

Indigenous Tutorial Assistance and Retention Program (ITAR)



Student Handbook
2018

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We, the Aboriginal and Torres Strait Islander Studies Unit, acknowledge the Aboriginal and Torres Strait Islander owners of the lands on which we work, and pay our respects to elders, past and present.

What is ITAR?

ITAR is an academic initiative, funded by the Commonwealth Department of Prime Minister and Cabinet, which aims to improve educational outcomes for Aboriginal and/or Torres Strait Islander students.

Under this scheme, Aboriginal and/or Torres Strait Islander students can apply to receive supplementary academic tutoring, either one-to-one or small group tutorials, in course-specific areas from a qualified tutor.

The ITAR program at UQ is managed by the Aboriginal and Torres Strait Islander Studies Unit (ATSIS Unit).

Funding

UQ receives Commonwealth funding towards the costs associated with ITAR including employing tutors and academic and learning advisors to provide the ITAR support. **There is no cost to students to participate in this program.**

ITAR is available to Aboriginal and/or Torres Strait Islander students undertaking studies at UQ, subject to the eligibility requirements set out in these Guidelines.

Eligible Aboriginal and/or Torres Strait Islander students are able to access ITAR tuition up to a maximum of:

- 1.5 hours per week per course of study for the duration of the Semester up until the end of the Revision Week (SWOTVAC).
- Students who are eligible for a Deferred or Supplementary Exam may apply for an additional 1.5 hours of tutoring for each of those courses during the two weeks prior to those exams being undertaken.

Student eligibility for ITAR Tuition

To be eligible for ITAR:

1. **the student must be an Australian Aboriginal and Torres Strait Islander student;**
The following is taken into consideration - whether the person:
 - a. is of Aboriginal or Torres Strait Islander descent; and
 - b. identifies as an Australian Aboriginal or Torres Strait Islander; and
 - c. is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.
2. **the student must be enrolled in a university course;**
Post-graduate coursework students are also eligible to apply for ITAR. Postgraduate students should have developed appropriate skills in literacy, numeracy, academic writing and research prior to their admission into a postgraduate program. However, ITAR may be appropriate if the student has not previously studied in that discipline. Post-graduate students are encouraged to contact the ATSIS Unit to discuss their tuition needs.
3. **the student is recommended for ITAR tuition by an Academic Support Service Coordinator (Academic Advisor) who assesses the student's learning needs.**
Before a student can be approved for ITAR support, the guidelines require that an assessment is undertaken of the student's tutorial support needs. This is to ensure that each student is provided with the most appropriate support.

4. the student must acknowledge the following matters:

- (a) giving false or misleading information is a serious offence; and
- (b) the person may incur a debt to the Commonwealth or the provider or both if the person receives assistance or payment that the person should not have received; and
- (c) the provider may collect personal information of the person and share that information with the Commonwealth for the purposes of the Commonwealth administering these Guidelines.

How many hours of ITAR support are available to an eligible student?

Eligible Aboriginal and/or Torres Strait Islander students are able to access ITAR tuition for up to a maximum of 1.5 hours per course, per week, for the duration of the Semester up until the end of the Revision Week (SWOTVAC).

Students who are eligible for a Deferred or Supplementary Exam may apply for an additional 1.5 hours of tutoring for each of those courses during each of the two weeks prior to those exams being undertaken

How to apply for ITAR tuition

As the courses that you study and your learning needs change every semester, you will need to apply for ITAR support **each semester** if you are seeking ITAR for that semester.

To apply for ITAR tuition you need to:

- ✓ Make an appointment to see one of our Academic Advisors *
- ✓ Fill in the ITAR Student Application form; and
- ✓ Submit:
 - your completed Student Application form; and
 - a copy of your Confirmation of Aboriginal and/or Torres Strait Islander status;

*These appointments are usually fairly brief; normally 10 to 15 minutes. During the discussion, the Academic Advisor may look at your academic record and your ITAR application and may then recommend other strategies and/or services (including ITAR) to support your learning needs.

Contact details

For students in the Faculties of SCIENCE, HABS and EAIT

Danay Baker-Andresen

Email: d.bakerandresen@uq.edu.au

Phone: 07 334 69181

For students in the Faculties of BEL, HASS and MEDICINE

Valeska Wood

Email: v.wood@uq.edu.au

Phone: 07 336 56709

Allocation of ITAR tutors to students

The AT SIS Unit will allocate approved ITAR tutors to students, depending on the student's assessed learning needs. We will also take into account any potential conflict of interest (ITAR tutors must not be a member of the allocated student's immediate or de facto family and not be the student's usual course lecturer or tutor).

At UQ, a tutor must fulfil the following criteria in order to be eligible to be an ITAR tutor must:

- be qualified, either through formal education or relevant experience and either
 - have taken the same course and passed it with a 6 or above; or
 - be able to demonstrate expertise in the topic of the course;
- comply with Queensland legislation relating to working with minors and child protection (all tutors must have a Blue Card for working with children); and
- have an understanding of, and sensitivity to, the educational needs of Aboriginal and/or Torres Strait Islander students.

ITAR tutors must **not** be a member of the allocated student's immediate or de facto family.

ITAR tutors are generally not employed if they are the student's usual (UQ) course lecturer or tutor, or any person involved in the grading of assessments for that course. **Permission must be sought from the Course Coordinator if the tutor is a course tutor as well.**

Aboriginal and/or Torres Strait Islander people are encouraged to apply but you do not need to be an Aboriginal and/or Torres Strait Islander person to be an ITAR tutor.

Should you have a personal preference as to which tutor should be allocated to you (e.g., male/female), please let us know. We can't make any guarantees, but we will take your request into consideration.

Please be aware that submitting the required ITAR forms does not guarantee ITAR tutorial assistance. The AT SIS Unit will endeavour to engage tutors to cater to the applicant's academic needs, however, circumstances may arise where a suitable tutor is not available. This would occur only rarely and in those circumstances, the AT SIS Unit will discuss alternative support with the student.

The AT SIS Unit will notify students and ITAR tutors of their allocation for that semester (Notice of ITAR Allocation) by email. This will include the student's and tutor's contact details, the course code and name, the type of tuition (one-to-one or group tuition) and the maximum number of hours of tuition per week.

Under no circumstances, should tutors and students make arrangements for tutorials to take place, or commence with tutorial sessions, which have not been approved in writing by the AT SIS Unit.

Getting started

Arranging the "where" and "when" for ITAR tutorials

- Once you have received the Notice of ITAR Allocation email from the AT SIS Unit your tutor will contact you to arrange a suitable time and mutually convenient place to meet for the first ITAR tutorial session. Tutorial times may vary in the first few weeks as you finalise the timetable for your courses.

Please note the following requirements when arranging ITAR tutorials:

- ITAR tuition must not exceed the maximum number of hours allocated for ITAR tuition for that course (as set out in the Notice of ITAR Allocation email).
- The ITAR tuition must be conducted within the allocated timeframe. ITAR tuition should not continue after the last day of the exam period. Tuition after this date may be approved by the AT SIS Unit where there is evidence of exceptional circumstances, for example a student has been granted an extension of time in which to complete an item of assessment or has been granted a Supplementary or Deferred exam.
- ITAR tuition should not be conducted at the tutor's or student's home. ALL sessions must be conducted on campus or at a mutually agreed upon suitable location by both tutor and student.
- ITAR tuition cannot take place during the hours of a student's scheduled lecture, tutorial, laboratory session or clinical placement.

The first tutorial

You should bring the following documents/items to the first tutorial session:

- Timetable (of all courses, lectures, tutorials)
- Course outline (from the course profile) – ensure that both you and the tutor have a copy
- Diary and study plan (or a list of when all assessments are due)
- Textbook/reading list
- Lecture notes

You and the ITAR tutor need to establish how you can work together effectively at the first tutorial session. The tutor needs to establish the following with you:

- **When and where the tutorials will take place:** tuition should take place at a regular time each week and at a mutually convenient place on campus.
- **Methods of communication:** you and the tutor should exchange contact details. This is important if a tutorial session needs to be rescheduled.
- **Student expectations:** You should have realistic and clear expectations from the start, which will ensure that both you and the tutor are working to achieve the best outcome. For example, a tutor would need to explain the difference between the work required to achieve a grade of 4 compared with a grade 7.
- **Preparation prior to each tutorial:** the tutor should advise you of which preparations are needed for each tutorial session, for example what readings or preparatory work must be done before the tutorial session commences.
- **Planning the semester:** The tutor can help you organise your time taking into account the course workload.
- **Agreeing on a work program:** see below.

Work program

Tutors must prepare a work program, based on the needs identified in the student's assessment for ITAR tuition and by the student in the initial meeting .

The tutor will consult you in developing the work program and the work program should be signed by both you and the tutor. **It is recommended that tutors and students allocate some time during their first and/or second tutorial session to develop the work program for the course.**

The ITAR tutor must submit the work program to the AT SIS Unit **within two weeks of commencement of tuition.** Tutors may be requested to amend a work program that does not address the educational needs of the individual student.

The ITAR tuition provided by the tutor must be conducted in accordance with the approved work program for that student.

Academic Integrity

At no stage are tutors to do the work for you – this includes:

- drafting essays or assignments
- typing up draft essays or assignments
- conducting electronic searches for research
- any other activity that could be thought of as part of the obligations of an autonomous student.

You should be aware of UQ's position and policies in relation to academic integrity and plagiarism, which can be found at <http://www.uq.edu.au/myadvisor/academic-integrity-and-plagiarism>.

Requests for additional ITAR tuition

If you feel you need additional hours of ITAR tuition, please contact the AT SIS Unit. You will not be entitled to additional tuition beyond the allocated hours of ITAR tuition, unless approved by the AT SIS Unit in writing.

The number of ITAR hours allocated to you for each week cannot be carried forward or saved for future session.

Non- attendance and rescheduling an ITAR session

It is important to contact your tutor ahead of time if you know you are not able to attend a pre-arranged tutorial session. **Please give your tutor at least 12 hours' prior notice and try to reschedule your session for another mutually convenient time later that week.**

A tutor **must** inform the ITAR Program Coordinator as soon as possible if the student does not give **reasonable notice** (at least 12 hours') of non-attendance of a tutorial session. Tutors may claim for a maximum of one hour for a non-attendance by a student, where reasonable notice **has not** been given and the student has not attempted to reschedule the session.

However, if the student does inform the tutor, with more than 12 hours' notice, of their inability to meet at the scheduled time, and wishes to re-arrange the meeting for later the same week, then in such cases a claim for non-attendance cannot be made by the ITAR tutor. **Please always try to reschedule tutorial sessions in all cases.**

If you miss 3 tutorial sessions during the semester, ITAR tuition may be cancelled by the AT SIS Unit. If the tuition is cancelled and you wish to continue to receive tuition, you will need to reapply for ITAR.

If your tutor does not show up for a scheduled tutorial session, please make a reasonable effort to contact your tutor and reschedule the session. As with students, we ask ITAR tutors to also give 12 hours' prior notice if a session is to be cancelled.

What if I do not get on with the tutor?

The AT SIS Unit makes considerable effort to ensure that the tutor / student ITAR arrangements work well for both parties. Should a student feel that the arrangement is not working, please inform the Academic Advisors or the ITAR Coordinator straight away. We will then work together to resolve the situation.

ITAR tutor timesheets

ITAR Tutor Claim Forms (Timesheets) must be completed and signed by both you and your tutor at the end of each tutorial session. If you cover more than one course in a block tutorial session the claim form must show how the time was allocated between the courses. The ITAR tutor is responsible for submitting the timesheets to the AT SIS Unit.

Your progress

It is important to realise that your support needs may change throughout the semester. You should keep in regular contact with your allocated Academic Advisor to let them know of your progress and outcomes and your feedback about your tutor. You should raise any concerns about the progress and outcomes of the tuition or any other concerns about your learning needs with the ATSI Unit.

ITAR evaluation

Towards the end of the semester, you must complete a tuition assessment to provide feedback about the effectiveness of the ITAR tuition. The ATSI Unit will send you details together with the evaluation form for completion close to the end of semester.

Reporting

UQ is required to comply with the monitoring and reporting arrangements for ITAR as set out in the Guidelines and funding agreement between the University and the Commonwealth.

Information privacy and confidentiality

In improving the educational outcomes for Aboriginal and/or Torres Strait Islander students, UQ will access information relating to your academic progression for the purpose of assessing your support needs and providing and evaluating the support provided to you by UQ (including through ITAR). UQ may be required to disclose your personal information to the Federal Government in accordance with the Guidelines and the funding agreement between the University and the Commonwealth.

The University complies with the Information Privacy Act 2009 (Qld) and has implemented a Privacy Management Policy. For further details, please go to: <http://www.uq.edu.au/rti/index.html?page=197976>

Contacting the ATSI Unit:

ITAR is managed by the Aboriginal and Torres Strait Islander Studies Unit's Student Relations team. The contact details for ITAR applications, or for any ITAR related queries, are:

ITAR Coordinator: Email: itas@uq.edu.au
 Phone: 07 3443 1404

The ATSI Unit can be found on:

- **St Lucia Campus** –Level 2, Bookshop Building (4)
Staff House Road, The University of Queensland, St Lucia QLD 4072.
- **Gatton Campus** – Morrison Hall, Level 2 (access from Student Services Office)