

# Commitment to international tutoring

This commitment describes the responsibilities of the international tutor and the school.

The most important overall goal of the tutor is to help the new students to integrate into the student culture and to help to get started with the life in Finland.

The main responsibilities of the tutor are:

- Attend tutor trainings or do the compensatory assignments organized by Aalto University Student Union and tutor's own student association before the orientation week
- Contact the international students well before the beginning of the semester
- Meet the student upon arrival as agreed (for example airport pick up)
- Be present during the whole Orientation week and help the new students the best way possible
- Be an exemplary Aalto student and student union member and treat all students equally
- Organize at least one meeting with the tutor group after the orientation week
- Submit a report about tutoring in the end of the semester

By fulfilling these responsibilities the tutor is entitled to a compensation worth 200€ per tutor group. More detailed descriptions of the responsibilities are listed in the AYYs international tutor guide.

The responsibilities of the school:

- Provide information and support on practicalities regarding new students' arrival in Finland and the University
- Provide the list of incoming students
- Schedule the orientation week taking into consideration the student events
- Register the credit on time in Oodi
- Provide the certificate of tutoring

As a tutor, I agree to fulfill the above mentioned responsibilities by accepting this commitment. At the same time the school agrees to fulfill its part of the commitment. Finally, if the tasks are fulfilled, the agreed compensation will be paid. The school has the right to follow if the responsibilities of the tutor are fulfilled and refuse to pay the compensation if not.