<table>
<thead>
<tr>
<th>code</th>
<th>name</th>
<th>level</th>
<th>sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVENHAMK-1000</td>
<td>Bioeconomy</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1000</td>
<td>Bachelor level</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>MK00BM98</td>
<td>Finnish Culture And Nature Geography</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1002</td>
<td>Master’s level</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1003</td>
<td>Wellbeing</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1004</td>
<td>Bachelor level</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1005</td>
<td>Master’s level</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1006</td>
<td>Technology</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1007</td>
<td>Bachelor level</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1012</td>
<td>Operations Development</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL63</td>
<td>Process Management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL64</td>
<td>Quality Management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL65</td>
<td>Production planning</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1013</td>
<td>Industrial Management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL66</td>
<td>Management and finance</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL67</td>
<td>Purchasing</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL68</td>
<td>B2B –marketing and sales</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1014</td>
<td>Logistics</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL69</td>
<td>Supply chain management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL70</td>
<td>Inventory management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL71</td>
<td>Transportation</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1015</td>
<td>B2B Service Business</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL72</td>
<td>Service Business B2B</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL73</td>
<td>Organizing Service Business</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL74</td>
<td>Marketing and selling Service products</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>VVENHAMK-1016</td>
<td>Entrepreneurship</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>KKK59002</td>
<td>Elementary German 2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BM08</td>
<td>Basics of enterprise resource planning systems</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>KKK59001</td>
<td>Elementary German 1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL77</td>
<td>Entrepreneurship - attitude and action</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BL78</td>
<td>Basics of business operations</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>KKK59001</td>
<td>Elementary German 1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>KKK59002</td>
<td>Elementary German 2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Development Project - Mechanical Engineering (FUAS Innovation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Name</td>
<td>Level</td>
<td>Credits</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>BE00BN03</td>
<td>School</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CO00BN04</td>
<td>Development Project - Construction Engineering (FUAS Innovation School)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TU00BN15</td>
<td>Project Management</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>21727918</td>
<td>Development Project - Engineering (FUAS Innovation School)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>21727915</td>
<td>Advanced Development Project - Engineering (FUAS Innovation School)</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**VVENHAMK-1008 Master's level**

- VVENHAMK-1009 Entrepreneurship and Business

**VVENHAMK-1010 Bachelor level**

- IB00BL46 International Work Environment
- IB00BL47 Marketing Ring
- IB00BL48 Finnish Language and Culture
- IB00BL49 Internationalization in Northern Europe
- IB00BM36 Finnish German Summit
- IB00BN22 Change Management
- IB00BN23 Leadership and Organizational Development
- VVENHAMK-1022 Start Up Business School

**VVENHAMK-1011 Master's level**

- VVENHAMK-1017 Readings in Professional Literature
- LT00BM64 Business Opportunity Theory and Project
- LT00BM66 Commercialisation Theory and Project
- LT00BM67 Business Modeling Theory and Project
- LT00BN19 FUAS Innovation School

**VVENHAMK-1018 Development and Research Project**

- VV00BL96 Business Analysis
- VV00BL97 Competence Management
- VV00BL98 Customer Relationship Management
- VV00BL99 Human Resource Management
- VV00BM00 International Business
- VV00BM01 Managing Competitiveness
- VV00BM02 Organisational Development
- VV00BM03 Strategic Management
- VV00BM04 Elective Readings
- VVENHAMK-1018 Development and Research Project

**VVENHAMK-1020 Start Up Business School**

- YB00BM61 Business Opportunity Theory and Project
- YB00BM62 Commercialisation Theory ja Project
- YB00BM63 Business Modeling Theory and Project
- VVENHAMK-1019 Studies promoting wellbeing
00120914  Time Management and Motivation  0
9999H471  Sport and Wellbeing  0
YH00BM93  Peer tutoring  0
YH00BM94  Responsible tutoring  0

VVENHAMK-1000 Bioeconomy: 0 op

VVENHAMK-1001 Bachelor level: 0 op

MK00BM98 Finnish Culture And Nature Geography: 3 op

Objectives
Student knows the core facts about nature, culture and the society in Finland. This knowledge enables him/her to understand and discuss the phenomena around these themes based on facts and also to present his/her own, justified opinions on current issues. Opiskelija osaa suomalaisen luonnon, kulttuurin ja yhteiskunnan keskeisiä asiasisältöjä voidakseen ymmärtää ilmiöitä, tapoja ja toimintaa. Hän osaa keskustella kurssiteemoista asiatietoon perustuen ja tuoda omia, perusteltuja mielipiteitään ajankohtaisista asioista teemoihin liittyen.

Content
Finnish nature: seasons, landscape, national flora & fauna
Culture: habits and traditions
Society: governance, social order, basic rights, education and business life.
Suomalainen luonto: vuodenajat, maisema, kansalliskasvit ja -eläimet.
Kulttuuri: tavat ja perinteet
Yhteiskunta: hallinto, yhteiskuntajärjestys, perusoikeudet, koulutus ja yrityselämä

Prerequisites
-

VVENHAMK-1002 Master's level: 0 op

VVENHAMK-1003 Wellbeing: 0 op

VVENHAMK-1004 Bachelor level: 0 op

VVENHAMK-1005 Master's level: 0 op

VVENHAMK-1006 Technology: 0 op

VVENHAMK-1007 Bachelor level: 0 op

VVENHAMK-1012 Operations Development: 0 op

TU00BL63 Process Management: 5 op
TU00BL64 Quality Management: 5 op

Objectives
- The essential concepts and developments in quality management will be discussed as a part of the students' own field of profession. An important aspect of completing this course will be a quality project which familiarizes the student with the tools of controlling and developing quality within the workplace. Management and technical standards will be discussed during the course as well in a way that relates to the students' own profession.

- The student knows how to:
  - view quality as a critical function of his / her organization
  - define measures for controlling quality
  - develop the quality of products and services in a holistic manner
  - manage the different quality management systems & standards used within his / her organization

TU00BL65 Production planning: 5 op

VVENHAMK-1013 Industrial Management: 0 op

TU00BL66 Management and finance: 5 op

Objectives
During this course student gets an overview in leading/managing an organization and understands the financial foundation for successful business.

Student:
- Knows how to identify different aspects in leadership and management
- Understands the different development stages of management
- Can distinguish the key differences between various management styles
- Understands the principles of strategic management and its development stages
- Is clear with the foundations human resources and strategic management
- Can define the strategy for human resources and management based on the vision of the company
- Understand the financial framework for a company
- Understands the role and purpose of financial and management accounting
- Can build income statement and understands how it is linked to the balance sheet
- Can evaluate the profitability of a company
- Can prepare a budget for a business unit, for a project and for an investment

TU00BL67 Purchasing: 5 op

TU00BL68 B2B –marketing and sales: 5 op

VVENHAMK-1014 Logistics: 0 op

TU00BL69 Supply chain management: 5 op
TU00BL70 Inventory management: 5 op
TU00BL71 Transportation: 5 op
VVENHAMK-1015 B2B Service Business: 0 op
TU00BL72 Service Business B2B: 5 op
TU00BL73 Organizing Service Business: 5 op
TU00BL74 Marketing and selling Service products: 5 op
VVENHAMK-1016 Entrepreneurship: 0 op
KKK59002 Elementary German 2: 3 op

Content
The student can interact in the German language in simple everyday and working situations both in speaking and in writing. He/she can use the basic structures and common vocabulary of the German language. He/she can use understandable pronunciation and intonation of the learned words and phrases. He/she has knowledge about the German customs and business culture. The target level according to The Common European Framework of Reference for Languages is A1.3.

TU00BM08 Basics of enterprise resource planning systems: 5 op

KKK59001 Elementary German 1: 3 op

Content
The student knows how to communicate in the German language in simple everyday situations. He/she understands simple spoken and written standard language. The student knows some common vocabulary forms and structures used in basic speaking and writing. He/she knows the basics of German pronunciation and is aware of some German customs. The target level according to The Common European Framework of Reference for Languages is A1.2.

TU00BL77 Entrepreneurship - attitude and action: 3 op

Objectives
Entrepreneurship is individual's ability to use her/his opportunities. Enterpreneurial individual's knowledge, skills and attitudes effect to entrepreneurial process. Entrepreneurial activities and entrepreneurship are based on seeking, recognizing and exploiting entrepreneurial opportunities. Entrepreneurial opportunities are exploited by business ideas and business models geared towards user and customer needs.

Student can
- search, recognize and assess business opportunities
- create business ideas and evaluate idea’s interest
- act in entrepreneurial way
- project business idea’s financial dimensions
- present and sell business idea for different target groups

**TU00BL78 Basics of business operations: 3 op**

**Objectives**
Business consists of entrepreneurial team, products and services, resources, customers and business environment in different phases of business planning, execution, assessment and development. Business development is analytical preparation for starting and developing business.

Student can
- recognize business functions and business environment factors: market, industry, trends and macro-economics
- analyse effects of business environment factors on business
- plan and evaluate profitable business and prerequisite
- can choose relevant company form
- can establish an enterprise in industry sector of own interest

**KKK59001 Elementary German 1: 3 op**

**Content**
The student knows how to communicate in the German language in simple everyday situations. He/she understands simple spoken and written standard language. The student knows some common vocabulary forms and structures used in basic speaking and writing. He/she knows the basics of German pronunciation and is aware of some German customs. The target level according to The Common European Framework of Reference for Languages is A1.2.

**KKK59002 Elementary German 2: 3 op**

**Content**
The student can interact in the German language in simple everyday and working situations both in speaking and in writing. He/she can use the basic structures and common vocabulary of the German language. He/she can use understandable pronunciation and intonation of the learned words and phrases. He/she has knowledge about the German customs and business culture. The target level according to The Common European Framework of Reference for Languages is A1.3.

**BE00BN03 Development Project - Mechanical Engineering (FUAS Innovation School): 12 op**

**Objectives**
A working life project is a mechanical engineering development project commissioned by an external organisation. Key to the performance of the project is teamwork, in which students form small groups to address development-related challenges set by the project commissioners. The pedagogical
starting point is research-based learning.

The student learns to take into account external limitations and requirements related to the design tasks. He/she knows about design methodology and understands how to carry through a design process with its different intermediate stages.

During this course, the student gets to know about project-based work, its systematic organisation and management. The key themes are project planning, working roles in the project, task allocation, scheduling, resourcing and project performance.

**CO00BN04 Development Project - Construction Engineering (FUAS Innovation School): 12 op**

**Objectives**
A working life project is an engineering development project commissioned by an external organisation. Key to the performance of the project is teamwork, in which students form small groups to address development-related challenges set by the project commissioners. The pedagogical starting point is research-based learning.

The student learns to take into account external limitations and requirements related to the design tasks. He/she knows about design methodology and understands how to carry through a design process with its different intermediate stages.

During this course, the student gets to know about project-based work, its systematic organisation and management. The key themes are project planning, working roles in the project, task allocation, scheduling, resourcing and project performance.

**TU00BN15 Project Management: 3 op**

**Objectives**
Targets: Student gets the basic understanding to the foundations of Project Management and about the requirements of different kind of projects.

Student:
• can recognize the essential features of projects
• can define project and its tasks and stages
• Understands what to take into consideration when building a project team
• understands who are the stakeholders for a project and can build needed communication with each of them
• can structure the basic elements of project management (time, finance, resources, targets, risks, reporting)
• understands the activities related to the closing of a project (final reporting, feedback, administrative actions needed, summarize the whole project with project team about the learning outcome for the next execution)

**21727918 Development Project - Engineering (FUAS Innovation School): 12 op**
Content
A working life project is an engineering development project commissioned by an external organization. Key to the performance of the project is teamwork, in which students form small groups to address development-related challenges set by the project commissioners. The pedagogical starting point is research-based learning. The student learns to take into account external limitations and requirements related to the design tasks. He/she knows about design methodology and understands how to carry through a design process with its different intermediate stages. During this course, the student gets to know about project-based work, its systematic organization and management. The key themes are project planning, working roles in the project, task allocation, scheduling, resourcing and project performance.

21727915 Advanced Development Project - Engineering (FUAS Innovation School): 12 op

Content
Advanced Development Project - Engineering (FUAS Innovation School), 12 cr is designed only for students who have already completed Development Project - Engineering (FUAS Innovation School) 12 cr.

During this course student learns to take responsibility for project management and projects systematic organisation. Students learns to solve more advanced topics on their own field. Student recognize, predict and is able to solve typical characteristics and challenges when carrying through a project. The key themes are project management, problem solving and responsibility.

A working life project is a mechanical engineering development project commissioned by an external organisation. Key to the performance of the project is teamwork, in which students form small groups to address development-related challenges set by the project commissioners. The pedagogical starting point is research-based learning.

The student learns to take into account external limitations and requirements related to the design tasks. He/she knows about design methodology and understands how to carry through a design process with its different intermediate stages.

VVENHAMK-1008 Master's level: 0 op

VVENHAMK-1009 Entrepreneurship and Business: 0 op

VVENHAMK-1010 Bachelor level: 0 op

IB00BL46 International Work Environment: 3 op

Objectives
Students becomes familiar with Finnish culture and can improve their social skills with students from Finland and the international community.

Prerequisites
For DP in International Business' Exchange Students' projects.

Further information
Planning of and participation to International Day
Organising and participation to The Graduation Party

**IB00BL47 Marketing Ring: 3 op**

**Objectives**
Student applies marketing knowledge to various practical situations while promoting HAMK and Valkeakoski degree programmes. Students becomes comfortable in real life promotion situations and develops his/her planning and time management skills.

**Prerequisites**
For the chosen students only.

**IB00BL48 Finnish Language and Culture: 3 op**

**Objectives**
By the end of this course you will have broadened your perspective of Finnish culture with regards to Finnish society, history and contemporary issues relating to Finland. In addition, you will learn some basic Finnish survival phrases as well as the origin and history of the language.

**Prerequisites**
Only for the Exchange Students in Valkeakoski's degree programmes.

**IB00BL49 Internationalization in Northern Europe: 5 op**

**Objectives**
The student is able to comprehend the Northern dimension of internationalization. He/she understands how businesses compete in today's competitive international market place by quickly responding to changing environments with innovative, high quality products and services, competitive pricing and customer service excellence. The student will be able to successfully cooperate within a Nordic environment. He/she is able to use information and communication tools supporting collaboration.

**Prerequisites**
NordPlus, for the chosen students only

**IB00BM36 Finnish German Summit: 5 op**

**IB00BN22 Change Management: 5 op**

**Objectives**
The student understands the role and importance of change management. Student learns to apply the tools and methods related in the real business environment.

The student knows
• how to recognize and plan different change processes in organizations
• the principles and process of change management and psychological reaction to change
• the tools, methods and variables of organizational development
IB00BN23 Leadership and Organizational Development: 5 op

Objectives
The student understands the role and importance of leadership and organizational development. Student learns to apply the tools and methods related in the real business environment.

The student knows
• leadership theories and how to develop his/her leadership competencies

VVENHAMK-1022 Start Up Business School: 15 op

LT00BM64 Business Opportunity Theory and Project: 5 op

LT00BM66 Commercialisation Theory and Project: 5 op

LT00BM67 Business Modeling Theory and Project: 5 op

LT00BN19 FUAS Innovation School: 15 op

Objectives
Learning objectives of the theme are, student can explain business development process, can use business development tools, can evaluate different business development phases and tools, can identify, plan and conduct business development project and experiment.

Business development project is a practical learning exercise assigned by a business community.

Content
Contain:
Tools for Business Development 3 cr
Business Development Projects 12 cr

VVENHAMK-1011 Master's level: 0 op

VVENHAMK-1017 Readings in Professional Literature: 0 op

Objectives
The student familiarizes his- or herself with the professional literature according to his or her own learning / research interest and deepens his or her knowledge in the field.

Learning outcomes for of the module
- is able to deepen the knowledge in the field of chosen professional themes
- is able to identify and describe the relevant and essential issues in the phenomenon in question
- is able to follow the professional discourse

The module themes/content
The module readings consist of 1-3 separate professional themes. Each theme chosen by the student has three (3) books.

Implementation
Suggested books to be covered in each theme are listed in Moodle. The student is able to suggest alternative literature that meets the module's learning objectives. Each book is reported separately according to instructions provided in Moodle.

VV00BL96 Business Analysis: 5 op

Objectives
Readings in Professional Literature, 5-15 ECT

The student familiarizes his- or herself with the professional literature according to his or her own learning / research interest and deepens his or her knowledge in the field.

Learning outcomes for of the module
- is able to deepen the knowledge in the field of chosen professional themes
- is able to identify and describe the relevant and essential issues in the phenomenon in question
- is able to follow the professional discourse

The module themes/content

The module readings consist of 1-3 separate professional themes. Each theme chosen by the student has three (3) books.

Implementation
Suggested books to be covered in each theme are listed in Moodle. The student is able to suggest alternative literature that meets the module's learning objectives. Each book is reported separately according to instructions provided in Moodle.

VV00BL97 Competence Management: 5 op

VV00BL98 Customer Relationship Management: 5 op

VV00BL99 Human Resource Management: 5 op

VV00BM00 International Business: 5 op

VV00BM01 Managing Competitiveness: 5 op

VV00BM02 Organisational Development: 5 op

VV00BM03 Strategic Management: 5 op
VV00BM04 Elective Readings: 5 op

VVENHAMK-1018 Development and Research Project: 15 op

Objectives
The student improves her or his know-how and ability to work effectively and independently in demanding development and research projects.

Learning outcomes for of the module:
The student
- is able to work in a systematic and long-term development project / research project
- is able to set clear objectives for the project / research objectives of a research project
- is able to utilize and apply suitable methods supporting development and research objective
- is able to report development or research project according to good scientific practices,
- is able to evaluate the implemented research / development work from the perspective of applicability to other industries or other application environments.

The module themes/content

Project management (3 cr)
- the overall scheduling and resource management
- project management methodology (project literature)

Implementation of development work / research (12 cr)
- planning of development / research activities
- conducting the development project / research
- reporting the outcome of the project work
- assessing the development / research project

Students can complete the module with alternative implementation methods: 1) own work related projects, 2) own business development project to support entrepreneurial activities, or 3) participating in other research and development projects. Implementation, the extent of the studies as well as the literature and other learning material will be agreed with the responsible teacher.

VV00BM05 Project Management: 3 op

Objectives
Development and Research Project, 15 ECT

The student improves her or his know-how and ability to work effectively and independently in demanding development and research projects.

Learning outcomes for of the module

The student
- is able to work in a systematic and long-term development project / research project
- is able to set clear objectives for the project / research objectives of a research project
- is able to utilize and apply suitable methods supporting development and research objective
- is able to report development or research project according to good scientific practices,
- is able to evaluate the implemented research / development work from the perspective of
applicability to other industries or other application environments.

**VV00BM06 Implementation of Development Work / Research:** 12 op

**VVENHAMK-1020 Start Up Business School:** 15 op

**YB00BM61 Business Opportunity Theory and Project:** 5 op

**Objectives**

**Business Opportunity Theory and Project**
- Student develops solution for identified or assigned business opportunity in practice.
- Student can search, identify, evaluate business opportunities and generate ideas for solution.

**Commercialisation Theory and Project**
- Student can commercialise product/service/business idea from customer’s perspective.
- Student develops product/service/business solution in practice.

**Business Modeling Theory and Project**
- Student can design business model, evaluate feasibility and profitability of business model.

**Content**

**Searching and evaluating business opportunity**

- Business environment: market factors, industry factors, key trends and macroeconomic factors
- Searching and creating development opportunities
- Creative working process and tools
- Generating, evaluating and selecting ideas
- Defining and describing idea

**YB00BM62 Commercialisation Theory ja Project:** 5 op

**Content**

**Idea commercialisation**

- Identifying and segmenting customer groups
- Customer's tasks, needs and benefits
- Value proposition: product/service features, solution for need and benefits
- Competitor analysis and defining competitive advantage
- Personal selling of an idea

**YB00BM63 Business Modeling Theory and Project:** 5 op

**Content**

**Business Modeling**

- Product / service process analysis from customers perspective
- Business Modeling around value proposition to customer segment
- Personal business model selling
• Product / Service value for customer as increased sales, improved profitability or saved costs
• Product / service pricing
• Evaluating business model profitability and feasibility

VVENHAMK-1019 Studies promoting wellbeing: 0 op

00120914 Time Management and Motivation: 2 op

Content
Opintoja tukeva opintojakso

9999H471 Sport and Wellbeing: 3 op

Content

YH00BM93 Peer tutoring: 5 op

Objectives
Students understand the importance and role of peer guidance and peer tutoring as part of student guidance at the higher education institution. Students are able to act as tutors and guide the new students at HAMK. Students working as tutors will develop their own community and co-operation skills, as well as strengthen guidance and leadership skills.

Tutoring consists of tutor training sessions and working as a tutor. Through training sessions, the tutor becomes familiar with the functions of the higher education institution and the study environment. Training sessions strengthen the ability of a tutor to work as a responsible peer guide and to encounter and act in different guidance situations. Students will work as tutors in their own degree programme in cooperation with other trained tutors. Tutors can choose to complete additional international tutor training after the basic training sessions. International tutors will work as tutors for incoming exchange students.

Further information
NOTE! 3-5 credits.

YH00BM94 Responsible tutoring: 3 op

Objectives
Students will use their previous experiences and knowledge of tutoring to improve and develop tutoring and student guidance in their own degree programme and in the whole higher education institution. Students will work as responsible tutors in their own degree programme and/or study campus or improve their knowledge by working as an international tutor for incoming exchange students.

Responsible tutors know how to organise and coordinate tutoring activities in their own degree programme and/or between different degree programmes at their own study campus. Responsible tutors will work as a link between active tutors and staff members of the higher education institution. Responsible tutors work as peer-to-peer leaders for tutors performing their first year as tutors, and guide and support them in cooperation with study counsellors.