THE UNIVERSITY OF

NOTRE DAME

AUSTRALIA

CONGRATULATIONS ON YOUR OFFER

SYDNEY CAMPUS

NOTREDAME.EDU.AU

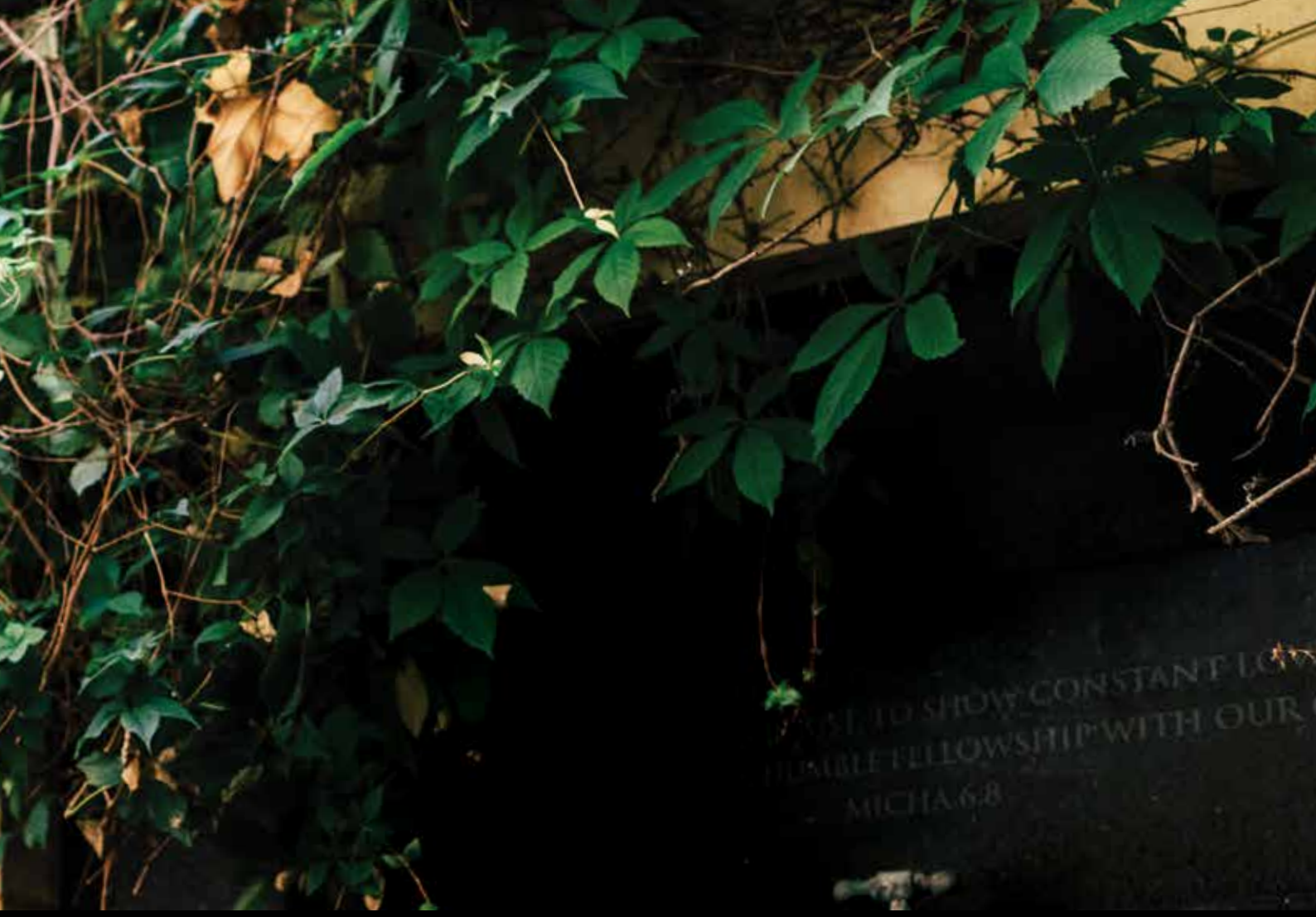
ACKNOWLEDGEMENT OF COUNTRY

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 Fremantle Campus is located on Wadjuk Country, the Broome Campus on Yawuru Country, and the Sydney Campus on Cadigal 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.



WELCOME

Congratulations on receiving your offer to study at The University of Notre Dame Australia.

We are delighted that you have chosen to study at Notre Dame and we hope that you are justifiably proud of your achievement. As you would now know, our application process is not a simple exercise in form filling and ticking boxes. We have tried to get to know you, learn about your achievements, academically and otherwise, and identify your potential. The fact that we are now sending you an offer means that we have seen your promise and your potential, and we now want to work with you on your studies and ultimate goals.

We hope that during your years here you choose to become involved in a variety of activities on offer to you outside your study, such as different types of sports and recreation, Chaplaincy, volunteer programs, mentoring schemes, and student clubs and societies. We invite you to expand your student life beyond the lecture theatres and laboratories to embrace as many different opportunities as possible.

While it may seem odd to say it now, your graduation from Notre Dame will come much sooner than you think. My hope and prayer for you is that you seize each day and opportunity with vigour and openness, and that in years to come you will be able to look back at your time at Notre Dame with fondness, confident in the knowledge that you gave it your all.

Congratulations and welcome.

Professor Celia Hammond
Vice Chancellor

STUDENT LIFE AT NOTRE DAME

STUDENT SERVICES

At Notre Dame, Campus life extends beyond the classroom. The Student Services extra-curricular programs will help you have fun, achieve a balanced study program and support the development of your career and leadership skills.

We are your go-to destination for career advice, counselling, sports and Campus clubs and societies.

The Sydney Campus Student Guide available on the Student Services website at **nd.edu.au/sydneystudentservices** also provides useful information to assist you with commencing your studies as a Notre Dame student.

MAKE THE MOST OF YOUR UNI EXPERIENCE

SPORTS AND RECREATION

Notre Dame hosts a range of student social events such as barbecues, trivia nights and inter-faculty and inter-varsity competitions throughout the academic year. You can also try your hand at theatre or get involved in the many sporting and cultural pursuits on Campus. Sports include cricket, netball, futsal (indoor soccer), rugby, basketball and touch football, with representative teams participating in annual sporting events, including University Games.

ORIENTATION CAMP

Attending university can sometimes be a daunting experience, with new people to meet, timetables to decipher, and buildings to locate. Orientation Camp has been designed to help you feel more a part of uni life. The camp will provide you with an opportunity to meet and engage with other first-year students, participate in fun activities, and experience social justice initiatives which are an important element of the Notre Dame experience.

For more information please visit **nd.edu.au/offer/orientation-camp**.

MENTORING PROGRAM

To help you transition smoothly to university life as a first-year student, we link you with student mentors and provide opportunities for social interaction. All undergraduate students are invited to join Notre Dame's Mentoring Program.

CAREERS ON CAMPUS

Right from the day you become a uni student, make the most of our Careers on Campus service and get assistance with touching up your CV, applying for jobs and gaining valuable interview techniques. There are workshops, seminars and prospective employer visits throughout the year to help you get started early in preparing for the workplace.

COUNSELLING SERVICE

The Counselling Service provides a free, confidential and safe environment in which students can discuss with a counsellor any personal or study-related issues that are impacting their ability to study effectively. We are here to support and assist you in developing strategies to manage your difficulties whilst still continuing your studies.

STUDENT ACCOMMODATION

Notre Dame offers information regarding local student accommodation providers, residential colleges and guest houses; however no accommodation is pre-arranged or personally provided for individual students by Notre Dame.

For more information please visit **nd.edu.au/accommodation** or contact the Prospective Students Office on +61 2 8204 4404 or at **sydney@nd.edu.au.**

STUDY PATHWAYS

The Academic Enabling & Support Centre (AESC) has five major areas of responsibility – Academic Support, Disability and Equity Support, Pathway Programs, Outreach, and Research – designed to assist current and prospective students to achieve their potential.

AESC provides alternative entry pathways for new commencing students as well as academic support programs for current students who wish to develop their academic capabilities further, including:

- Pathway programs
- Academic support
- Disability and Equity support
- Outreach and research

CAMPUS MINISTRY

Notre Dame is guided by a rich tradition of Catholic faith and values. This is at the heart of what we do in Campus Ministry. Our team hopes to promote, encourage and engage students' faith on Campus and to offer the chance for students to flourish and seek excellence beyond measurable academic criteria.

Notre Dame's Campus Ministry welcomes students of all faiths (and none at all) and provides opportunities for debate, fun and friendship, discovery and wonder, prayer and service, liturgy and life.

We invite you to explore the range of activities available at the Sydney Campus, including:

- Lunchtime Mass
- Theology on Tap – a monthly social outing where students from all walks of life get together for a bit of food for thought
- Daily Bible study
- Men's & women's retreats
- Movie nights
- Discussion groups

For more event information please contact **sydney.chaplaincy@nd.edu.au**.

WHAT DO I DO FROM HERE?

IF YOU WISH TO ACCEPT THE OFFER

1. Complete and submit the Conditions of Offer and Acceptance form to the Admissions Office.
2. Complete the FEE-HELP/HECS-HELP application.

These need to be returned to the Admissions Office within 14 days of receiving your offer. Fees need to be paid two weeks before the commencement of the semester or you need to have your FEE-HELP/HECS-HELP form lodged by then.

You will need to attend one of the scheduled enrolment days. Details are enclosed or available at **nd.edu.au/offer**. You cannot enrol unless the Admissions Office has received your acceptance form.

We understand that coming to university is a big decision and you may need more than 14 days to consider your options. If this is the case, we recommend that you hold your place by completing the Conditions of Offer and Acceptance Form. If you decide to come to the University, you will need to attend an Enrolment Day.

IF YOU WISH TO DEFER YOUR STUDIES

1. Accept your place by completing the Conditions of Offer and Acceptance Form.
2. Complete the Request for Deferred Commencement Form. Return it to the Admissions Office before the commencement of semester.

All deferral requests are subject to approval from the University. You may defer your studies for up to 12 months (two semesters) prior to enrolling in units.

Both these forms need to be returned as soon as possible. You will be sent an email indicating whether or not your deferral has been approved.

Please note: If you have accepted a Commonwealth Supported Place (CSP) and defer your commencement of study, a CSP cannot be guaranteed upon return from your deferral period. In the event that the CSP place is no longer available, you will be contacted by the Admissions Office for consideration of a Full-Fee Paying Place.

HOW DO I GET A STUDENT ID NUMBER?

Your student ID number is generated once we receive your Conditions of Offer and Acceptance form. Please leave this section of your HECS-HELP or FEE-HELP application blank. The Admissions Office will complete this once we have issued you with a student ID number.

HOW DO I GET A STUDENT IDENTIFICATION CARD?

Student identification cards can be purchased at your enrolment session for $20, or from Student Administration at the start of semester. Your photo will be taken and your student ID card will be issued on the spot.

IF YOU DO NOT HAVE A TAX FILE NUMBER (TFN)

You will need to apply for one as soon as possible to ensure your HECS-HELP or FEE-HELP form can be processed. To apply for a Tax File Number (TFN) visit **ato.gov.au**. The ATO may take up to 28 days to process your application for a TFN.

IF YOU ARE UNABLE TO ATTEND ENROLMENT DAY

Should you be unable to attend your scheduled Enrolment Day, you will need to contact the Administration Office of the relevant School to organise an appointment to complete your enrolment. Please see the 'useful contact information' on page 19 of this booklet.

FEES

The University of Notre Dame Australia is committed to making its courses affordable and accessible. For tuition fee information please visit **nd.edu.au/fees**. On this webpage you can access tuition costs per unit or overall approximate course costs. Whether you wish to pay your fees up-front or make an application for Commonwealth assistance when accepting your offer, you are expected to submit a Commonwealth Assistance Application (HECS-HELP or FEE-HELP) at the time you submit your Conditions of Offer and Acceptance form. Your TFN must be made available to the Fees Office (located in Student Administration) before the Census Date. For further information on the HELP loan schemes and to check your eligibility, please visit the Study Assist website at: **studyassist.gov.au/sites/StudyAssist/.**

The Census Date (financial) is the last day you can submit a request for Commonwealth support (HECS-HELP or FEE HELP). Financial liability will apply to any withdrawals after Census Date and you will receive a 'W' (Withdraw grade) on your academic transcript.

Please visit **nd.edu.au/fees** if you would like to know more about the Census Date.

IF YOU WISH TO WITHDRAW YOUR APPLICATION

If you decide not to come to Notre Dame and have yet to enrol, you will need to send an email to **sydney.admissions@nd.edu.au** stating this.

If you have already enrolled in units, you must contact the relevant School to inform them of this and also complete a Withdraw from University/Course Form with the Student Administration Office.

This form must be submitted before the Census Date to avoid financial penalty. If you do not officially withdraw before the Census Date you will be liable for all fees incurred. An email will not suffice for withdrawal post enrolment.

For more information about Census Dates, visit: **nd.edu.au/censusdates.**

STEPS TO BECOMING A NOTRE DAME STUDENT

Step 1:	Accept your offer
Step 2:	Prepare for enrolment
Step 3:	Enrol in units
Step 4:	Access MyND Portal and timetable sign-up
Step 5:	Attend Orientation
Step 6:	Commence studies

Declaration cont.

Emergency Contact (it is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University):

Name: _____ Relationship: _____

Address: _____ Postcode: ☐☐☐☐

Telephone (Home): ☐ _____ (Work): ☐ _____ (Mobile) _____

Education Level of your parents or guardians

The University of Notre Dame Australia is required by the Australian Government's Department of Education to collect information on the highest level of education completed by your parents or guardians. This information will be used for grouped statistical purposes only, and will have no effect on your application. The Department of Education intend to use the information to analyse Higher Education participation by various demographic groups.

If you do not wish to provide this information please tick the following box – no further action is required. ☐ I do not wish to participate.

To provide 'Education Level' data please select the closest descriptors from the following lists for people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

	Parent/Guardian 1		**Parent/Guardian 2**	
What is the highest level of education completed by your parents/guardians? (tick one):	☐ Male	☐ Female	☐ Male	☐ Female
Postgraduate qualification (e.g. graduate diploma, master's degree, PhD)	☐	☐	☐	☐
Bachelor's degree	☐	☐	☐	☐
Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)	☐	☐	☐	☐
Completed Year 12 schooling*	☐	☐	☐	☐
Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*	☐	☐	☐	☐
Completed Year 10 schooling*	☐	☐	☐	☐
Didn't complete Year 10 schooling*	☐	☐	☐	☐
Don't know	☐	☐	☐	☐
* or equivalent	☐	☐	☐	☐

If you wish to accept your offer, please READ AND COMPLETE this Conditions of Offer and Acceptance Form, then return by:

- Electronic Submission (email) to: **sydney.admissions@nd.edu.au**
- Mail to: **The University of Notre Dame Australia, Admissions Office, PO Box 944, Broadway NSW 2007**
- Hand deliver (8:30am - 5:00pm Monday to Friday) to:
  The University of Notre Dame Australia, Admissions Office, 140 Broadway, Chippendale NSW 2008

Step 1
Accept your offer

If you wish to accept your offer, please READ AND COMPLETE this Conditions of Offer and Acceptance Form, then return by:

- Electronic Submission (email) to:
  sydney.admissions@nd.edu.au
- Mail to:
  The University of Notre Dame Australia,
  Admissions Office, PO Box 944,
  Broadway NSW 2007
- Hand deliver (8:30am - 5:00pm Monday to Friday) to:
  The University of Notre Dame Australia,
  Admissions Office,
  140 Broadway, Chippendale NSW 2008

THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Conditions of Offer and Acceptance Form

For domestic students only

If you wish to accept your offer, please READ AND COMPLETE this Conditions of Offer and Acceptance Form, then return by:

- Electronic Submission (email) to: **sydney.admissions@nd.edu.au**
- Mail to: **The University of Notre Dame Australia, Admissions Office, PO Box 944, Broadway NSW 2007**
- Hand deliver (8:30am - 5:00pm Monday to Friday) to:
  The University of Notre Dame Australia, Admissions Office, 140 Broadway, Chippendale NSW 2008

1. Introduction

Please read the information below carefully and complete and sign the appropriate sections. Please retain a copy of this *Conditions of Offer and Acceptance Form* for your records.

2. Entire Agreement

The conditions set out in the Letter of Offer received from the University form part of these Conditions of Offer and Acceptance. These Conditions of Offer and Acceptance override any previous statements, undertakings or representations whether oral or in writing, which have been made by any University employee, agent or contractor prior to this offer. I declare that all information included in my application is factually correct and fairly presented. I understand that if any of the information I have included in my application is found to be false, the University reserves the right to vary or reverse any decision made in regards to my application or enrolment. I also understand that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers it appropriate to inform.

3. University Regulations

I undertake to observe the Statutes, Regulations, Policies, Procedures and Code of Conduct of the University as varied, replaced or introduced from time to time. Without limiting the above, I understand that to complete a course or unit, I must attend prescribed classes, lectures, seminars, tutorials, practical and clinical practice; complete the prescribed work of the course or unit at a satisfactory standard; and pass prescribed examinations. I agree that I must give notice in writing to the Registrar by the date specified if I want to withdraw from a course or unit or take leave of absence. I understand that if I do not give the required notice I will have to pay the full amount of fees and a 'Fail' grade will be recorded against my enrolled units. I understand that the University reserves the right to change the content and/or method of assessment of any unit of study, to withdraw any unit of study or course which it offers and to impose limitations on enrolment in any unit or course.

4. Payment of fees

You MUST select ONE of the following fee payment options (please see offer letter for the fee type you have been offered):

For Commonwealth Supported Places

☐ I am eligible for a Commonwealth Supported Place and would like to access the Commonwealth Government HECS-HELP loan scheme*(Australian Citizens or Permanent Humanitarian visa holders only; Permanent Residents and New Zealand citizens MUST pay in full upfront). If I choose to make a partial payment up-front, I understand that only any unpaid portion of my fees will incur a HECS-HELP debt. I will submit a completed 'Request for Commonwealth Support & HECS-HELP' form by the required date.

☐ Although I am eligible for a Commonwealth Supported Place and the HECS-HELP loan scheme*(Australian Citizens or Permanent Humanitarian visa holders only; Permanent Residents and New Zealand citizens MUST pay in full upfront), I expect to pay each semester's fees up-front. I understand that fees are to be paid two weeks prior to the commencement of the semester or term or the commencement of an enrolled unit, whichever comes first. No HECS-HELP debt will be generated if all fees are paid up front. I understand that only any unpaid portion of my fees will incur a HECS-HELP debt. I understand I am still required to submit a completed 'Request for Commonwealth Support & HECS-HELP' form by the required date.

☐ Although I am eligible for a Commonwealth Supported Place I am not eligible for the Government HECS-HELP loan scheme (Permanent non-humanitarian visa holders and New Zealand Citizens). I agree to pay all charges, tuition fees and other fees and charges as they fall due and as determined by the University's relevant Policies, Procedures, Regulations and Rules. I understand that fees are to be paid two weeks prior to the commencement of the semester or term or the commencement of an enrolled unit, whichever comes first. I understand that failure to pay by the relevant due date may result in a late payment fee being charged, semester enrolment being terminated or payment transferred to a debt collection agency. I will submit a completed 'Request for Commonwealth Support & HECS-HELP' form by the required date.

For Full-Fee Paying Places

☐ I am eligible and would like to access the Commonwealth Government FEE-HELP loan scheme*(Australian Citizens or Permanent Humanitarian visa holders only; Permanent Residents and New Zealand citizens MUST pay in full upfront). If I choose to make a partial payment up-front, I understand that only any unpaid portion of my fees will incur a FEE-HELP debt. I will submit the Request for FEE-HELP Assistance form by the required date.

☐ Although I am eligible for the Commonwealth Government FEE-HELP loan scheme*(Australian Citizens or Permanent Humanitarian visa holders only; Permanent Residents and New Zealand citizens MUST pay in full upfront), I expect to pay each semester's fees up-front. I understand that fees are to be paid two weeks prior to the semester or term or the commencement of an enrolled unit whichever comes first. I understand that failure to pay by the relevant due date may result in a late payment fee being charged, semester enrolment being terminated or payment transferred to a debt collection agency. I will submit the Request for FEE-HELP Assistance form by the required date.

☐ I am not eligible for the Commonwealth Government FEE-HELP loan scheme (Permanent non-humanitarian visa holders and New Zealand Citizens) and I agree to pay all charges, tuition fees and other fees and charges as they fall due and as determined by the University's relevant Policies, Procedures, Regulations and Rules. I understand that fees are to be paid two weeks prior to the commencement of the semester or term or the commencement of an enrolled unit, whichever comes first. I understand that failure to pay by the relevant due date may result in a late payment fee being charged, semester enrolment being terminated or payment transferred to a debt collection agency.

* Details of the Commonwealth Government's FEE-HELP/HECS-HELP scheme are available at **studyassist.gov.au**. Please refer to this website for any changes to eligibility for either loan scheme. If I do not submit a completed application form by the first census date on my initial invoice, I agree to pay all tuition fees and other fees and charges as they fall due and as determined by the University's relevant Policies, Procedures, Regulations and rules. I understand that I may choose to make upfront payments towards my fees and that only the unpaid portions of my fees will incur a HELP debt.

Declaration

5. Student Declaration

- I agree to abide by the statutes, regulations, policies and rules of The University of Notre Dame Australia as they may apply to me during my period of enrolment at the University **(www.nd.edu.au/policies).**
- I understand that the University complies with the Privacy Act1988 (Cth) and that information on how the University will collect, use, disclose and manage my personal information is outlined in the University's Privacy Policy **(www.nd.edu.au/privacy).**
- I acknowledge that during my period of study at the University, information will be collected by the University about me. I understand that the University will use my personal information for the primary purpose of managing and administering all aspects of the course of study for which I have enrolled. The University will also use this information to contribute to the University's analysis, use and publication of de-identified results which relate to quality monitoring and improvement activities. I understand that the University will not disclose my personal information to any third party without my written consent, unless the University is required or authorised to do so by law.

Disclosure of Personal Information and Student Consent

- I consent to the University disclosing my personal information to a person or body external to the University where:
- Disclosure is required or permitted by law or is required to fulfill mandatory or contractual reporting requirements to Commonwealth and State government departments, statutory and regulatory bodies and their authorised agents. Examples include, but are not limited to: the Commonwealth Department of Education, the Department of Immigration and Border Protection, Centrelink, the Australian Taxation Office and Universities Australia.
- An external person or body is engaged to provide services or support to, or for, the University, such as website hubs, database hosts, data back up service providers and survey companies holding and/or processing my personal information on their IT systems on behalf of the University, but only where there is a legal obligation in force between the external body or person and the University to safeguard my information.
- I am an international student and disclosure is a contractual reporting requirement to sponsors, exchange partners and /or agents.
- I am participating in a student exchange or cross-institutional program and the disclosure is to the other educational or vocationalinstitution Disclosure is to accreditation or registration bodies relevant to my program of study to verify qualifications and experience.
- I am under 18 years of age and disclosure is to my parent or legal guardian.
- I am aware that personal information disclosed to Commonwealth and State government departments, statutory and regulatory bodies and their legitimate agents may be shared among various government agencies and bodies for the purpose of improving the provision of higher education, training and research. I acknowledge that when I enrol at the University, am provided with a University email address and that the purpose of this email address is for all official electronic correspondence. I understand that the University will use this email address to communicate with me not only for the purpose of managing aspects of my course, but also to advise me on University student services and upcoming University events and/or activities which I may wish to participate in as a student of the University. I understand that my continued use of the email address is subject to me agreeing to and abiding by the terms and conditions that apply to the use of a University email address.
- I have read and understood the terms set out above and agree to them as conditions of my enrolment and/or admission at the University.

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at **www.nd.edu.au/privacy**. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: **Fremantle.Registrar@nd.edu.au** (for Broome / Fremantle Students), or **Sydney.Registrar@nd.edu.au** (for Sydney Students).

Office use only - ID Number

Full Name:

Have you at any time (under this or any other name) applied for admission to, received an offer from, or studied at Notre Dame?

☐ Yes ☐ No if yes, previous name or student id:

I ACCEPT and agree to all conditions contained within this *Conditions of Offer and Acceptance Form.*

Course name:

I wish to commence my studies in semester: Year:

Student sign: Date:

This section must be completed by a Parent or Guardian if the student is under 18 years of age:

Surname	First Name	Signature	Date

☐ I want to defer my studies, and have also completed the **Request for Deferred Commencement Form** with this **Conditions of Offer and Acceptance Form.**

THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Request for Deferred Commencement Form

If you wish to defer your studies, please READ AND COMPLETE this Request for Deferred Commencement Form, then return by:

- **Electronic Submission (email) to sydney.admissions@nd.edu.au;**
- **Mail to The University of Notre Dame Australia, Admissions Office, PO Box 944, Broadway NSW 2007**
- **Hand deliver (8:30am - 5:00pm Monday to Friday) to The University of Notre Dame Australia, Admissions Office, 140 Broadway, Chippendale NSW 2008**

The **Conditions of Offer and Acceptance Form** will need to be completed and handed in with this form, or a **Leave of Absence Form** (after the first day of semester). Please note that the **maximum period for deferral is 12 months.** A deferral cannot be approved after the first day of semester.

If you have already enrolled in units or would like to defer after the first day of semester you need to complete and submit a **Leave of Absence Form**. This form is available on our website at **nd.edu.au/LOAform.**

The University counts any period of leave of absence as part of the period of enrolment for the Degree and contributes to the maximum duration permitted for a Course. Students can be on leave of absence for up to four semesters.

Please note that if you have accepted a Commonwealth Supported Place (CSP) and you defer your commencement of study, a CSP cannot be guaranteed upon return from your deferral period. In the event that the CSP place is no longer available, you will be contacted by the Admissions Office for consideration of a Full Fee paying place.

Name:

Address: Postcode:

Telephone (Home): (Work): (Mobile):

Course code: Course name:

New commencement semester: New commencement year:

Reason for deferral:

I understand that my request for deferral needs to be approved. I understand that I will be sent a confirmation of deferral from the Admissions Office if my request is approved.

Signature: Date:

Deferral Approved ☐ Yes ☐ No

Manager Admissions & Prospective Students Office:

Signature: Date:

Please return to the Admissions Office as soon as possible

For Office Use only

Student file attached: ☐ Yes ☐ No Signature: Date:

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at **www.nd.edu.au/privacy**. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: **Fremantle.Registrar@nd.edu.au** (for Broome / Fremantle Students), or **Sydney.Registrar@nd.edu.au** (for Sydney Students).

Graduate
employment
rate
#1 in NSW

PREPARE FOR ENROLMENT

COURSES AND UNITS AT NOTRE DAME

To be awarded a particular degree, students must complete the required number of units for that particular degree or course program.

Please refer to the University regulations available on our website at: **nd.edu.au/regulations.**

For further information on the units available to study each year, please refer to your School's Handbook and unit information, available at the links below.

School of Arts & Sciences
nd.edu.au/sydneyartssci

School of Business
nd.edu.au/sydneybusiness

School of Education
nd.edu.au/sydneyeducation

School of Law
nd.edu.au/sydneylaw

School of Medicine
nd.edu.au/sydneymedicine

School of Nursing
nd.edu.au/sydneynursing

School of Philosophy & Theology
nd.edu.au/sydneyphiltheo

Academic Enabling & Support Centre
nd.edu.au/sydneyaesc

ACADEMIC CALENDARS

The University calendar is available on the website at: **nd.edu.au/unicalendar.**

Many Schools and courses may have different dates from the main University calendar. Please check with your School to ensure the dates for your course are not different from the main University dates.

APPLYING FOR ADVANCED STANDING OR RECOGNITION OF PRIOR LEARNING

Advanced standing, also known as credit transfer, is credit granted towards a degree program for study already undertaken. By giving recognition to prior learning, advanced standing prevents the unnecessary duplication of study and can save time and money.

Based on the information contained on the University website and/or discussions with a Course Advisor, you may be eligible for advanced standing. If so, you should follow the instructions below:

1. Attach the Application for Advanced Standing Form which can be found at **nd.edu.au/advancedstanding** to your acceptance form and forward it to the Admissions Office. Also attach the full unit outline of the units of study you completed previously, including assessment and teaching structure to allow an assessment of relevance and comparability to be made. Unit outlines may be available from your previous institutions' handbooks and/or websites. It is the applicant's responsibility to ensure these documents are provided. Once your acceptance has been processed, your application for advanced standing will be forwarded to Student Administration for a formal assessment to be made.

   Alternatively, you may bring your completed advanced standing application to your enrolment session to submit for assessment.

   These documents should be forwarded no later than TWO WEEKS prior to the start of semester in order for notification to occur before the commencement of the semester.

2. You will receive written notification of the outcome of your application before the end of the second week of semester.

FURTHER INFORMATION

For further information, regarding advanced standing please contact your relevant School (see useful contact information on page 19) or the Student Administration Office on +61 2 8204 4418 or at **sydney.studentadmin@nd.edu.au.**

ENROLMENT

Once you have completed and returned your acceptance forms to the Admissions Office, you will need to attend your scheduled Enrolment Day. Enrolment is when you come to the University Campus to select the units you will be taking in your first semester(s) of study and receive advice and information about your course. You can purchase your student ID card and meet fellow students and the staff from your School.

Information about your scheduled enrolment session can be found at:
ND.EDU.AU/OFFER

Scheduled enrolment sessions may take up to three hours to complete. Please arrive 10 minutes before your session begins.

THINGS YOU NEED TO BRING WITH YOU:

1. Photo identification (passport, drivers licence, NSW photo card, etc).
2. A blue or black pen.
3. $20 for your student ID card.
4. Your Tax File Number if you have previously lodged your HECS-HELP or FEE-HELP form without it.

   NOTE: You should have already completed an application for HECS-HELP or FEE-HELP by this time, if not, please bring the completed form with you.

FREQUENTLY ASKED QUESTIONS ABOUT ENROLMENT:

Q: **Do I need to pay my fees on Enrolment Day?**

A: No. An invoice will be sent to you after you enrol into units. Charges are based on the units in which you enrol according to whether you are a full-fee paying, HECS-HELP or FEE-HELP student. For further information about fees, please visit **nd.edu.au/fees.**

Q: **What if I can't attend my scheduled enrolment session?**

A: If you are unable to attend your enrolment session you will need to contact the Administration Officer of the relevant School to organise an appointment to complete your enrolment. Please see the 'useful contact information' on page 20 of this booklet.

Q: **Can someone else enrol on my behalf?**

A: No. You will need to enrol in person.

Q: **Can I attend a session for a different course?**

A: No. It is important that you come to the enrolment session for your course. At the enrolment session you will meet course advisors from your School who will give you information specific to your course.

STEP 4 - ACCESS MYND PORTAL AND TIMETABLE SIGN-UP

MYND PORTAL

Once you have enrolled as a Notre Dame student you will be issued with a student number and can access your MyND Portal. The MyND Portal is the central hub for accessing your University email account, Blackboard, and your Student Academic Information Portal.

All students will have access to a University email address for the duration of their studies at the University. Once you become a student, all correspondence between you and the University will be provided through your University email account. You may also link this to your smart phone.

Blackboard is an online learning resource used by students to access lecture notes, join discussion boards and find unit outlines and content.

The Student Academic Information Portal allows students to view and check the units they are enrolled in, view their grades from each semester, and their unit booklists.

Further information about accessing these web platforms will be provided to you at your enrolment session.

TIMETABLE SIGN-UP

Timetable sign-up can be completed after you have enrolled in units for each semester.

Allocate+ is the online platform used by the Notre Dame students to allow them to select activities (lectures, tutorials, labs and workshops) for units in which they are enrolled, so they can build a timetable for each semester or term.

Further information on timetable sign-up dates and access details will be sent to your student email in the month prior to the beginning of each semester.

If you experience any issues creating your timetable, please contact your relevant School for assistance (see useful contact information on page 13).

AFTER YOU ENROL YOU CAN ALSO…

- Purchase a student ID card to use for library services and to receive student discounts.
- Access free Wi-Fi on Campus.
- Apply for your Opal Card.
- Check your Commonwealth Assistance Account (HECS-HELP / FEE-HELP) by signing on to 'MyUni Assist' at **studyassist.gov.au.**
- Download the 'Uni of Notre Dame Australia' app for students.

STEP 5 - ORIENTATION

ORIENTATION

Once you've enrolled, Orientation is your chance to get to know the Campus, meet fellow students and have some fun before classes start. Orientation activities occur in the weeks leading up to semester and new students are strongly encouraged to take part. During Orientation you'll have the chance to:

- Meet your future classmates as well as returning students at morning teas, lunches, BBQs and sundowners;
- Get involved with student-run clubs and societies;
- Explore your beautiful Campus and the vibrant student hubs of Chippendale and Darlinghurst;
- Join a workshop, get to know your School or find a mentor;
- Bond with new friends on a weekend getaway at Orientation Camp.

Whether you're studying at Darlinghurst or Broadway, there will be a range of activities and sessions to suit you. Information about Orientation activities will be available at your enrolment session, or contact **sydney.studentservices@nd.edu.au** or 02 8204 4429 to find out more.

STEP 6 - COMMENCE STUDIES

Please see page 20 for Campus maps to help you find your classes!

THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Change of contact details

If you wish to amend the address to which correspondence from Notre Dame will be posted please complete this form.

Title: Surname/Family name Given name/s

Previous notification address State Postcode

New notification address State Postcode

New telephone number/s

Home Work Mobile

Email

Signature Date • •

notredame.edu.au - CRICOS PROVIDER CODE 01032F

Please return this form to:
The University of Notre Dame Australia - Admissions Office, PO Box 944, Broadway 2007
or return by hand to **140 Broadway, Chippendale NSW**

THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Change of preferences

If you wish to change your preferences, please complete this form.

I understand that should I request to change course preferences after receiving my offer, my offer becomes void and the Admissions Office will reassess my application for my new course preferences.

Title: Surname/Family name Given name/s

Address State Postcode

Previous preferences

1. Course name Course code
2. Course name Course code
3. Course name Course code

New preferences

1. Course name
2. Course name
3. Course name

Signature Date • •

Please return this form to:
The University of Notre Dame Australia - Admissions Office, PO Box 944, Broadway 2007
or return by hand to **140 Broadway, Chippendale NSW**

"I have loved my experience at Notre Dame, I've got so much more out of it than expected. The practical experience offered at the University allows you to determine what you really want to do."

Alexandra

MARKETING AND PUBLIC RELATIONS STUDENT

Overall quality
of educational
experience
#1 in NSW

USEFUL CONTACT INFORMATION

SCHOOLS

Students are welcome to contact their School for queries relating to course structure, timetabling, practicums or internships, or to make an appointment to speak to a Course Coordinator.

School of Arts & Sciences
sydney.artssciences@nd.edu.au
+61 2 8204 4124

School of Education
sydney.education@nd.edu.au
+61 2 8204 4200

School of Medicine
sydney.medicine@nd.edu.au
+61 2 8204 4450

School of Nursing
sydney.nursing@nd.edu.au
+61 2 8204 4275

Academic Enabling & Support Centre
sydney.aesc@nd.edu.au
+61 2 8204 4228

School of Business
sydney.business@nd.edu.au
+61 2 8204 4150

School of Law
sydney.law@nd.edu.au
+61 2 8204 4300

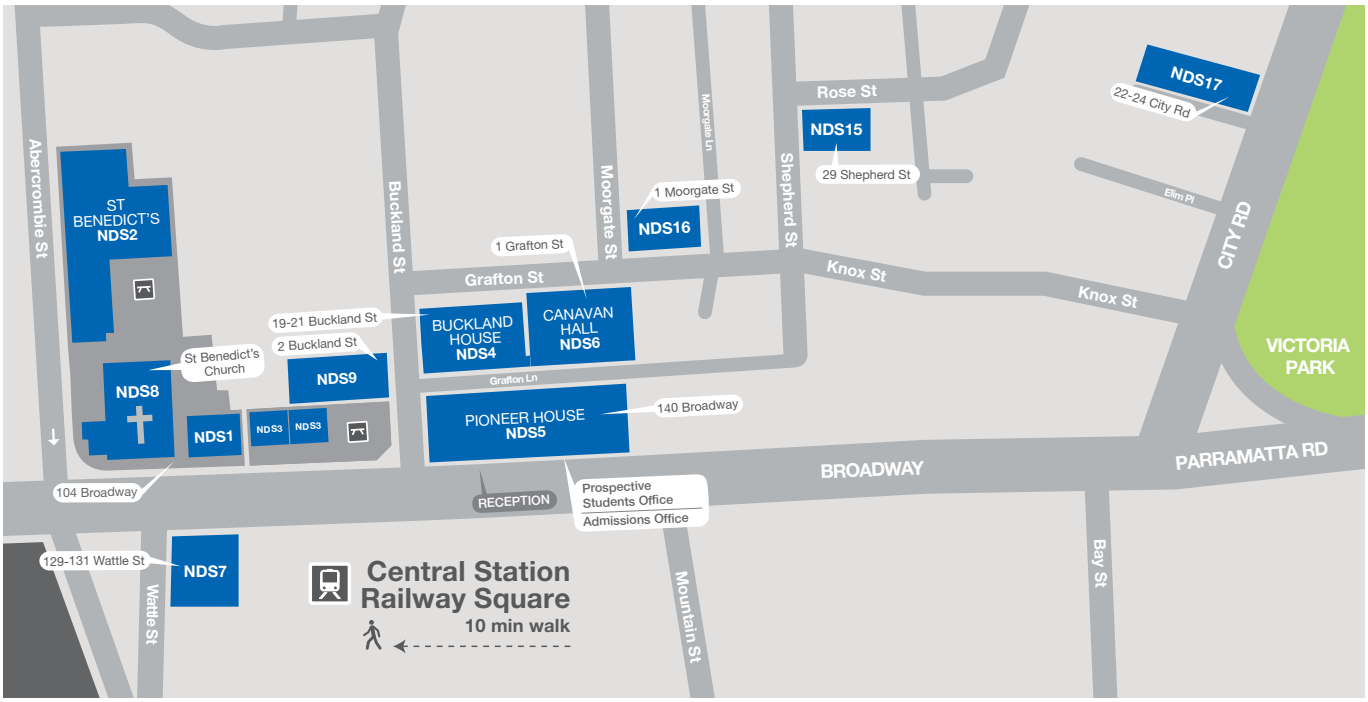
School of Philosophy & Theology
sydney.philosophytheology@nd.edu.au
+61 2 8204 4175

ADMINISTRATION DEPARTMENTS

Reception +61 2 8204 4400	The central Campus reception (located on the ground floor of Pioneer House - NDS5) can assist you with your general inquiries, ID cards, travel concessions and directions.
Admissions Office sydney.admissions@nd.edu.au +61 2 8204 4430	The Admissions Office (located on the ground floor next to Reception) can assist prospective students with application enquiries.
Student Administration & Fees sydney.studentadmin@nd.edu.au sydney.timetabling@nd.edu.au +61 2 8204 4411 sydney.fees@nd.edu.au +61 2 8204 4437	Once you enrol into units you become an official student of The University of Notre Dame Australia. You can then contact Student Administration & Fees for changes to your study, information relating to fees, advanced standing applications, student calendars and timetable sign-up. For more information please visit **nd.edu.au/sydney/current-students.**
Student Services sydney.studentservices@nd.edu.au +61 2 8204 4429	Students Services is geared towards making your university experience as enjoyable and memorable as possible. Talk to Student Services about social and sporting clubs, uni games and more!
Disability Support and Equity Office sydney.disabilitysupport@nd.edu.au +61 2 8204 4283	Students may require assistance whilst completing their study. The Disability Support and Equity Office will work in a confidential manner to provide assistance to support your study.
IT Support Office sydneyit@nd.edu.au +61 2 8204 4444	Should you have problems accessing your student email or Blackboard, please contact the IT Support Office for assistance.
St Benedict's Library sydney.stbenedictslibrary@nd.edu.au +61 2 8204 4350 **Benedict XVI Medical Library** sydney.benedictxvilibrary@nd.edu.au +61 2 8204 4351	Staff and students at the Sydney Campus are served by experienced teams at two separate libraries. The libraries offer introductory sessions during Orientation Week at the beginning of each semester. These sessions include a tour of the library as well as an explanation of the services, resources and facilities offered to students. Students are encouraged to approach library staff for individual assistance at any time during semester.
Co-op Online Bookshop	Visit the Co-op Online Bookshop to purchase your textbooks. Just search by typing The University of Notre Dame, semester and course to bring up a list of textbooks for your course. Please visit **coop.com.au** to place your order.
NDA Store - Student Merchandise marketing@nd.edu.au +61 2 8204 4407	Shop The University of Notre Dame Australia store for the latest selection of contemporary, high-quality merchandise. Located on the Broadway site, the store offers a huge range of custom apparel including shirts, hoodies, hats, bags and more.
Counselling sydneycounselling@nd.edu.au +61 2 8204 4220	The Counselling Service aims to provide a free, confidential and safe environment in which students can discuss any personal or study-related issues impacting on their ability to study effectively.
Campus Ministry sydney.chaplaincy@nd.edu.au +61 2 8204 4293	Campus Ministry provides opportunities for fun and friendship, for discovery and wonder, for prayer and service, for liturgy and life. We hope to support the spiritual life of the University and allow students to receive a holistic education.

CAMPUS MAPS

Broadway site



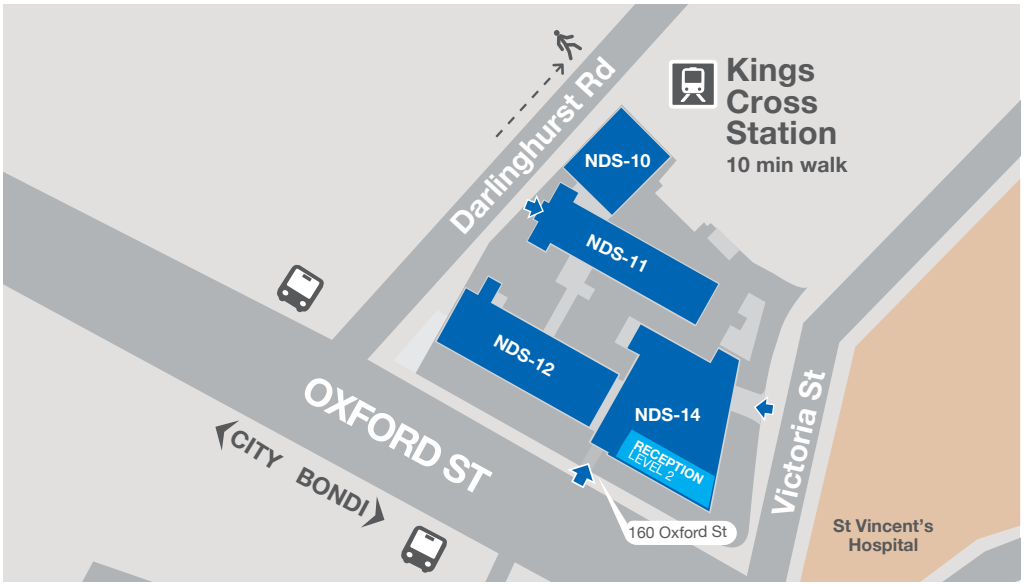
Department/School	Building
Academic Enabling & Support	NDS5
Admissions	**NDS5**
Benito's Cafe	NDS3
Campus Services	NDS7
Centre for Faith, Ethics & Society	NDS1
Campus Ministry	NDS1
NDA Store	NDS3
Counselling	NDS5
Development Office	NDS4

Fees Office	NDS5
Financial Services	NDS7
IT Services	NDS4
Lecture Rooms (Pioneer House)	NDS5
Lecture Rooms (St Benedict's)	NDS2
Library (Canavan Hall)	NDS6
Office of Marketing & Communications	NDS17
Office of University Relations	NDS17
Prospective Students Office	**NDS5**

QMAD	NDS4
RECEPTION	**NDS5**
Registrar's Office	NDS5
Research	NDS9
School of Art & Sciences	NDS2
School of Business	NDS15
School of Education	NDS5
School of Law	NDS15
School of Philosophy & Theology	NDS16
Staffing Office	NDS7

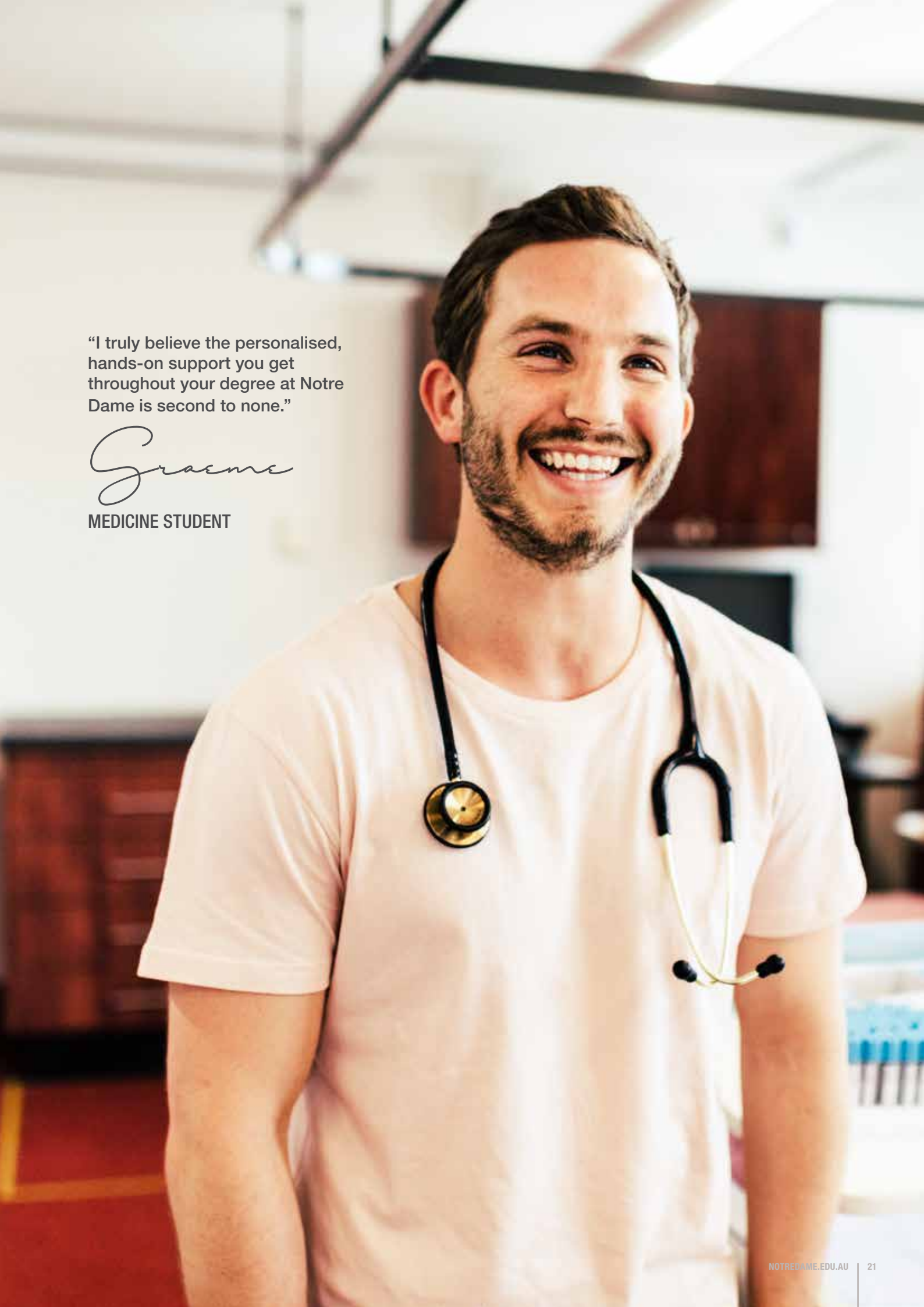
St Benedict's Church	NDS8
Student Services	NDS2
Student Administration	NDS5
Study Abroad	NDS5
Theatre	NDS2
Vice Chancellery	NDS17

Darlinghurst site



Department/School	Building
Campus Services	NDS14
Clinical Prac Rooms	NDS14
IT Services	NDS14
Lecture Rooms	NDS14
Library (Benedict's XVI)	NDS11
PBL Teaching	NDS11
RECEPTION	**NDS14**
Sacred Heart Church	NDS12
School of Medicine	NDS14
School of Nursing	NDS14
Student Services	NDS11

DISCLAIMER - © 2017 | Under the Higher Education Support Act (2003), The University of Notre Dame Australia is obliged to provide students with a course assurance arrangement. Details of this arrangement are outlined on the University's web page. The information in this document is correct at the time of printing but may be subject to change. Applicants are strongly advised to contact the University and check the University website for current information. The University reserves the right to withdraw, alter or vary any course, unit of study, course content, assessment method or tuition fee that it offers or to vary course arrangements or impose limitations on enrolment. The University has obtained accreditation information in this document from professional bodies offering accreditation for registration into a profession. Applicants are strongly advised to obtain current accreditation information by contacting the University, checking the University website and contacting professional bodies. The University of Notre Dame Australia will not be liable to you or to any other person for any loss or damage (including direct, consequential or economic loss or damage) however caused, including by negligence or otherwise, which may result directly or indirectly from or the use of, or reliance upon, this document. CRICOS PROVIDER CODE: 01032F



"I truly believe the personalised, hands-on support you get throughout your degree at Notre Dame is second to none."

Graeme

MEDICINE STUDENT

CRITICALLY ACCLAIMED BY STUDENTS

Overall quality of educational experience
#1 in NSW

Graduate employment rate
#1 in NSW

Skills development
#1 in NSW

Learner engagement
#1 in NSW

FEDERAL GOVERNMENT'S QUALITY INDICATORS FOR LEARNING & TEACHING.
SEE QILT.EDU.AU

THE UNIVERSITY OF
NOTRE DAME
AUSTRALIA

104 Broadway (PO Box 944), Broadway NSW 2007
Tel: 02 8204 4404 | Email: sydney@nd.edu.au

APPLY DIRECT **NOTREDAME.EDU.AU**

Join our online community

ND2996 | CRICOS PROVIDER CODE: 01032F
© 2017 The University of Notre Dame Australia, all rights reserved.