Notre Dame Student Guide 2019
Sydney campus
notredame.edu.au/sydney
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Welcome

Dear Students,

Welcome to the Sydney Campus of NDA. We are so pleased to have you with us in 2019.

As you know, Notre Dame has a superb reputation for teaching quality and graduate employability – and following independent student surveys, are rated #1 in Australia for overall quality of educational experience.

I hope you have realised by now that we work very hard to make Notre Dame a community where you feel you belong – you will be known by your teachers and classmates, and valued for what you bring to Notre Dame. This focus on the whole person is an essential element of a Catholic education.

So, on behalf of the Notre Dame community, a very warm welcome to each and every one of you. I hope you will take advantage of both the opportunities that your education provides, and the opportunities that this community provides you.

My best wishes for the academic year ahead,

Professor Margot Kearns
Deputy Vice Chancellor Academic
Interim Head of Campus

Acknowledgement of Country

The University of Notre Dame Australia is proud to acknowledge the traditional custodians of the land upon which our University sits. The University acknowledges that the Sydney Campus is located on Cadigal Country, the Fremantle Campus on Wadjuk Country, and the Broome Campus on Yawuru Country.

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.
Important dates

**SEMESTER 1**
- 7 January – 1 February
  - Summer Term
- 4 February – 8 February
  - Semester 1 commences
- 13 February
  - O-Day
- 18 February
  - Semester 1 commences
- 15 March
  - Financial Penalty Date (Standard Unit Census Date)
- 19 April
  - Good Friday (University closed)
- 8 July – 13 July
  - Winter Exams
- 17 June – 5 July
  - Winter Term
- 3 June – 15 June
  - Semester 1 Exams
- 27 May – 31 May
  - Study Week
- 17 May
  - Standard Academic Penalty Date
- 22 April – 26 April
  - Non-teaching mid semester study break

**SEMESTER 2**
- 24 July
  - O-Day
- 29 July
  - Semester 2 commences
- 23 August
  - Financial Penalty Date (Standard Unit Census Date)
- 30 September – 4 October
  - Non-teaching mid semester study break
- 7 October
  - Labor Day (University closed)
- 25 October
  - Standard Academic Penalty Date
- 23 November
  - Semester 2 Ends
- 11 November – 23 November
  - Semester 2 Exams
- 4 November – 8 November
  - Study Week

notredame.edu.au/timetables

*Medicine and Nursing students refer to School for semester dates.

Many Schools and courses have different dates to the main University calendar. There may also be a variation in some dates depending on your campus. Please check with your School to ensure the dates for your course are not different from the main University dates. The information contained in this calendar is provided in good faith and is derived from sources believed to be reliable and accurate. However, the University of Notre Dame Australia expressly disclaims liability which is based on a reliance on the information contained herein. Students should check this information with the relevant School before acting on its content.

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Essential steps to starting classes

1. **Make your 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 Student Administration & Fees before the Census Date.

2. **Get your student ID card**
   - Before you start classes, make sure that you have had your photo taken for your student ID card at Student Administration & Fees. A student ID card is compulsory for obtaining a travel concession.

3. **IT and Email activation**
   - All Notre Dame students are allocated a web-based student email account. This is one of the key methods the University will use to communicate important information to you; you are required to check this email account weekly (but it’s good to check it daily). You will find specific information on how to activate and control your student email account later in this guide. All email communication with the University must be via your Notre Dame account.
   - If you haven’t already been shown how to access your timetable and other important information on the University’s website, go to notredame.edu.au/new-to-notre-dame-syd or contact IT on (02) 8204 4444.

4. **Timetables and timetable sign up**
   - All students (with the exception of the School of Medicine) are required to sign up for their lectures, tutorials, labs, seminars and workshops for each of their units using Allocate+ via the Notre Dame website.
   - Once completed, your personalised timetable will be accessible through the Calendars & Timetables page of the website.
   - Please ensure that you check your semester timetable regularly during the first few weeks of semester, as changes may occur. If you should have any clashes or questions, please contact the School offering the relevant unit(s) as soon as possible.
**Notre Dame Broadway**

The Broadway site is centrally located close to major public transport lines. The Broadway site is situated west of the intersection of Broadway and Abercrombie Street in Broadway. The site is approximately ten minutes walk from Central Station.

Bus services run from George Street and Central Station past the campus, including services that travel along Parramatta Road, to Newtown and Glebe.

Please note there is no parking available on the campus, and parking in the surrounding streets is very limited and actively patrolled by parking attendants. Students are encouraged to travel to university by public transport. Notre Dame students receive discounts for parking at the Broadway Shopping Centre.

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**Notre Dame Darlinghurst**

The Darlinghurst site is also centrally located close to major transport lines. The Darlinghurst site is situated on Oxford Street, at the intersection of Victoria Street, opposite St Vincent’s Clinic. All major bus routes to Bondi and the Eastern Suburbs, run close to the campus.

Please note there is no parking available on the campus, and parking in the surrounding streets is very limited and actively patrolled by parking attendants. Students are encouraged to travel to university by public transport.
Beyond the Books

The Beyond the Books program is a unique opportunity that the University of Notre Dame, Australia offers to Sydney students. At Notre Dame, you will be surrounded by excellent academics who are experts in their discipline, however your experience here will empower you to realise your full potential and actively participate in your community. Your experience here will go Beyond the Books.

There are so many ways we can help you become career ready from your very first day at uni, including:

**Student Leadership Program**
The Student Leadership Program will prepare you for leadership roles later in life, in the Notre Dame way. You will work on a project while focusing on giving back to the community through engagement and volunteering. We believe that a great leader should embody integrity, commitment, empathy, innovation and decision-making capability, and our Student Leadership Program will help you to develop and put these skills into practice.

**Internships**
99% of programs offered at Notre Dame, Sydney offer internship courses. Internships are invaluable to your career development, because not only will you gain some hands-on experience, you will also be able to explore different career options and get a real-world understanding of different industries. Notre Dame, Sydney has developed excellent relationships with employers looking for interns from Notre Dame, so if doesn’t matter what you industry you want to explore, we can help you find the experience you want!

**Career Advice**
Thinking about your future career can be an overwhelming experience for anyone! Our experienced Careers Advisors can offer one on one meetings, as well as group meetings to discuss your future. This is not a service we offer only to final year students, you can plan your career from your first day at uni!

**Industry Projects**
Get ready for the workplace with real-life business consultancy experience! Employers will give you the opportunity to work with students from other disciplines to come up with a strategy, solution or campaign for a project that they are currently working on. Through industry projects, you can build valuable business experience, employability skills and your professional network.

**Careers Workshops**
Planning your career can be an intimidating process, so we have organized some workshops to make sure that you are as confident and assertive as possible when the time comes.

Workshops will include resume writing skills, mock interviews, mock assessment centres, LinkedIn guidance, speed networking, understanding psychometric testing, preparing for the workplace, and much more!

**Industry Panel guest speakers**
One of the best ways to explore career options is to speak to someone who works in that field. We have a number of high-profile industry professionals, some of whom are alumni, to speak to Notre Dame, Sydney students so that you can hear about different industries and professions, learn from their experiences, and network with the best in their field.

**In the world, for the world opportunities**
We are a university that is both ‘in the world’ and ‘for the world’. We want you to be part of local, national and international communities. You will have the opportunity through elective courses to actively engage different communities through participation, engagement and reflection.
Campus Life

Student Services is dedicated to providing students with advice and support in all aspects of university life. Located on the ground floor of NDS2 at the Broadway site and on Level 1 of NDS11 at the Darlinghurst site, Student Services has a wide variety of resources and information available geared towards making your university experience as enjoyable and memorable as possible.

To contact Student Services please email sydney.studentservices@nd.edu.au or call (02) 8204 4429.

Sport and Recreation
Student Services supports and enables participation in a wide variety of sporting, social and cultural pursuits.

Students can get involved in social sporting competitions, club sport or intervarsity events such as the Eastern University Games and Australian University Games.

Social events such as barbecues, parties, trivia nights, interfaculty competitions, film screenings and music jam sessions provide plenty of opportunities for social interaction within the Notre Dame community.

One unique aspect of Clubs and Societies at Notre Dame is that we’re still growing!

Take a look at all of our clubs and societies at www.saunda.org/our-clubs-and-societies/.

Can’t find what you’re looking for? Create your own! The Student Association www.saunda.org is eager to help.

For information on sporting and social activities email sydney.studentservices@nd.edu.au

Counselling and Wellbeing
Students have access to free, professional counselling services on campus. Fully-trained counsellors are on hand to help you with a range of issues, including financial difficulties, anxiety and stress, gender and sexuality problems, loss and grief, addiction and substance abuse.

Our counsellors will help you develop strategies to address your concerns, improve mental health and wellbeing and achieve your academic goals.

You can contact us at (02) 8204 4220 or sydney.counselling@nd.edu.au to make an appointment.

All telephone and email contact is kept confidential, accessible only by counsellors.

Volunteering
Make a positive difference in the community, learn new skills, and meet new people! You never know what path volunteering can lead you on.

The Student Services Team will help you find opportunities to volunteer with not-for-profit organisations, working together to address the needs in the community.

Mentoring
We know that coming to university is just as daunting as it is exciting, so from 2019, every first year student will be paired up with a senior student in their discipline who will help you find your way around the campus, direct you to the services the university offers, and answer any questions you have. Your mentor will reach out to you to make sure that you have a smooth transition to university life.

Elite Athletes Program
The University of Notre Dame Australia is part of the Elite Athlete Friendly University (EAFU) Network committed to supporting Australia’s elite athletes to achieve academic excellence whilst pursuing a sporting career. Eligible elite athletes will be able to negotiate their course entry, study and assessment options or explore any flexible studies arrangement in the course of their university degree.

In order to apply, please download the Noter Dame Elite Athlete Program Application Form from notredame.edu.au/EAFU-Application
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.

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 meeting the recommendations of the Australian Human Rights Commission and Universities Australia, which are aimed at helping universities to reduce and prevent sexual assault and sexual harassment. Information about the work Notre Dame has done, and is doing, to meet these recommendations is available on the University website at notredame.edu.au/respect.

If you have experienced sexual assault or sexual harassment, help and support is always available at Notre Dame. In an emergency, telephone 000. If you need immediate assistance on campus, call Campus Security – Broadway 0403 458 011, or Darlinghurst 0406 318 213. It is a good idea to save the Campus Security number into your phone, in case you need assistance at any time.

Support services are available for any member of the Notre Dame community who experiences sexual assault or sexual harassment, including assistance from Counselling staff, Chaplaincy staff and Support Officers. You will be listened to with compassion, understanding and respect.

There are four Support Officers on the Sydney campus: two at Broadway, and two at Darlinghurst. A Support Officer’s role is to provide information and tailored, coordinated support for an individual who discloses sexual assault or harassment. This includes information about internal and external assistance options, and reporting pathways. A Support Officer can liaise with academics in your School to help put in place any additional study support you may need. Information about Support Officers can be found on posters in bathrooms across the campus, and on the University website at notredame.edu.au/support/sexual-assault-and-harassment.

For support within Notre Dame

University Counselling Service for appointments
Email sydney.counselling@nd.edu.au
Phone (02) 8204 4220.

University Chaplain
Fr James Baxter OP.
Email james.baxter@nd.edu.au
Phone (02) 8204 4452

External support

NSW Rape & Domestic Violence Services Australia
phone 1800 424 017
visit: www.nswrapecrisis.com.au

National Sexual Assault, Domestic Family Violence Counselling Service
phone 1800 737 732
visit: www.1800respect.org.au

Lifeline – crisis support and suicide prevention
phone 131114
visit: www.lifeline.org.au

Eheadspace – support and counselling for young people up to 25
phone 1800 650 890
visit: www.headspace.org.au/eheadspace

For a list of further external support services, visit: www.notredame.edu.au/support/sexual-assault-and-harassment
The Student Association (SAUNDA) is nothing without you, the students. You are automatically a SAUNDA member when you enrol and so, we are here to be your representative and voice at Notre Dame. We are elected by students each year to be your representatives.

We encourage you to immerse yourself and get involved in student life at Notre Dame. Whether it is joining the SAUNDA Committee, joining one of our many clubs (or even making your own club!), or attending our many social events, you will have a memorable university experience.

Be sure to check out our website and follow our Facebook (www.facebook.com/saunda.sydney) and Instagram (www.instagram.com/sydney.saunda) to stay up to date with what we have in store for another amazing year as well as information about clubs and societies.

Feel free to drop by the SAUNDA Office on sydney.saunda@nd.edu.au, or send us an email or FB message if you have any questions.

The Student Association provides:

» Representation on University Boards and Committees;
» Support for student clubs and societies;
» Organisation of the annual Student Association Ball, Cocktail Party, Back to Uni and End of Semester Parties;
» On campus social and sporting activities, information on education and youth issues and much more.

SAUNDA Representatives

President: Tashya Koelmeyer
Vice President (Broadway): Celina Nunez
Vice President (Darlinghurst): Stefanie Benitez
Treasurer: William Braizier
Secretary: Cronan Yu
Clubs Director: Isabella Sheman
Communications Director: Carmen Huang
Education Director: Helen Beaini
Events Director: Christina Buhagiar
Sports & Health Director: Jessica Hoffman

School Representatives

Arts & Science: Teresa Smith
Business: Jemima Moffat
Education: Teneal Brown
Law: Charlotte Harding
Medicine: Liam Mason
Nursing: Lucy Tisch-Lienert
Philosophy & Theology: Daniel Uremovic
Postgraduate Representative: William Chami

Find out more about the leaders of your Student Association: www.saunda.org/committee

Student Clubs and Societies – Get Involved!

Why not get involved with one of our many growing clubs and societies. We have a list of clubs and societies that continues to grow each year on campus. Clubs are a great way to meet new people with shared interests and become actively involved in student life.

None of our clubs take your fancy? If you are passionate and want to see something happen on campus that is not already there, contact Student Association and we will help you start your own club!
The University of Notre Dame Australia is committed to academic excellence in a setting that is both personal and pastoral. The Notre Dame Study Centre (NDSC) provides students with access, opportunities and support designed to assist each student, wherever possible, to achieve their academic goals.

Access and Inclusion
notredame.edu.au/current-students/support/access-inclusion

Support for students with a disability is provided by Access and Inclusion Advisors within Notre Dame’s Study Centre.

The Access and Inclusion Advisor works with students on a case-by-case basis to determine reasonable adjustments. This service assists students with a disability to access and participate in programs of study on the same basis as other students.

Services may include:
* Alternative exam arrangements
* Equipment and assistive technology
* Liaison with relevant university staff
* Alternative study formats
* Additional library services

Services are determined through the assessment process, on a case-by-case basis, depending on a student’s circumstances.

You can contact an Access and Inclusion Advisor via:
* Phone: (02) 8204 4283
* Email: sydney.accessandinclusion@nd.edu.au

Alternatively, visit the Study Centre on the Broadway Campus.

Access and Inclusion Advisors are available for consultation during business hours.

Academic Support and Learning Advisors
notredame.edu.au/academic-support-sydney

The assistance of Learning Advisors is available to all students whether they are looking to boost results or need assistance in understanding academic concepts more clearly. Specialist literacy and numeracy advisors are available. Supports are also available for students from non-English speaking backgrounds.

Learning Advisors present workshops throughout the semester for all students, which cover a wide range of topics, such as:
* Essay writing skills
* Referencing techniques
* Numeracy concepts
* Exam preparation
* Research skills
* Critical thinking
* Oral presentation skills

These workshops will be advertised via student emails and bulletins throughout each semester. This is a free service and there is no need for students to book.

Students can make an appointment with a Learning Advisor for support which is designed to cater more specifically to individual student needs.

If you would benefit from support please email the Academic Support Office to arrange an appointment: sydney.aso@nd.edu.au.

Indigenous Student Support

Notre Dame is committed to providing an educational environment that acknowledges, respects and embraces Indigenous peoples’ cultures. The University is also committed to providing culturally appropriate support to Indigenous Australian students. An Indigenous Student Support Officer is available to work with Aboriginal and Torres Strait Islander student. This Officer also oversees coordination of additional supports that might benefit students through the Indigenous Student Success Program (ISSP). Aboriginal and Torres Strait Islander students are able to access additional funding for their study success through the ISSP.

Contact sydney.ndsc@nd.edu.au for more information.

Pathways into Uni

The NDSC offers a Tertiary Pathway Program (TPP) notredame.edu.au/study/pathways/tertiary-pathway-program which assists pre-undergraduates to prepare for undergraduate study.
The Catholic Chaplaincy at Notre Dame provides opportunities for formation, spiritual growth and social activities and events.

From the celebration of the Sacraments, retreats and overseas pilgrimages, lively discussion, Bible studies and faith formation, to charitable outreach, lunches and movie; the Chaplaincy team supports the spiritual life of the University.

Promoting the flourishing of Catholic intellectual life, Chaplaincy assists students and staff in acquiring an understanding of the Catholic tradition. The Chaplaincy also aims to support a number of social events catering for the broad University community and offering a spiritual context for all elements of tertiary study.

The Chaplaincy runs a number of successful initiatives on campus including:

- Daily Mass and Adoration
- Study retreats
- Spirituality reading group
- Bible Studies
- Theology on Tap
- Men’s and women’s retreats
- Movie nights
- Mercy nights
- Weekly Holy Hour
- And much more...

Study Abroad Program

How would you like to graduate with a degree and travel the world at the same time? The University of Notre Dame Australia has established formal exchange agreements with a number of Catholic universities in the United States, Canada, Britain, Europe and Asia that allow you to study overseas for a semester in the course of your studies.

In most cases, Study Abroad exchange programs allow you to pay Notre Dame fees as per your normal semester, however, you get the opportunity to study a semester in a different country. Applicants are expected to have a high credit or distinction average to be considered, however, we would encourage all students who are interested to make an appointment to meet with one of the Study Abroad staff.

For more information visit the University’s website: notredame.edu.au/international/outbound

At Notre Dame, Study Abroad programs are administered by the Study Abroad Office.

All enquiries about Study Abroad should be directed to sydney.studyabroad@nd.edu.au
Sydney 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 Ask Us by searching askus.library.nd.edu.au

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 areas 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 Configuration
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 user name and password. Access to the wireless network is granted under the same polices and accessing the wired network.

UNDA-WiFi is the required wireless network for Student access.

Guides to connect your personal devices to the wireless network can be found under the IT Help 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 Ask Us article to activate your Student ID card for printing services – askus.library.nd.edu.au/faq/20844

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 Ask Us articles to add funds to your account – askus.library.nd.edu.au/faq/204848

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 02 8204 0444
IT office: NDS4
Sydney.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
Staff and students at the Sydney Campus are served by two libraries, as well as the Library website (library.nd.edu.au). Students are welcome to use either library, regardless of programme of study.

Each library provides:
- Space for individual or group study;
- IT facilities, including computer access and printers with photocopying and scanning options; and
- Access to the University’s wireless network.

**St Benedict’s Library**
Location: Broadway, NDS/6
Canavan Hall
Phone: (02) 8204 4350
Email: sydney.stbenedictslibrary@nd.edu.au

Supports the Schools of Arts & Sciences, Business, Education, Law, Philosophy & Theology, and the LOGOS programme.

**Benedict XVI Medical Library**
Location: Darlinghurst, NDS/11 Sacred Heart School
Phone: (02) 8204 4351
Email: sydney.benedictxvilibrary@nd.edu.au

Supports the Schools of Medicine, Nursing, and the LOGOS programme.

**Opening Hours**
During the semester, each Library opens 30 minutes before classes commence and closes at 8 pm. Both Libraries are open 12-5 pm on Saturday and Sunday.

During non-semester periods and on public holidays, the Libraries may operate with reduced hours. Confirm opening hours by visiting the Library website.

**Learning to use the Library**
The Library offers drop-in sessions during Orientation Week, which include tours and an introduction to the Library’s resources, services, and facilities available to students.

Workshops aimed at improving study and research skills are also available to students of all levels throughout the semester. The workshops are free and will be advertised through the Library Classes link on the Library website, as well as on the Study Centre webpage.

Subject Guides are accessible from the Library website and provide starting points for your research, including links to discipline specific databases and resources. There are also a number of video tutorials available via the Library website to help you discover and use the Library’s resources, as well as assist with referencing.

**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. Online resources such as eBooks, streamed videos, and databases can be accessed off-Campus 24/7—simply log in with your Notre Dame user name and password to view the content.

Need Help? Ask Us!
Students can ask for help at any of the Library service desks as well as via the AskUs search box on the Library homepage. If you need specialised support, subject liaison librarians are available to assist—visit the service desk or book in for an appointment. Contact details for library staff are available via the Library website.
Student Administration and Fees

Telephone: (02) 8204 4418
Email: sydney.studentadmin@nd.edu.au
sydney.fees@nd.edu.au

Re-marking of an Assessment or Examination
Students can appeal the mark or grade they have been given for an assessment or examination.

- Assessments: If you have concerns about a mark or grade you have been awarded for an assessment, you must first meet with the Course Co-ordinator to discuss the reasons for the original mark / grade. Following this discussion you may appeal in writing to the Dean for a re-marking within 10 working days of the assessment result being made available.

- Examinations: Before any request for a re-mark of an examination is made, you should request access to your examination via your School and arrange with the Dean to read the examination in the presence of a nominated member of staff. Following this, you may appeal in writing to the Dean for a re-marking within 10 working days of the examination period commencing. You should continue to check your University email account up to and including the date of your exam. Students with equity provisions, or those sitting Deferred or Supplementary Examinations will be advised separately once their timetables are finalised.

Enrolment
Existing students should enrol in courses for the following year as soon as they become available, and definitely before the commencement of Semester 1. A Course Enrolment Form is completed to enrol in courses for the coming year / semester / term, with a Change of Enrolment form being used to modify (add or withdraw from) courses after this time (but before the last date in which units can be added or removed). Enrolling in courses (and subsequent changes) is done online through Student Centre (accessible via MyND Portal). Further information is available at notredame.edu.au/current-students/your-enrolment/student-centre.

N.B. Paper-based enrolment forms are only used in exceptional cases. Your School or Student Administration & Fees will be able to assist you should you have any questions.

Examination Timetables
Examination timetables are generally released two weeks before the relevant examination period commences. You should continue to check your University email account up to and including the date of your exam. Students with equity provisions, or those sitting Deferred or Supplementary Examinations will be advised separately once their timetables are finalised.

Alternative Examination Conditions
Student Administration & Fees, in conjunction with the Disability and Equity Support Officers, can organise alternative examination arrangements if you have a disability or medical condition that will affect your examination performance. You should contact the Disability and Equity Support Officers at the Notre Dame Study Centre as soon as possible to ensure your individual requirements can be taken into consideration. You will need to complete a “Request for Assistance” form and submit this with any relevant documentation before the main Census Date of each semester or term. You must re-register for equity assistance annually.

Deferred Examinations
You may apply for a Deferred Examination if you believe that illness, accident or other exceptional circumstances beyond your control prevent your attendance at an examination. Please be aware that Deferred Examinations will not be granted if you mistake the date, time or venue of an examination – so always check the timetable carefully. A Deferred Examination will not be granted if you have made arrangements to be elsewhere during the exam period and have already booked and paid for your travel (including ‘surprise trips’ given by family members or friends). Students are expected to keep the entire exam period free of other commitments to ensure they are able to sit all their exams. This may include Saturday, evening, and public holiday exams (e.g. the Queen’s Birthday public holiday in June).

If you are granted a Deferred Examination, the notation ‘DE’ will appear beside the relevant course on your record. If you believe that illness, accident or other exceptional circumstances beyond your control prevent your attendance at an examination, and have already booked and paid for your travel (including ‘surprise trips’ given by family members or friends), you may apply for a Deferred Examination. If your application is approved, your Deferred Examination will be scheduled to take place during the next examination period, subject to University approval. Deferred Examinations are normally held during the December exam period (except for Deferred examinations for final year courses, which are usually held in the May exam period).

Deferred or Irregularly Scheduled Examinations
For students who have an examination arranged through Disability Services or Equity Assistance, they should contact the Disability and Equity Support Officers at the Notre Dame Study Centre as soon as possible to ensure your individual requirements can be taken into consideration. You will need to complete a “Request for Assistance” form and submit this with any relevant documentation before the main Census Date of each semester or term. If your request is approved, you will be notified of the date, time and venue of your Deferred Examination.

Results
Results are published a few weeks after the examination period each semester, on a date advised by the Campus Registrar. Results will be available via Student Centre. Please note that to ensure the safety of your personal information, University staff are not permitted to release results over the phone, nor are they permitted to inform you of your University ID number over the phone. Results are
not released to students who have any outstanding tuition fees, library items or other fees and fines.

If there is a change to your academic status this will also be displayed in Student Centre. All students commence on ‘Good Standing’. If your academic progress is not satisfactory you will be placed on ‘Conditional’ status. If this occurs for two consecutive semesters, your enrolment at the University will be suspended.

Extensions on Assignments
Schools have procedures in place for you to request an extension of time to hand in your assignments without penalty if you are having genuine difficulties due to circumstances beyond your control. Refer to School Regulations, or speak to your School administrative staff to obtain further information.

If you are having problems with an assignment, do not suffer in silence. Wherever possible, seek the advice of School staff before the assignment is due.

Special Consideration
A Request for Special Consideration should be lodged with your School as soon as possible and be accompanied by supporting documentation. Lodgement should occur no later than three working days after the date of the relevant assessment or examination. A School may grant Special Consideration in respect of an assignment or project.

Supplementary Examinations
Only the Board of Examiners may grant a Supplementary Examination in respect of a course. You may be eligible for a Supplementary Examination if:

» You have obtained a mark of at least forty five percent in a course.

» The course you have failed is a final course required to complete your degree.

» The Board of Examiners forms the view that the circumference of your failure in that course was due to circumstances beyond your control.

If you are granted a Supplementary Examination the notation of ‘SP’ will appear beside the relevant course on your academic record. The Supplementary Examination will usually take place during the next Summer or Winter Term exam period. If you complete a supplementary examination, you will be awarded a grade of either Pass (P) or Fail (F).

For further information regarding Examinations and Assessments refer to General Regulations available on the University’s website at notredame.edu.au/about/governance/regulations

Graduation
You must apply to graduate before the date advised by Student Administration & Fees, by following the process advised by the Camus Registrar. Further details regarding graduation, the Graduation Mass and ceremony dates, etc. are provided via all-student emails.

Leave of Absence
If you wish to take leave of absence please complete the Application For Leave Of Absence, which can be obtained from the University website, Student Administration & Fees or your School. You may be granted up to a maximum of four semesters’ Leave of Absence over the duration of your program.

Student ID Cards
Each Notre Dame student, whether domestic, international, study abroad, part-time or full-time, is encouraged to obtain a University Student ID Card. You are eligible for a University ID Card if you have a current Notre Dame enrolment and have been issued with a University ID number. University ID cards will allow you to:

» Prove your identity on campus and during examinations

» Store monetary values for printing and photocopying in the Library

» Borrow books and other resources from the University libraries

» Show your entitlement for travel concession (when carried in conjunction with a Concession Opal Card)

» Obtain student discounts

Obtaining an ID Card
University ID Cards are usually issued initially during the enrolment process by Student Administration & Fees but can be obtained at any time.

Adding Credit to University ID Cards
Photocopy and printing credits can be added to your ID Card on the Autoloader machine located in the Libraries on either site. Swipe the card on the Autoloader, and the screen will display the value of credit that is on the card.

Notes and/or coins can then be deposited to increase the printing credits available. Money placed on the card is non-refundable. Unused credit will remain on the card until it is used. The library does not provide change.

Using Your ID card on a Printer
Place your ID card over the keypad next to the printer. The screen will prompt you to enter a PIN. Enter any four digit number that you will remember. Press ‘enter’, re-enter the PIN, press ‘enter’, enter in your student number then press ‘enter’. You are now ready to copy or print. Don’t forget to press finish once you have finished copying. When copying/printing next time you only need to swipe and enter your PIN.

Lost, Stolen, Damaged, Faulty or Destroyed Cards
Lost, stolen, damaged, faulty or destroyed cards can be replaced for a charge of $20. Further information regarding University ID cards can be obtained from Student Administration & Fees or email sydney.studentadmin@nd.edu.au.

Student Discounts
Many local businesses also offer excellent discounts to Notre Dame students when you present your University ID Card. Please contact SAUNDA (the Student Association) for more details.

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 in other administrative processes. The same confidentiality and privacy rules will apply to your photo record as with your other student records. If you have not yet had your photo taken for an ID card please go to Student Administration & Fees to have your photo taken. If you do not wish to apply for an ID card at this time then there is no charge for your photo being taken for your record.

Transcripts
An official transcript of your academic results is available from Student Administration & Fees for a fee. The University does not supply ‘unofficial’ transcripts. However, you can download an unofficial record of your academic transcript from your Student Centre at any time, free of charge.
Withdrawal From Courses
If you decide to withdraw from a course, you will need to do so via Student Centre. It is not sufficient to inform University staff verbally or by email.

There are two important dates each semester or term for withdrawal from courses:
- Financial Penalty Date (Census Date)
- Academic Penalty Date

Please note that it is your responsibility to ensure that you drop the relevant course(s) in Student Centre prior to these deadlines.

Fees Office
All students at all universities in Australia pay fees. All domestic students who are also Australian citizens, and eligible New Zealand citizens, have access to the Commonwealth loan schemes: FEE-HELP (for full fee paying students) or HECS-HELP (for Commonwealth Supported Students). HELP currently allows students to defer the costs of their fees. Students will not have to repay their loan through their tax until their income reaches a certain level. Since 1999, the Commonwealth Government has provided a limited number of Commonwealth Supported Places for students in Education, Nursing and Medicine at The University of Notre Dame Australia.

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
- Internet bank transfer
- Money order
- International bank transfer
- MasterCard / Visa
- Direct deposit
- EFTPOS

Penalties for Late Payments
If you have not made arrangements to access the FEE-HELP/HECS-HELP scheme and your fees are not paid on time, the University may apply a Late Payment Fee.

2. Defer fees with FEE-HELP/HECS-HELP loan
The University encourages eligible full-fee paying students to complete an application for FEE-HELP. Commonwealth supported students are required to complete a HECS-HELP form. Information booklets for these are available at the Student Administration & Fees Office or on the Australian government’s Study Assist website. This form, along with your Tax File Number (TFN), must be received by the University before the first Census Date on your invoice. The University is unable to process any late submissions of FEE-HELP/HECS-HELP forms.

Fee Options for Domestic Students
1. Pay your fees up-front:
If you choose to pay your fees up-front, you can pay at either the Fees Office, at Australia Post outlets, via BPAY, or pay over the phone by credit card. The following payment methods are accepted: Notre Dame Payment Gateway
- BPAY
- Mastercard / Visa
- EFTPOS
- Australia Post BillPay
- Cheque
- Internet bank transfer
- Money order
- International bank transfer
- MasterCard / Visa
- Direct deposit
- EFTPOS

Penalties for Late Payments
If you have not made arrangements to access the FEE-HELP/HECS-HELP scheme and your fees are not paid on time, the University may apply a Late Payment Fee.

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. Your enrolment may also be cancelled.

Changes to Your Enrolment
The University sends out a supplementary invoice if you enrol in any additional courses, however it does not send out a new invoice or a credit note for any courses you withdraw from. If you are unsure of your revised liability after changing your enrolment, contact the Fees Officer on (02) 8204 4437 or email sydney.fees@nd.edu.au.

Further Advice and Assistance
Further advice on any issue related to fees should be directed to the Fees Office. If you are having difficulties arranging for the payment of your fees, it is imperative that you make an appointment with Fees Office staff to talk over your options in advance of fee deadlines. Contact the Fees Officer on (02) 8204 4437 or email sydney.fees@nd.edu.au.

International Student Administration
Phone: (02) 8204 4418
Email: sydney.studentadmin@nd.edu.au

International students: Once you are enrolled, you should speak with the International Student Support Officer at Student Administration & Fees if you require assistance with academic matters, such as:
- Making changes to your program
- Withdrawing from courses
- Renewing your visa

The International Student Support Officer is available during office hours each day to discuss any problems which you may be having with regard to your academic progress at Notre Dame or documents required to extend your visa. Student Administration & Fees reports to the Department of Immigration and Border Protection (DIBP) with regard to changes of program, withdrawal from program or unsatisfactory academic progress.

It is a condition of your student visa that you inform Student Administration & Fees of any change of address and contact details within 7 days of the change. International students are not authorised to take Leave of Absence unless there are exceptional compassionate circumstances, which must be verified with supporting documentation.
University Policies

Student Conduct
All students are expected to abide by the Code of Conduct for Students:

The University expects that members of its community will abide by State and Commonwealth laws and, in their social conduct, act in a manner which reflects favourably upon themselves and the University community. Students who conduct themselves in a manner contrary to the various Regulations and Policies of the University may be subject to disciplinary action. This covers behaviour both on the campus, or at any function you attend in your capacity as a Notre Dame student.

General, School and Program Regulations
notredame.edu.au/about/governance/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.

Student Grievance Resolution Policy and Procedures
notredame.edu.au/current-students/support/appeals-and-grievances

The University of Notre Dame Australia is committed to providing a safe and productive study environment free from unfair treatment, conflict, discrimination, harassment or vilification.

The University recognises that those who study at the University have a legal and ethical right to raise a concern or complaint related to unfair treatment, harassment, discrimination and other such issues and to have that concern, problem, complaint or grievance dealt with confidentially, fairly, effectively and in a timely manner. The University has appointed Grievance Officers, who act as the first point of contact in such situations.

The ‘Procedure: Student Grievance’
notredame.edu.au/__data/assets/pdf_file/0026/27548/PROCEDURE-Student-Grievance.pdf (available on the University website, or from Student Administration & Fees) outlines the appropriate steps to be taken should you wish to raise a complaint, problem, issue or concern (i.e. a grievance) relating to your current or past involvement with the University.

Email and Internet Usage Policy
notredame.edu.au/__data/assets/pdf_file/0020/2099/POLICY-Email-and-Internet-Usage.pdf

1. Purpose of Policy
To ensure that employees and students of The University of Notre Dame Australia properly use the University’s email and Internet communications systems.

Use of email and the Internet by staff and students is permitted and encouraged where such use is suitable for teaching, research or University business purposes and supports the goals and objectives of the University. Occasional personal and social use of email and the Internet is acceptable, but use of the Notre Dame domain name to conduct business other than official University business is prohibited.

The University has the right to record all staff and student Internet usage and monitor the email account or Internet browsing of any user for legitimate business reasons, including compliance with this policy, compliance with any applicable laws and industry regulations, and where there is reasonable suspicion of activities that may violate this policy. Details of an individual’s usage may be requested by, and passed on to, nominated contacts in Notre Dame’s Schools and Offices.

All network, email and Internet accounts maintained on University computing systems are the sole property of The University of Notre Dame Australia.

2. Email
Email is defined as all technologies used to transfer messages, including email, instant messaging and peer-to-peer file exchange. Email is a tool for business communications, which users have a responsibility to use in an efficient, effective, ethical and lawful manner. Email is inherently not secure, and sensitive or confidential material should not be sent through the electronic mail system unless it is encrypted.

3. Strictly Prohibited
Use of the University’s email and internet system in the following manner is Strictly Prohibited.

> Creating, storing, exchanging, publishing or downloading information or material in violation of copyright or other intellectual property rights;

> Reading or sending messages from another user’s account, except under proper delegate arrangements.

> Altering or copying a message or attachment belonging to another user without the permission of the originator.

> Using Notre Dame’s email system for non-university related commercial purposes.

> Compromising the privacy of a user’s password by giving it to others or exposing it to public view. Passwords should be changed on a regular basis. Visiting web sites containing objectionable or criminal material including, but not limited to, pornography, unless a written clearance stating that this is a legitimate academic or work related activity has been obtained from the relevant Dean or Executive Director.

> Using the system to undertake activities inconsistent with a user’s job description or the University’s Objects including, but not limited to, gambling, gaming, conducting a business or conducting other illegal activities.

> Uploading or downloading commercial software, games, or music videos unless it is for a purpose related to the user’s work or study at the University.
Academic Penalty Date
The Academic Penalty Date is the final date on which you can withdraw from a course without that course appearing as a ‘Fail’ on your final academic transcript. The Academic Penalty Date for every course is listed on the University website notredame.edu.au/current-students/your-enrolment/calendars-and-timetables. The main semester or term Academic Penalty Date can be found on the University Calendar on the University website at notredame.edu.au/current-students/your-enrolment/calendars-and-timetables.

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

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

Census Date (Financial Penalty 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 terms and semesters are for standard length courses and can be found on the University Calendar on the University website notredame.edu.au/current-students/your-enrolment/calendars-and-timetables.

Glossary of Terms

4. Internet
The Internet is to be used in a manner that is consistent with Notre Dame’s standards of business conduct and as part of the normal execution of an employee’s job responsibilities or student academic needs.

5. 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.

Mobile phones
Use of mobile phones during classes, for either conversation or messaging, constitutes a serious discourtesy to your lecturers and fellow students. Mobile phones should not be switched on at any time in lectures, or used in the libraries. Mobile phones cannot be used or accessed in an exam venue.

We are a non-smoking Campus
Smoking is not permitted at The University of Notre Dame Australia, Sydney Campus.

Eating and Drinking
Food and drinks, with the exception of bottled water, are not permitted in the classrooms.
of a standard length of 13 weeks 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 website at: notredame.edu.au/current-students/your-enrolment/calendars-and-timetables. Always make sure that you are familiar with the Census Dates as it is your responsibility to ensure that you make any changes to your enrolment before this date.

Change of Course and Credit Transfer
notredame.edu.au/_data/assets/pdf_file/0021/12648/Change-of-Course-Credit-Transfer.pdf

This is the form that you will use if you wish to:
- Change your program;
- Add or remove a major / minor / specialisation; or
- Transfer the credits received for courses in a particular program across to a different program.

You can obtain this form from Student Administration & Fees, your school, or download it from the University website.

Core Curriculum (LOGOS Programme)
The LOGOS programme is the Sydney Campus delivery of the Core Curriculum. It allows you to choose from a wide range of modules in Philosophy, Ethics and Theology, including modules specifically tailored to your professional interests and allows you freedom to choose when you want to study. The LOGOS programme is offered through modules of study, which gives you more choice in relation to which topics you choose to study. There are four compulsory modules:

» Think: an introduction to the foundations of philosophy and, in particular, the skills of critical thinking and informal logic.
» Choose: an introduction to the key concepts and theories in Western moral philosophy as well as skills in practical reasoning and decision making.
» Live: an introduction to the some key concepts in theology.
» Learn: a final exit module that will provide you with an opportunity to learn about what the Catholic Church believes about some key issues, including a number of controversial topics.

You also complete 20 elective modules in Philosophy, Theology and modules tailor-made for your career.

Program
Your program may also be referred to as your degree program. It consists of all the courses that make up your degree, or award.

Cross-Institutional Enrolment
Cross-Institutional Enrolment is where courses studied through another institution while you are enrolled at Notre Dame must be approved by your Program Coordinator and the Campus Registrar before credit will be granted. Cross-institutional enrolment will usually only be granted in exceptional circumstances.

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

Intensive Courses
An intensive course is one that runs outside of the standard semester and term times. To find out the Census Dates for intensive courses, check with the relevant School or on the University website.

Leave of Absence
You may request up to four semesters’ Leave of Absence over the course of your degree, via a form available at Student Administration & Fees or on the University website. Before you request Leave of Absence, you are encouraged to discuss with your Program Coordinator or your School’s Senior Administrative Officer what enrolment options you will have upon your return and how a semester or year away from studies will affect the completion time for your degree. You must request an additional Leave of Absence if you decide to extend your leave beyond the period that has already been approved.

Lecture
A lecture is a large group teaching session where the lecturer does most of the talking - your role is mainly to listen and take notes, although questions are generally encouraged. If you wish to record lectures, ask the lecturer’s permission at the beginning of the class.

LOGOS Programme
Refer ‘Core Curriculum’

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. Courses studied on a not-for-degree basis are not covered by FEE-HELP or HECS-HELP.

Standard Semester One / Two Courses
For the purpose of Census Dates, a standard semester course is one that commences in Week One and concludes during the examination period of either Semester One or Two.

Standard Summer / Winter Term Courses
For the purpose of Census Dates, a standard Summer / Winter Term unit is one that commences in Week One and concludes during the examination period of either Summer or Winter Term.

Statement of Results
These are available for downloading from your Student Academic Information Portal at any time. These are unofficial and cannot be used for employment or entry to other institutions.

Testamur
Your testamur 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 ‘prac’ or a ‘lab’) is a smaller group teaching session. Not all courses have these – check the information on the timetable and in your course outline. Tutorials may be led by the lecturer or a different staff member. Here, you will generally discuss the lecture topic in more detail, or undertake practical exercises and interaction with your classmates. Tutorials are usually more interactive than lectures, and student participation is encouraged.

Course
A course is a single subject most often taken over the whole of a semester or term. Some courses run over the full year.
Course Outline
Course outlines are distributed at the start of each course. They contain important information about the course 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. It is also your first port of call to look for information on the best way to make contact with the teaching staff if you need advice or assistance. Always read your course outlines carefully, and keep them handy for reference during the teaching period.

Withdrawal From University / Program Form

This is the form that you will use if you wish to:
» Withdraw from your program
» Withdraw from the University
You can obtain this form from Student Administration & Fees or your School, or you can download it from the University website.

Campus Services
Some of the responsibilities of the Campus Services department include:
» Maintenance e.g. replacement light bulbs, damaged furniture, plumbing problems;
» Furniture set up and relocation for events;
» Support for exam room set up, graduation set up and non academic events;
» Coordinating emergency evacuation procedures;
» Cleaning of all buildings and courtyards including offices and teaching spaces;
» General campus maintenance including grounds and gardens;
» Capital development and building projects;
» Campus Security; and
» Maintaining St. Benedict’s Church (Broadway) and Sacred Heart Church (Darlinghurst).

The Campus Services offices are located at both the Broadway and Darlinghurst sites. The Broadway team can be contacted on (02) 8204 4347 between 8.45 am and 5.00 pm Monday to Friday. Broadway Security is 24 hours, 7 days a week on 0403 458 011.

The Darlinghurst team can be contacted on (02) 8204 4403 between 8.45 am and 5.00 pm Monday to Friday. Darlinghurst Security is 24 hours, 7 days a week on 0406 318 213.

To contact the Campus Services department send an email to sydney.cs@nd.edu.au

While at the University, all students are required to take instructions from security guards. Failure to abide by lawful instructions from a security guard can result in disciplinary action being taken. All security matters relating to harassment, theft and damage should be reported to Campus Services immediately (or in an emergency, the nearest member of University staff) who will then contact Security. Whilst on campus, students may be asked to produce their ID card by staff. This ensures both personal and university security is maintained; it is in your best interest that we ensure that security is a priority.

Security can be contacted on:
Broadway: 0403 458 011
Darlinghurst: 0406 318 213