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).

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<th>Subject Code</th>
<th>Subject</th>
<th>Lecturer</th>
<th>Allocated Tutor</th>
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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:______________________