

HERE'S HOW TO COMPLETE STUDENT ACTIVITY COURSES

1

Apply for the job: as a tutor through the tutor application process, for the student association board through their statutory meeting, as a student representative through the application process, etc.

2

If you are selected, register for the course. It is worth registering for a course even if you are not yet sure whether you are applying for credits.

3

Participate in a training or start meeting organised by METKA. This is available for almost all courses. During the training you will receive a Moodle course key.

4

If you are unable to attend the training, please complete additional assignments in Moodle. Ask METKA for the course key.

5

Complete the term and do the assignments in Moodle. If possible, you should do the assignments throughout the year.

6

Complete the assignments by the end of the next calendar year. For GDPR reasons, METKA does not keep data (e.g. list of tutors) for several years.

7

Once you have completed the assignments, they will be checked by METKA's specialists. Your degree's contact person (usually a study counsellor or a study planner) will enter your credits in the register.

8

METKA's specialists review assignments alongside other work. So please give them enough time to do this. As a general rule, tasks will be reviewed within 4 weeks. Once the assignments have been checked, you should get a notification. Contact the contact person for your degree yourself.

10

ALL DONE! Remember that if you have played several roles and want to claim credits for all of them, you must register for all of the courses and complete separate assignments for each.

9

Please contact us separately if, for example, you are about to graduate and the matter is urgent. Degrees' contact persons also need time to register credits.

- XX00FV68 Peer tutoring
- XX00FV69 International tutoring
- XX00FV71 Head tutoring
- XX00FV72 Student representative activity
- XX00FV73 Student association activity
- XX00FV74 Student Union activities
- XX00FV75 Leadership in a student union
- XX00FV85 Leadership in a student association
- XX00FV86 National student activity
- XX00FV87 Club activities