

**CHARLES STURT UNIVERSITY**  
**INDIGENOUR TUTORIAL ASSISTANCE SCHEME**  
**(ITAS)**

**STUDENT GUIDEBOOK.**

**What is ITAS?**

The Indigenous Tutorial Assistance Scheme (ITAS) is a supplementary program that funds tuition for Indigenous Student undertaking formal studies at Charles Sturt University (CSU). This assistance is over and above that normally provided by CSU.

**Objectives of ITAS**

The objectives of ITAS are:

- To allow Indigenous Students to do as well as possible in their studies
- To allow Indigenous Students the opportunity to continue studying in their chosen field
- To bridge the educational gap that exists between Indigenous and non-Indigenous students
- To provide Indigenous Students with the opportunity to achieve results above that which they would have achieved otherwise

**What does ITAS cover?**

ITAS covers costs associate with the engagement of a suitably qualified or experienced person to provide tutorial assistance to Indigenous Students.

**Examples of Costs.**

**Tutor Fees-** these are the rates paid to tutors for providing tutorial services to Indigenous Students. The rates are set in accordance to the Enterprise Bargaining Agreement

**Transport or Travel Costs-** Students and Tutors may be reimbursed costs for transport if they need to travel more than 20 kilometres each way to attend a tutorial session in a non-metropolitan area or region.

**Materials and Equipment-** Students may be reimbursed up to \$50.00 per year for essential materials and equipment necessary to supplement tuition. The materials must not be for prescribed text books or course materials.

The approval and subsequent payment of any costs associated with travel and/or materials equipment is dependant on whether sufficient funds are available and need to be discussed prior to tutoring commencing.

### **Level of Assistance.**

The level of assistance under ITAS is dependant on a number of factors. These factors include the needs identified in the **Educational Assessment** on the application form, **AND** the availability of funds at the time an application is assessed.

Students do not have an automatic entitlement to a given number of hours under ITAS. The maximum level of assistance that a student can receive is:

- Up to 2 hours per subject per week; and
- Up to an additional 5 hours in total during examination preparation breaks.

Hours cannot be saved up or grouped together. For example if a student is seeking assistance for 4 subjects, the conditions under which assistance would be approved is a total of up to 2 hours per subject per week, NOT 8 hours in total to use in whatever subject(s). This would also apply when a session is missed either by a student or tutor, the hours cannot be saved up or added onto sessions planned for another time.

### **Conflict of Interest.**

It is important to protect the reputation and integrity of ITAS. Therefore anyone involved in ITAS in any capacity (including students, tutors and CSU staff) must avoid real or potential conflicts of interests. Students, tutors and staff have an obligation to report real or potential conflicts of interests involving themselves or others. For further information please see “**Conflict of Interest (A9.6.9)**” of the **ITAS Procedural Manual**.

Other situations involving potential conflicts of interest:

- The Tutor is a member of the same immediate\* or de facto family as the student
- The Tutor is a close friend of the student applying for assistance; and
- Any other circumstances that could be seen to compromise the integrity of ITAS

For the purpose of these guidelines “family” means a person who:

- is related by blood or marriage
- has a strong affinity with the student applying for assistance
- stands in a bona fide domestic or household relationship with the student applying for assistance

Requests for assistance in the areas of study research skills and/or academic techniques will only be considered for first year students. Tuition is to be targeted towards specific subject areas identified in the Educational Assessment.

## **Group Tutorials.**

Where there is more than one student from the same location applying for assistance in the same subject areas, due to efficiency and availability of funds, tutorials will be arranged on a group basis. Students who refuse to be placed in a group tutorial can be denied assistance under ITAS.

## **Postgraduate Students.**

Postgraduate students can apply and be approved for assistance under ITAS but only under exceptional circumstances. These circumstances need to be clearly defined by the student when completing their application for assistance.

## **Applying for ITAS.**

Indigenous students who wish to apply for tutorial assistance under ITAS should firstly read and familiarise themselves with the guidelines and conditions that apply to ITAS. Secondly, students need to complete a Student Application form and lodge it with the Programs Manager. Please contact or speak with staff at your nearest Indigenous Support Unit for the contact details of the Programs Manager.

All sections of the application form need to be completed fully. If any section is not completed, the application form will be returned, resulting in a delay in the processing of the application.

## **Student Roles and Responsibilities.**

Students receiving ITAS have a functional responsibility in a number of administrative areas. These are as follows:

- **Claim Forms-** The Tutor is responsible for completing and lodging an ITAS Claim Form for payment, however it is the responsibility of the student to ensure that (a) the date and time tuition claimed by the tutor is correct, (b) the amount of time the tutorial session had taken is correct, and (c) Claim Form is signed (by student) at the completion of each tutorial session. **Under no circumstances should a student sign a blank Tutor Claim Form.**
- **Work Program-** The Tutor is responsible for completing and lodging a Work Program. The Work Program is a means by which both the Student and Tutor can identify the student's educational needs. This process allows the tutor to put in place initiatives over the period of the Contract to address these needs. The Student is required to be involved in the development of the Work Program.
- **Tutorial Sessions-** Students must give the Tutor at least 24 hours notice that a planned tutorial session is to be cancelled or changed (a word of advice have your tutorial sessions included as part of your weekly timetable). This will ensure that you obtain the most out of what ITAS has to offer.
- **Tuition Assessment-** At the completion of the period for which approval has been provided, students are required to complete a Tuition Assessment

form. This form is to be lodged with the Programs Manager within 2 weeks of the completion of the tutorials. Failure to return this form could result in any further application for assistance being denied.

- Start Date- Tutorial Session can only start when:
  - a) The Programs Manager has provided written advice on the approval of tutorial assistance after the receipt of a correctly completed Student Application form
  - b) The Tutor has registered as a Tutor with Charles Sturt University
  - c) The Tutor has received an Approved Contract of Engagement and Letter of Approval
  
- No Shows- The Tutor is not entitled to receive payment for any “no shows”. In addition if a student fails to attend two (2) consecutive arranged sessions without notifying the tutor (as per advice in ‘Tutorial Sessions’ above), assistance approved under ITAS will be terminated.

**PLEASE NOTE: Students cannot exceed the number of hours approved. The condition of assistance approved is provided in the Letter of Approval to both the student and the tutor.**

Indigenous Students approved for assistance under ITAS play a major role in ensuring that ITAS is utilised in the spirit in which it is intended. Students in receipt of ITAS should also ensure that at the time of being tutored, that they are not engaged in any activity other than that of being a student. For example, if a student is employed on a casual basis or permanent basis with Charles Sturt University, the student in question cannot be in attendance at a tutorial session at the same time as engaging in casual or permanent employment. If it found that this or other similar instances have occurred, the approval of assistance under ITAS will be terminated; in addition any payments made to the respective tutor will be recouped from the student.

For further information on the Indigenous Tutorial Assistance Scheme please contact the Programs Coordinator on (02) 6338 4236, e-mail at [jaroberts@csu.edu.au](mailto:jaroberts@csu.edu.au)