

ITAS STUDENTS ROLE AND RESPONSIBILITIES

Goals of Tutoring

- I will accept tuition which will increase my knowledge & skills, as well as teach me to be a **self-directed, independent lifelong learner**; I will accept tutoring that *will not make me dependent on my tutor, will always ensure that all work is my own and that the tutor does not do my readings, typing or research.*

Administration

- I will sign fortnightly Timesheets every tuition session ensuring tuition time is correct **and will never:**
- **Sign blank timesheets, or repeat my signature for weeks at a time.**
- I will provide all procedural forms in the time frame specified by the ITAS Co-ordinator;
- I will keep a record of the dates tuition takes place;
- I will keep in regular contact with the ITAS Coordinator;
- I will advise the ITAS Coordinator of any change of details;
- I will inform the ITAS Coordinator concerning the tutors' progress and of any non-attendance for tuition.

Preparation

- I will turn my mobile phone off during tutoring sessions;
- I will read all lecture notes, have done my readings prior to tutoring & be prepared.

Tutoring

- I will give my tutor 24 hrs notice if I cannot attend a tuition session. If this does not occur my tutor will be entitled to claim 1 hour 'NO SHOW' and this will be deducted from my total tutoring hours, my tutoring privileges will be cancelled if 2 consecutive 'NO SHOWS' occur;
- I will be punctual to all tutorial sessions;
- I will not accept tutoring after my last lecture at the end of semester;
- I will negotiate with my tutor appropriate tutorial times and mutually convenient and safe location for ITAS tutoring;
- I will together with the tutor, liaise with lecturing staff on matters pertinent to effective tutorial support;
- I will fill out the "Tutor Progress Report" 1 week before the end of the semester and return it to the ITAS Coordinator;
- **I will not withdraw or re-enrol in any subjects without advising the ITAS Coordinator.**

Please note: that tuition sessions can only begin when the tutor has registered and has been given the permission to start by the ITAS Coordinator; I cannot as a student give permission for the tutor to commence tutoring.

Name:..... **Signature** **Date:**.....

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

2013 1st Semester STUDENT APPLICATION

NAME: _____ **STUDENT NO:** _____ **D.O.B** _____

ADDRESS: _____ **SUBURB:** _____

POSTCODE: _____ **MOBILE** _____ **PHONE:** _____

EMAIL _____

COURSE TITLE: _____ **WHAT YEAR?:** _____

CAMPUS (Please Tick) CALLAGHAN OURIMBAH PORT MACQUARIE

Have you received tutorial assistance under ITAS at this University before? **Y / N**

Details of the course(s) in which you require tutoring (You are entitled to 2 hours per week per subject).

Subject Code	Subject	Lecturer	Allocated Tutor

Please Provide Details of why you require ITAS Assistance:

Declaration

I **AM/I AM NOT** Aboriginal or Torres Strait Islander – Did you come through Alternate Entry? **YES/NO**

Permission for ITAS Co-ordinator to access your exam results: Y / N

Student's Signature _____ Date: _____

Authorised by: _____ Date: _____