

## Tutoring agreement

Peer tutors play an important role in welcoming new students and engaging them in the University community and the studies they are embarking on. As a peer tutor, I am tasked with providing peer support to students beginning their university studies (Decision [HY/1469/00.00.06.02/2023: Helsingin yliopiston opiskelijatuutoroinnin käytännöt](#), in Finnish only). In my position, I represent the University of Helsinki. Peer tutoring is paid work, and those serving as peer tutors for the first time at the University of Helsinki are awarded five (5) credits for tutoring.

Learning outcomes for peer tutoring:

Students are familiar with establishing, building and supervising groups. In addition, they develop basic knowledge of how to act in conflict situations, learn about inclusion and multiculturalism, and practise interaction skills. They will also be able to answer practical questions about the commencement of studies. After providing peer tutoring, students will be able to take responsibility for small-group supervision and guidance and prepare an action plan for the achievement of the group's shared objective. Students will enhance their knowledge of the University of Helsinki, their campus and their degree programme, and will apply this knowledge to helping new students integrate into the University community.

When tutoring, I pledge to comply with the terms and conditions below.

1. I will be awarded credits for peer tutoring if tutoring for the first time at the University of Helsinki. To receive these credits, I must have achieved the learning outcomes for peer tutoring. If I have not attended training sessions or completed another component of tutoring, I will not receive credits for tutoring. In case of illness, I can substitute for participation in tutor training with separate assignments.
2. To receive the fee, I must actively serve as a tutor and produce a tutoring report. The fee will be granted even if I serve as a peer tutor for the second time, when I will not receive credits for tutoring. If I am unable to attend a significant share of tutoring sessions, for example, due to illness or if I fail to comply with the terms of the tutoring agreement, I may be denied the fee.
3. I pledge to comply with the [University's guidelines for responsible interaction](#). I will treat other tutors, students and staff in a respectful and non-discriminatory manner.
4. I will not consume intoxicants in connection with official peer tutoring activities, that is, in tutor training and compulsory meetings organised for freshers.
5. When I have received the data of tutees I will not pass it on, for example, to subject-specific organisations.

If I violate the above terms, I may be denied both the tutoring fee and the credits, and the University of Helsinki can dissolve my tutoring agreement. This also applies if I am found to have violated, through my actions, the agreement before actual tutoring.

The University of Helsinki commits to providing peer tutors with the necessary training and support for tutoring. In unclear cases, I will contact my faculty's tutor coordinator. Their contact details are available on the [Support for peer tutoring page](#).