Applying for ITAS tutoring

- Complete the registration at this link, including the units of study you are enrolled in that you would like ITAS tutoring: www.surveymonkey.com/r/ITAS_stu
- You are entitled to 2 hours of tutoring per week for each week of the semester from the date you apply. The earlier you apply, the more tutoring hours you can access. If you are studying in block mode, your entitlements differ from this model.
- If you would like to request a specific tutor/s, please advise this in the registration. Your tutor cannot be a friend or relative. Please note that their availability cannot be guaranteed.
- The ITAS Coordinator will contact your nominated tutor/s to see if they are available. If they are not or you have not requested a specific tutor, the ITAS Coordinator will search for a tutor with the required expertise to assist you.
- If no tutor is located on the database, the Unit Coordinator of Faculty Academic Adviser will be contacted to recommend a suitable tutor.
- Once a tutor agrees to assist you for 2 hours each week in a unit of study, the ITAS Coordinator will send them contract documents.
- The ITAS Coordinator will contact you to provide the email address of your tutor. It is your responsibility to contact the tutor as soon as possible to arrange a mutually suitable time for the first tutoring session. It is essential that you establish the expectations of time commitments and tutoring mode in this first meeting. Please advise if you would like your contact details passed on to your tutors.
- The ITAS Coordinator may also arrange a meeting between you and a potential tutor with the Coordinator present in order to gauge your professional compatibility.
- If you are happy with the arrangement after your first meeting, please liaise directly with your tutor/s to arrange sessions each week.
- There are tutoring rooms available to book via the ITAS Coordinator in either Lvl 5 Jane Foss Russell Bldg or the Old Teachers’ College.

Commencing Tutoring

- You are required to arrive on time and ready for your tutoring sessions. If you cannot attend for any reason, provide your tutor as much notice as possible (minimum 24 hours). Similarly, advise your tutor if you are running late. Contact the ITAS Coordinator if you cannot reach them directly.
- If you do not arrive for a scheduled appointment without providing your tutor with sufficient notice, the University must pay them for 1 hour of their time. If this occurs a second time without good reason, you will be disqualified from access to ITAS for the semester.
- Please provide your tutor of a copy of your Unit of Study Outline so they have a clear idea of the subject content.
- Within the first 2 weeks of tutoring, please complete the Tutor Work Program (sent to your tutor) detailing the goals of the tutorial sessions. Your tutor will return to the ITAS Coordinator when you have both signed off.
- During tutoring sessions, please be mindful that the tutor is assisting you to develop study skills and enhance your understanding of the subject matter. They cannot do your work for you and must not undertake any assessment work on your behalf. Please do not request this, as the tutor will be required to advise the ITAS Coordinator if they are concerned it is a problem.

For more information

ITAS Coordinator
P: 02 8627 8650
E itas.support@sydney.edu.au

THE UNIVERSITY OF SYDNEY
ITAS Guidelines: Students

• You can only receive tutoring for hours listed in your tutor’s contract (based on the date you applied for tutoring) – this is the maximum hours available for the semester in that unit of study.
• You are eligible for an additional 5 hours of tutoring for exam or final assessment preparation towards the end of semester should you request it. Contact the ITAS Coordinator to arrange this.

Rights and Responsibilities

During tutoring, you are expected to be respectful and polite to your tutor and behave in line with the Student Code of Conduct.

We understand that at times, some people do not connect for a variety of reasons. If you are concerned about whether your tutor is the right person to assist you, please contact a member of the Aboriginal and Torres Strait Islander Support team to discuss this. If required, another tutor may be able to assist you.

Other Academic Supports

In addition to your ITAS tutor, there are a broad range of areas who can provide you with academic support:

• Your lecturers and tutors are there to help you! Ask questions in your classes and see them during their consultation periods if you need further information or clarification.
• The University of Sydney has 11 library locations that also include facilities and study spaces, as well as a vast range of online resources that can be accessed using your Unilib via the website: www.library.usyd.edu.au
• The Learning Centre runs workshops to assist you to develop your skills in academic writing, responding to exam questions and utilising feedback from your assessments. You can also make one-on-one appointments with staff to discuss any specific issues you may have.
• The Mathematics Learning Centre offers drop in assistance with mathematics and runs supplementary tutorials throughout semester, in addition to their pre-semester mathematics bridging course. You can also find video modules and written resources on a broad range of mathematics topics.
• Each faculty has an Aboriginal and Torres Strait Islander Student Adviser who can assist you with administrative issues and refer you to staff in the faculty who may be able to assist you if you have concerns regarding specific content.
• The Aboriginal and Torres Strait Islander Support Staff can refer you to the best contact if you are not sure who to speak to.

Continuing Tutoring

If you feel comfortable with your tutor and would like to request their assistance in the next semester or study period, please advise the ITAS Coordinator. DO NOT continue tutoring unless the ITAS Coordinator has provided your tutor with a contract extension and updated letter of offer. The University is unable to pay your tutor for any tutoring they provide without authorisation. Each student must apply for tutoring for any unit they would like tutoring for in every semester and tutoring cannot be authorised without faculty assessment and consent.

For more information
ITAS Coordinator
P: 02 8627 8650
E itas.support@sydney.edu.au
Evaluating your Tutor
At the end of each semester, you will receive an email with a link to a brief survey where you can honestly and confidentially comment on how effective you thought your tutoring sessions were in assisting you to better understand your course content and develop the skills you need to succeed in your course. This information will not be provided to your tutor and is only used to inform the end of year report that is required by the Government to reimburse funds for the tutoring scheme.

Progress Reporting
After the release of results each semester, the ITAS Coordinator will monitor your progress in your units of study, particularly those in which you had tutoring in. If you did not pass the unit of study, an Aboriginal and Torres Strait Islander Student Support Officer will contact you to discuss any issues you may have encountered during the semester and discuss other strategies you could use in future to succeed in the unit.

At any time you can also telephone or make an appointment to meet with and discuss your studies or any other concerns you may have with an Aboriginal and Torres Strait Islander Student Support Officer on 02 8627 8619.