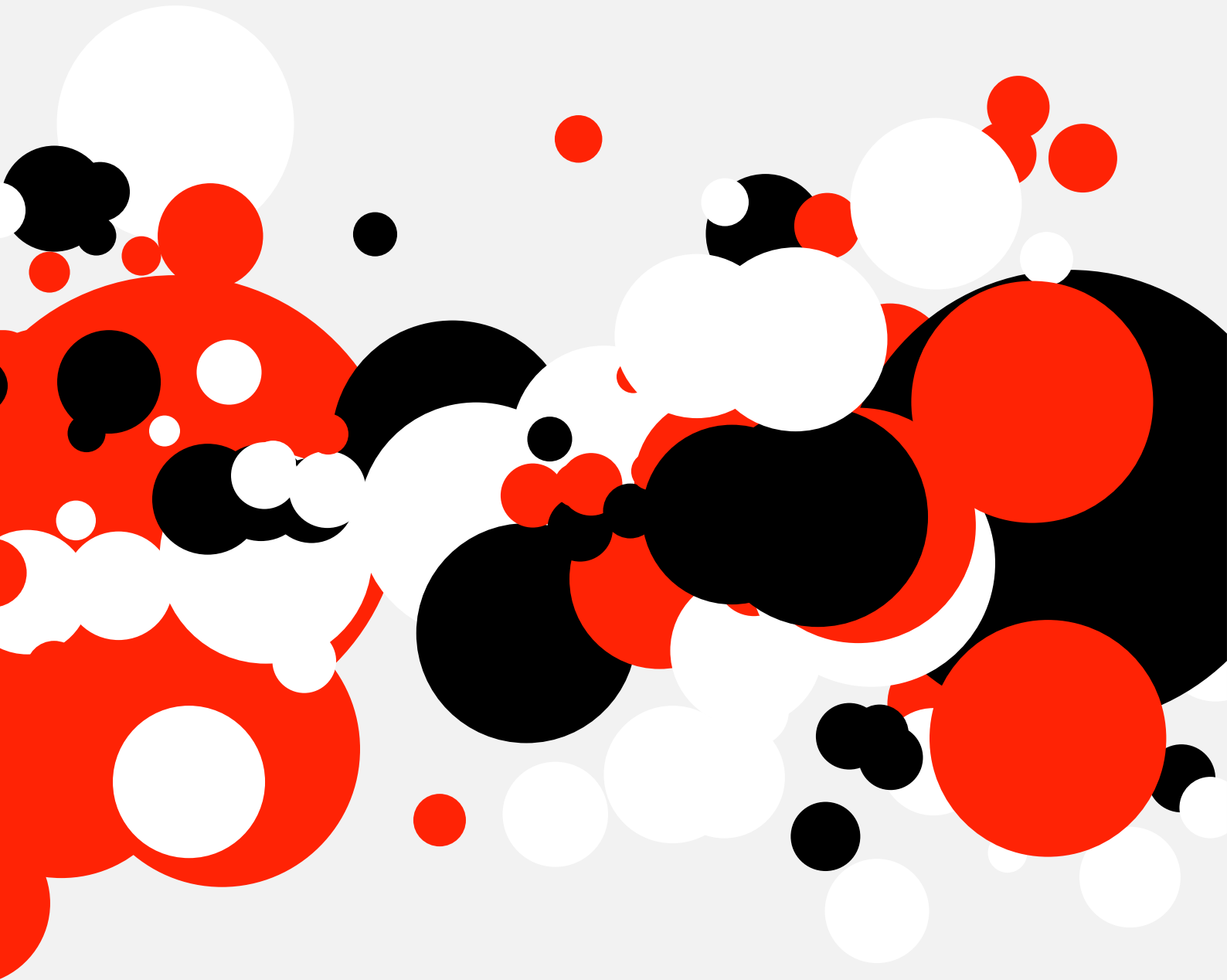


JTAS Student Guidelines

Jumbunna Institute for Indigenous Education and Research



What is the Jumbunna Tutorial Program (JTAS)

Jumbunna Tutoring for Academic Success (JTAS) is a free tutoring program available to eligible Aboriginal and/or Torres Strait Islanders studying at UTS.

JTAS will provide one on one tutoring to help you to:

- understand your course content
- improve your study skills
- obtain feedback on assessments

Am I eligible for JTAS?

To be eligible to apply for JTAS Tutoring you must:

- Identify as Aboriginal and/or Torres Strait Islander
- Be enrolled in an undergraduate or postgraduate degree at UTS
- Be registered with Jumbunna (provided a confirmation or Jumbunna Stat Dec)

How to Apply?

1. Log in to the [Jumbunna Tutoring Portal](#)
2. Review FAQ: [Registering](#) and [managing subjects](#)
3. Submit the application

Important Information:

- **Processing Time:** Please allow at least two weeks for your application to be processed.
- **Tutor Matching:** Once a suitable tutor is found, you'll receive an email with a link to book sessions.
- **Limited Availability:** While we strive to match every student, availability may be limited.
- **Approval Required:** Tutoring sessions must be approved before they can start.

Student 'to do' list

1. Log into the [Jumbunna Tutoring Portal](#)
2. Ensure you are across all steps you need to action by reviewing the [student FAQ](#)
3. Outline your study goals and any key dates on the [work program](#)
4. Review tutor's availability and [book in a tutoring session](#)
5. Monitor your UTS emails for any correspondence from your tutor or the JTAS Coordinator

What will tutors ask of me?

1. You will need to add your key goals into the [work program](#) in preparation of your first session.
2. Send subject outlines and other subject resources to your tutor.
3. Prepare and provide any writing drafts/assessments to bring to the session.

Other things to consider:

- **Where & When:** Most tutorials happen at Jumbunna or in the faculty or online.
- **How to Connect:** Stay in touch with your tutor via email, phone, messenger etc.
- **Planning:** Create a tutoring work plan in collaboration with your tutor outlining key dates/deadlines for the session. This should be linked to your Work Program.
- **Set Realistic Goals:** Know what to expect from tutoring and the program based on the Work Program and your joint planning.
- **Prepare for Sessions:** Send relevant readings to your tutor in advance and have questions ready for session. This is important as your tutor will not necessarily have access to CANVAS.
- **Give feedback to the tutor:** JTAS tuition will be of optimum benefit if you develop a learning relationship with your JTAS Tutor/s based on regular contact, constructive feedback, active listening, and open communication about your identified learning needs.

Your responsibilities:

1. Sessions

- **Book:** JTAS Tutors provide details of their availability on the JTAS Portal. This allows you to book accordingly at a mutually convenient time.
- **Confirm, and Rate:** You're responsible for scheduling, confirming, and rating each session on the portal.
- **Timely Changes:** If you need to reschedule, please do so through the portal based on the tutor's availability to avoid payment delays.

2. Communication

- **Share Your Experience:** Be open about your tutoring experience and provide feedback when asked.
- **Report Issues:** If you have concerns about your tutor's knowledge, suitability, or cultural safety, please inform the JTAS Coordinator.

Conflict of Interest

You have a responsibility to declare any (or potential) conflict of interest between yourself and the tutor.

Tutors must not be:

- immediately related to the student (by marriage or de facto relationship)
- the student's current course lecturer/tutor
- the student's employer or supervisor at work

FAQ

How do I book a study room at UTS?

- Individual study rooms in Jumbunna: Contact Jumbunna reception on 9514 1902.
- Other study rooms: Check with your faculty or the UTS Library.

What should I do if I cannot contact my tutor?

- Contact the JTAS Coordinator.

How many hours per week can I meet my tutor?

- The maximum hours per subject will be advised upon tutor allocation. As a guide, a full time student can access 2 x 3 hour sessions per week part time 1 x 3 hour session a week.
- Your tutor allocation may be spread across more than one JTAS Tutor.

Can I request additional hours?

- 5 additional hours (total) only are available over the exam and assessment period.

What if I want to postpone or cancel a scheduled tutoring session?

- **Face-to-face:** Give your tutor at least 24 hours' notice.
- **Online:** Give your tutor 12 hours' notice.
- Reschedule at a mutually convenient time.

What if I fail to give the tutor the required hours' notice?

- Your tutor will have to notify JTAS Coordinator of a 'No Show'.
- Three (3) 'No Shows' will require a re-assessment of your eligibility to continue on the program.

What if my tutor does not turn up to a scheduled tutorial or continues to reschedule a time?

- Your tutor must give you the same notice 24 hours in person or 12 hours for an online session
- For any concerns about consistency in attendance or sessions, please notify the JTAS Coordinator

What if the arrangement with my tutor is not working?

- Contact the JTAS Coordinator to discuss alternative arrangements.

What will your JTAS Tutor NOT do for you?

Tutors will not complete any part of your work on your behalf, including:

- Library research
- Note-taking

Writing or editing assessment tasks JTAS Tutors are not expected to provide tuition outside booked sessions.

What other services are offered to support my studies at UTS?

- [U:PASS](#) designed to assist students who are studying subjects which are known to be difficult or have a high failure rate.
- [HELPS](#) help students with assignment preparation and writing skills development
- [UTS Accessibility Services](#) Central contact point for all UTS students living with disabilities or medical/mental health condition.
- [Library Teaching Services](#) which are outlined on the library website and include referencing and other assessment support