## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Notre Dame</td>
<td>3</td>
</tr>
<tr>
<td>Getting Started</td>
<td>5</td>
</tr>
<tr>
<td>IT Services</td>
<td>6-7</td>
</tr>
<tr>
<td>Academic Matters</td>
<td>8</td>
</tr>
<tr>
<td>Research Office</td>
<td>9</td>
</tr>
<tr>
<td>Student Administration</td>
<td>10-13</td>
</tr>
<tr>
<td>International Students</td>
<td>14</td>
</tr>
<tr>
<td>Fees</td>
<td>15</td>
</tr>
<tr>
<td>Study Support</td>
<td>16</td>
</tr>
<tr>
<td>Student Services</td>
<td>17-18</td>
</tr>
<tr>
<td>Student Wellbeing Safety &amp; Support</td>
<td>20-21</td>
</tr>
<tr>
<td>Respect. Now. Always</td>
<td>23</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>24-25</td>
</tr>
<tr>
<td>Policies</td>
<td>26</td>
</tr>
<tr>
<td>Glossary</td>
<td>27</td>
</tr>
<tr>
<td>Travel tips</td>
<td>28</td>
</tr>
<tr>
<td>Directory</td>
<td>30</td>
</tr>
<tr>
<td>Campus map</td>
<td>31</td>
</tr>
</tbody>
</table>
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 program.

Here you will find everything you need to know about getting started at university, Student Services, Chaplaincy, 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) or visit the Student Life page via the Notre Dame website notredame.edu.au/current-students/student-life for the most update information.

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.

ACKNOWLEDGMENT OF COUNTRY
The University of Notre Dame Australia is proud to acknowledge the traditional owners and custodians of this land upon which our University sits. The University acknowledges that the Fremantle Campus is located on Wadjuk Country, the Broome Campus on Yawuru Country and the Sydney Campus on Cadigal Country.
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 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, Portal/Guard,
• LinkedIn Learning,
• One Stop: Student Payment Gateway
• Student Storage
• PortalGuard (password)
• LinkedIn Learning

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) and is located in the St Teresa’s Library (ND17).

If you are unable to come down, don’t hesitate to call the desk for assistance over the phone or email.

T: 9433 0777
E: 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.

Visit 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
• PortalGuard (password)
• Think Print
Zoom

Zoom is a virtual meeting room and video conferencing system ideal for online classes and meetings. Zoom accounts are provided for all our current students and staff. And is our recommended tool for internal and external communication and collaboration. Visit notredame.edu.au/current-students/get-help/it-support/zoom-for-students for Zoom how-to guides and information you need on installing and using Zoom.

Zoom Student Online Etiquette

- **Keep your audio on mute** when you join and until you want to speak.

- **Participants**, and then use the **Raise Hand** feature. Remember to unmute yourself!

- **Use the chat box** – It’s a great way to talk to your classmates or message your lecturer your question.

- Be polite and treat your fellow classmates with respect at all times.

- Just like your lectures/tutorials, don’t forget to sign out or **leave the meeting** when the session is finished!
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 program, students may use any of these libraries. Facilities include:

- 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
Closing times vary between the teaching and non-teaching periods. On weekends during semester and most public holidays, St Teresa's Library is currently open from 8am to 6pm.

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 at various times 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
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

NOTREDAME.EDU.AU/STUDENTS | 9
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/CPRDP/SEFSSERVICE

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 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.

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 businesses.

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.

Using your Student ID card on a printer

Tap Student ID card against card reader on the printer and enter your PIN. Follow prompts to print, copy or scan.

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 and Fees for $20.

Past students wanting 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 Administration / ND7
(closes at 4.30pm)
T: 9433 0577 or 9433 0781
E: studentadmin@nd.edu.a

When you were accepted to the University, you agreed to abide by 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.

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.

Using your Student ID card on a printer

Tap Student ID card against card reader on the printer and enter your PIN. Follow prompts to print, copy or scan.

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 and Fees for $20.

Past students wanting 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.
International Students

As an international student you should speak with the International Officer at Student Administration once you are enrolled 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
T: 9433 0683
E: 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, Diploma 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
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.

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 provide 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

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.
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.

Chaplaincy
You’re invited! Come and join us in Chaplaincy for a wide range of activities, from prayer and liturgy, to service and social events. There is a vibrant community of students and staff, a priest chaplain, daily Mass, opportunities for confession and communal and private prayer. Join us for games nights, retreats, bible studies, or just come and grab a coffee and say hi!
notredame.edu.au/current-students/student-life/chaplaincy

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 Nations. The sport and recreation programs provide a great opportunity to meet students from different courses at Notre Dame, as well as other universities.

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 ND5/100 (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: 13 11 14
Mental Health Emergency Response Line: 1300 555 788
Police, Ambulance & Fire (for life threatening emergencies) Call 000

Contacts can be found in the student directory on page 30.

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 the NDSA upon enrolment so we hope that you will help us create a strong student voice on campus and get involved.

Check out our website www.ndsa.com.au to find out more about ND and what we do for you on campus. Feel free to email us at fremantle.studentassociation@nd.edu.au or even come visit our reception desk which is staffed from 9am - 5pm every weekday upstairs in Prindiville Hall (ND3). We’d love a chat!
Student Wellbeing Safety & Support

Campus security

24-hour Campus Security located at Campus Services call 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

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.

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

Lost property

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

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 for the application form, visit notredame.edu.au/current-students/support/student-services/fremantle
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 directly bill Medicare for your doctor's visit therefore there is no cost to you when seeing a doctor (GP) however, you will need to still present your Medicare card.
If you are unable to find a convenient bulk billing clinic, you will have to pay for the visit and submit your claim to Medicare.
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/healthcare-card or telephone 13 24 68.

Overseas Student Health Cover (OSHC)
Medicare is compulsory for all international students holding a Student Visa in Australia and their dependents (spouses and children under 18 years old) while they study and during their 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
bupa.com.au/health-insurance/oshc
OSHC Worldcare
oshcallianassistance.com.au
Medibank Private
medibank.com.au/overseas-health-insurance/oshc/
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 - 9389 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
humanservices.gov.au

NOTREDAME.EDU.AU/STUDENTS | 21
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, Chaplaincy) 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

Chaplaincy
notredame.edu.au/community/Ministry-Chaplaincy

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
A world of opportunities

A global perspective adds a valuable dimension to your university education. At Notre Dame you can study while experiencing the world. We encourage students to become active global citizens through a range of exchange programs, professional placements, study tours and volunteer opportunities with local communities in countries such as India and Timor Leste.
Study Abroad
Notre Dame’s Study Abroad program allows students to explore other countries and cultures while studying and earning credits towards their program. Notre Dame has a number of partnerships with universities in Europe, UK, Canada, USA and Asia. Visit notredame.edu.au/studyabroad for details of destinations.

Overseas study tours
You can participate in overseas study tours while earning credits directly towards your degree Major or Minor. You can participate in intensive study programs which combine unique academic and practical learning experiences.

Cultural immersion and volunteering
Notre Dame students have a rich history of making a difference through involvement in cultural immersion programs and volunteer projects both in Australia and abroad. Once you enrol, you can contact your chosen School to find out more about the opportunities available to you.

Study abroad with destinations across Europe, UK, Canada, USA and Asia.

Volunteer and cultural immersion programs. Experience the world with locations throughout Africa, Asia and Europe.

*Pins represent approximate locations.
Policies

For complete list of up-to-date University policies, procedures and guidelines visit notre dame.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 and 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 Management

notredame.edu.au/about/policies/student-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. The is available at notre dame.edu.au/current-students/support/appeals-and-grievances.

If you would like assistance to raise a student grievance, please contact the Grievance Officer at
T: 9433 0680
E: fremantlegrievanceofficer@nd.edu.au

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.

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 a policy may result in disciplinary action under the University’s Enterprise Agreement, General Regulations, Policies or Procedures, or legal action.

Eating and drinking

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

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.

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.
Academic Penalty Date
This is the final date on which 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.

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.
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

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.

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.

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.
Student directory

Student Services
Louise Pollard  
Director, Division of Admissions & Student Services  
9433 0780  
louise.pollard@nd.edu.au  
Talia Dunn  
Student Services Officer  
9433 0506  
talia.dunn@nd.edu.au  
Kelly Daniels  
Student Support Officer  
9433 0550  
fremantle.studentsupport@nd.edu.au  
Cassie Cook  
Administrative Assistant  
9433 0658  
cassie.cook@nd.edu.au  
Max Wason  
Sports Officer  
9433 0588  
fremantle.sports@nd.edu.au  
Donna Tempra  
Volunteering & Service Learning Officer  
9433 0145  
fremantle.ndvn@nd.edu.au  

Counselling
Nicky Hodgson  
Student Counsellor  
9433 0580  
fremantle.counselling@nd.edu.au  
Shelley Ranger  
Student Counsellor  
9433 0580  
fremantle.counselling@nd.edu.au  
Philippa Colgan  
Student Counsellor  
9433 0580  
fremantle.counselling@nd.edu.au  
Gillian Dixon  
Student Counsellor  
9433 0580  
fremantle.counselling@nd.edu.au  
Hilda Bolmanac  
Administrative Officer  
9433 0580  
hilda.bolmanac@nd.edu.au

Notre Dame Student Association  
ndsa.com.au  
9433 0592  
Facebook: Notre Dame Student Association  
Twitter/Instagram/Snapchat: @ndsafoode  
fremantle.studentassociation@nd.edu.au

Chaplaincy
Tom Gourlay  
Manager, Chaplaincy  
9433 0620  
tom.gourlay@nd.edu.au  
Fr Mariusz Grzech  
Chaplain  
9433 0551  
fremantle.chaplain@nd.edu.au  
Belinda Norris  
Chaplaincy Officer  
9433 0736  
belinda.norris@nd.edu.au  
Jessica O’Keefe  
Chaplaincy Officer  
9433 0629  
jessica.okeefe@nd.edu.au

General Enquiries
Admissions Office / ND23  
9433 0537  
fremantle.admissions@nd.edu.au  
Prospective Students Office / ND23  
9433 0533  
future@nd.edu.au  
Student Administration / ND7  
9433 0781  
fremantle.studentadmin@nd.edu.au  
Fees Office / ND7  
9433 0536  
student.fees@nd.edu.au  
Student Services / ND7  
9433 0658  
fremantle.studentservices@nd.edu.au  
Counselling Service / ND5  
9433 0580  
fremantle.counselling@nd.edu.au  
Chaplaincy / ND9  
9433 0736  
chaplain@nd.edu.au  
Notre Dame Study Centre / ND44  
9433 0950  
fremantle.ndsc@nd.edu.au  
St Teresa’s Library / ND17  
9433 0706  
fremantle.stteresaslibrary@nd.edu.au  
Craven Law Library / ND13  
9433 0740  
fremantle.cravenlibrary@nd.edu.au  
Galvin Medical Library / ND35  
9433 0255  
fremantle.galvinlibrary@nd.edu.au

Schools
Arts & Sciences / ND42  
9433 0100  
fremantle.artssciences@nd.edu.au  
Business / ND42  
9433 0905  
fremantle.business@nd.edu.au  
Education / ND36  
9433 0150  
education@nd.edu.au  
Health Sciences / ND46  
9433 0200  
health@nd.edu.au  
Law / ND11  
9433 0720  
fremantle.law@nd.edu.au  
Medicine / ND35  
9433 0228  
fremantle.medicine@nd.edu.au  
Nursing & Midwifery / ND43  
9433 0223  
fremantle.nursingandmidwifery@nd.edu.au  
Philosophy & Theology / ND24  
9433 0138  
fremantle.philosophytheology@nd.edu.au  
Physiotherapy / ND28  
9433 0204  
fremantle.physiotherapy@nd.edu.au

Telephone prefixes
If calling from outside Australia, please use your ISD code then ‘61’ for Australia, followed by the area code ‘8’.  
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.
Connect with Student Services

freostudentservices
notredamesportsfreo
undainternations
notredameaustralia

@notredameaus
@UNDAFreo

freostudentservices.blogspot.com.au

@notredameaustralia

The University of Notre Dame Australia
Student Services
32 Mouat Street (ND7)
Fremantle WA 6959
T: 08 9433 0658
E: fremantle.studentservices@nd.edu.au

ND4982 | CRICOS PROVIDER CODE: 01032F
© 2020 THE UNIVERSITY OF NOTRE DAME AUSTRALIA, ALL RIGHTS RESERVED.