

International head tutors responsibilities

Head tutor

- leads the tutors work and delegates work to tutors
- follows and coordinates the tutors work
- works closely to together with the school
- works as a messenger between LAMKO and the tutors
- works together with the other head tutors
- organizes the recruitment of new tutors in the faculty together with the other head tutors and tutors
- organizes and holds the faculty training for new tutors
- sends the list of continuing tutors to LAMKO at the end of each semester
- holds monthly meetings with the tutors
- takes part in monthly head tutor meetings with LAMKO
- represents LAMKO

You can get tutoring hours from the following actions as a head tutor:

- Planning and organizing tutor activities in your faculty
- Trainings for the new tutors
- Faculty trainings for the new tutors
- LAMKO's head tutor meetings
- Tutor meetings at the faculty
- Meetings and other communication with the school
- Keeping contact and communicating with the tutors
- Briefing the new head tutor for the job

Bring the tutor diary to the head tutor meetings to get the signatures.

More information about how to fill in the tutor diary you can get from LAMKO's head of international affairs, international@lamko.fi or secretary of tutoring, tutorsecretary@lamko.fi



Head tutor's Diary

Name	
Study programme	
Group code	
Student number	
E-mail	

(for LAMKO's use only ☺)

Approved credits	
Approved (date)	
Signature of the Secretary of Tutoring of LAMKO	

LAMK

Working as a head tutor

Date	Description of tutor work	Duration (h)	Signature

Trainings and report

Date		Duration (h)	Signature
	Head tutor training	2	
	Writing the report	4	
	Faculty training for new tutors		

LAMKO's head of international affairs gives the signatures for head tutor work.

