

UTSSA PEER TUTORING POLICY

The UTS Students' Association Peer Tutor service is provided to connect students who need tutorial guidance with a subject they are currently studying, to students who have achieved a credit, distinction, or high distinction result in the same subject.

Students who become Peer Tutors understand that the Students' Association will provide their name and contact details to those students requesting connection with a Peer Tutor. Please note that gender and grade will also be provided (if requested).

To Become a Peer Tutor

Students must:

- be a current enrolled UTS student
- have received a grade of credit, distinction or high distinction in a subject at UTS
- be willing and available to tutor other UTS students
- complete the online Peer tutor application, which includes providing a copy of their current UTS student ID card and UTS academic transcript.

When a Peer Tutor is contacted by a student they will discuss and come to an agreement on:

- date and time of session(s)
- how or where they will meet (e.g. via Zoom, Teams or in person)
- what topic areas the student is wanting to be tutored in
- cost of tutoring session and payment method.

We recommend that once these items are agreed upon that one party emails these to the other, and an acceptance email is returned as written confirmation.

The UTS Students' Association is not responsible for any payment or tutoring arrangements - these are managed between the Peer Tutor and the student with the sole responsibility of the UTS Students' Association being to provide the name and contact details of a suitable Peer Tutor should a Peer Tutor for the requested subject be available.

Any participant under 18 years of age should inform the UTS Students' Association before any tutoring sessions are booked.

Terms & Conditions for Peer Tutors

The Peer Tutor acknowledges and agrees that:

- 1.1 the UTSSA will attempt to arrange peer tutoring but that it cannot be guaranteed – it is subject to student demand.
- 1.2 as a courtesy Peer Tutors should provide the student with 24 hours' notice to cancel a tutoring session.
- 1.3 under no circumstances will a Peer Tutor be expected to draft or complete any part of another student's work or assist the student with his/her assignment work - this includes library research, word processing, editing or proof reading.
- 1.4 Peer Tutors have the right to decline any tutoring request.
- 1.5 all UTS students (whether a tutor or requesting a tutor) are bound by the UTS Privacy Policy <http://www.uts.edu.au/about-uts/uts-governance/privacy> and are not permitted to disclose students' information to anyone except as provided for in the UTS Privacy Policy.
- 1.6 Peer Tutors are aware of the University's Academic Misconduct Policies and are to ensure that their behaviour is compliant with these policies. Information on these policies is available at <https://www.uts.edu.au/current-students/support/when-things-go-wrong/student-misconduct>
- 1.7 all UTS students (whether a tutor or requesting a tutor) are bound by the UTS Code of Conduct
<https://gsu.uts.edu.au/policies/code-conduct.html>
UTS Equity, Inclusion and Respect Policy
<https://gsu.uts.edu.au/policies/equity-inclusion-and-respect-policy.html>
Student Rights and Responsibilities Policy
<https://gsu.uts.edu.au/policies/student-rights-and-responsibilities-policy.html>

and are aware of their rights and responsibilities under these Policies.

The UTSSA requires all students to maintain a standard of conduct whilst dealing with their peers. Students have the right to be treated with dignity, respect and without judgement regardless of age, gender, sexual orientation, disability, cultural and linguistic background. Unacceptable behaviours will not be tolerated.

Harassment and unwelcome behaviour that could be reasonably expected to make someone feel uncomfortable, offended, humiliated, or intimidated may include (but is not restricted to):

- unwelcome sexual advances
- coercion/intimidation
- disclosing/publishing Peer Tutor details to a third party without the Peer Tutor's consent.

Reports of harassment will be treated promptly, seriously and confidentially with complainants having the right to determine how a complaint will be treated, i.e. informal resolution or a formal investigation.

DO:

- discuss the student's lecture and tutorial and clarify any areas of confusion
- answer student's questions regarding subject matter and refer them to relevant literature
- work with the student to unpack assessment questions and clarify the requirements
- assist the student to plan their response and develop good organisational and study skills
- **be satisfied that the agreed upon payment for the tutoring session has been made.**

DO NOT:

- undertake research for the student
- supply notes or assignments to the student
- prepare, write or type assignments on the student's behalf.

Peer Tutors are not responsible for editing student work. Peer Tutors should **guide** students in how to edit their own work, and feedback on student drafts should be in the form of guidance and never in the form of re-writing or editing student work. It is imperative that, as a Peer Tutor, that you do not engage in any activity that compromises the originality of a student's work.

- engage in counselling of a personal nature.

Any reported non-compliance may result in withdrawal of Peer Tutoring and the detection of one student completing any work for another student may result in misconduct proceedings.

By submitting your application to become a Peer Tutor you:

- acknowledge and agree that you have read and understand the above terms and conditions.
- give permission to UTSSA staff to provide your contact details (including name, phone number and email) to a student requesting a Peer Tutor.
- understand that, as a Peer Tutor, you are bound by the UTS privacy policy <http://www.uts.edu.au/about-uts/uts-governance/privacy> and that you are not permitted to disclose a student's information to anyone except as provided for in the UTS policy.

To Request a Peer Tutor

Students must:

- be a current enrolled UTS student
- complete the online 'Request a Peer Tutor' form.

Once a completed form is received the student will be emailed the contact details of available Peer Tutors in the subject(s) requested.

Peer tutor details can only be emailed to a current UTS student email address.

When a student contacts a Peer Tutor they will discuss and come to an agreement on:

- date and time of session(s)
- how or where they will meet (e.g. via Zoom, Teams or in person)
- what areas the student wants tutoring in
- cost of tutoring session and payment method.

We recommend that once these items are agreed upon that one party emails these to the other as confirmation, and a return email is then sent in written agreement.

The UTS Students' Association is not responsible for any payment or tutoring arrangements - these are managed between the Peer Tutor and the student with the sole responsibility of the UTS Students' Association being to provide the name and contact details of a suitable Peer Tutor – if available in the subject requested.

Any participant under 18 years of age should inform the Students' Association before any tutoring sessions are booked.

Terms & Conditions for Students Requesting a Peer Tutor

The student requesting a Peer Tutor acknowledges and agrees that:

- 2.1 Peer Tutoring is a service which is neither guaranteed, nor is it a right. The UTSSA will do its best to provide details of a Peer Tutor in the subject requested but may not, in all circumstances, be able to provide details of a suitable tutor, or provide details of a tutor within preferred timeframes.
- 2.2 Peer Tutoring is a supplementary service and is not to be relied upon to assist a student to complete their assessments or pass any subject.
- 2.3 specific methods and times of contact are to be decided at the initial contact between a Peer Tutor and the student, and it is agreed that contact outside of those arrangements must not occur. The Peer Tutor is not responsible for providing any additional assistance outside of the agreed upon tutoring sessions.
- 2.4 under no circumstances will a student ask or expect Peer Tutors to do any part of their work.
- 2.5 under no circumstances will students expect Peer Tutors to assist in assignment work - this includes library research, word processing, editing or proof reading.
- 2.6 any reported non-compliance will result in the withdrawal of Peer Tutoring, access to the Peer Tutoring service, and may result in misconduct proceedings.
- 2.7 as a courtesy the student should provide the Peer Tutor with 24 hours' notice to cancel a tutoring session.
- 2.8 Peer Tutors have the right to decline any tutoring request.
- 2.9 all UTS students (whether a Peer Tutor or requesting a Peer Tutor) are bound by the
UTS Code of Conduct
<https://gsu.uts.edu.au/policies/code-conduct.html>
UTS Equity, Inclusion and Respect Policy
<https://gsu.uts.edu.au/policies/equity-inclusion-and-respect-policy.html>
Student Rights and Responsibilities Policy
<https://gsu.uts.edu.au/policies/student-rights-and-responsibilities-policy.html>

and are aware of their rights and responsibilities under these.

The UTSSA requires all students to maintain a standard of conduct whilst dealing with their peers. Students have the right to be treated with dignity, respect and without judgement regardless of age, gender, sexual orientation, disability, cultural and linguistic background. Unacceptable behaviours which compromise a peer tutor's ability to provide you with assistance or advice, particularly abusive, aggressive or sexual behaviours, will not be tolerated and will result in a student's access to the Peer Tutoring service being reviewed.

Harassment and unwelcome behaviour that could be reasonably expected to make someone feel uncomfortable, offended or intimidated may include (but is not restricted to):

- unwelcome sexual advances
- coercion/intimidation
- disclosing/publishing Peer Tutor details to a third party without the Peer Tutor's consent.

Reports of harassment will be treated promptly, seriously and confidentially with complainants having the right to determine how a complaint will be treated, i.e. informal resolution or a formal investigation.

By submitting your application for a Peer Tutor you acknowledge and agree to the following statement:

- I have read and understand the above terms and conditions and agree to comply with these terms and conditions.

Personal Information

Information provided by Peer Tutors/students is securely stored with limited access by the professional Staff Members of the UTSSA. The information provided may be used for the purpose of managing and updating the UTSSA Peer Tutor service, and for monitoring and evaluation purposes.