Information for Instructors

What is the Tutor-Tool?

Before the start of each semester, the teaching stuff at the Department of Informatics is looking for motivated tutors to assist the teaching operations. **The Tutor-Tool offers an overview over all open tutor positions with the option to apply. Instructors have access to all incoming applications of their corresponding course(s) and can accept or reject applicants**. As soon as an applicant gets accepted, our Tutorbetrieb team will start with the administration process of the required working contract.

How to register and see incoming Tutor Applications?

Please use your TUM-ID to register an account. When creating a profile, you will be asked to choose your role. Please choose the role "advisor/course manager". You will then receive the required authorizations by our team.

About the Application Process

Under section "My Courses" you can find all applications for each course. If tutors need specific requirements (e.g. final grade of course XY 2.0 or better), you can add this information (go to "Edit Details").

Each applicant has the option to provide a profile indicating prior educational and practical experience. **If you need further information from the applicant and/or want to schedule an interview, please contact the student directly by e-mail.**

The students can apply for multiple tutor positions and choose a priority for each course (Low, Medium, High). If they finished the course successfully in a prior semester, they have the option to indicate their final grade. **Please note that is information is provided by the applicants themselves and may need to be verified by you.**

Once you have found a qualified candidate for a tutor position, please select "Accept Application". Our team will then be notified and get in touch with the student. If we need to consider anything special when issuing the contract, you have the option to use the "Comment" section, e.g. "Student XY will only have one tutorial instead of two".

Contract Overview

You have the option to export contract details of your tutors. Note: Most contracts are split into lecture period and lecture-free period.

Contact

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