Indigenous Tutorial Assistance Scheme (ITAS)

Student Guide

Mana Yura Student Support Services

THE UNIVERSITY OF
SYDNEY

About ITAS
Mana Yura and tutoring

Mana Yura

Mana Yura is a phrase in the Dharug language of the greater Sydney region which means '**gathering Aboriginal peoples to the Eora nation**". This phrase captures the philosophy of the Mana Yura Student Support team which is creating a sense of community and belonging for all Aboriginal and Torres Strait Islander students at the University of Sydney.

The Mana Yura team provides a range of services and programs including academic, social and cultural support. The team sits in Student Support Services, within the Education Portfolio and are also supported by the Deputy Vice Chancellor, Indigenous Strategy and Services.

ITAS

ITAS is a core pillar of the Mana Yura teams' services for students, focusing on academic support. The goal of ITAS is to assist Aboriginal and/or Torres Strait Islander students in achieving academic success.

This is achieved through the recruitment of qualified tutors who work with our students to identify and address individual academic needs. This program gives students access to academic tuition for a maximum of two hours per week per subject, plus an additional 5 hours per subject for exam preparation.

ITAS tutoring is free of charge for our students.

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ITAS

1. Student eligibility

To be eligible to apply for ITAS tutoring you must:
- Identify as Aboriginal and/or Torres Strait Islander, with Proof of Identity documentation provided to the University of Sydney
- Be enrolled in an undergraduate course, or postgraduate coursework

2. Student responsibilities

Your tutors role is to assist with academic support, revision, and studying advice. You will:

- Work with your tutor/s in understanding academic content and assessment procedures for the subject they are contracted for
- Be respectful and polite to tutors and behave in line with the Student Code of Conduct
- Only request tutoring for the hours allowed on the tutor's contract
- Be prompt to all scheduled tutoring sessions and give 24 hours' notice if a session needs to be cancelled or changed

The tutors role **does not** involve:
- Research on your behalf
- Taking or supplying your course notes
- Writing or editing your assignments or work
- Liaising with your teachers, lecturers or supervisors on your behalf
- Any other academic support outside of the subject they are engaged to tutor you in, such as university enrolment advice or managing your participation in university courses. It is the student's responsibility to make sure you attend all classes, complete and hand in assignments and fulfil all other requirements to pass courses
- Assisting with anything that might constitute academic dishonesty
- Providing personal, financial, or counselling support

If at any time there are concerns with the above please contact itas.support@sydney.edu.au. If you fail to fulfil the above responsibilities, you may be disqualified from accessing ITAS.

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3. How to apply

- Apply online through the ITAS website https://sydney.edu.au/students/indigenous-tutorial-assistance-scheme/how-to-apply-for-itas.html
- Select the 'Apply for ITAS tutoring' orange box on the righthand side
- Complete the required survey fields

Please be aware that submitting an ITAS application does not guarantee an ITAS tutor match, and is dependent on tutor availability.

4. After you apply

Mana Yura seeks to match students with qualified tutors, who have achieved a Distinction average or higher in the specified subject/s. If there is a successful match the ITAS Coordinator will contact you with an email introducing you to your tutor. You will then contact each other to find a mutually suitable time to meet for the first tutoring session.

We understand that in some instances a tutor match may not be compatible, if this is the case and you wish to change tutors please email us. Likewise, if for some reason a student has signed up for ITAS but wishes to discontinue studying a subject or course please let us know at itas.support@sydney.edu.au.

5. Tutor contact

Getting in touch

Once you receive an email introducing you to your new tutor, you should contact your them directly to arrange a suitable time to meet. When and how often you meet is up to you both to mutually agree.

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Recommended discussion points for your first meeting:

- When and where tutorials will take place
- How you wish to communicate including expected response times
- Your expectations and tutoring needs
- Expected preparation before each meeting e.g. sending in course outlines or other course materials
- Map out your availabilities for the semester including assessment and exam deadlines
- Capture your tutoring plan in a provided Work Program

Where to tutor

It is recommended you use university spaces or areas in public.

There are dedicated ITAS tutoring rooms available on Level 5 in the Jane Foss Russell Building on campus (building G02 on this map). Please contact itas.support@sydney.edu.au to book these

Tutoring hours

ITAS gives students access to academic tuition for a maximum of two hours per week per subject (28 hours total), plus an additional 5 hours per subject for exam preparation.

Cancellations and 'no-shows'

Reasonable notice (24 hours) must be given to change or cancel tutoring sessions. If a student fails to comply with this requirement tutors are entitled to a 1 hour "NO SHOW" payment and the hour will be deducted from students allocation of hours.

If a student misses two or more tutorial sessions during a semester without reasonable notice they may also be disqualified from accessing ITAS.

Likewise, your tutor is expected to give you reasonable notice. If this doesn't happen, please inform the ITAS coordinator immediately at itas.support@sydney.edu.au

6. Training

At the start of each semester students and tutors new to ITAS will be provided with an ITAS Orientation session. For tutors this will include Cultural Competence training.

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7. Verifying hours

For each session of ITAS tutoring you will be required to sign-off on your tutoring hours. Your tutor will provide a verification form for you to sign, confirming the hours you have completed together. Only sign this if the correct dates and times are entered.

Please note, the maximum number of ITAS tutoring a student can receive is 28 hours per semester per subject, plus an additional 5 hours per subject per semester. If there are any questions or concerns with your tutor's verification hours please contact the ITAS coordinator immediately.

8. Conflict of interest

You have a responsibility to declare any conflict of interest or potential conflict of interest between the tutor and yourself. Tutors must not be; immediately related to the student (by marriage or de facto relationship), the student's regular course lecturer/tutor, the student's employer or supervisor at work. Your relationship must be kept professional. Any any conflicts of interest (or potential conflicts of interest) must be immediately reported to itas.support@sydney.edu.au

9. Support

In addition to your ITAS tutor, there's range of academic support available to you:
- 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 Unikey via 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 via http://sydney.edu.au/stuserv/learning_centre/
- 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
- Each faculty has a Mana Yura associated Academic 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. Mana Yura can refer you to the best contact if you are not sure who to speak to. Reach Mana Yura at support.cadigal@Sydney.edu.au

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Please reach out for any questions or support:

Vanessa France – Student Engagement Officer (ITAS)

Monday - Friday 9am - 5pm, Level 5 Jane Foss Russell building
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