

Academic tutor and student interact throughout the student's study path





Academic tutoring is part of academic guidance and counselling

The goal of academic tutoring is to support the smooth progress of studies, the growth of students' academic expertise and the creation of community spirit. Academic tutoring aims at strengthening the students' agency and trust in themselves as university students. In English-language programmes, academic tutoring also supports the students' adjustment to Finnish academic and work culture and to multi-cultural teamwork.

In individual and group meetings, the academic tutor observes and aims to find ways to further encourage and support students to assume an active student role. Students are, however, responsible for planning their own studies and learning study skills.

- It is recommended that academic tutoring is part of curriculum design.
- During his or her studies, a student may have several academic tutors depending on the practices of the degree programme. The student's academic tutor may change as his or her studies progress.
- The academic tutor is the student's academic conversation partner in his or her field!

Both academic and peer tutors are interested in new students

At the start of their studies, new students need to get to know both other students and staff. Peer tutors play an important role as they familiarise the students with the student community. Academic tutors are actively involved in the new students' experience of being acknowledged and supported by staff.

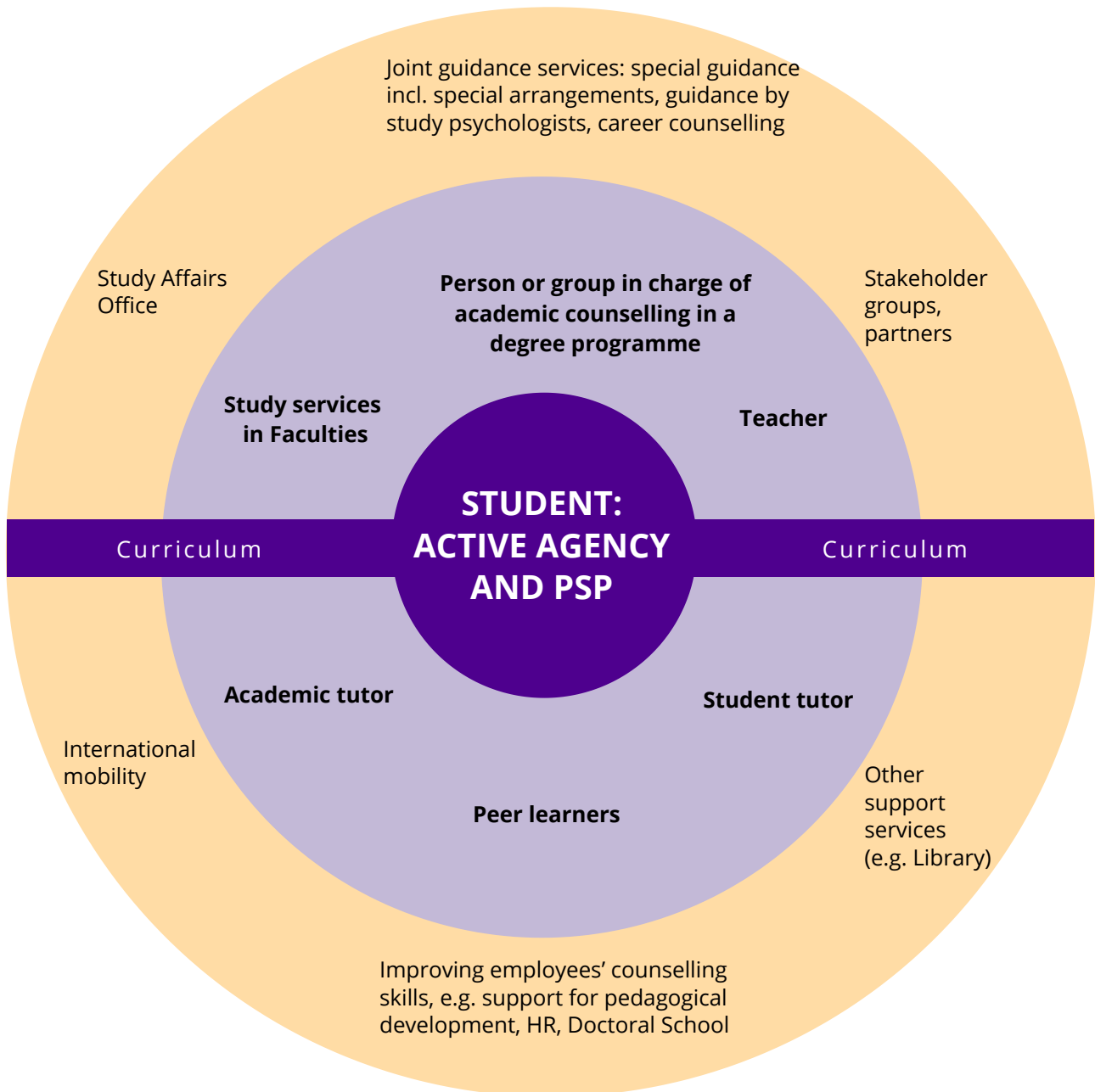
The academic tutor is in an excellent position to observe which issues the new students' are wondering about and how their integration into the University community has begun.

Furthermore, academic tutor can coach and familiarise his or her group with Finnish ways of studying and learning, study skills, study ethics and time management.

- Peer tutors are excellent cooperation partners for academic tutors!
- The academic tutor supports the student's integration in studies.



Several actors do academic guidance and counselling



Discovering opportunities with the academic tutor

As students progress in their studies, they consider the various options that academic studies offer. Together with the students, with a positive attitude, academic tutors reflect on the questions the students are considering. Throughout their study path, students think about questions related to working life and employment, among others. Academic tutors can offer insight into questions on Finnish academic working life at least in their own field.

The main goal of an academic tutor is to support the development of the students' own insights so that they may find study options and a career they are interested in. An important trait for an academic tutor is the desire to support the students and ask them open-ended questions.

Also towards the end of studies, students may wish to have an opportunity to talk with an academic tutor. The thesis, which requires independence and in-depth knowledge, is a demanding process for which students need support.



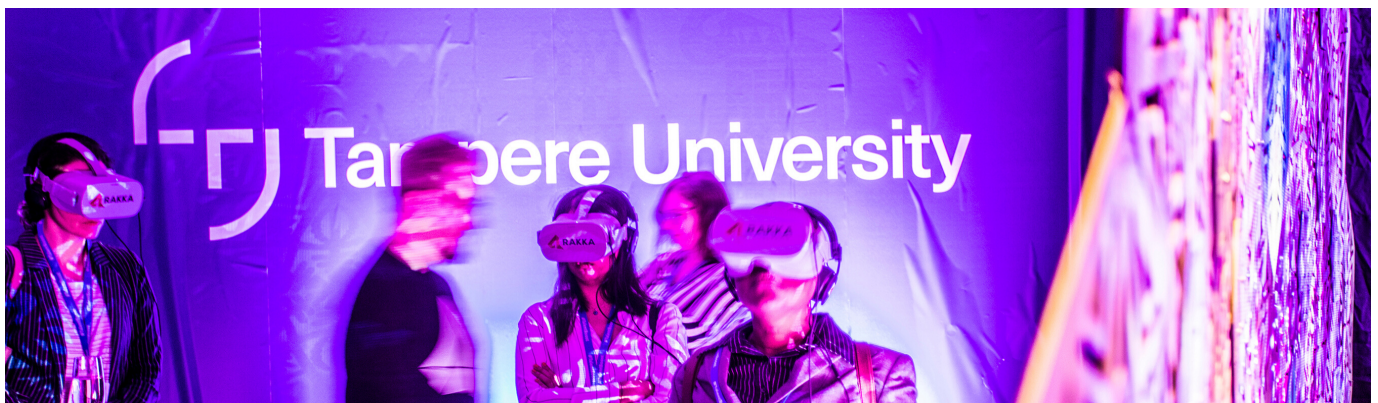
- In each Faculty, the faculty study services are expert collaboration partners for academic tutors.
- The University's Career Services are the academic tutors' partner when it comes to planning career events or including career considerations and working life skills in teaching and curricula. An academic tutor can also guide students to participate in training provided by the Career Services or to personal career guidance.

University appreciates the work of academic tutors

The role of academic tutors is important, and it is to be strengthened as part of academic guidance and counselling. The university's policy is that each student should have their own appointed academic tutor. The role of the academic tutor will gain more importance in the future when acting as an academic tutor can become part of the career advancement criteria in the teacher's career path.

In practice, the ways of carrying out academic tutoring are formed in the Faculties based on the needs that are observed when developing study guidance in the degree programmes. Academic tutoring is included in the work plan of academic tutors as determined by the Faculty.

- In one's own Faculty, academic tutoring can be discussed with the staff member responsible for study guidance or the Vice Dean for Education. Training to support developing as an academic tutor is provided by, for example, Pedagogical Development Support, HR and the Doctoral School.
- New academic tutors are recruited by the Faculties.
- Information on general training for academic tutors is distributed via the mailing list *opettajatuutorit.tau@lists.tuni.fi*.
You may join the email list at <https://lists.tuni.fi/mailman/listinfo/opettajatuutorit.tau>
Please note that the email list is bilingual and the majority of the messages will be in Finnish.
- In general questions related to academic guidance and counselling, please contact *opiskelijanohjaus.tau@tuni.fi*



Academic tutors' signposts

SERVICES AT FACULTIES

Academic counselling in degree programmes

Academic counselling in degree programmes
Curricula of degree programmes
Study planning and progress
Study services
Graduation, scholarships
International exchange studies
Extension of time limits for degree completion

- Student's Guide -> search term:
> Guidance and counselling services in faculties

Reassessment of studies/ request for rectification

- > Head of Study Services

Study-related ethical guidelines

- > Head of Study Services

Academic writing

- > Teacher, Language Centre

SERVICES FOR ALL STUDENTS

Studyright

Term enrollment and payments
Official certificates and transcripts of academic records

- > studentservices.tau@tuni.fi
tel. 0294 520 200

Study support, special arrangements

Needs for personal support in studying, special arrangements, general reflection about studies

- > opiskelijanohjaus.tau@tuni.fi

Regulating study burden, completion of study attainments, time management

- > opintopsykologit.tau@tuni.fi

Special exam arrangements

- > tenttipalvelut.tau@tuni.fi

Sisu

Technical support

- > opintotietojarjestelmat.tau@tuni.fi

Career services

- > uraohjaus.tau@tuni.fi

International exchange studies

Practices of international exchange

- > mobility.tau@tuni.fi

OTHER SERVICES

University Library

Subject-specific guidebooks and information retrieval – book a guidance session or a workshop, workspaces
Submitting a thesis for assessment and publication:

<https://libguides.tuni.fi/etusivu/english>

- > tuni.fi/en/library

Hobbies

SportUni - sites.tuni.fi/sportuni-en/
TREY's students associations and hobby clubs - trey.fi/en/

Harassment at University

- > Harassment contact persons at TREY

Substance abuse and worrisome behaviour

- > paihdehyshenkilo.tau@tuni.fi

Health care and support for mental well-being

- > [FSHS - yths.fi/en](https://fshs-yths.fi/en)

- > Red Cross friend service for university students

- > University pastor

- > nyyti.fi/en

If you do not know where to refer a student, contact opiskelijanohjaus.tau@tuni.fi



 Tampereen yliopisto
Tampere University