

## The Wollotuka Institute Indigenous Tutorial Program

### Student Roles & Responsibilities

Wollotuka's Indigenous Tutorial Program (ITP) is an academic support program available to Aboriginal and/or Torres Strait Islander students enrolled at the University of Newcastle. The program provides Aboriginal and/or Torres Strait Islander students with the opportunity to build resilience and become independent learners.

#### ELIGIBILITY

To be eligible for tuition under ITP a student must be Aboriginal and/or Torres Strait Islander in accordance with the following definition, which requires that the student:

- Be of Aboriginal and/or Torres Strait Islander descent; and
- Identify as an Aboriginal and/or Torres Strait Islander; and
- Be accepted as an Aboriginal and/or Torres Strait Islander in the community in which he or she lives or has lived

In order to satisfy the University of Newcastle's Policy 1940P *Aboriginality and/or Torres Strait Islander- Establishing Status* within the university, please refer to our Documents list guide for *Confirmation of Aboriginality and/or Torres Strait Islander descent*.

[https://www.newcastle.edu.au/\\_data/assets/pdf\\_file/0007/429595/Documentation-list-for-ATSI-Identification\\_Feb-2018.pdf](https://www.newcastle.edu.au/_data/assets/pdf_file/0007/429595/Documentation-list-for-ATSI-Identification_Feb-2018.pdf)

## APPLYING

- a. Eligible students **MUST** complete an Indigenous Tutorial Program (Student Application) form for any subject they would like tutoring for every semester or as required and provide all required documentation (*please see link below*):

<https://www.newcastle.edu.au/about-uon/our-university/indigenous-collaboration/the-wollotuka-institute/student-academic-success-program-application>

- b. Alignments to previous tutors may be possible. Students will not automatically be aligned to their previous tutors. **DO NOT** continue tutoring unless approval and tutor contracts have been granted;
- c. Assessment of students' needs for tuition and hours they are entitled to will be handled by Student Advancement Staff;
- d. Students may be eligible to receive two (2) hours of tutoring per subject per week and three (3) hours in total for exam preparations. Hours cannot be saved up or grouped together. If you do not use your hours during that week they will be forfeited.

## ALIGNMENT/RE-ALIGNMENT OF TUTORS

- a. Eligible students (including students studying online) will be matched with face-to-face tutors wherever possible. Alternative tutoring arrangements are available such as skype, email, and phone;
- b. Successful applicants will be aligned with a tutor who will contact you to arrange your schedules and meeting place;
- c. We understand that at times, some people do not connect for a variety of reasons, if you are concerned about your tutor please contact the Student Advancement team to discuss this. If you have any problems about the quality or quantity of tuition you are receiving please contact us;
- d. Please understand that being realigned to another tutor may take some time due to tutor availability;
- e. Contact a Student Advancement Officer to notify them of any changes that may affect your tutoring. (eg. If you drop the class you are receiving tutorial assistance for, discontinue tutoring with a particular tutor, no longer require tutorial support or you need assistance with subjects you may not initially applied for)..

## RESPONSIBILITIES OF THE STUDENT

- a. ITP tuition is a supplementary scheme and is not a substitute for classes, and is not to be undertaken during lecture or tutorial times. This means that no tutoring session times can be scheduled during normal class time;
- b. During tutoring, students are expected to be respectful and polite to their tutor and adhere to the University of Newcastle's '[Code of Conduct](#)' and '[Student Conduct Rules](#)', this includes observing rules around plagiarism and academic honesty;
- c. Students are expected to respect tutorial session arrangements, if for any reason you are unable to attend your scheduled tutoring session **you must contact the tutor and give 24 hour notice**. In case of last minute emergencies please give your tutor as much notice as possible;
- d. ITP tutoring support will be at risk of termination if the student fails to attend the arranged tutorial sessions after **three (3) 'no shows'**. If this occurs you will be required to have a meeting with a Student Advancement Officer if you wish to continue receiving tutorial support;
- e. Students will need to email the Student Advancement Administration Officer, [Sherri.Russell@newcastle.edu.au](mailto:Sherri.Russell@newcastle.edu.au) or the Administration Assistant, [Tahleigha.Compton@newcastle.edu.au](mailto:Tahleigha.Compton@newcastle.edu.au) if they require extra tutorial support (additional to the allocated two hours per subject); this includes mid-semester breaks, exam periods or summer/winter school. Your request must be approved by Wollotuka's Student Advancement Manager before you can begin tutorial assistance during these times;
- f. It is your responsibility as the student to ensure that you are prepared, punctual and attend tuition sessions;
- g. Students agree that under no circumstances will they ask or expect their tutor to do any part of their work. Tutoring sessions are to assist you to develop study skills and enhance your understanding of the subject matter;
- h. Wollotuka may liaise with tutors, exchange information and enquire into a student's learning needs, academic progress and other ITP related matters.

## GENERAL INFORMATION

There are tutoring rooms and spaces available at Callaghan, Ourimbah, NewSpace and Port Macquarie campuses please contact our Student Advancement Officers for location details. If you prefer to meet somewhere else on campus or off campus ensure that it is a safe and agreed location.

## OTHER ACADEMIC SUPPORT AVAILABLE

- Your lecturers and tutors are there to help you, ask questions in your classes and see them during their consultation periods if you need information or clarification.
- Alison Hillier (Student Transition Officer) [Alison.Hillier@newcastle.edu.au](mailto:Alison.Hillier@newcastle.edu.au)
- Libraries

Students will be provided with a brief survey where you can honestly and confidentially provide feedback about the value of the tuition you received and for monitoring and evaluation purposes, this information will not be provided to your tutor.

Wollotuka and the Student Advancement Officers are available for you to discuss confidentially and privately your study needs or any other concerns you may be experiencing, while studying at the University of Newcastle.

Wollotuka and the Student Advancement Team values and reinforces UON's [Code of Conduct](#). As members of the university community, we are committed to the values of:

- **Honesty**
- **Fairness**
- **Trust**
- **Accountability**
- **Respect**

## Wollotuka Locations

**Callaghan:** 4921 6863 **Central Coast:** 4349 4500 **Port Macquarie:** 6581 6294