Please read the following and tick the boxes in assent, sign where indicated on page 2 and return to the ITAS Coordinator

Please note:
The Indigenous Tutorial Assistance Scheme (ITAS) is a program administered through University of Queensland’s (UQ) Aboriginal and Torres Strait Islander Studies Unit.

Submitting an ITAS Student Application does not guarantee ITAS tutorial assistance. The ITAS Program at UQ will endeavour to engage tutors to cater to the applicant’s academic requirements. Circumstances may arise where a suitable tutor cannot be located.

The ITAS Program is an additional service for Indigenous students studying at UQ. This service is provided in addition to other student support services offered by UQ and is based on the needs of the Indigenous students

Goals of Tutoring

☐ I accept that ITAS tuition will increase my knowledge and skills, and will teach me to be a self-directed and be an independent life-long learner.

☐ I accept that ITAS tutoring will not make me dependent on my tutor and I will always ensure the ITAS tutor does not do my readings, typing, assignments or research.

Administration

☐ I will not commence ITAS tutorial sessions before receiving a notification of commencement letter from the ITAS Coordinator.

☐ I will sign my ITAS tutor’s fortnightly claim forms at the end of every tuition session and will never sign blank Tutor claim forms or repeat my signature for weeks in advance for any tutor claim form.

☐ I will provide all procedural forms and other requested paperwork requested by the ITAS Coordinator as soon as possible.

☐ I will keep a record of the dates and times that ITAS tuition takes place.

☐ I will keep in regular contact with the ITAS Coordinator and the Unit’s Student Relations team.

☐ I will update mySi-net of any change of details such as address, name, mobile number and notify the ITAS Coordinator.

☐ I will not withdraw from any courses without advising the ITAS Coordinator and my ITAS tutor.

☐ I will inform the ITAS Coordinator of any issues concerning my tutor’s/tutors’ progress and of any non-attendance of ITAS tutorial sessions.

☐ If a tutor does not get in touch with me to commence tutorial sessions within the first week of notification, I will contact the ITAS Coordinator.

Preparation

☐ I will put my phone on silent during the ITAS tutorial sessions.
I will attend my lectures, associated tutorials and/or laboratory work, read all lecture notes and do my readings prior to my ITAS tutorial sessions and be prepared for the tutorial.

**Tutoring**

- I will give my ITAS tutor at least 24 hours' prior notice if I cannot attend a tuition session and make new arrangements to meet at another mutually convenient time.
- If I do not attend a tuition session without giving prior notice, it will be a ‘No Show’ and one hour will be deducted from my total tutoring hours.
- My ITAS tutorial assistance will be stopped if I have 3 ‘NO SHOWS’ over the contract period. I will need to reapply if I wish for tuition to continue for that course.
- I will negotiate appropriate tutorial times and a mutually convenient locations for tutorial sessions with my tutor.
- I will work together with my ITAS tutor to develop a work program from each course – and will sign the program to commence my ITAS tutorial sessions.
- I will, together with the ITAS tutor, liaise with lecturing staff on matters relating to my subjects to help enhance my tutorial support.
- I will not exceed the maximum number of hours (2 hours per week per course) of ITAS tuition allowed. If I need extra hours, I will contact the ITAS Coordinator.
- I will complete an ITAS Student Feedback form for each course I have received ITAS tutorial assistance.
- I will contact the ITAS Coordinator if I do not wish to, or am unable to, continue ITAS tuition.

**Please also note:**

Tuition sessions can only begin after the ITAS tutor has been registered and given the permission to start by the ITAS Coordinator. I, as a student, cannot give permission for the ITAS tutor to commence tutoring.

Student Name: ______________________________________________________________

Student Signature: _____________________________________________________________

Date: _______________________________________________________________________

Please read, sign and return to

Ridi Gibbons
ITAS Coordinator
The Aboriginal and Torres Strait Islander Studies Unit
The University of Queensland
Tel: 07 3365 6793
Email: r.faruque@uq.edu.au