the student group as well as helping them into the student community. Now you can take a moment to remind yourself how spun around were you when you started your studies? You received new information, concepts, location from various sources alongside this the city or country may have been completely new to you. Thanks to tutors the students don't need to face these things alone. At the beginning, it's most important to familiarize the new students to their physical study environment so that walking around campus will be a lot easier. It's good to make sure that the student knows how to move around in the new city and knows the basic things about how to seek financial aid as a student and how living in your own place in Finland works. A tutor's position is highlighted when they can use their memories of the beginning of their studies which are still fresh in their memory to help new students by being able to relate to their situation.

A tutor's job begins already in spring at the tutor training where they get the training to be a tutor. Alongside the tutor training it's good for a tutor to establish their own goals for being a tutor. Making a tutoring plan might help you clarify to yourself the task you will have to perform during the tutoring year. You can make this plan with the help of your fellow tutors as well as the help of the responsible for tutoring. Every student organization also has their own general plan for tutors which includes event, goals and information for the tutoring year.

The actual practical work as a tutor begins when the new students start their studies. In some departments of OUAS it's a habit to have the tutors in the entrance exams to e.g., supervise the exams or guide the applicants to different places.

3.2.2. Studying at OUAS

University studies differ from all the previous studies in secondary school. In universities of applied sciences and universities the studies are a lot more self-directed and the student has a bigger responsibility of their own studies and resources. Many students need support at the beginning of their studies. The more self-directed type of studying will require new life management, time management and teamworking skills.

A tutor is there to welcome new students and walk alongside them during their first days. During the first days, and possibly later if needed, tutors hold tutor meetings with their tutees. In these meetings they will discuss with the group about study related topics. These tutor meetings should be planned out in advance so that you can find the necessary new information you need to deliver to your tutees. However, you should always leave some wiggle room in your plans since the tutees will surely have multiple questions for you and answering those questions may take most of the time reserved for the meeting. You should keep in mind that these meetings are for the tutees not for you and accordingly implement them according to the tutees' wishes. New students are usually very interested in hearing about their tutors' experiences, study planning and possible work opportunities provided by their degree studies. **You should also remember that the need for tutoring does not end at the end of Autumn instead it lasts the whole semester!**

A tutor is at the same time a representative of OUAS, OSAKO and their own degree program. The tutor has experiences about what it's like to study in a university and in their own field. The tutor will familiarize the new students into their degree program's study practices such as e.g., how to enroll to courses or what you might expect from a certain course.

The bringing of new students into the OUAS student community is very important. A tutor's job is to create a positive image about the studies and the student identity. As OSAKO's tutor you will have to be able to explain to the new students how to become a member of their student union, where to get the student card and also what benefits a membership will bring them.

The students' benefits are driven by multiple different parties in OUAS such as student organizations and associations. The student organizations of your field will provide the new student with different types of information events about their activities. The new students will surely be interested from the very beginning about how to join different types of student activities such as tutoring.

3.2.3. Encouraging group spirit

One of the most important tasks of a tutor is to promote and encourage the student groups to have the right kind of group spirit. For students coming from another culture and country, it is very important to feel welcome and to find new friends right in the beginning of their studies. It's also important to get the more quiet and seemingly inactive students to participate in various activities.

Encouraging students to get to know each other can also be done during your free time. Tutors can organize for example casual get-togethers. Eventually the students can start organizing their own get-togethers and parties.

When arranging get-togethers or parties a tutor should keep in mind the cultural differences and the fact that students usually don't have much money to spend on such events. Alternative activities for partying are for example outdoors sports events or indoor game-nights. OSAKO trains well-being tutors during Autumn, who can help with these activities.

3.3. Know your responsibilities

Being a tutor is a responsible task. The tutor is actively in contact with tutees and represents the student union OSAKO, OUAS and their own degree program. A bored and apathetic tutor kills the joy of new students. An energetic and bright appearance creates a positive image of the tutor and of the studies in OUAS.

Tutors need to remember their responsibility as a representative of their degree program. They should think carefully what kind of information they give for the new students. **The kind of tutoring, where tutors share their negative opinions of teachers or of the Oulu UAS, does not benefit anyone.** On the contrary, it creates prejudices and bad atmosphere. New students should be able to form their own opinions.

The relationship between a tutor and a student is confidential. This must be told to the students because they need to feel safe when interacting with their tutor. They need to know that the discussions between the tutor and the tutee will stay between them.

Sometimes tutors face problems or questions they don't have a solution or an answer to. If so, the tutor should guide the student to someone who can solve the problem or answer the question, for example tutor teacher or guidance counsellor.

Although tutoring is a lot of fun, it might feel stressful from time to time. It's good to meet regularly with other tutors, for example in meetings organized by the responsables for tutoring. You might want to contact the tutor teacher, guidance counsellor or exchange coordinator, who can give information on how to manage different tutoring situations. Also, OSAKO's international and tutoring teams are there for you.

Check your e-mail and social media regularly, and you'll be up-to-date about meetings and happenings in the Oamk. Because you represent the student union OSAKO and OUAS you are expected to act responsibly in the social media, such as Instagram, Twitter or Facebook and in any WhatsApp-groups you might have with your tutees and other tutors.

3.4. Characteristics of a tutor

Tutors get tutor t-shirts every year. It's advisable to wear it during the first days when the new students arrive, so recognizing the tutor becomes easier. It's a tutor's responsibility to create an open-minded atmosphere to the group, so individuals can feel relaxed and diversity is approved. A tutor with good social skills helps the students to form a group and pays attention to the individual students. As a tutor, you might want to pay attention to your body language. An open posture and an eye contact give good impression and create a comfortable feeling to your audience.

4. INTERNATIONAL TUTOR'S MEMO

This chapter lists important issues and tasks, an international tutor needs to know and remember. It's highly recommended that you carry out all of them. In addition, there is no one stopping you from creating other tasks that benefit the new international students. Note yourself, that there are two different kinds of international students, exchange students and international degree students. Exchange students are here for only a relatively short period of time: from a few months to a year. Degree students come to Finland to study a full degree. The guidance exchange students and degree students need is therefore different.

4.1. Before Arrival

1. **Stay in touch with your tutor representative and the exchange coordinator or guidance counselor** of your campus, they will give the directions concerning the allocation of the tutees (= who's your tutee) concerning exchange students. The online list of the incoming students will be ready approx. 1-2 months before the arrival of exchange students. You are required to read the school email also during the summer, at least 1-2 times per week.
 - **Exchange tutors:** International Services arranges preparation sessions and follow-ups on the process and tasks of tutoring exchange students. You should also join the Facebook and WhatsApp-groups, and sign up for and plan certain tutoring tasks during the academic term and year.
 - **Degree tutors:** Campus study counsellor arranges a preparation session in May + a follow-up meeting in August before the Orientation Days of the international degree programs.
2. **Contact the new international student before their arrival by e-mail**
 - Tell the student where you will meet them
 - Tell them something about the first day(s) at OUAS 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:** Almost all the OUAS exchange students get their accommodation via PSOAS, in the Routa dormitory, 200m from the Linnanmaa campus, see <http://u.oamk.fi/accommodation> Keys for the apartments will be delivered by International Services or PSOAS and handed over to exchange students on certain arrival days and times at the beginning of each term, and in mid-term, see <http://u.oamk.fi/arrival> Tutors or other persons authorized by exchange students can pick up apartment keys from PSOAS office on the exchange student's behalf, if the tenancy agreement has already started, and if the exchange students arrive at other times. The exchange student must inform PSOAS and authorize the person picking up the keys by e-mail to asuntotoimisto@psoas.fi.
- **Degree students:** Make sure your tutee knows about their accommodation.

NOTE THAT MOST OF THE STUDENTS COME DURING THE ARRIVAL DAYS

- During the arrival days, tutors will be at PSOAS' Routa dormitory from 10 am to 8 pm based on time slots lasting approx. 5 hours. Some tutors may meet their tutees at the bus stop in the proximity of the dormitory! Tutors sign up for time slots according to the incoming student services information which they will send to you before the beginning of the school year.
- The keys for the PSOAS apartments will be at the Routa dormitory during the official arrival day and times only! - Also for those degree students who stay in PSOAS apartments.

4.2. The first days

1. Arrival service

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

- If your tutee arrives within the arrival days, you can tell them to meet you at the Routa dormitory. The keys for the dormitory are delivered to the dormitory. From the tutoring lists you'll be able to see if your tutee lives in the dormitory or not.
- If your tutees don't arrive within the arrival days, you should still meet them on the day they arrive, if possible and mutually agreed. You don't have to pick up your tutees from the airport but agree to meet them somewhere else, for example at the Routa dormitory. 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 they don'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 so you're easier to recognize.
- Keep in mind that the student might be tired, their luggage might be missing etc. It may seem that they 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 they will forget some of the information right away.

2. Meet the exchange students at the dormitory during arrival days

3. Take the student shopping for groceries and other necessities

4. Take the student to the university

- On the first day of studies, it's advisable to show the student the way to the OUAS for example by walking together.
- Some important places that you should show (even though they are obvious to you) are the student restaurants, toilets, most commonly used classrooms and notice boards, library etc. Remember to point out the exits in case of emergency. You should also mention some "customs" that your school has: lunch times, what different abbreviations mean, where the copy machines and the printers are and how to use them. You might want to tell a little about Finnish teaching and studying methods, such as how to behave in exams and how exams are arranged.
- Introduce the student to their student association (for example OTE ry) and advice to buy overalls. You can also tell the students the background behind the overalls that Finnish students wear. Remember that you might be tutoring exchange students that all have different student associations, so tell them what is the color of their overalls and where they can go ask for those.
- Introduce the student to Finnish students of the same field of study. Ask your Responsible for tutoring / Exchange coordinator for a list of all exchange students and their fields of studies.

5. Show the new student the city of Oulu

- Tell the student what you can do in Oulu: free time, hobbies, culture etc. There are also lots of student discounts all over the city, talk about them. Most of them are accessible only with OSAKO's student card.

6. Participate in the orientation week organized by Oamk and OSAKO

7. Be available

- A tutor doesn't have to be available 24/7 but do make sure that the students can reach you easily.

8. Claim compensation for your possible trips and expenses from Oamk (Exchange tutors, <http://u.oamk.fi/reimbursementexchangetutors>)

4.3. Life after the first days

1. Be a friend!

- Stay in touch with the exchange student.
- Ask them to join you for school lunches, student parties, hobbies etc. Remember that many international students enjoy activities without alcohol.
- You should encourage the international students to be as active and self-motivated as possible. This doesn't mean that you are abandoning the student. It deepens the "Finnish experience" the newcomer will have. International students are a social and fearless people, so they don't need you around the clock. Instead, they'll have a lot of questions and they look forward getting familiar with the Finnish way of life. You might get questions like how does the skies work, or how to eat Mämmi.

2. Stay active!

- Plan tutoring together in a small group of tutors. Alternative choices of activity for partying are for example outdoor sport events or indoor game nights. OSAKO trains Wellbeing tutors who can help with these activities.
- Arrange dinner parties, excursions, and other meetings together with the exchange students and other international tutors.
- Take part OSAKO's events together with tutees
- Attend the tutor meetings held by OSAKO or your student association's international affairs person or tutor manager.

- Keep in contact with the exchange coordinator and other international tutors.

3. Stay open-minded!

- Have patience and learn from the international students as they learn from you. The process of learning happens always in a social context. Remember also that there are no stupid questions! But there can be stupid answers, so think what you tell your tutees. Sense of humor can be different in other countries, also irony and sarcasm can easily be misunderstood.

5. USEFUL INFORMATION

This chapter contains a lot of information and tips that you can use to help the new student to survive in Oulu. Especially during the first days, students might be somewhat misplaced and in need of advice. At this stage a simple map can help avoiding futile bends and curves. Exchange tutors, please make use of the study guide for exchange students, <http://u.oamk.fi/studyguide> - you and your tutees will find there lots of useful information on living in Oulu/Oulainen and studying at OUAS as an exchange student.

5.1. Everyday necessities

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

Phone: Many foreign students want to get a Finnish mobile phone number. If they have a removable SIM-card, they can buy a Finnish pre-paid SIM-card. Students with smart phones need to be careful and find out about the costs of 3G-services abroad.

Shopping: Tell the students the 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. You can recommend your favorite second hand shop

5.2. Health Care

Exchange tutors, please check and guide your tutors based on the information provided at <http://u.oamk.fi/healthcare> and <http://u.oamk.fi/insurance>

Emergency

OYS, the regional university hospital, Finnish name: "Oulun yliopistollinen sairaala" – they will help an international student only in emergency.

Acute illness

- **International Degree students:** <https://www.yths.fi/en/frontpage/> Can use the Finnish Student Health Services (YTHS) because they are degree students like all the Finnish students who study at the OUAS. They have to pay the same yearly fee as Finnish degree students for KELA.
- **Exchange students:** <https://www.ouka.fi/oulu/english/health-services> Exchange students have to use the facilities of Oulu health care. They are not entitled to use YTHS-services because they are not degree students. If an exchange student comes from other EU country and they might have the European Health Insurance card. In this case they can get the treatment at the same costs that Finns do.

Private health care clinics

- The customer/patient is liable for all the costs. Tell the student to check the terms of their **insurance!**
- Usually exchange students have some sort of private health or travel insurance. In that case it is cheaper to use private health care than the one provided by the town.

5.3. Affordable places to eat

All university campuses have student restaurants which offer lunch with about 1–3 euros, if one shows their student card. In addition to restaurants located in schools, student priced lunch is served at many other cafeterias across town. There are plenty of affordable places to eat out in the city center. Most of them serve diverse fast food with around 7-8 euros.

More info from here: <http://u.oamk.fi/restaurants>

5.4. Sports Services

Oulu's university sports services Unimove offers multiple different types of sports related opportunities from sessions to courses and events. The offering of Unimove can be reached through paying the sports fee and downloading the mobile card. The mobile card works as an entrance ticket for general sessions and entitles you to agree upon discounts with partners and courses. With the mobile app you can enroll onto courses and you can see the validity period of your membership as well as the latest news. More information can be found here: www.unimoveoulu.fi

5.5. Study Psychologists

In OUAS there are study psychologist operations as a part of study guidance. Through this opportunity students of OUAS are able to take part in confidential discussions where you're able to talk about e.g., study or motivation related problems. The goal of these discussions is to strengthen the student's mental wellbeing and to together find help to the student's problems. More information: opintopsykologi@oamk.fi.

5.6. Finnish language courses

Different universities, schools and organizations in Oulu organize Finnish language courses. Some of the courses are free of charge, others cost, some are more casual, and others more organized.

Exchange students may take part in the Finnish Survival Course (3 ECTS) voluntarily and free of charge, see <http://u.oamk.fi/exchangestudies> Degree students have to pursue mandatory Finnish language courses, and the workload in terms of ECTS depends on the degree program.

Formal schooling is also arranged at the Summer University of Northern Ostrobothnia and Open University.

The Adult education center of Oulu ("Oulu-opisto") arranges casual evening courses. Their courses cost around 50-60 euros. Courses for free are arranged in International Activity Centre Villa Victor (google: Villa Victor language course)

5.7. 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-orienting event) and International Dinner Party, not forgetting the sitsit-parties (a fine and funny dinner party). Events are open for all!

Contact Oulu ESN:

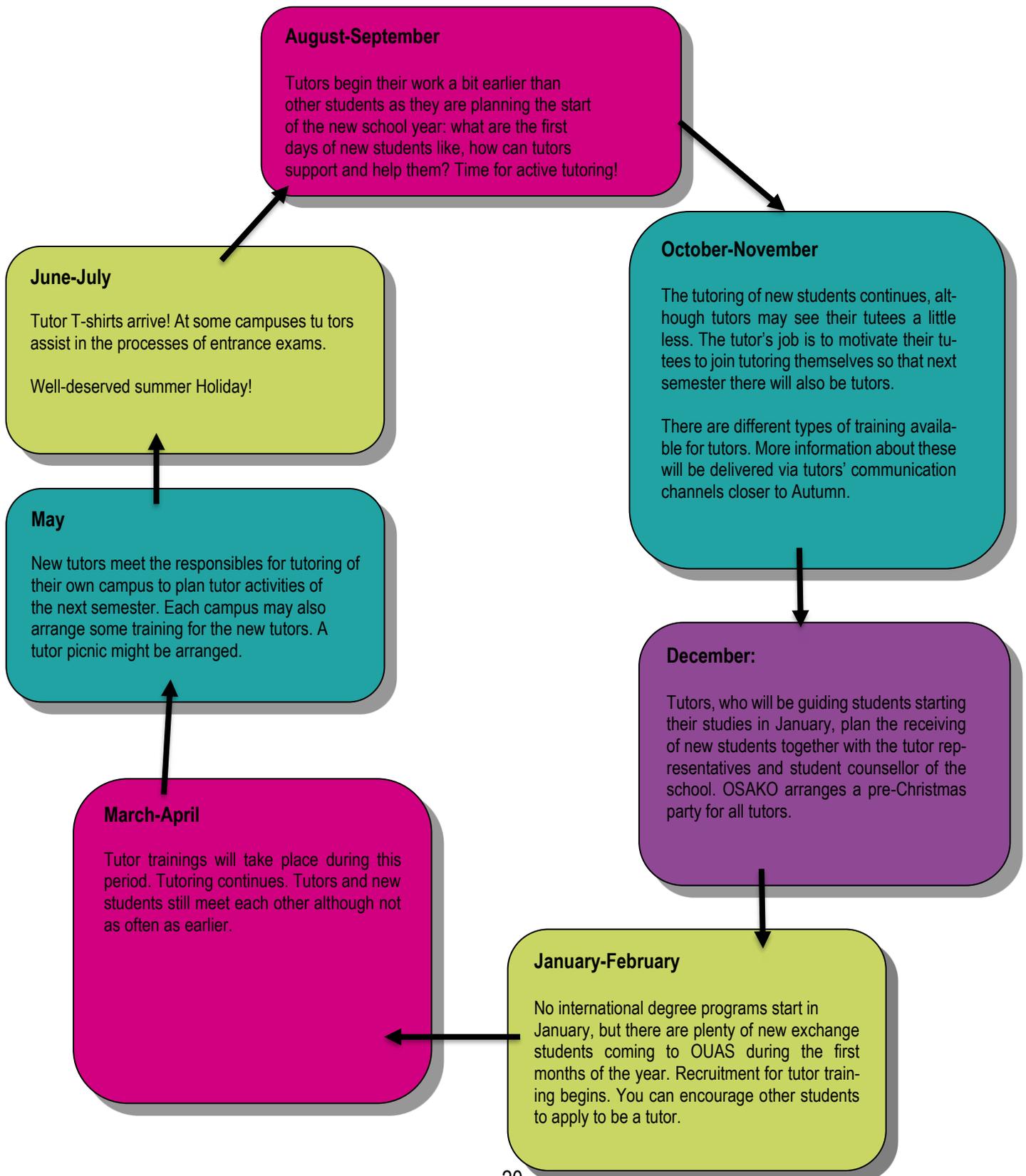
E-mail: president@esnoulun.org

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

Instagram: @esnoulun

6. A YEAR OF TUTORING

The following graph illustrates the progression of the year in tutoring in general. However, it does not include all the events of OSAKO, or the student association parties.



6. TUTOR'S CHECKLIST

1. FIRST THINGS FIRST

1. Stay in touch with the international planning officer of your school
2. Contact the new international student before their arrival by e-mail. Talk about yourself and about your duties as a tutor
3. If your tutee arrives within the arrival days, you can tell them 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 them if you want to. If your tutees don't arrive within the arrival days, they are responsible for getting the key from the PSOAS office themselves. Also, if your tutees have accommodation elsewhere, they are responsible for organizing that too.
4. Take the student to the dormitory (exchange students)
5. Take the student shopping for groceries
6. Go through the timetables of the first few days. Showing the way to school, time of the first meeting

2. TOPICS FOR THE FIRST MEETINGS WITH YOUR TUTEES STUDY COMMUNITY AND ENVIRONMENT

Getting familiar with the group/people

- Exchanging important contact information, important e-mail lists
- Getting to know each other with plays and games, go through where everyone is from, what kind of studying and working experiences or hobbies the new students have. Physical study environment.
- Important contacts in school and their contact information
- Locations of all campuses of Oulu UAS
- Getting familiar with the new study environment

3. STARTING STUDIES IN OUAS

Introduce the school's timetables/schedules

- Where to find classrooms, when and where to eat, what all the abbreviations mean

Introduce the studying possibilities in OUAS

- Where and how to get information about studies

- Personal study plan, PSP (if someone doesn't know yet why to do it and where to get help with it)
- How to pick up courses
- Absence practices, courses, exams, vacations, enrolling for courses, enrolling for exams, how to raise grades, where and how to copy materials, the location and use of printers, usernames and passwords in different systems and important web pages
- Studying and teaching methods

4. LIFE AS STUDENT

What is this OSAKO all about?

- Student card: how to get one, where to get one and most importantly why to get one, offices and locations of OSAKO and school-specific student associations
- Activities, happenings and services of the student union OSAKO Student services
- Student restaurants and where they are located
- Health care and welfare services
- Sports services and possibilities: Unimove
- Traffic and public transportation: busses, biking (also winter biking possibilities) and private cars
- Important places: Kela's office, police station, PSOAS (student housing), train and bus stations
- Free-time opportunities: movie theaters, restaurants, bars, night clubs, cafeterias etc.

7. CONTACT INFORMATION

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More information you can find from our website and tutoring platform:

- Handbook for tutors
- Information about courses
- Different grouping activities
- How to apply for credits

