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|  |  | INSTITUT  **GASTON BERGER** |

**BECOME A TUTOR**

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| **ROLE** | Support a student with a disability in his or her personal work |
| **DESCRIPTION OF ACTIVITIES** | * Provide methodological support to a student with a disability: go back over some classes, review the important points and provide explanations * Develop the student’s independent learning * Help the student find ways of working * Liaise with the Student Disability Unit: inform them of any difficulties encountered and provide an assessment of the work carried out. |
| **REQUIREMENTS** | * Be a student registered at INSA, preferably at graduate level * Have a level of understanding that allows you to support the student * Be able to give methodological advice * Be careful not to replace the student's personal work * Be self-sufficient and serious |
| **CONDITIONS** | * Tutoring period can be adjusted as required * Regular sessions * Timetable to be determined between the tutor and the tutee |
| **TERMS AND CONDITIONS OF THE CONTRACT** | **Casual administrative employment application** to be completed, with certain supporting documents: Identity card, social security certificate, student card and bank details. A Tutoring Charter must also be signed.  **Signed timesheet** to be sent at the end of each semester to the Student Disability Unit so that payment can be made for the hours worked.  **Duration:** The contract is entered into for the current academic year and is renewable every year. There may be an option to start in the middle of the year as required. |