

EXCHANGE TUTORS' CHECKLIST

JUNE

- International services inform KOE of incoming exchange students
- KOE sends exchange student letter to exchange students
- Exchange students gain the access to LAB Newcomers Discord

JULY

- Exchange headtutors will receive a list of their faculty's exchange students
- Tutors contact their own students, answer questions

AUGUST

- Exchange students will start arriving
- Tutors meet their own exchange students with their apartment keys at the train station and help them to their apartment if the students wish so
- Help the exchange students to settle in their city
- Orientation weeks

SEPTEMBER

- organize events and spend time with the exchange students

OCTOBER

- organize events and spend time with the exchange students

NOVEMBER

- organize events and spend time with the exchange students

DECEMBER

- Time to say goodbye to the exchange students
- **Lahti** help students getting rid of their stuff: exchange stuff table at the giant steps
- International services inform KOE of incoming exchange students
- KOE sends exchange student letter to exchange students
- KOE sends the list of new exchange students to the headtutors

JANUARY

- Exchange students arrive
- Tutors meet their own exchange students with their apartment keys at the train station and help them to their apartment if the students wish so
- Help the exchange students to settle in their city
- Orientation weeks

FEBRUARY

- organize events and spend time with the exchange students

MARCH

- organize events and spend time with the exchange students

APRIL

- organize events and spend time with the exchange students

MAY

- organize events and spend time with the exchange students
- Time to say goodbye to the exchange students
- **Lahti** help students getting rid of their stuff: exchange stuff table at the giant steps