

# A Manual for Peer-Tutoring International Students.



Tutor Name

International Student Name



Center for International Exchange  
Aichi University of Education  
A member of the National University Corporation



## 1 Purpose

Our peer-tutoring system aims to offer livelihood, study, and research support to international students by our peer-tutors. Also, we aim to cultivate broader perspectives of our peer-tutors through the system.

## 2 Roles as a peer-tutor

A 'Study-support tutor' and a 'Japanese tutor' support an international student based on their assigned roles. This division allows for reducing stress in their life and maximizing their study/research opportunities.



## 3 Duties

### < Study-support tutor >

Study-support tutors are nominated by the academic supervisors. They provide support in the study and research of the specialized subjects under the guidance of the supervisors.

### < Japanese-language tutor >

Japanese-language tutors are selected based on applications to the Center for International Exchange. Their duty is to provide language support (mainly on writing) to international students.

## Study-support tutoring duties include:



- ❑ Giving advice on lectures, research, experiments, and/or practical trainings;
- ❑ Supporting seminar preparations and/or reports;
- ❑ Provide auxiliary revision to writings (provided supervisors' agreements);
- ❑ Giving advice on activities in/out of the university related to the specialized subject matters;
- ❑ Supporting for Japanese language study
- ❑ Explaining the terminology and jargons;
- ❑ Supporting matters regarding public administration, bank, and/or accommodation;
- ❑ Accompanying to the hospital for illness and/or injury



## Japanese-language tutoring duties include:



- ❑ Tutoring Japanese writing (e.g., giving a writing topic to the international student, and correcting/giving advice/commenting on the writing with examples);
- ❑ Introducing and explaining custom/culture in Japan;
- ❑ matters regarding public administration, bank, and/or accommodation;
- ❑ Accompanying to the hospital for illness and/or injury





## Peer-tutoring **DOES NOT** include:

- ✗ Meals with international students while studying;
- ✗ Leisure activities (e.g., a drive, sightseeing, cherry-blossom/autumn-leaves viewing, etc.);
- ✗ Preparation for other universities' entrance exams;
- ✗ Pick-up and drop-off by car;
- ✗ Small chatters;
- ✗ Support only by emails and/or messaging such as LINE.



## Working hours and length

- Up to 12 hours per month
- April – August / October – February

## Procedure

### ① Register on the Web



### ② Preparation for Tutoring Activities

Keep track of activities on the Center for International Exchange's website, meeting with the international students (and exchanging contact details), registration of the bank accounts (with a photocopy of the passbook) and the 'My-Number'.



### ③ Start tutoring

- Please use a shared/common area on campus for the Japanese-language tutoring.
- Please set up a regular meeting at least once a week with the international student.



### ④ Report the working hours to the Center for International Exchange (Due: the 5th of the following month)

Remember to get the report checked and signed by the international student, and to put your name and/or seal.  
Please submit the report in time!



## Submitting activity report

**(Due: the 5th of the following month)**

### Study-support tutors:

- ◆ Ask a signature for the international student at the end of each tutoring session.
- ◆ Submit the 'tutoring report' to the international student's academic supervisor(s) for confirmation at the end of each month.
- ◆ Submit the report to the Center for International Exchange.

### Japanese-language tutors:

- ◆ Ask a signature for the international student at the end of each tutoring session.
- ◆ Describe the activities on the back of the report form.
- ◆ Submit the report form and **supplementary evidence of Japanese-tutoring (e.g., pieces of writing and/or essays written by the international students)** to the Center for International Exchange.

Reports need not be submitted for the month without activities.



## Payment of gratuity

- Gratuity will be calculated based on the monthly report and paid through the nominated bank account (at the hourly rate of 1,080 yen).
- The bank account must be in the tutor's own name.
- Gratuity will be paid at once in October or November for the activities in the first semester and in March or April in the second semester.
- No gratuity will be paid when a tutor fails to engage in tutoring activities reasonably, the activities are too little, and/or the reports are not submitted in time.

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## Contact

Please contact **the academic supervisors of the international students** and/or **the Center for International Exchange** for any problems, concerns, and suggestions regarding the tutoring system.

Contact details:

The Center for International Exchange

Email: [kokusaikoryu@m.auecc.aichi-edu.ac.jp](mailto:kokusaikoryu@m.auecc.aichi-edu.ac.jp)

Location: 1st floor in the Building for Educational Exchange (*Kyoiku Koryu Kan*)

