Indigenous Tutorial Assistance Scheme (ITAS)

Student Information - 2013
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_We, the Aboriginal and Torres Strait Islander Studies Unit, acknowledge the traditional owners/custodians of the land on which we gather and meet._
The following information is intended to assist new and continuing students and is based on both the Indigenous Tutorial Assistance Scheme (ITAS) Funding Contract Guidelines and UQ Human Resources policies and procedures.

What is ITAS?

The Indigenous Tutorial Assistance Scheme (ITAS) is an academic initiative of the Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) which aims to improve academic outcomes for all Aboriginal and Torres Strait Islander students by providing supplementary tuition. Under this scheme, Indigenous students receive individual academic tutoring from a qualified tutor. ITAS is managed by the ITAS Coordinator in conjunction with the staff of the Aboriginal and Torres Strait Islander Studies Unit and the faculties of The University of Queensland.

ITAS is intended to supplement normal teaching efforts and cannot be used to substitute or replace them. ITAS is intended to accelerate educational outcomes for Indigenous Australians beyond those which could reasonably be expected from the provider’s core resources alone.

Where required, the ITAS program also allows Indigenous Australian students to access tutorial assistance as a means to improve their study skills, essay writing skills, research skills or communication skills.

NOTE: Participation in our ITAS program is highly recommended for students who enter The University of Queensland through the alternative entry pathway. Participation in our ITAS program is voluntary.

Applying for ITAS Tuition

To apply for ITAS tuition you need to:

- Fill in the ITAS Student Application form 2013
- Contact one of the Unit's Academic staff members (depending on your Faculty) within the first week of the semester or earlier to make an appointment
- Complete the Student Assessment and Faculty Recommendation Form 2013 with the Academic staff member
- Hand the completed form to the ITAS Coordinator

The Aboriginal and Torres Strait Islander Studies Unit will make an assessment of your learning needs based on your academic transcript and the information provided in your application. Please arrange a brief interview with one of our Academic staff members to ensure you have the appropriate level of necessary support. We would be happy to accept a recommendation form from a member of academic staff in your School or Faculty.

Faculty of Science/EAIT  
Associate Professor Jon Willis  
j.willis2@uq.edu.au

Faculty of Arts/ Social and Behavioural Science  
Professor Ian Lilley  
j.lilley@uq.edu.au

Faculty of Health Sciences  
Dr Chelsea Bond  
c.bond3@uq.edu.au

Faculty of Business Economics and Law  
Mr Gordon Chalmers  
g.chalmers@uq.edu.au

Confidentiality of Student/Tutor Information

Student and tutor information are held in confidential files. In accordance with UQ policies, tutors treat all student information as confidential.
It is a requirement of the ITAS Funding Contract Guidelines that the following student/tutor information is included in the annual program report that is submitted to DIISRTE:

- Name and gender of student
- Name of tutor
- Cultural Awareness workshop attendance
- Type of tuition (Individual or Group)
- Course(s) tutored and year level
- Total hours of tutored (per course)
- Period of tuition (per course)
- Tutor rate of hourly pay
- Total salary

Arranging a Tutor

The ITAS Coordinator will consult with Faculty staff in the recruitment and allocation of a suitably qualified tutor, or tutors, depending on the course(s) you are studying. When allocating a tutor, we will take into consideration your personal educational needs as well as any potential conflict of interest.

Should you have a personal preference as to which tutor is allocated to you (e.g., male/female, age), please let us know. We can’t make any guarantees, but we will take your request into consideration.

There are also restrictions on appointing ITAS tutors. Tutors will not be allocated if they are:

- A member of your immediate or de facto family, or
- Your regular course lecturer or tutor.

Students and tutors should contact each as soon they get the contact details and arrange a suitable time and mutually convenient place to meet for the first tutorial session.

Please be aware that submitting an ITAS Student Application does not guarantee ITAS tutorial assistance. The ITAS Coordinator will endeavour to engage tutors to cater to the applicant’s academic needs, however, circumstances may arise where a suitable tutor cannot be located.

Changing Tutorial Arrangements

The Aboriginal and Torres Strait Islander Studies Unit makes considerable efforts to ensure that our student/tutor arrangements work well for both parties. Should you believe your arrangement is not working, please inform the ITAS Coordinator or the Student Relations team straight away. We will then work together to resolve the situation.

You should contact the ITAS Coordinator or the Student Relations team if you need to vary tutorial arrangements, for example:

- You would like to change tutors.
- You need tutoring in another course(s).
- You need to increase the number of hours per week.
- You wish to withdraw from a course for which you receive ITAS tuition.

Timing and Length of Tuition

There is no automatic entitlement to ITAS tuition. Under DIISRTE guidelines, students can receive a maximum of two hours per course per week up to 13 weeks per semester or up to 5 weeks during the summer semester.

It is important to realise that your needs may change throughout the semester and you should keep in regular contact with the ITAS Coordinator.
When scheduling your tutorial sessions, it is important to remember that:

- ITAS tuition cannot take place during the hours of your scheduled lectures, tutorials or laboratory sessions.
- ITAS tuition must not exceed the maximum limit of two hours per course per week, unless otherwise approved.
- ITAS tuition should not continue after the last day of the exam preparation period, as detailed on UQ’s Academic Calendar. Tuition after this date may be approved where there is evidence of exceptional circumstances, for example a student has been granted an extension of time in which to complete an item of assessment.

‘No-Shows’

It is important to contact your tutor ahead of time if you know you are not able to attend a pre-arranged tutorial session. Please give your tutor at least 24 hours’ prior notice and try to reschedule your session for another mutually convenient time later that week. This will ensure that there is no ‘no-show’ that week and you continue to receive ITAS.

Failure to notify the tutor with sufficient notice and not attending the session will result in the tutorial session being declared a ‘no-show’. The tutor will contact the ITAS Coordinator regarding each ‘no-show’.

If a student fails to attend three tutorial sessions over the contract period, the tuition assistance with the tutor will be stopped. If the student would like to continue tuition for the course, then the student must reapply for ITAS tutorial assistance.

Help with Examinations

Examination preparation is available for all students, regardless of whether you have had ITAS tuition during the semester. A total of five hours is available for examination preparation. It is important to remember that when you are allocating your five hours, that it is not five hours per course. These five hours should be divided amongst your courses or allocated to the course(s) that you feel you need the most assistance in.

Students who are already receiving tuition can go ahead and organise exam prep sessions with their tutor.

Students who are not receiving tuition, please contact the ITAS Coordinator with your request at least four weeks before the exam prep period. We will organise a tutor for you.

Work Programs

Your tutor must prepare a work program, based on your educational needs. The work program must be submitted to the ITAS Coordinator within two weeks of the commencement of tuition.

This work program must be developed in consultation with you and endorsed by you. It is recommended that you and your tutor allocate some time during the first and/or second tutorial session to develop the work program for each course you are receiving tuition for.

Student Progress Reports

All tutors must complete a confidential Student Progress Report for their student(s) at the end of the tuition period, which must not extend beyond the final date of the examination period.

The purpose of the Student Progress Report is to indicate whether the expected tuition outcomes have been met. This form is submitted to the ITAS Coordinator by the tutor.
Student Feedback Forms

Your thoughts on how our program is run and the quality of our tutors are extremely important to us. At the end of each semester, we will invite you to complete a confidential feedback form. Your comments will help us improve the UQ ITAS program.

Tutor Claim Forms (Timesheets)

Tutor Claim Forms (Timesheets) must be completed and signed by both yourself and your tutor at the end of each tutorial session. If you cover more than one course in a block tutorial session, the claim form must show how the time was allocated between the courses. Please remember the limit of two hours per course per week.

Communication

Our program cannot run smoothly if our students and tutors don’t communicate with each other. Please be courteous and remember to:

- Contact your tutor and notify them if you are unable to attend a tutorial session within a sufficient time frame. Please notify your tutor at least 24 hours prior notice. Remember, your tutor also has outside commitments (e.g., family, study, work) of their own.
- Contact the ITAS Coordinator if you feel you require additional tuition hours.
- Contact the ITAS Coordinator if you are unhappy with your tutor and/or tuition progress.

Academic Integrity

It is not the tutors’ responsibility to do the work for students. At no stage are tutors to do the work for students – this includes:

- Drafting essays or assignments.
- Typing up draft essays or assignments.
- Conducting electronic research searching.
- Any other activity that could reasonably be thought of as part of the obligations of an autonomous student.

The University has defined plagiarism as:
"...the act of misrepresenting as one’s own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media."

Any issues of student integrity or misconduct will be handled in accordance with the University’s policies and procedures. The University of Queensland’s policies and procedures can be found in the UQ’s Policies and Procedures Library (http://ppl.app.uq.edu.au/), including Policy 3.60.4 Student Integrity and Misconduct (http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct).

Roles and Responsibilities of Students

As a student, you play a vital role in our program. So that things can run smoothly, we ask you to consider the following when receiving tuition.

Goals of tutoring
Indigenous Tutorial Assistance Scheme

I will accept tuition knowing that its objective is to increase my knowledge, skills and teach me to be a self-directed and independent life-long learner.

I will accept tuition knowing it will not make me dependant on my tutor and I will always ensure that the tutor does not do my readings, typing or research.

Administration

- I will sign my tutor’s timesheet at every tuition session and will never sign blank timesheets or repeat my signature for weeks at a time.
- I will return all forms, and other requested paperwork, to the ITAS Coordinator as quickly as possible.
- I will keep a record of the dates of when I receive tuition.
- I will keep in regular contact with the ITAS Coordinator and Student Relations team so that they are aware of my progress.
- If I change my details (such as name, address, phone number, email address etc.) I will ensure that this information is updated on MySi-net promptly.
- I will not withdraw or re-enrol in any courses without advising my tutor and the ITAS Coordinator.
- I will inform the ITAS Coordinator of any issues concerning my tutor(s), their progress and of any non-attendance at tuition sessions.

Preparation

- I will put my mobile phone on silent during tutoring sessions.
- I will read all lecture notes and will do my readings prior to tutoring so that I am prepared.

Tutoring

- I understand that as a student I cannot give permission for the tutor to commence tutoring and that tutoring can only commence with the ITAS Coordinator’s approval.
- If I cannot attend a tuition session I will contact my tutor in advance (at least 24 hours’ prior notice) and arrange to meet at another mutually convenient time.
- I will give my tutor at least 24 hours’ prior notice if I cannot attend a tuition session. If this doesn’t occur I understand that one hour will be deducted from my total tutoring hours.
- I understand that my tutoring privileges will be cancelled if three ‘no shows’ occur during the contracted period. I will need to reapply if I wish to continue with my ITAS tutorial sessions.
- I will be punctual to all tutorial sessions.
- I will negotiate appropriate tutorial times and a mutually convenient location for tuition sessions with my tutor – preferably on campus.
- I will, together with my tutor, liaise with lecturing staff on matters relating to my courses to help enhance my tutorial support.

University Resources

There are a variety of University resources at the University of Queensland that students can take advantage of. For more information see the University’s websites (www.uq.edu.au) and https://student.my.uq.edu.au.

Aboriginal and Torres Strait Islander Studies Unit’s Learning Advisor who offers academic skills assistance in a wide range of areas including essay writing, research skills, examination preparation, reading and note taking, using the library effective.

Student Centre provides assistance to students on all student administration and general enquiries relating to University life. Please see: http://www.uq.edu.au/student-centre/
Indigenous Tutorial Assistance Scheme

Ipswich Campus  
Building No 8  
Phone: 07 3381 1011

St Lucia Campus  
Level 1, JD Story Building (Bldg #61)  
Phone: 07 3365 2600

Gatton Campus  
Level 1, NW Briton Administration Centre Annexe (#8101)  
Phone: 07 5460 1276

Herston Campus  
Room 156, Mayne Medical School Building (#881)  
Access via phone: 07 3381 1011

Student Services is there to help students settle down into university life. Please see:  
http://www.uq.edu.au/student-services/. They offer advice on accommodation, faith, counselling,  
settling in, socialising and learning. Their workshops include, but are not limited to:

- Assignment writing
- Reading, researching and note-taking
- Exam preparation
- Time and study management
- Presentation skills
- Tertiary preparation courses

Disability Services – Information of disability services and facilities can be found on the following  

Contacting the Unit:

The Aboriginal and Torres Strait Islander Studies Unit can be found on:

- **Gatton Campus** – Morrison Hall, Level 2 (access from Student Services Office)  
  M: 0400 647 526 | Email: atsis@uq.edu.au

- **Ipswich Campus** – Building 1, Level 1, Room 112  
  M: 0400 647 526 | Email: atsis@uq.edu.au

- **St Lucia Campus** - Gordon Greenwood Building (#32), Level 6  
  P: 3365 6793 | Email: atsis@uq.edu.au

Frequently Asked Questions (FAQs)

Does it cost anything to participate in the ITAS program?  
No. As ITAS is federally funded, there is no cost to students to participate.

Do I need to receive tuition for all of my courses?  
No. You receive tuition for one, two, three or all four courses in your program (which are not tertiary  
preparation programs or TAFE courses) for which you have requested ITAS tutorial assistance.

What happens in class-free times? (e.g., mid and 2nd Semester breaks/SWOTVAC)  
With the prior approval of the ITAS Coordinator, a tutor and their assigned student(s) can undertake  
tuition sessions during these periods. Some students may elect to continue having tuition sessions  
during this period, whilst others will not. Should a student elect not to have sessions during these  
periods, hours will be lost and cannot be ‘carried forward’ or ‘saved up’ for when the student  
returns.

My tutor did not show up for a scheduled tutorial session. What should I do?
Make a reasonable attempt to contact your tutor by the agreed method (e.g., email, phone). As with students, we ask our tutors to also give 24 hours’ prior notice if a session is to be cancelled. The student and tutor should reschedule the missed session.

**Can hours be carried forward or saved for future sessions?**
No. Hours which are not used each week will be forfeited.

**I’m going ok with my course(s) and don’t require my tutor’s help anymore. What do I do?**
Please inform the ITAS Coordinator.

**I feel that I need additional tuition hours. What do I do?**
All requests for additional hours must be directed to the ITAS Coordinator, generally by the student, for consideration. Once a decision has been made, both the student and tutor will be advised accordingly.

**What if I do not get on with my tutor?**
The Aboriginal and Torres Strait Islander Studies Unit makes considerable effort to ensure that our student/tutor arrangements work well for both parties. Should you believe your arrangement is not working, please inform the ITAS Coordinator straight away. We will then work together to resolve the situation.