The Objects of The University of Notre Dame Australia are:

a) the provision of university education within
   a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.
Welcome to Notre Dame

Welcome to the Notre Dame community! We hope you enjoy your time here and that this Student Guide helps you on your way as you start your degree.

Here you will find everything you need to know about getting started at university, Student Services, Campus Ministry, student policies and more.

Plus, Student Services are always available to answer any other questions or concerns you might have along the way. Visit us at 32 Mouat Street – opposite the Malloy Courtyard (see Campus map on page 31).
This is a not to be missed event for all new students. Spend some time on our beautiful Campus attending school talks, library workshops or IT presentation, exploring the numerous stalls, taking a Campus tour, discovering the different student clubs and meeting new people! It is a great way to celebrate the start of your studies at Notre Dame and prepare for your first day.

notredame.edu.au/freo/oweeek

SAVE THE DATE 12-14 FEB

BROUGHT TO YOU BY STUDENT SERVICES + NOTRE DAME STUDENT ASSOCIATION
Getting started

1. Get a Student ID card
Before you start classes, make sure you have had your photo taken for your student ID card at Student Administration & Fees in ND7. A student ID card is highly recommended as this is the preferred ID used in examinations and is compulsory for some schools. It also allows you to borrow books from the library and access printing services. You can also use concession fare on public transport.

2. Log on
Students can access all university services using their Student ID and password. These services include student applications and online services, library printing, campus computers and university wireless networks.

The student ID and password are assigned in the format:
Username: 32XXXXXX
Password: NdDDMMYYYY (Nd13051990)

Note: If you receive an error when trying to log into any university service please contact the IT Service Desk for assistance.

3. Student Page
Visit: notredame.edu.au/students

Online teaching materials made available to students, are hosted on the students page of the Notre Dame website. Content stored here is accessible both on and off campus. Commonly accessed pages (i.e. Student Centre, Library) are found on the Quick Links menu. Learning and teaching services (Blackboard, Allocate) are accessible under the Your Tools menu.

4. Your student records
Access your online records through PeopleSoft: Student Centre using your student ID and password. Visit https://mycampus.nd.edu.au

Navigate to the required heading to access or change your student information including the following:
- personal timetables;
- contact details;
- grade history; and
- other important student records

You can also make payments through the portal. Step-by-step guides and tutorials are also provided to help you make the most of the system, with training sessions also available to those needing further assistance.

5. Enrol
You will work with staff from your School to determine the classes you are going to enrol in for the coming year. From there you will need to enrol online through PeopleSoft Student Centre using your student number and password.

6. Your timetable
Please refer to the information you received to sign up for your classes and tutorials online. You can access your personalised timetable through PeopleSoft Student Centre.

7. Make fee arrangements
Your offer pack should have included important information on payment of fees, or where applicable, FEE-HELP or HECS-HELP documentation. All relevant forms must be returned to the Fees Office by the first Census Date indicated on your invoice. Please refer to page 15 for Fees information.
IT services

Office 365
Stay connected with your ND community through Office 365. Use office apps online (Word, Excel, PowerPoint) from your personal device through the Office 365 portal, found on the quick links menu on the Students Page.
Set email on your specific device with help from IT Support by searching notredame.edu.au/current-students/get-help/it-support

Student Applications
Check out the Students Page to access all student-related services and information while studying at Notre Dame. Popular services are listed under Quick Links at the top of the page. Find all online applications related to your school and courses under Your Tools. Quick links group together related services to your enrolment, resources and life on Campus.
All portals are accessible using your Student ID and password
- Blackboard
- Turnitin
- PeopleSoft: Student Centre
- Allocate
- One Stop: Student Payment Gateway

Student Storage
Each student has a personal drive (H:) that can be used for temporary storage when working on a campus machine. The drive space is limited to 250MB. For long-term storage, students are advised to upload files from their work area to OneDrive. OneDrive is a personal online storage account linked to your Office 365 email. It is found under Your Tools on the Students Page and is accessible both on and off-Campus.

Wi-Fi Configuring
Notre Dame uses an encrypted wireless network, to ensure that all information passing through the wireless network is protected.
To access the wireless network, you must have an active student username and password. Access to the wireless network is granted under the same policies as accessing the wired network.
UNDA-WiFi is the required wireless network for Student access.
Guides to connect your personal device to the wireless network can be found under IT Support on the Students Page.

Print, Copy, Scan, Email
Printing services are available in all libraries on campus and student areas. Double-sided printing is only available from university computers
Follow the ‘Register my Student Card guide’ article to activate your Student ID card for printing services notredame.edu.au/current-students/get-help/it-support

Adding monetary value to Student ID Cards
Our printing system is cashless, add funds to your Student ID card for printing and copying, using the Student Payments page on the Notre Dame website – payments.nd.edu.au/Student-payments/menu
Please note you must have a debit or credit card to add funds online.
Follow the ‘Top up my Print Credit’ guide to add funds to your account – notredame.edu.au/current-students/get-help/it-support

IT Help and Support
Say hello to the friendly IT staff on campus. The service desk is open 8am to 5pm, Monday to Friday (excluding public holidays and university closures).
If you are unable to come down, don’t hesitate to call the desk for assistance over the phone.
T: 9433 0777
ND17 (St Teresa’s Library) or student.it@nd.edu.au

IT Support Page
Located under Get Help on the Student Page, our IT Support Page includes how-to guides, FAQs and contact details about all things IT @ND.
notredame.edu.au/current-students/get-help/it-support

Check out information about the following student-related services.
- Print, Scan & copy
- Policy
- Password & Security
- Wireless Access
- Email Configuration
- File Server
Travel tips

SmartRider
All full-time students are eligible to apply for a tertiary SmartRider by completing the Application for Metropolitan Tertiary SmartRider form available from Student Administration in ND7 or the Transperth website. The completed form needs to be signed off by a Student Administration staff member before submitting it to any Transperth Information Centre or authorised SmartRider retail sales outlet. For more information on the SmartRider, please contact Transperth on 13 62 13 or visit transperth.wa.gov.au.

The Fremantle CAT
This is a free bus service which travels around Fremantle, passing through Notre Dame. Visit fremantle.wa.gov.au/transport for timetables and routes.

Cycling
Bicycle racks and showers are available for students cycling to university. It is important to lock your bike to a bike rack located on Campus and not to gates, street signs, tables or chairs.

All-day parking
The multi-storey car park on Collie Street offers special daily rates to Notre Dame students. To enjoy the special Notre Dame discount ($8 + $1 booking fee), you need to register online at secureparking.com.au and book your parking bay in advance. Please note there will NOT be any on-the-spot discount if you don’t book your parking bay online.

If you do not book a parking spot, you will automatically be charged the Early Bird Parking rate of $9 if you drive in before 9.30am and leave between 2pm and 7pm.

Fremantle Port Authority (behind the Fremantle Train Station) and the car park on the corner of Beach & Parry Street (to the North of the railway station) also offer all-day parking at a cheap rate.

For more information on parking in Fremantle, visit: fremantle.wa.gov.au/parking.

Disabled car parks
The City of Fremantle has numerous ACROD bays to allow for easy and convenient access to ACROD permit holders.

If a bay is unavailable, a permit holder is eligible to park in a regular bay, and remain for double the time shown on the sign.

For a list of accessible parking in and around Fremantle visit fremantle.wa.gov.au/visit/parking-fremantle/where-park#ACROD.
Academic Matters

Libraries
Staff and students at Notre Dame’s Fremantle Campus are serviced by three Campus Libraries as well as the Library website library.nd.edu.au. Regardless of their course, students may use any of these libraries.
› space for students to study individually;
› space to conduct group study;
› IT facilities including computers, and networked printers which also provide photocopying and scanning options; and
› access to Notre Dame’s wireless network.

Library opening Times
The Libraries open at 8am each weekday.
Closing times vary between the teaching and non-teaching periods of the year. St Teresa’s Library is open 9am-7pm on weekends and most public holidays. Up-to-date hours can be found on our website.

Learning to use the library
The Library offers classes to students throughout the semester, including introductory sessions on the Library’s resources, services and facilities in Orientation Week, workshops aimed at improving study and research skills between Weeks 1 to 8, and development sessions which are primarily aimed at higher degree students and staff.
All of the workshops are free and can be found in the Library Classes calendar, linked from the Library homepage. Please note that some of these classes require registration – look for the Register link once you click on the class in the calendar.
Subject Guides are accessible from the Library website and provide starting points for your research, including links to discipline specific databases, reference tools and web resources. To help you discover and use the Library’s resources, as well as to assist with referencing, see the Video Tutorials link on the Library website.

Finding library resources using Summon
Type your search into the Summon search box on the Library homepage for a quick and easy first step to finding books, eBooks, journal articles and more.
Note that online resources such as eBooks, streamed videos and databases can be accessed off Campus 24/7. Once you find what you need, you will need to log in with your Notre Dame username and password to view the content.

Need Help? Ask Us!
Students can ask for help in person at any of the Library information desks, or online via the AskUs search box on the Library homepage.
If you need specialised support librarians are available to assist, on the Reference Desk in the St Teresa’s Library between 10am-2pm on Tuesdays and Thursdays, or you may contact a Liaison Librarian directly via email or phone.
Contact details for all Library staff are available via the links on the Library homepage.

ST TERESA’S LIBRARY (ND17)
T: 9433 0706
E: fremantle.stteresaslibrary@nd.edu.au

CRAVEN LAW LIBRARY (ND13)
T: 9433 0740
E: fremantle.cravenlibrary@nd.edu.au

GALVIN MEDICAL LIBRARY (ND35)
T: 9433 0255
E: fremantle.galvinlibrary@nd.edu.au
Research Office

The Research Office supports and encourages research by both staff and students at Notre Dame. It is responsible for the administration of all higher degrees by research within the University: Masters by Research, Master of Philosophy, Doctor of Philosophy and Professional Doctorates in Business Administration, Counselling, Education, Health Sciences, Nursing and Physiotherapy.

Australian Government Research Training Program

Domestic students accepted to a research degree are currently entitled to fee remission under the auspices of the Australian Government Research Training Program. Domestic and international students are also eligible to apply for Australian Government and University stipend scholarships.

The relevant School administers honours degrees and Masters by coursework and dissertation.

Application deadlines

Research degrees: thesis

Applications for higher degrees by research (Master of Philosophy, Masters by Research, PhD and Professional Doctorate) are considered throughout the year for commencement in the Semester and year nominated by the applicant. Application deadlines are advertised on the Research Office Website.

Support available to research students

Notre Dame research students undertaking higher degrees can access a range of facilities and support within their host School and through the Research Office. Details of support provided are outlined in the Guideline: Support for Higher Degree by Research Students on the University Website.

Research Office
T: 9433 0943 | E: research@nd.edu.au
Student Administration

Student Centre
Student Centre is the secure web portal where students can view their personal information, current enrolment and academic history, including their grades. This is also where students can add and change their enrolments and update their contact details. More information on how to navigate the Student Centre area is available at: notredame.edu.au/current-students/your-enrolment/student-centre.

The Student Centre can be accessed through your MyND Portal, or via mycampus.nd.edu.au/psp/CSPRD/SELSERVICE

Enrolment
Students should enrol in their courses prior to timetable sign-up, to enable them to complete their class allocation. Students can enrol via the Student Centre.

Changes to your enrolment
Students are responsible to ensure their course enrolments (whether adding, dropping, or swapping) are relevant to their programs at the time the enrolment is made. Students need to take into consideration any regulations relevant to their program of study, such as prerequisites, and their progression. It is strongly recommended that students discuss all enrolments with their School before taking any action.

Appeals
Students have the right to make an appeal against various decisions of the University, including their grade. Students with concerns about their grade must first discuss the issue with the lecturer or course coordinator. If the matter is still unresolved, students may submit a written appeal to the Dean of the School in accordance with General Regulations and the Policy: Student Appeals.

Further advice on appeals is available in the Policy: Student Appeals (notredame.edu.au/current-students/support/appeals-and-grievances).

Examinations and assessments
Students can access their examination timetables on the Notre Dame website. Final exam timetables are generally released two weeks before the relevant examination period commences. This also applies to students sitting alternative, deferred or supplementary exams.

Alternative examination conditions
The Access and Inclusion Advisor can organise alternative examination arrangements if students have a disability or medical condition that will hinder their exam performance.

Contact the Access and Inclusion Advisor by emailing fremantle.accessandinclusion@nd.edu.au as soon as possible to ensure individual arrangements can be put in place. A ‘Request for Assistance’ form will need to be completed and submitted with supporting documentation signed off by a health professional.

Deferred examinations
Students may apply for a deferred examination on medical or compassionate grounds due to illness, accident or other exceptional circumstances beyond their control. Deferred examinations will not be granted if a student mistakes the date, time, venue or even if holiday arrangements have been made and paid for during the exam period. Students are expected to keep the entire exam period free of other commitments so they can sit for all their exams which may include Saturdays and in exceptional circumstances, during the evening.

If students miss an exam due to illness or other unforeseen circumstances beyond their control, they must:
1. Contact their School Administration Officer.
2. Obtain an ‘Application for Deferred Examination’ from Student Administration or the University’s website.
3. Attach supporting documentation, such as a medical certificate or police report, with the completed forms. Students MUST submit supporting documents.
4. Submit all paperwork to their School no later than three working days after the scheduled exam.

If students are granted a deferred exam, advice of this exam will be sent to their Notre Dame email account. The deferred exam will usually take place during the following Summer Term or Winter Term exam period. It is the students’ responsibility to check the date and time of their deferred exam. Students will not be permitted to apply for an extension of a deferred exam unless there are exceptional circumstances.
Examination results

Release dates for exam results for each summer/winter term and semester will be published on the website, under Calendars and Timetables (Fremantle), Fremantle Campus – 2020 Key Dates. Results will be available via Student Centre for security reasons. To ensure the safety of your personal information, University staff are not permitted to release examination results over the phone, nor are they permitted to inform students of their Student ID number over the phone. Examination results are not released to students who have any fees, library items or fines outstanding. If there is a change to a student’s academic status, this will also be displayed in their Student Centre. All students commence on ‘Good Standing’. If their academic progress is not satisfactory they will be placed on ‘Conditional’. If this occurs for two consecutive semesters, a student’s enrolment at the University will be terminated.

Extensions on assignments

Schools have procedures in place for students to request an extension of time to hand in their assignments without penalty if they have genuine difficulties due to circumstances beyond their control. Refer to School Regulations, or speak to the School Administrative Officer for information on the procedures relevant to the school before the assignment is due.

Special consideration

A ‘Request for Special Consideration’ form should be lodged with the relevant School as soon as possible and accompanied by supporting documentation. Lodgement should be no later than three working days after the date of the relevant examination.

A course lecturer may grant special consideration for an assignment or project. This must be lodged with the course lecturer no later than three working days after the due date of the assessment item or project.

Supplementary examinations

Only the Board of Examiners may grant a supplementary examination for a course. Students may be eligible for a supplementary examination if:

- they have obtained a mark of at least 45% in the course;
- the course they have failed is a final course required to complete their degree; and
- the Board of Examiners form the view that the circumstance of their failure in that course was due to circumstances beyond their control. If granted a supplementary exam the notation of ‘SP’ will appear beside the course on the student’s record. The student will also receive a letter advising them they have been granted a supplementary exam. The supplementary exam will usually take place during the next main exam period. It is the student’s responsibility to check the date and time of their supplementary exam.

If a supplementary examination is completed, the student will be awarded a grade of either Pass (P) or Fail (F).

Graduation

Students must apply to graduate via their Student Centre when applications are open. If a student wishes to change their graduation date, or wishes to graduate from a different campus, please contact our Graduation Coordinator on fremantle.graduation@nd.edu.au. Late applications will not be considered.
Student ID cards
Every Notre Dame student currently enrolled can obtain a University Student ID card. New students are issued with their first Student ID card for free during enrolment. ID cards can be obtained from Student Administration at any time upon payment of $20 at the Fees Office. There is no charge for Student ID cards if they are faulty or if you have a police report due to it being stolen.

Further information regarding Student ID cards can be obtained from Student Administration or email fremantle.studentadmin@nd.edu.au

A Student ID card will allow you to:
- prove your identity on Campus and during examinations;
- store monetary values for printing and photocopying in the Library;
- borrow items from University libraries;
- confirm your student status outside the Campus; and
- Receive discounts from many local business.

Student ID cards must be displayed on your desk at every examination. Other excepted forms of identification are a passport, current Drivers License and/or current Proof of Age Card.

Adding monetary values to Student ID cards
Photocopy and printing credits can be added to a Student ID card on the autoloader machine located in St Teresa’s Library so printing and photocopying can be done.

Using your Student ID card on a photocopier
Swipe your ID card on the photocopier terminal attached to the photocopier and follow the instructions on the screen to print or make copies.

Student Code of Conduct and University Regulations
When you were accepted to the University, you agreed to abide by the Code of Conduct for Students and the various Regulations, Policies, etc. under which the University operates. Please see page 26.

You should familiarise yourself with the Student Code of Conduct, the General Regulations, your School, Program and Course Regulations, and also review any others which may apply to you. Not being aware of relevant Regulations, Policies, Guidelines, etc. is not considered an acceptable defence should an issue arise, so it is important that you are familiar with them.

Database photographic record
The University requires that all students have their photo on their student record on the database. This will assist your lecturers and tutors with identification and other administrative processes. The same confidentiality and privacy rules will apply to your photo record as with your other student records.

Transcripts
Students can download an unofficial record of their academic transcript from the Student Centre at any time, free of charge. The University does not supply unofficial transcripts. An official transcript of your academic results can be obtained from Student Administration for $20.

Past students that are having transcripts posted must complete a transcript request application form and submit proof ID along with it. Official transcripts will NOT be emailed to students under any circumstances.

Withdrawal from courses
Students can withdraw from courses via the Student Centre. There are three important dates each semester for withdrawal from courses that students need to be aware of:

Enrolment Date: The last day students can enrol in courses for a particular study period.

Census Date: The last day students can withdraw from courses for a particular Semester/Term without either financial or academic penalty.

Academic Penalty Date: The last day students can withdraw from courses for a particular Semester/Term without academic penalty (N.B. financial penalty will still remain).

Please visit notredame.edu.au/current-students/your-enrolment/calendars-and-timetables for census dates.

Important: Non-standard census dates and academic penalty dates will apply to some courses. Please ensure to visit the website above for confirmed dates, or contact the relevant School.

It is the student’s responsibility to amend their enrolment in their Student Centre.

Penalties (financial and academic) apply if not withdrawn by those dates.

Student Admin (ND7, Closes at 4.30pm)
T: 9433 0577 or 9433 0781
E: studentadmin@nd.edu.au
International Students

International students: Once you are enrolled, you should speak with the International Officer at Student Administration if you require assistance with academic matters, such as:

› electronic confirmation of enrolment (ECOE)
› withdrawing from programs
› renewing your visa
› advanced standing
› leave of absence

The International Officer is available during office hours to discuss any problems you have with regard to your studies at Notre Dame or documents required to extend your visa. The University is required to report to the Department of Home Affairs with regard to changes of program, withdrawal from program or unsatisfactory academic progress.

Employment

As of April 2008, most student visas have been granted working visa rights at the time of application. This means 40 hours per fortnight when your program is in session and unlimited hours when your program is not in session.

Please contact Department of Home Affairs via homeaffairs.gov.au regarding working eligibility for yourself and/or dependants if you are unsure.

Students requiring documentation to be signed by the University, or have student visa queries, should contact the International Officer in Student Administration, Paula Minuta on 9433 0683 or email fremantle.is@nd.edu.au.

Visas

If you are an overseas student, your student visa will be issued for the duration of your course. It is important to note any extension of time to complete your course will have implications on your student visa and can incur additional costs. An overseas student who has had an extension of time must advise the Department of Home Affairs.

Students should contact the Department of Home Affairs with questions relating to specifics of their visa.

Student visa holders are covered by the Education Services for Overseas Students (ESOS) legislative framework. It is important student visa holders understand their rights and responsibilities under the ESOS framework notredame.edu.au/about/policies/student-policies.

It is a condition of your student visa that you inform Student Administration of any change of address and contact details within seven days of the change. This can be achieved by students through the Student Centre Self Service and emailing the International Officer of the updates. Student Administration will inform the Department of Home Affairs of this change on your behalf. International students are not permitted to take Leave of Absence unless there are exceptional compassionate circumstances, which must be verified with supporting documentation.
Fees

A number of payment options are available to students studying at Notre Dame (all students at universities in Australia are required to pay fees). Your offer pack will contain information about the fee arrangements applicable to you.

Fee options for domestic students

If you choose to pay your fees up-front, you can pay at either the Fees Office, via BPAY, or pay over the phone by credit card.

The following payment methods are accepted:
› Cheque/cash
› BPAY
› Mastercard/Visa
› EFTPOS
› Student Payments page notredame.edu.au/current-students/your-enrolment/admin-and-fees

Defer fees with FEE-HELP/HECS-HELP loan

The Australian Government’s HELP loan schemes are available to students who wish to defer their fees partially or in full. This option is available to students enrolled in Enabling, Diplomas and Degree courses who are also Australian Citizens or who hold a Permanent Humanitarian Visa and some New Zealand Citizens.

All students offered a Commonwealth Supported Place (CSP) must complete a HECS-HELP form to accept their CSP.

HELP forms including a Tax File Number must be received by the University by the first Census Date on your invoice. Late forms will not be processed and if you are commonwealth supported, you will lose your CSP for the semester and your enrolment will be cancelled.

For more information, please visit studyassist.gov.au/sites/StudyAssist.

Application forms are available at the Fees Office.

Please note: The FEE HELP Loan Fee has been abolished for all study occurring after 1 January 2019.

Fee options for international students

If you are an international student, you are required to make full payment of tuition fees two weeks prior to commencement of each semester.

Payment can be made by:
› Cheque
› International Bank Transfer
› MasterCard/Visa
› Direct Deposit
› EFTPOS

Penalties for late payments all students

If you have NOT made arrangements to access the FEE-HELP/HECS-HELP scheme or you are not eligible, and your fees are not paid by the Invoice due date, the University will apply a Late Payment Fee penalty of $150 per week until your fees are paid.

While fees are overdue, a hold on re-enrolment will be applied and you will not be able to access your results or obtain an official transcript, nor will you be able to graduate. Continued non payment may result in due termination of your enrolment.

Changes to your enrolment

The University only sends out replacement invoices when courses are added to enrolments but not when you withdraw.

If you are unsure of your revised liability after changing your enrolment, contact the Fees Office.

Further advice and assistance

Further advice on any fees issue should be directed to the Fees Office. If you are having difficulties with your fees payment, it is imperative that you make an appointment with the Fees Office to discuss your options before the fees due date.

Fees office (ND7, Closes at 4.30pm)
T: 9433 0536 | E: student.fees@nd.edu.au
E: student.fees@nd.edu.au
Study Support

The Notre Dame Study Centre (NDSC) is committed to equality of opportunity, equal access and inclusion of students irrespective of social or cultural backgrounds. The Centre also provides academic support not just at the beginning of a student’s career but all the way through to graduation.

Tertiary Pathway Program

The Tertiary Pathway Program is an innovative program that offers the following:

› the opportunity to apply for entry into undergraduate studies upon successful completion;
› a study environment that is both challenging and supportive;
› coursework that is contemporary; and
› and an excellent foundation for successful undergraduate study.

Through successful completion of the Tertiary Pathway Program, students may gain entry to undergraduate studies in the Schools of Arts & Sciences, Business, Education, Health Sciences, Nursing & Midwifery and Philosophy & Theology. The Program is available to students who are post-compulsory school leaving age and want to undertake undergraduate study successfully. The Tertiary Pathway Program is a 13-week enabling course (one full semester). It runs in Semester 1 and for students wanting to progress to eligible courses offered in the Schools of Health Sciences, Arts & Sciences, Business and Philosophy & Theology there is a mid-year intake for Semester 2.

Academic support

Notre Dame seeks to help students formulate their goals and develop the skills and confidence they need to attain them. With a strong emphasis on ‘the whole student’ and supported by a dedicated team of lecturers and tutors, the NDSC offers a range of courses and programs, as well as one-to-one student support.

Access and Inclusion

The Access and Inclusion Advisor provides support for students with disabilities, medical conditions and/or mental health conditions that may affect academic performance. The Access and Inclusion Advisor provides help with the management of students’ Learning Access Plans and are committed to the provision of reasonable adjustments in a range of areas, including suitable examination conditions, assistive equipment and technology, note-taking assistance and alternative format study materials.

For all enquiries please email fremantle.accessandinclusion@nd.edu.au.

Indigenous Support

Support is available to all Indigenous students at The University via the Indigenous Support Officer located in the NDSC throughout the Semester. Students are supported with information regarding accommodation options, funding, Indigenous Tutorial Assistance programs and other academic support available to them.

The Indigenous Tutorial Assistance program assesses students’ eligibility for academic support and, if needed, ‘matches’ the student to a sessional staff member to provide additional academic support.

Notre Dame Study Centre (ND44)
T: 9433 0950 | E: fremantle.ndsc@nd.edu.au
Student Services

Accommodation
Off-Campus
There are many options depending on your preferences. Chat to our Student Connect Officer in Student Services (ND7) for more information.

On-Campus
If you would like to enquire or apply for on-Campus accommodation, please contact the residential team at residentialhalls@nd.edu.au.

Campus Ministry
Regardless of your faith background, Campus Ministry seeks to assist you as you grow into the person God created you to be. With a full-time priest chaplain on Campus, and opportunities for daily Mass and Reconciliation, Campus Ministry works to support the spiritual life of the University. We invite you to participate in a wide range of events including prayer, faith sharing and formation, as well as service opportunities. Pop in to say hi to learn more about our upcoming events and programs, sign up for a retreat, or audition for a choir. There are many different ways to get involved with Campus Ministry.

Mentor Program
The Mentor Program assists new students with the transition to university life. If you feel nervous about starting university, this is a great way to start. The Mentor Program is specifically designed to make you feel comfortable, meet fellow students and become familiar with the various resources available to you on Campus.

Notre Dame Volunteer Network (NDVN)
NDVN links our volunteers to opportunities offered by a variety of local Not For Profit organisations. Our volunteers are rewarded with the opportunity to share their skills, develop a sense of community and contribute to positive change. Have a look at the current opportunities on the website notredame.edu.au/community/volunteering

Careers Service
Assisting students to succeed in your future career, the Career Service can help you with:

- making informed decisions about your career destination and course choices;
- how to create and obtain work opportunities whilst studying and for when you graduate;
- self-marketing skills for networking, LinkedIn, résumé/CV, cover letter, selection criteria; statements, and interviews; and
- work place information for researching your industry, labour market, work rights and future of work.

What we offer:

- CareerHub is a career and job search portal containing a Job Board, career and employment resources, employer information, and employer and career workshop events.
- One-to-one career appointments for: career direction, course choice, job application review, interview practise, job search and job creation techniques.
- Workshops are usually offered through individual schools to give practical, relevant and current information on how to gain employment and manage your career.
- Employer visits to the University and other career events.

International, rural WA and interstate students
Moving to a new country or state can be challenging. The Student Support Officer organises programs to facilitate integration into university life. Such events include: International Orientation, student trips, monthly breakfast catch-ups, Multicultural Day (a day of festivities to celebrate our international students) and a end of semester event.

Mature-age Student Network
The Mature-age Student Network aims to provide networking opportunities to students over the age of 25 through social events and activities such as a welcome lunch, morning and afternoon teas, breakfast and lunches, workshops and presentations.
Sport and Recreation

The sport and recreation programs provide opportunities for students of all ages, experience and abilities to participate in sports on a social and competitive level.

On-Campus fitness programs such as yoga and pilates run for 10 weeks on a weekly basis throughout semester. The social sport competitions include mixed indoor volleyball, mixed indoor netball, futsal and badminton which run each semester.

For competitive sports, you can represent Notre Dame at the Nationals – Division 1, Division 2 or Indigenous Nationals. The sport and recreation programs provide a great opportunity to meet students from different courses at Notre Dame, as well as other universities.

Student Association

The Notre Dame Student Association (NDSA) was created in 1996 for students, by students. Located in Prindiville Hall (ND3), the NDSA reflects the vibrant energy of Fremantle and our university. At the close of each year, the Student Association Council is elected to represent Notre Dame’s student body. Our passionate and skilled team are here to help you have a positive and social experience here at ND.

We primarily organise social events, look after clubs and advocate for welfare and academic needs during your university career. Whether you have a question, suggestion or concern, we would love to hear from you. You are an automatic member of SA upon enrolment so we hope that you will help us create a strong student voice on campus and get involved.

Please follow the link to our website to find out more about SA and what we do for you on campus. Feel free to email, call or even come visit our reception desk which is staffed from 9am - 5pm every weekday upstairs in Prindiville Hall. We’d love a chat!

Student Counselling Service

The Student Counselling Service provides free counselling to help students:
› Transition to university;
› Stay engaged with their study goals;
› Manage difficulties affecting their academic progress;
› Remain mentally well and thrive while studying;
› Enjoy their university experience at Notre Dame;
› Access reputable external organisations if specialist or longer term counselling are required.

Student counsellors use evidence based methods to help clients:
› notice unhelpful and helpful behaviours;
› develop openness and compassion when dealing with difficulties;
› adapt and develop ways of living that enable them to better cope with issues affecting their studies;
› discover ways of living that support vitality, wellbeing and academic success.

The service provides short-term solution focused counselling. If no longer term or specialist counselling is required, a referral to an external community based organisation will be made.

The counselling service also provides workshops and support groups throughout the academic year designed to help students manage common study related stressors.

Appointments can be made Monday-Friday, 9am-4.30pm by phoning reception on 9433 0580 or in person at NDS/100 (P&O Hotel – entrance via laneway at 20 Mouat Street)

Crisis appointments:
The counselling service is not a crisis service. If you are concerned about your own or someone else’s safety please see a GP, attend your local emergency department or contact one of the below crisis response agencies:

Lifeline
T: 13 11 14

Mental Health Emergency Response Line
T: 1300 555 788

Police, Ambulance & Fire
(for life threatening emergencies)
T: 000

Contacts can be found in the directory on page 30
Student Wellbeing Safety & Support

Campus security

24 Hour Campus Security
Located at Campus Services Telephone 9433 0123 or 0438 923 955

All security matters relating to theft, damage and harassment should be reported to security immediately (or in an emergency, the nearest University staff).

Whilst on Campus, students may be asked to produce their ID card by staff. This ensures both personal and University security is maintained at all times.

Safety tips

When walking alone:
- Use footpaths and well-lit, populated areas.
- Carry your key in your hand for quick access to your car.
- Walk in pairs or in a group where possible.
- Campus security guards will escort students between buildings within Campus grounds on request, but are not available off Campus.
- Ensure music is not too loud, so you are aware of your immediate surroundings.
- Don’t resist if someone snatches your bag. Your life is more important than your belongings.
- Don’t stop to give directions or information to strangers when asked, especially at night.
- Walk confidently at a steady pace so that you do not appear vulnerable.
- If you’re staying on Campus after dark, move your car closer and to a well-lit area, where possible.
- Make sure to always pay attention when walking.

Please contact your School to report the following issues:
- Safety concerns
- Maintenance and repairs
- Emergency cleaning requirements

Lockers

Information about lockers facilities available on-campus:

Free
- Located inside St. Teresa’s Library (ND17)
- Up to four hours per usage
- Please approach the library reception for assistance.

Single use
- Located outside Craven Law Library (ND13)
- Self-service (coin-operated) Payment is required each time the locker is accessed with the key provided

Short-term (fees applicable)
- Located inside Prindiville Hall (ND3) – 20 lockers available.
- Non-refundable fee of $25 (for one semester) or $10 (for summer/winter term)
- Contact (9433 0658) or visit Student Services (ND7) for locker’s availability and the booking process

For more information about lockers guidelines and application form, visit notredame.edu.au/current-students/support/student-services/fremantle

Lost property

Contact Student Services on 9433 0658 or visit ND7 if you have lost anything on Campus.

First Aid

Dial 000 for first aid emergencies then 9433 0789 for emergency first aid assistance on campus.

A list of all the first aid officers on Campus is posted near the entrance of every building and at notredame.edu.au/current-students/get-help/first-aid.
Medicare
Ensure that you have a current Medicare card. You can apply for your own Medicare card at a Medicare Office. The closest Medicare office to Notre Dame is located in Fremantle, within Centrelink, 11 Queen Victoria Street.

Bulk-billing
Some clinics will bill Medicare directly for your doctor’s visit. Therefore, there is no cost to you when seeing a doctor (GP). However, you will need to present your Medicare card. If you are unable to find a convenient bulk-billing clinic, you will have to pay for the visit first and submit your claim from Medicare office. For further information on Medicare rebates and what services are covered, contact Medicare on 13 20 11 or visit humanservices.gov.au/customer/dhs/medicare.

Health Care Card
To obtain a Health Care Card you need to be an Australian citizen and it will be means-tested. You will also need to be a low-income earner. If you are eligible, the card entitles you to some cheaper medicines, bulk-billing in some medical practices and cheaper fares on public transport. Applications are available at Centrelink Offices, via humanservices.gov.au/customer/services/centrelink/health-care-card or telephone 13 24 68.

Overseas Student Health Cover (OSHC)
Medical insurance is compulsory for all international students holding a Student Visa in Australia and their dependents (spouses and children under 18 years old) while you study and stay in Australia.
Most of our students are covered by BUPA (oshc.bupa.com.au/get-bupa), which is the University’s preferred provider. If students wish to use another provider, they will need to make their own payment arrangements and show evidence of payment for visa application and enrolment purposes.
OSHC covers international students for medical costs. Always keep your card in your wallet/purse, especially when going to the doctor (GP).
It is your responsibility to renew your cover BEFORE it expires. Health cover can be renewed online via oshc.bupa.com.au/get-bupa or by the representative from the health insurance company (BUPA) who works on Campus at Student Services (ND7) on Mondays and Thursdays from 1.30pm to 5pm.
For more information on your OSHC, you can visit any of the following websites:
- BUPA Australia oshc.bupa.com.au/get-bupa
- OSHC Worldcare oshc.allianzassistance.com.au
- Australian Health Management OSHC ahmoshc.com.au
- NIB OSHC nib.com.au/overseas-students
Other health care, medical and counselling services

› Aboriginal Health, Department of Health
   General Queries 9222 4222

› Centrecare: Counselling, and support services
   9325 6644

› Relationships Australia
   Fremantle – 6164 0420
   Gosnells – 6164 0460
   Joondalup – 6164 0440
   Kwinana – 6164 0500
   Midland – 6164 0480
   West Leederville – 6164 0400
   Mandurah – 6164 0570

› YMCA WA: Counselling & Youth services
   9473 8400

› 24 Hour Telephone Crisis Support
   The Samaritans Helpline 13 52 47

› Crisis accommodation assistance
   6496 0001

› Lifeline WA
   131 114

› Alcohol & Drugs Support line:
   Confidential counselling, information & referral service 9442 5000

› Alcohol and Drug service
   Armadale - 9399 5344
   Fremantle – 9430 5966
   Rockingham – 9550 9200
   Mandurah – 9581 4010
   Thornlie - 9267 2400

› Domestic Violence Helpline:
   Confidential information counselling and support service – 1800 737 732

Centrelink student payments

Comprehensive information about Centrelink assistance and payments, including an online claims facility, is available via centrelink.gov.au.

Youth Allowance

Financial help if you’re 24 years old or younger and a student or Australian Apprentice, or 21 years old or younger and looking for work.

Austudy

Austudy is available to full-time students and Australian apprentices aged 25 years old or over.

Abstudy

Financial help for Aboriginal or Torres Strait Islander students and Australian Apprentices.

For current information on any of the above, please visit: centrelink.gov.au or call 1800 132 317
To find out if you are eligible for any of the above, visit humanservices.gov.au/individuals/services/centrelink/abstudy.

Centrelink Fremantle – 13 24 68
Centrelink’s website – humanservices.gov.au
Notre Dame believes that all members of the University community have the right to feel safe and secure, and to be treated with respect and dignity at all times. The University condemns harassment, violence and unjust discrimination of every kind, and asserts that no one in our community should be subject to physical or verbal harassment or abuse. Notre Dame does not tolerate sexual assault or sexual harassment. We are committed to supporting any member of the University community who is affected by sexual assault, sexual harassment, or family and domestic violence.

Together with all other Australian universities, Notre Dame is a part of the Respect. Now. Always. initiative driven by Universities Australia. The initiative aims to raise awareness among university students and staff that sexual assault and harassment are unacceptable, and to ensure that avenues of support are available, appropriate and easily accessible. Notre Dame is committed to initiatives and actions to reduce and prevent sexual assault and sexual harassment. Information about the work Notre Dame has done, and is doing, in this area is available on the University website at notredame.edu.au/respect

If you have experienced sexual assault, sexual harassment or family & domestic violence

Help and support is always available at Notre Dame. In an emergency, telephone 000. If you need immediate assistance on campus, call Campus Security on 0438 923 955 or the 24 hour security patrol on (08) 9433 0123 (extension 2123). It is a good idea to save these numbers into your phone, in case you need assistance at any time.

Notre Dame has Respect Officers on each campus to help and support students who have experienced sexual assault, sexual harassment or family and domestic violence.

If you have experienced sexual assault, sexual harassment or family and domestic violence and you would like to talk to someone, you are warmly encouraged to contact a Respect Officer or any other member of staff. Our Respect Officers have been specially trained and they will:

› respond with compassion and understanding
› coordinate practical academic support for you as needed, to help you continue with your studies
› help you to access University support services (e.g. Counselling, Campus Ministry) and external support services
› provide information about formal reporting options

Information about Respect Officers can be found on posters in bathrooms across the campus, and on the University website at notredame.edu.au/respect-at-nd

You are also warmly encouraged to access the University’s free and confidential Counselling Service. Appointments can be made Monday to Friday, 9am to 4.30pm by phoning reception on 9433 0580 or in person at NDS/100 (P&O Hotel – entrance via laneway at 20 Mouat Street).

For support within Notre Dame

Respect Officer
T: 9433 0879 | E: fremantle.respectofficer@nd.edu.au

University Counselling Service
T: 9433 0580 | E: fremantle.counselling@nd.edu.au

Campus Ministry
notredame.edu.au/community/Ministry-Chaplaincy/fremantle-ministry

External support services

Sexual Assault Resource Centre (SARC)
T: 1800 199 888
kemh.health.wa.gov.au/Our-services/Statewide-Services/SARC

1800RESPECT National Sexual Assault Domestic Family Violence Counselling Service
T: 1800 737 732
1800respect.org.au

For further information, visit notredame.edu.au/respect-at-nd
Your passport to a global learning experience

NOTRE DAME’S INTERNATIONAL IMMERSION PROGRAMS PROVIDE AN OPPORTUNITY TO EXPERIENCE AND TRULY APPRECIATE ANOTHER CULTURE WHILE ENHANCING YOUR ACADEMIC CREDENTIALS WITH CREDITS TOWARDS YOUR DEGREE.

Study Abroad
Through Notre Dame’s Study Abroad program you can study at one of the University’s partner institutions in Europe, North America and across Asia.

Studying one semester of your degree in another part of the world is a major step to becoming a global citizen. Friendships made overseas often last a lifetime, opening doors to a network of worldwide contacts.

Notre Dame’s Study Abroad program partners include the following universities:
- University at Albany, New York, USA
- Bellarmine University, Kentucky, USA
- Boston College, Massachusetts, USA
- Catholic University of America, Washington DC, USA
- College of St Benedict/St John’s University, Minnesota, USA
- DeSales University, Pennsylvania USA
- Purdue University, Indiana, USA
- St Edward’s University, Texas, USA
- St Mary’s University, Calgary, Canada
- Saint Mary’s College, Indiana, USA
- University of Portland, Oregon, USA
- University of San Francisco, California, USA
- King’s University College, Western Ontario, Canada
- Leeds Trinity University, West Yorkshire, UK
- Saint Mary’s University, Twickenham, UK
- Maynooth University, Maynooth, Ireland
- Mary Immaculate College, Limerick, Ireland
- Catholic University of Lyon, Lyon, France
- Paderborn University, Germany
- Pázmány Péter Catholic University, Budapest, Hungary
- Sogang University, Seoul, South Korea
- Catholic University of Korea, Seoul, South Korea
- Sophia University, Tokyo, Japan
- Fu Jen Catholic University, New Taipei City, Taiwan
- Parahyangan Catholic University, Bandung, Indonesia

Approved exchange students pay the equivalent of their Notre Dame tuition fees for their semester abroad, plus travel costs and living expenses.

For more information, please visit notredame.edu.au.
Experience the World

Notre Dame helps make a difference to people’s lives through a range of study tours and projects.

Overseas study tours

Students of History, Politics, Literature and other disciplines benefit significantly from Notre Dame’s Overseas study tours and count the course directly towards their degree Major or Minor.

The University’s own lecturers lead the tours – to destinations such as Spain, the UK, Ireland, Indonesia and the USA – for up to four weeks where intensive study is undertaken of the history, politics, language, culture and environment of the host city or country.

Community engagement, cultural immersion

Our short-term service-learning and cultural immersion program – designed to contribute not only to programs of study but also personal development, takes students on life-changing journeys to the world’s developing countries including:

- Cambodia: Social Justice students at the School of Arts & Sciences engage with community leaders to learn everything from homelessness and poverty to social empowerment and solidarity following the fall of the Pol Pot regime.
- Timor-Leste, India, and Cambodia: Education students take their classroom knowledge to small, rural communities to deliver lessons in creative arts, language, sporting skills and everything in between to children of all ages.
- Kenya, Zimbabwe: Arts, Business, Education and Medicine students work within marginalised communities to support the men, women and children overcome a life cycle of poverty.

Volunteer Projects

Notre Dame students have a rich history of making a difference through involvement in volunteer projects both in Australia and abroad. During your time at the University, you will have opportunities to participate in social justice and charity projects which contribute both to the greater good and your own personal development. Notre Dame has facilitated student participation in volunteer projects in remote Australia, Africa and India. You will also be invited to explore volunteer activities in your local area. Many opportunities are available through your School.
Policies

For complete list of up-to-date University policies, procedures and guidelines visit notredame.edu.au/about/policies/student-policies.

Overseas Student Ombudsman (OSO)
An international student not satisfied with a decision or action taken by the University may lodge an external appeal with the OSO. For further information refer to ombudsman.gov.au/How-we-can-help/overseas-students.

Conciliator – Overseas students
In certain circumstances, international students may also choose to access the Conciliator – Overseas Students, located at the Department of Education Services at an stage during the dispute:
International Education Conciliation Service Department of Education Services
T: 9441 1900 | E: conciliation@des.wa.gov.au
The Conciliator will not be actively involved in the matter until the parties have made an initial attempt to resolve the dispute between themselves. The Conciliator can also act as a mediating and conciliatory agent in resolving a dispute between the two parties.

Critical Incident Policy
notredame.edu.au/about/policies

Student Code of Conduct
notredame.edu.au/about/policies/student-policies

Student Grievance Resolution
The University recognises that students may wish to raise a problem, issue or grievance concerning their current or past involvement with the University.

The University’s process for the resolution of Student Grievances is outlined in University Procedure: Student Grievances. This is available at notredame.edu.au/current-students/support/appeals-and-grievances.

If you would like assistance to raise a student grievance, please contact the Respect Officer at fremantle.respecofficer@nd.edu.au or phone (08) 9433 0879

Email and Internet Usage Policy
The Email and Internet Usage Policy was generated to ensure that employees and students of The University of Notre Dame Australia use the University’s email and internet communications systems appropriately.

This Policy can be found on the University’s website or at this link notredame.edu.au/about/policies/student-policies.
Breach of policy
Breaches of this policy may result in disciplinary action under the University’s Enterprise Agreement, General Regulations, Policies or Procedures, or legal action.

General, School and Program Regulations
All regulations can be obtained from the University website and should be read by all students. If you do not understand any part of these policies, please contact your School.

Dress code
Students are expected to wear neat and clean clothing while on campus. Footwear must be worn at all times. It is not acceptable to be bare-chested. It is important to observe these guidelines as they are designed to ensure that the University community adopts reasonable standards of personal presentation.

Eating and drinking
Food and drinks, with the exception of bottled water, are not permitted in the classrooms.

Mobile phones
Mobile phones should not be switched on at any time in lectures or used in the libraries as this is a discourtesy to your lecturers and fellow students.
Mobile phones cannot be used or accessed during an exam.

Refund policy for overseas students
The University has a refund policy for overseas students. This can be accessed from the University website, or a hard copy can be obtained from the Admissions Office.

Smoking
Smoking is not permitted anywhere on Campus.
Glossary

**Academic Penalty Date**
This is the final date on which you can withdraw from a course without that course appearing as a ‘Fail’ on your academic transcript.

**Academic Transcript**
This is the official statement of results for all the courses you have studied. It is the document that you will present to potential employers. You will receive an electronic transcript via My eQuals when you graduate, and additional copies can be ordered from Student Administration for a small fee.

**Advanced Standing**
Advanced Standing is credit given towards your Notre Dame degree for equivalent courses studied at another institution or for recognised prior learning. Applications for Advanced Standing are considered on a case-by-case basis by the Dean of your School in conjunction with the Campus Registrar.

**Amendment to Personal Details**
This is the form that you will use, together with relevant supporting documents, to change your official name. You can obtain this form from Student Administration, your School, or download it from the university’s web page. All other amendments to personal details should be done via your Student Centre.

**Audit Enrolment**
Students who enrol on an audit basis pay a reduced fee and attend lectures and tutorials, but do not submit assignments or sit for examinations. Audit courses are completed for interest only, and cannot be credited toward any degree. Students will be admitted to study courses for audit at the discretion of the Dean of the relevant School.

**Census Date**
The Census Date (or Financial Penalty Date) is the final date that you can withdraw from a course without being required to pay the full cost, or incurring a FEE-HELP/HECS-HELP liability, for that course. The main Census Dates for Summer/Winter Terms and Semesters are for standard length courses and can be found on the University calendar on the University webpage. Courses which are not of a standard length or have a different commencement or completion date to the main term or semester dates, will have different Census Dates. The Census Dates for each course are published on the University’s webpage.

**Core Course**
Students in all disciplines at Notre Dame complete Core Curriculum courses. For undergraduates these are made up of three courses; CORE1010: Introduction to Philosophy, CORE1030: Introduction to Theology and CORE1020: Ethics. Some courses and in particular, postgraduate courses, have different courses for their Core Curriculum.

**Course**
A course is a single subject most often taken over the duration of one semester or term. Some courses run over the full year.

**Course Outline**
Course outlines are generally distributed in the first lecture of each course. They contain important information on the course’s content, structure and assessment. It may also contain information on the required and recommended reading for each week, the format of each lecture and tutorial, and the due dates for assignments.

**Cross-Institutional Enrolment**
Cross-Institutional Enrolment is where courses studied through another institution while you are enrolled at Notre Dame, are credited toward your Notre Dame degree (for example, a student undertaking a semester in a Study Abroad program). Cross-institutional enrolments must be applied for and approved by your Program Coordinator and the Campus Registrar before you enrol at another university for credit to be granted. Cross-institutional enrolment will usually only be granted for courses which are not available at Notre Dame.

**Deferral**
This means postponing the commencement of your program. In most cases, deferral is available for a maximum of one year, and you must obtain the permission of the Dean of your School to defer your commencement.

**Intensive Courses**
An intensive course is one which runs outside of the standard semester and term times.

**Leave of Absence**
You may request up to two years, leave of absence over the course of your degree. Before you request leave of absence, you are encouraged to discuss with your Program Coordinator or Senior Administrative Officer what are your enrolment options upon your return and how a semester or year away from studies will affect the completion time for your degree.

**Lecture**
A lecture is a large group teaching session where the lecturer does most of the talking – your role is to listen and take notes, although questions are encouraged. If you wish to record lectures, ask the lecturer’s permission at the beginning of the class.
Not-for-degree
Students may enrol in courses on a Not-for-degree basis. This normally occurs where a student wishes to study certain courses, but not complete an entire degree. These students follow the same application procedure as those studying for award, and complete all assessments for the courses they enrol in.

Program
It consists of all the courses which make up your degree.

Sign-ups
Notre Dame prides itself on individual attention and small-group teaching. For this reason, classes that have large numbers of students enrolled are often split into several smaller lecture/tutorial groups that run at different times. You will need to sign up for your preferred time slot – this is a separate process from your course enrolment. Your school will advise you in advance of the procedure for sign-ups before the beginning of each semester. For further information on sign-ups, check with your School.

Standard Semester 1/2 courses
For the purpose of Census Dates, a standard Semester course is one which commences in Week 1 and concludes in Week 13 of either Semester 1 or 2.

Standard Summer/Winter Term courses
For the purpose of Census Dates, a standard Summer Term course is one which commences in Week 1 and concludes in Week 4 of study period 1. A standard Winter Term course is one which commences in Week 1 and concludes in Week 3 of study period 2.

Unofficial Transcripts
These are available for downloading from your Student Centre at any time. These are unofficial and cannot be used for employment or entry to other institutions.

Testamur
This is the certificate presented to you on graduation day stating that you have fulfilled all the requirements for completion of your degree.

Tutorial
A tutorial (which may also be referred to as a ‘tute’, a ‘workshop’ or a ‘lab’) is a smaller group teaching session. Not all courses have these – check the information on the timetable, or in your course outline. In a tutorial, you will generally discuss the lecture topic in more detail, or undertake practical exercises and interaction with your classmates.

Withdrawal from University
This is the form that you will use if you decide to withdraw from university.
You can obtain this form from Student Administration, your School, or download it from the university’s web page.
### Directory

#### Student Services direct contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ervina Ng</td>
<td>Manager, Student Services</td>
<td><a href="mailto:ervina.ng@nd.edu.au">ervina.ng@nd.edu.au</a></td>
</tr>
<tr>
<td>Tom Gourlay</td>
<td>Manager, Campus Ministry</td>
<td><a href="mailto:tom.gourlay@nd.edu.au">tom.gourlay@nd.edu.au</a></td>
</tr>
<tr>
<td>Fr Mariusz Grzech</td>
<td>Chaplain</td>
<td><a href="mailto:fremantle.chaplain@nd.edu.au">fremantle.chaplain@nd.edu.au</a></td>
</tr>
<tr>
<td>Max Wason</td>
<td>Sports Officer</td>
<td><a href="mailto:fremantle.sports@nd.edu.au">fremantle.sports@nd.edu.au</a></td>
</tr>
<tr>
<td>Lexi Costello</td>
<td>Student Support Officer</td>
<td><a href="mailto:fremantle.studentsupport@nd.edu">fremantle.studentsupport@nd.edu</a></td>
</tr>
<tr>
<td>Kelly Daniels</td>
<td>Student Support Officer</td>
<td><a href="mailto:fremantle.studentsupport@nd.edu">fremantle.studentsupport@nd.edu</a></td>
</tr>
<tr>
<td>Hilda Bolmanac</td>
<td>Administrative Officer</td>
<td><a href="mailto:hilda.bolmanac@nd.edu.au">hilda.bolmanac@nd.edu.au</a></td>
</tr>
<tr>
<td>Talia Dunn</td>
<td>Student Services Officer</td>
<td><a href="mailto:talia.dunn@nd.edu.au">talia.dunn@nd.edu.au</a></td>
</tr>
<tr>
<td>Belinda Norris</td>
<td>Campus Ministry Officer</td>
<td><a href="mailto:belinda.norris@nd.edu.au">belinda.norris@nd.edu.au</a></td>
</tr>
<tr>
<td>Jessica O’Keefe</td>
<td>Campus Ministry Officer</td>
<td><a href="mailto:jessica.okeefe@nd.edu.au">jessica.okeefe@nd.edu.au</a></td>
</tr>
<tr>
<td>Kim Shaw</td>
<td>Careers Officer</td>
<td><a href="mailto:fremantle.careers@nd.edu.au">fremantle.careers@nd.edu.au</a></td>
</tr>
<tr>
<td>Catherine Lightfoot</td>
<td>Careers Officer</td>
<td><a href="mailto:fremantle.careers@nd.edu.au">fremantle.careers@nd.edu.au</a></td>
</tr>
<tr>
<td>Andrew Duirs</td>
<td>Counselling Coordinator</td>
<td><a href="mailto:andrew.duirs@nd.edu.au">andrew.duirs@nd.edu.au</a></td>
</tr>
<tr>
<td>Nicky Hodgson</td>
<td>Student Counsellor</td>
<td><a href="mailto:fremantle.counselling@nd.edu">fremantle.counselling@nd.edu</a></td>
</tr>
<tr>
<td>Shelley Ranger</td>
<td>Student Counsellor</td>
<td><a href="mailto:fremantle.counselling@nd.edu">fremantle.counselling@nd.edu</a></td>
</tr>
<tr>
<td>Philippa Colgan</td>
<td>Student Counsellor</td>
<td><a href="mailto:fremantle.counselling@nd.edu">fremantle.counselling@nd.edu</a></td>
</tr>
<tr>
<td>Donna Tempra</td>
<td>Volunteering &amp; Service Learning Officer</td>
<td><a href="mailto:fremantle.ndvn@nd.edu.au">fremantle.ndvn@nd.edu.au</a></td>
</tr>
</tbody>
</table>

#### General Enquiries

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>9433 0537</td>
<td><a href="mailto:fremantle.admissions@nd.edu.au">fremantle.admissions@nd.edu.au</a></td>
</tr>
<tr>
<td>Prospective Students Office ND23</td>
<td>9433 0533</td>
<td><a href="mailto:future@nd.edu.au">future@nd.edu.au</a></td>
</tr>
<tr>
<td>Student Administration ND7</td>
<td>9433 0577</td>
<td><a href="mailto:fremantle.studentadmin@nd.edu.au">fremantle.studentadmin@nd.edu.au</a></td>
</tr>
<tr>
<td>Fees Office ND7</td>
<td>9433 0536</td>
<td><a href="mailto:student.fees@nd.edu.au">student.fees@nd.edu.au</a></td>
</tr>
<tr>
<td>Student Services ND7</td>
<td>9433 0658</td>
<td><a href="mailto:fremantle.studentservices@nd.edu">fremantle.studentservices@nd.edu</a></td>
</tr>
<tr>
<td>Counselling Service ND5</td>
<td>9433 0580</td>
<td><a href="mailto:fremantle.counselling@nd.edu">fremantle.counselling@nd.edu</a></td>
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<tr>
<td>Campus Ministry ND9</td>
<td>9433 0581</td>
<td><a href="mailto:chaplain@nd.edu.au">chaplain@nd.edu.au</a></td>
</tr>
<tr>
<td>Notre Dame Study Centre ND44</td>
<td>9433 0590</td>
<td><a href="mailto:fremantle.ndisc@nd.edu">fremantle.ndisc@nd.edu</a></td>
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<tr>
<td>St Teresa’s Library ND17</td>
<td>9433 0706</td>
<td><a href="mailto:fremantle.stteresaslibrary@nd.edu">fremantle.stteresaslibrary@nd.edu</a></td>
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<tr>
<td>Craven Law Library ND13</td>
<td>9433 0740</td>
<td><a href="mailto:fremantle.cravenlibrary@nd.edu">fremantle.cravenlibrary@nd.edu</a></td>
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<tr>
<td>Galvin Medical Library ND35</td>
<td>9433 0255</td>
<td><a href="mailto:fremantle.galvinlibrary@nd.edu">fremantle.galvinlibrary@nd.edu</a></td>
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### Schools

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<th>School</th>
<th>Telephone</th>
<th>Email Address</th>
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<tr>
<td>Arts &amp; Sciences ND42</td>
<td>9433 0100</td>
<td><a href="mailto:fremantle.artssciences@nd.edu.au">fremantle.artssciences@nd.edu.au</a></td>
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<tr>
<td>Business ND42</td>
<td>9433 0905</td>
<td><a href="mailto:fremantle.business@nd.edu.au">fremantle.business@nd.edu.au</a></td>
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<tr>
<td>Education ND36</td>
<td>9433 0150</td>
<td><a href="mailto:education@nd.edu.au">education@nd.edu.au</a></td>
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<tr>
<td>Health Sciences ND46</td>
<td>9433 0200</td>
<td><a href="mailto:health@nd.edu.au">health@nd.edu.au</a></td>
</tr>
<tr>
<td>Law ND11</td>
<td>9433 0720</td>
<td><a href="mailto:fremantle.law@nd.edu">fremantle.law@nd.edu</a></td>
</tr>
<tr>
<td>Medicine ND35</td>
<td>9433 0288</td>
<td><a href="mailto:fremantle.medicine@nd.edu.au">fremantle.medicine@nd.edu.au</a></td>
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<tr>
<td>Nursing &amp; Midwifery ND43</td>
<td>9433 0233</td>
<td><a href="mailto:fremantle.nursingandmidwifery@nd.edu">fremantle.nursingandmidwifery@nd.edu</a></td>
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<tr>
<td>Philosophy &amp; Theology ND24</td>
<td>9433 0138</td>
<td><a href="mailto:fremantle.philosophytheology@nd.edu">fremantle.philosophytheology@nd.edu</a></td>
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<tr>
<td>Physiotherapy ND28</td>
<td>9433 0204</td>
<td><a href="mailto:fremantle.physiotherapy@nd.edu">fremantle.physiotherapy@nd.edu</a></td>
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</table>

### Telephone prefixes

If calling from outside Australia, please use your ISD code then ‘61’ for Australia, followed by the area code ‘8’.

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**Please note:**

These numbers are subject to change. If you have difficulty reaching someone or unsure who to contact, please call Main Reception 9433 0555.