

Student Residences Handbook 2021

PREMANTLE CAMPUS

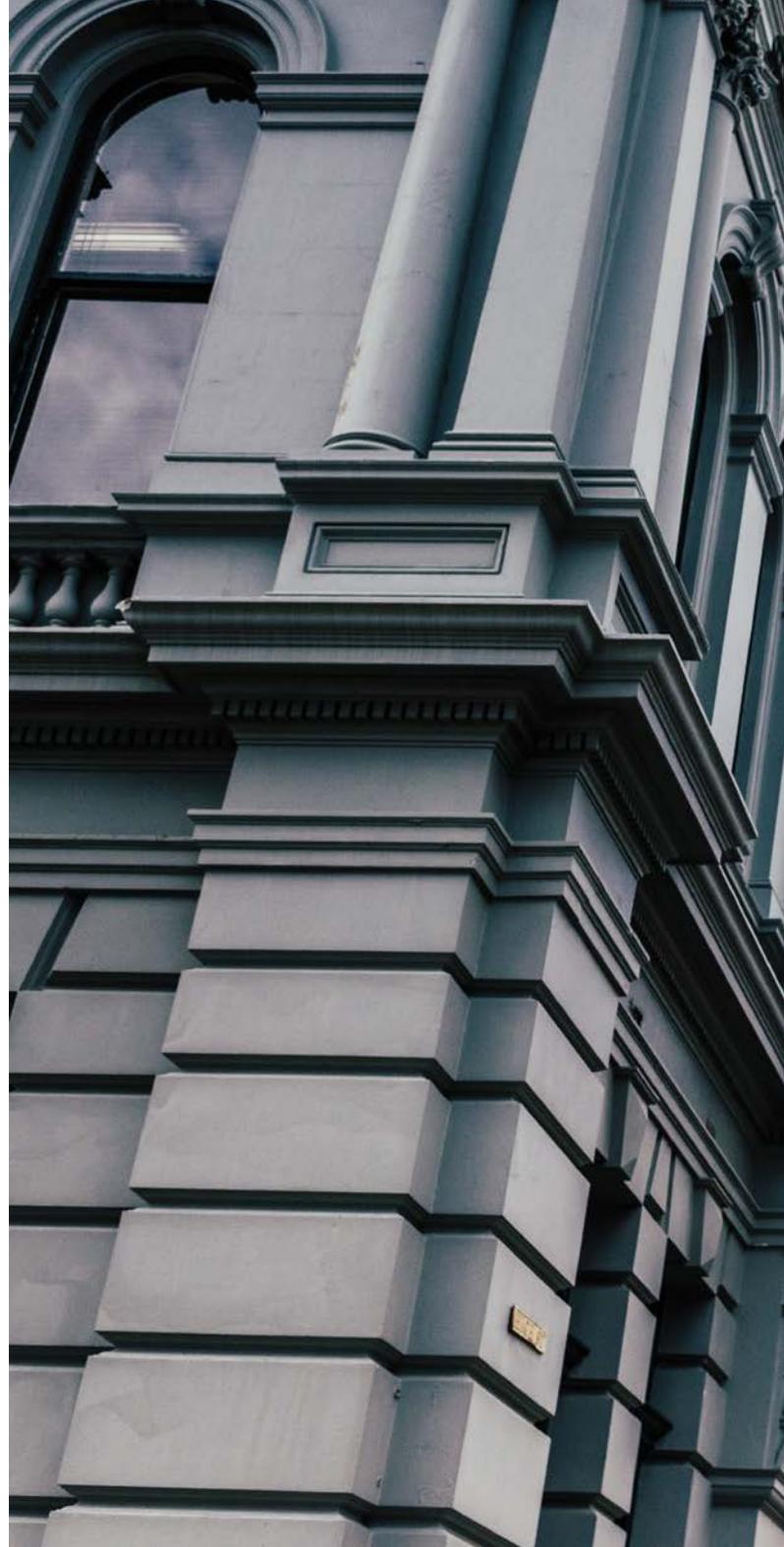


Welcome to Notre Dame

We are delighted to welcome all Residential students to The University of Notre Dame Australia's Fremantle Campus.

This handbook contains information relating to your residential life at the University, the facilities and services available to you and the important things that you need to do to get started.

During Orientation Week you will be shown around the University, introduced to key staff and provided with information on living and studying in Western Australia.



THE OBJECTS OF THE UNIVERSITY OF NOTRE DAME AUSTRALIA ARE:

- a) the provision of university education within a context of Catholic faith and values; and
- b) the provision of an excellent standard of –
 - i) teaching, scholarship and research;
 - ii) training for the professions; and
 - iii) pastoral care for its students.

ACKNOWLEDGMENT OF COUNTRY

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



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Living in residence

Living in a collegiate environment is unique, where in the interests of a harmonious community, residents are called to be considerate of others. Your semester with us will provide you with opportunities to grow academically, personally and culturally, in a pleasant, supportive and friendly environment.

As students of Notre Dame, we ask that you respect the University's integrity and heritage, as well as our relationships with the public, while residing in Fremantle and the wider Western Australian community. You play an important role in the local community and we ask that you conduct yourself in a manner that will build a good reputation for yourself, your family and your University.

Please read and sign the Student Accommodation Agreement. This document is of primary importance in understanding the expectations, rules and regulations which apply to you during your time at Notre Dame.

Campus life

As a Notre Dame student living on campus in Fremantle's West End, you will be part of our vibrant learning community. We encourage you to get to know your fellow residents and classmates and participate in the range of student activities and events on offer.

Student Services and the Student Association organise events that will assist you to integrate with the community. These include:

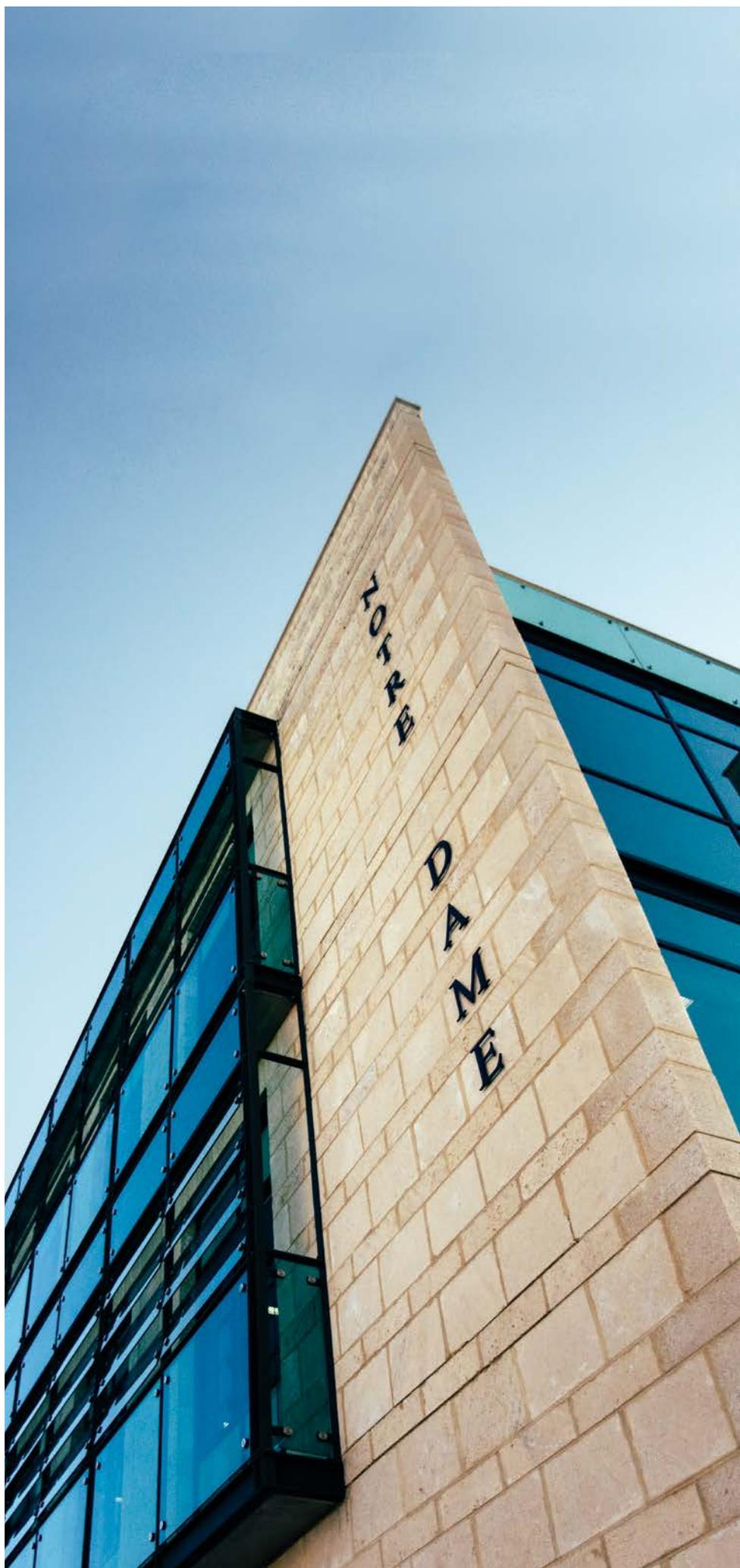
- Social sports;
- Volunteering;
- Social events; and
- Sunday mass at the Notre Dame Holy Spirit Chapel. This will offer you spiritual support and an opportunity to meet people from the local community.

The residential staff also arrange activities such as local trips, sports in the gym and community meals. Please get involved, make new friends and enjoy your time with us!

Academic life

At Notre Dame we are dedicated to the pastoral care of students, and the development of a supportive learning environment. If you are a Study Abroad or Exchange student, your academic program is directed by the Study Abroad Office.

This Handbook provides helpful information about the Student Residences and we encourage you to refer to it often as a tool to assist your integration into the Notre Dame community. On behalf of this community, we welcome you and hope that your time with us is enriching, enjoyable and rewarding.



Notre Dame History

The idea of creating a Catholic university in Western Australia developed following visits by the University of Notre Dame (USA) in 1987 and 1988. The concept gained government endorsement in 1989 and The University of Notre Dame Australia was formally established by an Act of the Parliament of Western Australia on 21 December 1989, as Australia's first Catholic university.

It was granted a Canonical Statute of the Archdiocese of Perth on 2 July 1991. In 1992, 50 students were enrolled in the College of Education, the University's first intake. Since that time, the Fremantle Campus has grown and now accommodates more than 6000 undergraduate and postgraduate students from a range of cultural and religious backgrounds.

Fremantle Campus (est. 1989)

Notre Dame's foundation Campus is located in the historic West End of the port city of Fremantle. It operates in beautifully restored buildings which have produced a university of great character. The Fremantle Campus contains the academic Schools of Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing & Midwifery, Philosophy & Theology and Physiotherapy. Please see the inside back cover for a location map.

notredame.edu.au/fremantle

Broome Campus (est. 1994)

The Broome Campus provides a unique learning opportunity for students in the iconic Kimberley region of Western Australia. The Broome Campus' mission is to be an effective force for reconciliation among Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

notredame.edu.au/broome

Sydney Campus (est. 2006)

Notre Dame's Sydney Campus is based across two sites – Broadway and Darlinghurst – both located in the vibrant social hub of the harbour city. The Broadway site contains the University's Schools of Arts & Sciences, Business, Education, Law and Philosophy & Theology. The Schools of Medicine and Nursing are located in Darlinghurst.

notredame.edu.au/sydney

History of the Residential Halls



Port Lodge

In 1899, Lord Forrest, Premier of Western Australia, laid the foundation stone for the Port Lodge building facing Marine Terrace. The following year the building opened as the Sailor's Rest.

It had a fine two-storey verandah with lacework panels. Initially it comprised of a small recital hall seating 120, individual apartments and a dining room with adjacent sitting rooms. The back section was added in May 1943 and opened by the then Lieutenant Governor, Sir James Mitchell. It became a boarding house in 1976 and was renamed Port Lodge.

When the University purchased the building it had been used as backpackers' budget accommodation and a refuge for homeless men, and was in terrible disrepair.

Much of the early refurbishment work was completed with the voluntary assistance of University staff and friends. In 1999, Port Lodge celebrated its centenary anniversary and in 2003 it received a University funded refurbishment.



P&O Hotel

The P&O Hotel was opened on 1 July 1901, and remained a popular family hotel for many years. It originally consisted of one bar, stables at the rear and high-class accommodation upstairs. Most of the façade facing High Street was occupied by a number of shops and restaurants.

In 1938, the hotel had a major interior upgrade and two extra bars were added. In the 1950s the impressive two-storey verandah was demolished and replaced with an awning. It was a very popular 'watering hole' for the huge number of waterside workers through to the 1970s. As the shipping industry declined, so did the P&O, and by the 1990s it was in a sorry state.

In July 2000, the University took out a lease of the P&O for 21 years and later that year began a significant refurbishment project. Work was completed in February 2001 when the first intake of Study Abroad students from the College of St Benedict and St John's University arrived to take up residence.



Cleopatra Hotel

The hotel was originally called The Crown and Thistle. Captain E. H. Fothergill leased it from the owners Pearse and Owston, in May 1881, renovated the premises and renamed them after the Cleopatra, a ship he owned.

The hotel reopened 1 July 1881. It had an attractive garden and tile paved path and a sign showing the ship Cleopatra in full sail. Captain Fothergill remained as a proprietor until 1896. The building was demolished in 1906.

Architect J H Eales designed the new Cleopatra Hotel on the site of the original hotel. Work was completed in August 1907. More than \$50,000 was spent on renovations in 1985 and the hotel was renamed 'The Auld Mug Tavern'. The name has since reverted to Cleopatra.

Residential information

Notre Dame Australia, Fremantle Campus Student Residences seeks to provide student accommodation within the context of Catholic faith and values, an excellent standard of pastoral care, a safe and positive community for academic success.

Residents of Student Residences will:

- Demonstrate mutual respect through the appreciation of others within the community and acknowledgement of institutional values and expectations;
- Invest in an academic environment and personal academic success;
- Grow and develop as a whole person: mentally, socially, physically, personally, and spiritually;
- Engage in sincere dialogue within a multicultural setting;
- Protect the rights of individuals through respect for self and others;
- Realise interconnectedness with all others and to seek to serve the common good.

Residential staff

The Residential staff team comprises of the Manager of Student Residences, Student Residences Supervisor and Residential Assistants. The Hall Supervisors and the Residential Assistants live on site as part of the residential community. Any disrespect for, or failure to follow directives of Student Residences staff or other University officials is not tolerated.

If you require staff assistance please call the Student Residence Duty Phone (24 hours a day/ 7 days a week):

Student Residences Duty Phone
T: 0437 904 565

Calling from outside Australia
T: +61 437 904 56

Manager of Student Residences

The Manager of Student Residences is particularly integral to the effective and successful functioning of the residences. The Manager oversees the operations of the residential program: pastoral care, social and cultural activities and overall supervision of the residential teams.

Student Residences Supervisor

Student Residences Supervisor is responsible for developing and maintaining an atmosphere and community within the hall which nurtures the academic, personal, social and spiritual growth of the residents. The Supervisor will also play a role and work closely with other University staff to provide services and support for the residents.

Residential Assistants

Residential Assistants (RA) work under the direction of the Student Residences Supervisors and are responsible to the Manager of Student Residences. The Residential Assistants carry out shifts throughout the week and will assist the Student Residences Supervisors.

Security and safety

24-hour Campus Security, call 9433 0123 or 0438 923 955.

To provide maximum security within the Residences, keep your room locked. All entrance doors should be locked at all times and should never be propped open.

Please make sure that any uninvited visitors or strangers are reported to the Student Residences Supervisors immediately and/or Security. Campus Security patrols the University 24 hours a day, seven days a week.

While at the University, all students are required to take lawful instructions from the University's Security Officers.

You should report any incidents relating to harassment, theft or damage immediately to your Student Residences Supervisors in the first instance; they will then contact Security and report the matter to the Manager of Student Residences.

Emergency numbers

For emergency response dial 000 and tell the operator which emergency service(s) you need.

All emergencies should be reported to the Student Residences Supervisors as soon as possible and/or the Manager of Student Residences.

You can also call the Student Residences Duty on 0437 904 565.

Fire safety

The Students Residences are fitted with smoke detectors throughout the buildings. You should be familiar with the quickest way to evacuate the building and the location of fire extinguishers nearest to your room. It is expected that students will evacuate and allow professionals to fight any fire.

For safety reasons, you must not overload electrical fittings or interfere with them. No open flames/fires (including incense sticks and candles) are permitted in any of the halls.

Exit signs are clearly marked and in each bedroom you will find a fire escape plan. **These notices must not be moved or covered.**

Students must not remove or cover the fire escape plan located in their room. A student must not deliberately cause a false alarm. This will incur a considerable financial penalty. Students must not tamper with fire alarms, fire hoses, extinguishers, or prop open fire escape doors, all of which are serious offences under Australian Law. In the event of a student failing to comply with these requirements, the student will be required to cover all costs incurred by the University.

Charges include, but are not limited to, replacement of fire extinguishers, cost of the fire brigade attending the scene and university staff time used to deal with the issue. Should the person responsible be unknown, the charges will be divided among all students living in the Hall.

Kitchen and meal tidiness

The kitchen and dining area is accessible to you 24 hours a day, except during the designated cleaning time.

You are given storage space in refrigerators and freezers and a locker is provided for you. Each hall also has barbecue facilities.

You must ensure that counter space is cleared after you have used the kitchen. No dirty or clean dishes are to be left around and all food is to be neatly stored in the appropriate place(s). Dishes and cooking utensils should be washed, dried and put away.

Interior cleanliness of the refrigerators, meal/cooking equipment, food storage and microwave ovens is your responsibility.

University cleaners will clean the kitchen Monday through Friday (not including public holidays). Cleaners will remove rubbish, wipe down counters and floors, but will not wash dishes or do major cleaning. Thus, all students will be rostered for a period to clean the kitchen and dining areas.

Cleaning other areas

The common areas, including bathrooms and toilets, will be serviced by the University cleaners. You will be required to keep surfaces and floors clear of all personal items.

If you spill anything in the common areas then you should clean the area appropriately. A vacuum cleaner and cleaning supplies are located in each hall for your use.

Care of your room and Residential Hall

You are expected to clean and tidy your room on a regular basis and maintain it in a hygienic manner.

Room inspections can occur to ensure this is being carried out regularly. You will be notified in advance should this occur.

You are required to pay a housing deposit/bond of AU\$150. At the end of semester, a full bond refund is conditional upon rooms being in the same condition as they were upon arrival. You must also pay any library fines and outstanding fees before your housing deposit is returned.

No tacks, pins, nails, sticky tape or adhesive hooks are to be used on the walls. You also have collective responsibility for the communal areas in your hall and must ensure that these areas are maintained in a clean and tidy state and appearance.

If passageways or common areas are damaged, the responsible parties and/or the entire group will be charged for repairs. Vandalism and/or undesirable behaviour that causes damage is not permitted in the student residences.

All external aspects of your residence (e.g. balconies) are in public view and should be kept tidy at all times with no laundry in view.

Maintenance and repairs

Maintenance requests should be directed to your Student Residences Supervisor.

Keys

We will issue you with a set of keys to your residence and food locker for the semester. Please take the utmost care of keys which have been issued to you as the charge for a replacement key is AU\$25 per key. It is important that you report lost keys immediately to Campus Services or your Student Residences Supervisors, for security reasons. Students must not give their keys to another student, or any other person, nor may they make a copy of their keys for any other person.

Heaters

Due to fire regulations, you are only permitted to use the heaters assigned to your hall by Campus Services.

Laundry

Laundry facilities are available in each hall. Drying racks and clothes lines are also provided.

Bed linen

Bed linen, a pillow and a towel are provided. All linen is to be laundered at your own expense.

Telephones

Telephones are provided in the halls. These phones are primarily for incoming calls. However, outgoing calls can be made to University extensions (for Fremantle campus numbers, dial 2 followed by the last 3 digits of the phone number).

A list of phone numbers for each residence can be found in the directory of numbers at the back of this handbook.

In Australia, all outgoing telephone calls (local, as well as long-distance and international calls) are charged. You will need to purchase a phone card for all outgoing calls and are available from most newsagents and supermarkets. Dial 0 to get an external line for outgoing calls. Alternatively, pre-paid mobile phones can be purchased.

The 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.

Computers

Computers are available for the exclusive use of the students living in each residence. No food or drink is to be consumed near computers at any time. Any problems should be reported to the Student Residences Supervisors.

All students must abide by the University's IT use policy which prohibits the downloading of offensive and/or inappropriate material.

Mail

Mail and parcels should be addressed and sent as:

**The University of Notre Dame
Australia
Your Hall
Your Name
19 Mouat Street
Fremantle, WA 6160
Australia**

Mail and parcels should be delivered to the University mail room. Residential hall staff will collect the mail daily or alternatively the University main reception may email the resident directly to collect a package. The mail room is located at ND1. Please update your mailing address in the myNDportal upon departure.

Driving and parking

There is no car parking available for residents. You may wish to speak with the City of Fremantle to discuss parking options around Fremantle.

There is a lockable space available for bicycles.

Community life

As a Catholic university committed to the provision of excellent pastoral care, the residential program seeks to promote and enhance the wellbeing of each individual student; to help them achieve wholeness as human persons and to realise their interconnectedness with all others and to seek to serve the common good. Through this approach we hope to provide opportunities to grow academically, personally and culturally, in a pleasant, supportive and friendly environment. For this reason it is important to provide structured opportunities for connections amongst residents. This includes two community dinners per week and a weekly meeting where everyone has a chance to share their highlights/concerns and hear about upcoming events as well as participate in other activities aimed at personal growth.

Abusive language is not permitted in the Student Residences.

Alcohol and drugs

The University is committed to providing a safe, supportive and inclusive environment for all students and members of the University community. The University encourages students to have a responsible attitude towards the consumption of alcohol and aims to implement measures which prevent and reduce harm to students and other members of the University community.

The University has a zero tolerance policy in relation to any form of illegal drug possession, drug trafficking, or illegal drug use by students or staff.

All who are present when the Student Drug Policy or Use of Alcohol by Students Policy is violated will be subject to disciplinary action regardless of violation level.

Students who create a disturbance or cause disruption as a result of alcohol impairment may face disciplinary action in accordance with the University's disciplinary guidelines. Refer to the *Student Code of Conduct, Policy: Use of Alcohol by Students, and Policy: Drugs*.

Responsible consumption of alcohol

Students are asked to drink responsibly off or on campus as outlined in section 7 of the *Policy: Use of Alcohol by Students*. Principles of safe drinking, which are expected of students, include and are not limited to:

- Avoiding drinking games and drinking apparatuses which encourage large quantities or enable a person to drink rapidly;
- Refrain from pressuring others into drinking, drinking more than they deem reasonable, or to be made to feel uneasy or embarrassed about their choice to not drink;
- Compliance with Responsible Service of Alcohol requirements, liquor laws and other relevant legislation;
- Eat before and during drinking;
- Space alcoholic drinks with water and soft drink;
- Be aware of the risk of accidents and harm including physical violence, sexual assault, and sexual harassment, the probability of which can increase in environments where alcohol is consumed.
- Refrain from entering water if alcohol has been consumed. Participate in aquatic activities before drinking and do not re-enter water afterwards. Be aware that combining alcohol and aquatic activity is dangerous because alcohol impairs judgement, increases risk taking behaviour, reduces coordination, impairs reaction time and reduces the effectiveness of CPR.

Alcohol consumption in university residential areas.

Residents are permitted to consume alcohol in the dining room of their residential hall between 6 and 9pm on Friday and Saturdays only.

- Beer, wine and spirits are permitted, but not in the form of shots, punch, kegs, or mixed with energy drinks.
- Current residents are permitted to consume alcohol as a guest to another residential hall during this time. We ask that no other types of guests (i.e. other Notre Dame students and staff, as well as visitors including family) are present while alcohol is being consumed. The host is responsible for their guests' actions.
- In an effort to create a welcoming environment for all residents we do not permit resident's to host an event in the student residences and serve alcohol, this includes creating an event on social media or encouraging other residents to participate in a drinking session.
- Alcohol should be stored in the resident's assigned food locker and fridge space.
- Students are expected to respond to reasonable requests made by Student Residences and University staff, including being asked to stop drinking, and strategies to support student welfare.

Smoking

Notre Dame is a smoke-free university.

Smoking is not permitted in any Notre Dame buildings, including the Student Residences. This includes all bedrooms, common rooms, kitchens and dining rooms, passage ways, verandahs and balconies. This is particularly important in relation to the fire hazards of our historic buildings.

Quiet hours

The playing of loud music, or recreational noise, at a level without due consideration of their fellow residents and the surrounding neighbourhood; is not permitted in the student residences.

The Student Residences quiet hours are between:

Sunday – Thursday, weekdays 10pm-8am

Friday and Saturday, weekends 12 (midnight)-8am

Quiet hours also apply to exterior balconies, verandahs, courtyards and footpaths directly outside the halls. Please consider others by not slamming doors, or running up and down stairs.

Visiting Hours

Student Residences close between 12am (midnight) until 8am. Guests are not allowed to be in the halls between these hours.

- It should be noted that 'guests' are: Non-residential students
- Residential students who do not live in the hall they are visiting

Guests

You are welcome to have guests visit you; however, they are not permitted to stay overnight in the residential halls.

As the host, you are responsible for your guests' behaviour. Guests are to be mindful of the residential community. A student residing in another hall is considered a guest in a different residential hall.

No guest is to be permitted to visit if they are in any way intoxicated. The person who invites such a guest into the Hall will be fully responsible for any inappropriate behaviour. Should you have any difficulty with the inappropriate behaviour of guests, your Student Residences Supervisors and/or Security are available to assist you. Guests must sign in to the Residence prior to each visit.

Dress code

Students and staff are expected to wear neat and clean clothing in class and when carrying out on-campus student activity. Footwear must be worn at all times. Shoes, sandals, thongs and sneakers are all appropriate. It is not acceptable to be bare-chested.

Absence from the halls/ travel plans

If you are planning to be absent from your residence overnight at any time, you must leave a detailed itinerary and contact details with your Student Residences Supervisors. An over night form will be provided.

You should provide full details of any non-teaching week travel plans to your Student Residences Supervisors and should consult Australian and home country government travel warnings before booking any travel. Official University-sanctioned trips are excluded from these guidelines.

Notre Dame strongly recommends students, including Study Abroad and Exchange program students, refrain from traveling to any country for which a warning has been issued. Instead, we strongly encourage travel within Australia. This is an amazing continent which has a wealth of places to explore.

You must not make any travel or departure plans prior to the conclusion of the examination period. Requests for early exams for travel purposes will not be approved. If you have already booked further travel before the last day of exams, you should make the necessary travel changes immediately.

Student Conduct and Community

Students rights and responsibilities

All students of the university have a responsibility to:

- Respect and uphold the Objects of the University;
- Treat other students and members of the community with respect, courtesy, and without discrimination;
- Act honestly and with integrity;
- Act responsibly and refrain from conduct that may be detrimental to the reputation of the University or the orderly and safe functioning of the University and its activities.

Policies

Students are held to the standards outlined in the Student Code of Conduct, Policy: Use of Alcohol by Students, Policy: Academic Integrity (Student), Policy: Drugs, Student Accommodation Agreement and House Rules. The student discipline process is outlined in the General Regulations.

Residential students should make themselves familiar with all applicable University policies, codes, rules and agreements. A student is liable to disciplinary action if the student engages in misconduct, breaches academic integrity or breaches the Student Code of Conduct.

For residential students, the responsibilities includes adherence to the expectations set out in the Accommodation Agreement and this handbook.

The Student Code of Conduct expects students to access their Notre Dame Student email at least once per day, this is essential for all official communication, especially in case of a breach.

Incident response

Residential Staff including Student Residences Supervisors and the Manager, Student Residences can assist residents with resolving concerns and mediating conflict as well, they may also take action and implement strategies for the health and safety of residents and the community. Every effort will be made to resolve issues informally in the first instance.

LEVEL 1 Incident	LEVEL 2 Dangerous or Distributive Behaviour or Repeated Incident and/or Disruption	LEVEL 3 Breach	LEVEL 4 Life Threatening/Serious Risk
Supervisor addresses behaviour in the moment and documents incident	Supervisor addresses behaviour in the moment and documents incident	Supervisor addresses behaviour in the moment and documents incident	Supervisor calls Manager/Director (possibly 000 and Campus Security)
May require a follow up conversation between Supervisor (or other relevant university representative) and Resident	Resident meets with Manager for Pastoral Care and Breach Warning	Formal allegation of a breach made in writing to the PPCI	Supervisor takes action to protect life, prevent injury and reduce risk. Documents incident
Resolved and monitored	Resolved and monitored	See General Regulations 8.11	Pastoral Care and maybe a formal allegation of a breach

* Indicative of standard process but as each person is unique so is every situation and the university reserves the right to act outside this process in order to provide an excellent standard of pastoral care for students and the Student Residences Community.

Process

If necessary a formal allegation of a breach can be made by any person to the Manager Student Residences who will notify the relevant Executive Director (or equivalent).

After receiving notification of an allegation, the Executive Director (or equivalent) will meet with the student involved in the allegation. The purpose is to advise the students of the allegation and give the students opportunity to discuss the allegation.

The Executive Director (or equivalent) may choose to refer the incident to a Discipline Committee. The purpose of the Discipline Committee is to determine responsibility and may sanction penalties.

Incidents are likely to be referred to a Student Residences Discipline Committee when the allegation relates to breaches of the code of conduct, drug, and alcohol policies. The Student Residences and Study Abroad Discipline Committee is made up of lecturers and is chaired by a Dean or Associate Dean.

Incidents of a serious nature are likely to be referred to the University Discipline

Committee, which is chaired by the PVC Student Experience and made up of representatives of different areas of the University.

If the student is referred to either Discipline Committee, they are entitled to bring along a support person to the hearing. The student must give at least 24 hours' notice to the Chair if a support person will be present.

Penalties

Penalties from a Study Abroad and Student Residences Discipline Committee may include formal written reprimands, volunteer services, refraining from contact with University members, and other relevant penalties.

Penalties from a University Discipline Committee may include termination of the student from the study abroad program, exclusion of the student from the University, impose conditions to the student's enrolment, eviction from the Student Residence, impose restrictions on the continued residency of the student, and other relevant penalties.

Appeals

The student is able to appeal the decision within ten working days of the receipt of the decision.



Health & wellbeing

From time to time residents experience challenges and stresses. Residential staff are available to support you and offer guidance in a wide range of situations. We encourage you to utilise the University's Counselling Service.

On-campus counsellors

The Counselling Service provides free, confidential counselling and psychological services to all Notre Dame students.

You can find information about the counselling services at notredame.edu.au/studentcounselling. You can talk with a counsellor about any issue affecting your academic or personal life. Counsellors can also support applications for special consideration, deferred exams or retrospective withdrawals and assistance in making a grievance.

How to make an appointment with the counsellor

Counselling Service / ND5

(P&O Hotel: entrance via laneway at 20 Mouat Street)

T: 9433 0580

E: fremantle.counselling@nd.edu.au

Appointments can be made Monday-Friday, 9am-4.30pm by phoning reception or in person at ND5

Confidentiality

Counselling is completely confidential. No information will be shared with any other party without your written permission. All information you provide to the service and your counsellor is stored in a separate counselling database only accessible to counselling staff. Your counsellor will discuss confidentiality with you at your first appointment.

There are exceptions to confidentiality and these are:

- where a clear risk exists to your safety or the safety of others;
- where a court has subpoenaed records or requested that a counsellor be present as a witness; and
- where laws require mandatory disclosure of information.

Crisis appointments

The Counselling Service does not offer drop in emergency or crisis support.

Please refer to the following resources for urgent assistance.

Lifeline: 13 11 14

Mental Health Emergency Response Line: 1300 555 788

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

Other counselling services

Fremantle Headspace (up to age 25)
60/62 Pakenham St, Fremantle WA 6160
T: 9431 7453
Monday to Friday 8.30am-4.30pm
E: info@fremantleheadspace.com.au
headspace.org.au/fremantle/

Centrecare
456 Hay Street, Perth, WA 6000
T: 9325 6644
E: enquiries@centrecare.com.au
centrecare.com.au/

Anglicare
Geoffrey Sambell Centre
23 Adelaide Tce, East Perth 6004
T: 1300 11 44 46
E: info@anglicarewa.org.au

Relationships Australia
1 Ord Street, Fremantle, WA 6160
T 6164 0420
relationships.org.au/

Ferns Counselling Centre
160 High Street, Fremantle, WA 6160
T: 6226 9400

The Sexual Assault Resource Centre
(24 hour crisis line)
T: 6458 1828 or 1800 199 888

Alcohol & Drugs Information Service
Confidential counselling & information
T: 9442 5000





@ND

RESPECT

RESPECT. NOW. ALWAYS

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

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

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

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

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

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

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

Information about Respect Officers can be found on posters in campus bathrooms. Information is also available on the University website including reasons why a person might worry about seeking help, and what will happen if you contact a Respect Officer.

You are also warmly encouraged to access the University's free and confidential Counselling Service. Appointments can be made Monday to Friday, 9am to 4.30pm by phoning reception on 9433 0580 or email fremante.counselling@nd.edu.au

To make an appointment. All telephone and email contact is kept confidential, accessible only by counsellors.

For support within Notre Dame

Respect Officer

T: 9433 0879

E: fremante.respectofficer@nd.edu.au

University Counselling Service

T: 9433 0580

E: fremante.counselling@nd.edu.au

notredame.edu.au/current-students/health-and-wellbeing/counselling/counselling-fremantle

Chaplaincy

T: 9433 0736

E: chaplaincy@nd.edu.au

notredame.edu.au/community/Ministry-Chaplaincy

External support services

1800RESPECT National Sexual Assault Domestic Family Violence Counselling Service

T: 1800 737 732

1800respect.org.au

eHeadspace – support and counselling for young people up to 25

T: 1800 650 890

eheadspace.org.au/eheadspace

For further information, visit

notredame.edu.au/respect-at-nd

Lifeline – crisis support and suicide prevention

T: 13 11 14

lifeline.org.au

Sexual Assault Resource Centre (SARC)

T: 1800 199 888

kemh.health.wa.gov.au/Our-services/Statewide-Services/SARC

Stay healthy for success

Taking care of yourself by maintaining good physical and mental health will help you achieve your study goals. Good health enables us to focus, concentrate and be open to learning. When we are fit and relaxed we maximise our ability to think and retain information. Good health and wellbeing are the foundations of academic success. The Counselling Service recommends the following strategies to maintain wellbeing while studying at Notre Dame:

- Establish daily routines including getting adequate sleep, daily exercise, recreation, relaxation and study
- Engage in some sort of physical activity every day
- Maintain a healthy diet with a focus on home cooked balanced meals
- Avoid unhealthy habits including drugs, alcohol and cigarettes
- Learn relaxation techniques such as meditation, mindfulness and yoga
- Take time out if you need to rest and re-focus
- Practice spiritual and cultural values
- Plan your semester - set goals and reward yourself when completed
- Acknowledge your thoughts and feelings – tell others about how you are coping
- Remember your current thoughts and emotions don't define you
- If you are struggling identify the problem, ask yourself, "What's one small thing can I do towards addressing this problem?"
- Deal with facts and avoid "I should have" or "I could have" thoughts
- Take time before you make a decision about how to manage a difficult situation
- Do something each day that makes you feel competent or successful
- Pay attention to positive experiences such as someone smiling at you, a kind word, a beautiful day
- Remember other times when you have solved a problem successfully
- Do things that make you smile and/or laugh
- Smile – smiling makes you and others feel better
- Pray and meditate
- Stop viewing distressing material on TV and avoid violent gaming

Feeling unwell?

If a residential student presents with a medical issue, the Student Residences staff are available to help. We can provide first aid, help arrange doctors' appointments and transportation. If you are feeling unwell and it is not an emergency, please contact your Student Residences Supervisor or the Student Residences Duty Phone as soon as possible for assistance. If it is an emergency, call 000 immediately.

Not all urgencies are emergencies

GP urgent care can treat patients with urgent (required on the day), but non-life threatening injury and illness that is typically treated within the usual scope of general practice.

The types of minor injuries and illness treated at a GP urgent care clinic include:

- musculoskeletal and orthopaedic injuries
- gastrointestinal illnesses
- illnesses of the eye, ear, nose and throat
- stings & bites, rashes and wound infections
- abrasions and minor lacerations.

www.healthdirect.gov.au/australian-health-services/urgent-care

Student Residences Staff can assist you in contacting appropriate medical services, making appointments and transportation.

Bupa Overseas Student Health Cover (OSHC)

Questions?

For further information please visit:

bupa.com.au/health-insurance/cover/oshc

or for membership enquiries call Bupa on 1800 888 942

For health advice and general assistance in multiple languages, call 24/7 Bupa Student Advice Line on 1300 884 235.

If you have any questions, stop by ND7 and speak to a Student Support Officer.

In times of illness, your Student Residences Supervisor or Manager of Student Residences can assist you in contacting appropriate medical services.

There are a limited number of medical practices who will bulk-bill for your appointment. Bulk-bill means there will only be a small amount payable by the student and the remainder will be directly billed to the health system.

Medical facilities, Fremantle area

Canning Medical Centre

199 High Street, Fremantle, WA 6160
T: 9335 6822

Ellen Health Family Practice

1/91 Hampton Road, Fremantle, WA 6160
T: 9239 0200

Fremantle GP After Hours

Block A, Fremantle Hospital
South Terrace, Fremantle, WA 6160
T: 9430 8912

Leeuwin Medical Group

275 Canning Hwy, Palmyra, WA 6157
T: 9339 7799

Point Walter Medical Centre

322-324 Canning Highway, Bicton, WA 6157
T: 9319 2333

West End Medical

2 Bannister Street, Fremantle, WA 6160
T: 9430 4300

Dental surgeries, Fremantle area

Atwell Arcade Dental Centre

1st Floor, 5 Atwell Arcade, Cantonment Street, Fremantle
T: 9335 3723

North Fremantle Dental Clinic

4 Parry Street, Fremantle
T: 9335 6722

Western Dental

15 Adelaide Street, Fremantle
T: 9335 9166

Physiotherapy

Fremantle Physiotherapy Centre

164 High Street, Fremantle
T: 9335 7055

24 Hour emergency medical centres

Fiona Stanley Hospital

11 Robin Warren Drive, Murdoch
T: 6152 2222

Royal Perth Hospital

197 Wellington Street, Perth
T: 9224 2244

Sir Charles Gairdner Hospital

Address: Hospital Avenue, Nedlands
T: 6457 3333

IT services

Office 365

Stay connected with your Notre Dame community through Office 365. Use office apps online (Word, Excel, PowerPoint) from your personal device through the Office 365 portal, found on the quick links menu on the Students Page.

Set email on your specific device with help from IT Support by searching notredame.edu.au/current-students/get-help/it-support.

Student Applications

Check out the Students Page to access all student-related services and information while studying at Notre Dame. Find all online applications related to your school and courses under Your Tools. Quick links group together related services to your enrolment, resources and life on Campus.

All portals are accessible using your Student ID and password

- Blackboard, Turnitin,
- PeopleSoft: Student Centre,
- Allocate, Portal/Guard,
- LinkedIn Learning,
- One Stop: Student Payment Gateway
- Student Storage
- PortalGuard (password)
- LinkedIn Learning
- OneDrive (online storage)

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

Wi-Fi Configuring

Notre Dame uses an encrypted wireless network, to ensure that all information passing through is protected.

To access the wireless network, you must have an active student username and password. Access to the wireless network is granted under the same policies as accessing the wired network. UNDA-WiFi is the required wireless network for Student access.

Guides to connect your personal device to the wireless network can be found under IT Support on the Students Page.

Print, copy, scan, email

Printing services are available in all libraries on campus and student areas. Double-sided printing is only available from university computers.

Adding monetary value to Student ID Cards

Our printing system is cashless, add funds to your Student ID card for printing and copying, using the Student Payments page on the Notre Dame website – payments.nd.edu.au/Student-payments/menu.

Please note you must have a debit or credit card to add funds online.

Follow the 'Top up my Print Credit' guide to add funds to your account – notredame.edu.au/current-students/get-help/it-support.

IT Help and Support

The service desk is open 8am to 5pm, Monday to Friday (excluding public holidays and university closures and is located in the St Teresa's Library / ND17.

If you are unable to come down, don't hesitate to call the friendly IT staff for assistance over the phone or email.

T: 9433 0777
E: student.it@nd.edu.au

IT Support Page

notredame.edu.au/current-students/get-help/it-support

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.

Check out information about the following student-related services:

- Print, Scan & copy
- Policy
- Password & Security
- Wireless Access
- Email Configuration
- File Server
- PortalGuard (password)
- Think Print

Zoom

Zoom is a virtual meeting room and video conferencing system ideal for online classes and meetings. Zoom accounts are provided for all our current students and staff. And is our recommended tool for internal and external communication and collaboration.

Visit notredame.edu.au/current-students/get-help/it-support/zoom-for-students for Zoom how-to guides and information you need on installing and using Zoom.

Zoom

Student Online Etiquette



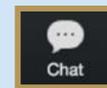
Keeping background noise and distractions to a minimum.



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



If you would like to speak or answer a question, click on **Participants**, and then use the **Raise Hand** feature. Remember to unmute yourself!



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



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



Just like your lectures/tutorials, don't forget to sign out or **leave the meeting** when the session is finished!

Libraries

Staff and students at on the Fremantle campus are serviced by three campus libraries as well as the library website library.nd.edu.au. Regardless of their program, students may use any of these libraries. Facilities include:

- space for students to study individually;
- space to conduct group study;
- IT facilities including computers, and network printers which also provide photocopying and scanning options; and
- access to Notre Dame's wireless network.

Learning to use the library

The Library offers classes to students throughout the semester, including introductory sessions on the Library's resources, services and facilities, workshops aimed at improving study and research skills and development sessions which are primarily aimed at higher degree students and staff.

All of the workshops are free and can be found in the Library Classes calendar, linked from the library homepage. Please note that some of these classes require registration – look for the Register link once you click on the class in the calendar.

Instructional Guides are accessible from the library website and provide starting points for your research, including links to discipline specific databases, reference tools and web resources.

Finding library resources

Type your search into the search box on the library homepage for a quick and easy first step to finding books, eBooks, journal articles and more.

Note that online resources such as eBooks, streamed videos and databases can be accessed off campus 24/7. Once you find what you need, you will need to log in with your Notre Dame username and password to view the content.

More information about borrowing library materials can be found on the library website.

Perth Libraries

Students may need to visit libraries around Perth, including those of the other Universities such as Edith Cowan University, Curtin University, Murdoch University, and/or the University of Western Australia. Public libraries include the Fremantle City Library, Perth City Library and the State Library of Western Australia, located in the Perth Cultural Centre, Northbridge. Notre Dame participates in the Reciprocal Borrower ULANZ scheme, which allows students to borrow items from other participating university libraries in Perth with their Notre Dame student card. Information about reciprocal borrowing can be found on the library website here library.nd.edu.au/borrow/reciprocal. To get to the other universities, students can visit transperth.wa.gov.au for up-to-date public transportation options from Notre Dame. Fines will be charged for overdue books and must be cleared in order to obtain grades

Need Help? Ask Us!

Students can ask for help in person at any of the library information desks, or online through the Chat with Us service. There is also an AskUs search box on the library homepage, which will take you to a list of helpful FAQ's.

If you need further specialised support, librarians are available to assist. Send a chat online or ask at any library desk to be linked to the Virtual Reference Desk. Or you can contact a Liaison Librarian to make an appointment, contact details for library staff are available via links on the library homepage.

Library opening times

Opening times of each library vary between the teaching and non-teaching periods, up to date hours can be found on the library homepage. St Teresa's Library is open most days throughout the year.

St Teresa's Library / ND17

T: 9433 0706

E: fremantle.stteresalibrary@nd.edu.au

Supports the Schools of Arts & Sciences, Business, Education, Health Sciences, Medicine, Nursing & Midwifery, Philosophy & Theology and Physiotherapy.

Craven Law Library / ND13

T: 9433 0740

E: fremantle.cravenlibrary@nd.edu.au

Supports the School of Law and provides access to all major Australian primary and secondary sources of law (as well as significant foreign sources).

Travel tips

SmartRider

All full-time students are eligible to apply for a tertiary SmartRider by completing the Application for Metropolitan Tertiary SmartRider form available from Student Administration in ND7 or the Transperth website.

The completed form needs to be signed off by a Student Administration staff member before submitting it to any Transperth Information Centre or authorised SmartRider retail sales outlet.

For more information on the SmartRider, please contact Transperth on 13 62 13 or visit transperth.wa.gov.au

The Fremantle CAT

This is a free bus service which travels around Fremantle, passing through Notre Dame.

Visit fremantle.wa.gov.au/transport for timetables and routes.

Cycling

Bicycle racks are available for students on campus. It is important to lock your bike to a bike rack located on Campus and not to gates, street signs, tables or chairs. Take a look at the campus map on page 19 to find where the bike racks and amenities are located on campus.

Study Support

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

Learning Advisors

Learning Advisors in the Notre Dame Study Centre (NDSC) can assist you with study skills, academic writing, science and mathematics queries and concerns.

Book a Learning Advisor for a 30-minute virtual Zoom appointment here bookings.library.nd.edu.au/appointments/ndsc

A Learning Advisor is also available for face to face appointments in St Teresa's library (Fremantle Campus) 10am-2pm Wednesdays (no appointment required).

Please contact the Notre Dame Study Centre if you need help making an appointment.

Academic support

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

Access and Inclusion

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

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

Indigenous Support

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

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

Notre Dame Study Centre / ND44

T: 9433 0950

E: fremantle.ndsc@nd.edu.au



Student Services

Chaplaincy

notredame.edu.au/current-students/student-life/chaplaincy

Come and join us in Chaplaincy for a wide range of activities, from prayer and liturgy, to service and social events. There is a vibrant community of students and staff, a priest chaplain, daily Mass, opportunities for confession and communal and private prayer. Join us for games nights, retreats, bible studies, or just come and grab a coffee and say hi!

Chaplaincy / ND9

T: 9433 0736

E: fremantle.chaplaincy@nd.edu.au

Mentoring Program

We understand that your first year of university may be an exciting, and at times, a daunting experience. To support you during your first semester, you can sign up to our program and be paired with an experienced student from your School. You will meet your mentor during Orientation Week or within the first few weeks of uni. They will guide you around campus, help you settle in and navigate the world of tertiary education, as well as introduce you to the support services available.

E: fremantle.mentorprogram@nd.edu.au

Notre Dame Volunteer Network (NDVN)

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

E: fremantle.ndvn@nd.edu.au

Careers Service

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

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

What we offer:

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

To access CareerHub, go to MyND Portal and click on the CareerHub link or via careerhub.nd.edu.au

E: fremantle.careers@nd.edu.au

International, rural WA and interstate students

The Student Support Officer develops and implements programs that assist international, interstate and rural WA students with integration into university life. Some of the services include: mentor program, student trips, off-campus accommodation support, multicultural events and orientation week program.

Mature-age Student Network

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

E: fremantle.studentservices@nd.edu.au

Sport and Recreation

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

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

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

E: fremantle.sport@nd.edu.au

Student Association

The Notre Dame Student Association (NDSA) was created in 1996 for students, by students. Located in Prindiville Hall / ND3, the NDSA reflects the vibrant energy of Fremantle and our university.

At the close of each year, the Student Association Council is elected to represent Notre Dame's student body. Our passionate and skilled team are here to help you have a positive and social experience here at Notre Dame.

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

Check out our website www.ndsa.com.au to find out what we do for you on campus. Feel free to send us an email or come visit our reception desk which is staffed from 9am - 5pm every week day upstairs in Prindiville Hall. We'd love a chat!

Student Association / ND3

T: 9433 0592

E: fremantle.studentassociation@nd.edu.au

W: ndsa.com.au

Facebook: [@ndsafremantle](https://www.facebook.com/ndsafremantle)

Twitter, Instagram & Snapchat: [@ndsafree](https://www.instagram.com/ndsafree)

Lost property

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

Policies

Student Code of Conduct and University Regulations

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

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

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

Overseas Student Ombudsman (OSO)

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

Conciliator – Overseas students

In certain circumstances, international students may also choose to access the Conciliator – Overseas Students, located at the Department of Education Services at an stage during the dispute:

International Education Conciliation Service and Department of Education Services

T: 9441 1900

E: conciliation@des.wa.gov.au

The Conciliator will not be actively involved in the matter until the parties have made an initial attempt to resolve the dispute between themselves. The Conciliator can also act as a mediating and conciliatory agent in resolving a dispute between the two parties.

Critical Incident Management

notredame.edu.au/about/policies/student-policies

Student Grievance Resolution

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

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

If you would like assistance to raise a student grievance, please contact the Grievance Officer.

E: fremantle.grievanceofficer@nd.edu.au

General, School and Program Regulations

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

Email and Internet Usage Policy

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

This Policy can be found on the University's website or at this link notredame.edu.au/about/policies/student-policies.

Breach of policy

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

Eating and drinking

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

Dress code

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

Mobile phones

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

Mobile phones cannot be used or accessed during an exam.

Refund policy for overseas students

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

Smoking

Smoking is not permitted anywhere on Campus.

Notre Dame policies

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 the Manager of Student Residences.

For a complete list of up-to-date University policies, visit notredame.edu.au/about/governance/regulations

Code of Conduct for Students

notredame.edu.au/about/policies/student-policies

Overview

The University of Notre Dame Australia encourages students to pursue excellence in everything that they do. Respect for self and others both within and outside the University community, lies at the heart of our standards of conduct.

The purpose of this Code of Conduct is to provide students with guidance on the standards of conduct expected of them during their time enrolled at the University.

The Code does not address all possible issues concerning the conduct of students but provides a set of principles to be adopted by students while undertaking their studies and conducting their relationships with fellow students, teaching staff and the community.

In addition to this Code of Conduct each School may provide its own Code of Conduct to which students of that School shall be bound.

The obligations contained in this Code of Conduct exists alongside all those other obligations provided for in all rules, regulations, policies and procedures of the University as from time to time are in force and as from time to time are amended.

General Principles Guiding Students

All students of the University have a responsibility to:

- Respect and uphold the Objects of the University
- Treat other students, staff and members of the community with respect, courtesy and without discrimination
- Act honestly and with integrity
- Act responsibly and refrain from conduct that may be detrimental to the reputation of the University or the orderly and safe functioning of the University and its activities

Standards to be Observed

1. General conduct applying to all students

A student is expected to observe the following obligations:

- (i) Observe and be familiar with all Rules and Regulations concerning their conduct that are in force and may be amended from time to time, in particular any obligations placed on them in the following:
 - i. Statutes of the University;
 - ii. Rules, Regulations and Bylaws of the University;
 - iii. Code of Conduct of the University;
 - iv. Policies and Procedures of the University.
 - (ii) Comply with all laws of the State and Commonwealth including local by-laws.
 - (iii) Conduct themselves at all times in a manner that is courteous and respects the rights and reputations of students, staff and visitors to the University. notredame.edu.au/about/policies/student-policies
 - (iv) Do not engage in any scandalous behaviour.
 - (v) Avoid behaviour that could be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any other way.
 - (vi) Carry out their academic studies conscientiously and with honesty and diligence and maintain satisfactory academic progress.
 - (vii) Attend classes (lectures, tutorials, seminars and practical work) and examinations.
 - (viii) Submit original work and abide by deadlines when submitting work for assessment.
 - (ix) Conduct themselves in a safe, orderly and proper manner in any class or library or other University facility so as not to affect the working environment of others or cause injury or harm to any other person.
 - (x) Not use any form of physical violence or any act which may cause serious personal injury to another.
 - (xi) Use University facilities, resources and information in a proper manner.
- (xii) Not willfully damage, steal or use without authority the property of the University or any other property belonging to or used by the University, its students or employees.
 - (xiii) Not use, sell or possess drugs or alcohol on University premises, including any Hall of Residence or be impaired by the use of drugs or alcohol on University premises. Students should be aware of the University's Students Drugs and Alcohol Policy.
 - (xiv) Maintain and observe all safety and health procedures.
 - (xv) Not conduct themselves in a manner detrimental to the reputation or to the orderly functioning of the University and its activities, including any conduct that may cause any serious disturbance of the University community, the Residential community or the local community, infringing on the rights and well-being of others.

Use of Alcohol by Students

1. Objects of the University

1.1 The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University 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.

2. Purpose

2.1 The purpose of this Policy is to clearly set out the University's position in relation to use of alcohol by Students on campus or at University approved or sponsored events.

3. Scope

3.1 This Policy applies to:

- 3.1.1 all Students and Staff of the University;
- 3.1.2 all University campuses, premises, teaching sites and University-controlled sites;
- 3.1.3 all events that are connected with or may be associated with the University, including events organised or run by University clubs affiliated to the University through a student association, whether such events take place on or off campus. Such events include but are not limited to practical placements, internships, field trips, sporting events and celebrations, university games, Student balls etc.

4. Principles

- 4.1 The University is committed to providing a safe, supportive and inclusive environment for all Students and other members of the University community.
- 4.2 The University encourages Students to have a responsible attitude towards the use of alcohol.
- 4.3 Through this Policy, the University aims to implement measures which will prevent or reduce harm to Students and others in the University community.
- 4.4 The University will offer appropriate forms of assistance to those who experience alcohol-related problems.

5. Use, distribution, sale and consumption of alcohol

- 5.1 Students who are impaired by alcohol are not permitted to attend campus or any University activity or event off campus. Such activities include, but are not limited to, lectures, tutorials, seminars, laboratories, workshops, practical placements, internship placements, field trips and excursions.
- 5.2 Students shall not use, distribute, sell or consume alcohol while on any University Premises, except where the use, distribution, sale or consumption of alcohol is expressly permitted by the Head of Campus; for example, where consumption or sale of alcohol is permitted by the Head of Campus for the purpose of a University approved social function.
- 5.3 Where approval has been given for a function at which the consumption or sale of alcohol is permitted, and the function is organised or run by Students, the following requirements shall apply:
 - 5.3.1 free drinking water, and adequate quantities of other non-alcoholic drinks, must be easily available;

5.3.2 if drinks are being charged for, non-alcoholic drinks must be offered at lower prices than the alcoholic drinks being served;

5.3.3 the price of alcoholic drinks should not be so low as to encourage heavy or rapid consumption;

5.3.4 where venue packages include external venue hire, alcohol and food in one cost, it is requested that the amount and type of food and alcohol served at the event is provided to the University. In all other instances if an attendance fee is charged for the function, the cost of admission, food and entertainment must be separate from the cost of alcoholic beverages;

5.3.5 drinking games or any type of drinking apparatus (e.g. funnels, shot glasses etc.) which encourage or enable a person to consume large quantities of alcohol rapidly are not permitted;

5.3.6 availability of alcohol must comply with Responsible Service of Alcohol requirements, liquor laws and other relevant legislation, including the requirement not to supply alcohol to minors or to a person who is intoxicated; and

5.3.7 appropriate security arrangements must be provided.

5.4 If the requirements of clause 5.3 are not met, any Student who is involved in organising or running the function may face disciplinary action in accordance with the University's disciplinary guidelines.

5.5 Where a Student is found to have used, distributed, sold or consumed alcohol at University Premises without the permission of the University the Student may face disciplinary action in accordance with the University's disciplinary guidelines.

6. Responsible consumption of alcohol

6.1 Students who drink alcohol are encouraged to have a responsible attitude towards alcohol and are required to demonstrate responsible behaviour at all times. Students should consider strategies for minimising harm from alcohol such as the following:

6.1.1 pre-arrange transport from an event so that Students do not drink and drive;

6.1.2 arrange for a friend, who will not consume alcohol during an event, to be the designated driver;

6.1.3 eat before and during an event, as eating while drinking can slow the absorption of alcohol in the body;

6.1.4 try to space alcoholic drinks with water or soft drinks;

6.1.5 be careful and encourage your friends to be careful; and

6.1.6 be aware that the risk of accidents and harm including physical violence, sexual assault and sexual harassment can increase in environments where alcohol is consumed.

6.2 Students are expected to recognise that performance of their academic activities can be affected by alcohol.

6.3 The University may direct any Student who is impaired by alcohol to be removed from Campus or any academic activity immediately.

6.4 If a Student who is impaired by alcohol at any time conducts themselves in a manner detrimental to the reputation or the orderly functioning of the University and its activities, including conduct that may cause any significant disturbance of the University, residential or local community, or may infringe on the rights or well-being of others, the Student may face disciplinary action in accordance with the University's disciplinary guidelines.

7. Hazardous activities

- 7.1 Alcohol may not be consumed immediately prior to (i.e. in such proximity that it can compromise safety through intoxication or hangover effects) or during participation in any activity that is inherently hazardous or which may become hazardous as a result of alcohol use. Such activities include, but are not limited to, handling dangerous goods, operating vehicles, controlling heavy machinery or equipment, and working at heights or in confined spaces.

8. Alcohol consumption in university residential areas

- 8.1 Clause 8 of this Policy applies only in relation to the Fremantle campus and the Sydney campus of the University.
- 8.2 Subject to the provisions of this section, the consumption of alcohol may be permitted by Students in the communal areas of University residential accommodation. University Staff will determine where, when, and if alcohol may be consumed by any person, including residents and their guests, in any residential area of the University.
- 8.3 Students in University residential accommodation and their guests, who consume alcohol must demonstrate a responsible attitude towards alcohol and conduct themselves in a responsible and respectful manner. Students must not cause disruption or disturbance to other people within the residential accommodation or in the local community.
- 8.4 No alcohol may be possessed, stored or consumed in a resident's private room. Any alcohol that is possessed by a resident or their guest must be stored in a designated communal area of the residence, in accordance with directions of University Staff. The University accepts no liability for theft or loss of Students' alcohol.
- 8.5 Alcohol must not be supplied by Students or guests to any person who is impaired by alcohol or aged under 18 years within University residential areas.
- 8.6 Residents and their guests must not be subjected to any pressure to drink alcohol, to drink more than they judge to be reasonable, or to be made to feel uneasy or embarrassed as a result of their choice.
- 8.7 Drinking games or any type of drinking apparatus (e.g. funnels, shot glasses etc.) which encourage or enable a person to consume large quantities of alcohol rapidly are not permitted in University residential areas. If found, such implements may be confiscated by Staff. Students may not consume alcohol mixed with energy drinks, in University residential areas.
- 8.8 Kegs and alcoholic punch are not permitted at any time in University residential areas.
- 8.9 Residents who consume alcohol in University residential areas and become impaired or under the influence of alcohol and create a disturbance or cause disruption may face disciplinary action in accordance with the University's disciplinary guidelines.
- 8.10 Residents who consume alcohol at another location and return to the University, including University residential areas, impaired or under the influence of alcohol and create a disturbance or cause disruption may face disciplinary action in accordance with the University's disciplinary guidelines.

9. Outbound Study Abroad Students

- 9.1 Students who participate in the Outbound Study Abroad Exchange Program are considered ambassadors for the University and are expected to abide by the rules and regulations of the host institution and its country including those relating to alcohol.
- 9.2 Outbound Study Abroad Students remain enrolled as students of the University during their exchange and therefore must continue to abide by the rules and regulations of the University whilst on exchange, as well as those of the host institution and its country.

10. Student Immersion Programs and Study Tours

- 10.1 In general, there will be no University-organised or University-approved events involving alcohol for Students who are involved in Student immersion programs or other study tours that may count towards a Student's program of study. However, in appropriate circumstances, on a case by case basis, the Staff member who is running a Student immersion program or study tour may seek permission from their Dean, Director or Head of Campus to include an event that involves alcohol consumption by Students. In such cases, the following steps must be completed:
- 10.1.1 The Staff member must seek prior written approval from their Dean, Director or Head of Campus for each event within a Student immersion program or study tour at which it is proposed that Students would consume alcohol;
- 10.1.2 The request for approval must explain why alcohol should be included as part of the event, taking into account social, religious, cultural, political or other contexts of the Student immersion program or study tour, and outline the type and quantity of alcoholic beverages that would be served;
- 10.1.3 The request must include a plan for managing alcohol consumption by Students at the event, with a view to minimising the risk of harm to Students, Staff and others, and protecting the reputation of the University;
- 10.1.4 No alcohol may be served to Students at University events within an immersion program or study tour except as expressly permitted by the relevant Dean, Director or Head of Campus.
- 10.2 The University recognises that events within immersion programs and study tours may be organised by other parties and that occasionally alcohol may be served to Students at such events without prior notice. In such cases, the most senior University Staff member present at the event is responsible for deciding whether or not alcohol should be consumed by Students, and for putting in place appropriate safeguards as required to minimise the risk of harm to Students, Staff and others, and to protect the reputation of the University. If Students consume alcohol at such events, they should follow the requirements of clauses 10.3.1-10.3.5.
- 10.3 Students who are involved in immersion programs or study tours are strongly encouraged to refrain from consuming alcohol at any time, other than those permitted under clause 10.1. If they choose to consume alcohol, Students should:
- 10.3.1 exercise caution, especially if Students are drinking alcohol in an unfamiliar location or environment;
- 10.3.2 have a responsible attitude towards alcohol and demonstrate responsible behaviour at all times;

- 10.3.3 not engage in drink driving;
- 10.3.4 comply with all local laws;
- 10.3.5 be aware that consumption of alcohol may operate to exclude any insurance cover in relation to that Student in the event of any injury or illness suffered by that Student while on an immersion program or study tour.
- 10.4 If a Student on an immersion program or study tour who is impaired by alcohol conducts themselves in a manner detrimental to the reputation or the orderly functioning of the University and its activities, including conduct that may cause any significant disturbance of the University, residential or local community, or may infringe on the rights or well-being of others, the Student may face disciplinary action in accordance with the University's disciplinary guidelines. If the University determines it appropriate, a Student may be sent home early at their own expense.

11. Students experiencing alcohol-related problems

- 11.1 The University acknowledges that some Students will experience problems as a result of their own or others' alcohol use. While it cannot be accepted as an excuse for poor performance or inappropriate behaviour, alcohol-related problems will be addressed in a supportive, confidential and constructive way.
- 11.2 Students who experience alcohol-related problems are encouraged to seek confidential assistance from University services including the Counselling service and Chaplaincy or Campus Ministry, or from external alcohol and drug treatment agencies or other health professionals. Seeking such assistance, or being referred to it, will not result, by itself, in disciplinary action nor will it affect the personal situation of the individual in the University setting. Counsellors and other health professionals assisting individuals with an alcohol-related problem will respect the privacy and confidentiality of those who seek help unless the health and safety of others is potentially at risk.

12. Related documents

- 12.1 University General Regulations
- 12.2 Student Code of Conduct
- 12.3 Policy: Sexual Assault and Sexual Harassment
- 12.4 Procedure; Disclosing Sexual Assault and Sexual Harassment
- 12.5 Policy: University Affiliation of Student Clubs
- 12.6 Policy; Provision of Funding to the University's Student Associations (Sydney and Fremantle)
- 12.7 Student Accommodation Agreement
- 12.8 House Rules for student accommodation.

13. Definitions

- 13.1 For the purpose of this Policy, the following definitions apply:

Impaired means adversely affected by alcohol. As a general guide, a person is impaired by alcohol when their level of consumption is likely to be at or over the legal limit for driving

Premises means, for the purposes of this Policy, any University campus, teaching site, University controlled site or any external place where an event takes place which is connected or associated with the University.

Staff means all current staff of the University.

Student means all current students of the University, including students who are enrolled in higher education programs, Vocational Education and Training (VET) courses, pathway programs such as the Tertiary Pathway Program and non-AQF qualifications, and includes students who are on-shore or offshore, domestic or international, undergraduate or postgraduate, on-campus or studying externally.

University means The University of Notre Dame Australia.

Version 1 / Date of approval: 10 December 2018 / Approved by: Vice Chancellor / Amendment: New Policy: replaces *Policy: Student Drug and Alcohol*

Version 2 / Date of approval: 23 April 2020 / Approved by: Vice Chancellor, following endorsement by Student Board / Amendment: Clause 5.3.4 amended: additional requirement to provide the University with details of amount and type of food and alcohol served as part of a venue package at functions run or organised by Students.

Student Drugs Policy

1. Purpose

- 1.1 The purpose of this Policy is to clearly set out the University's expectations of Staff and Students in relation to their obligations to ensure the University remains at all times a drug free environment.

2. Definitions

- 2.1 **Illicit Drug** means a substance which may be abused or misused, the manufacture, sale or use of which is or should be prohibited by law except when required for medical or scientific research, or for analytical, teaching or training purposes with approval of Commonwealth and/or State or Territory Health Authorities.
- 2.2 **Premises** means, for the purposes of this Policy, any University campus, teaching site, University controlled site or any external place where an event takes place which is connected or associated with the University.
- 2.3 **Prescription Medication** means a substance, the use or supply of which should be by or on the order of persons permitted by State or Territory legislation to prescribe and should be available from a pharmacist on prescription.
- 2.4 **Staff** means all current staff of the University, and includes any employee of the University or any other person who is subject to this Policy by reason of their contractual relationship with the University.
- 2.5 **Student** means all current students of the University, including students who are enrolled in higher education programs, Vocational Education and Training (VET) courses, pathway programs such as the Tertiary Pathway Program and non-AQF qualifications, and includes students who are on-shore or off-shore, domestic or international, undergraduate or postgraduate, on-campus or studying externally.
- 2.6 **University** means The University of Notre Dame Australia.

3. Scope

- 3.1 This Policy applies to:
 - (a) all Students of the University;
 - (b) all University campuses, teaching sites and University-controlled sites;
 - (c) all events that are connected with or may be associated with the University, including events organised or run by University clubs affiliated to the University through a student association, whether such events take place on or off campus. Such events include but are not limited to practical placements, internships, field trips, sporting events and celebrations, university games, Student ball etc.

4. Principles

- 4.1 The University is committed to providing a safe, supportive and inclusive environment for all Students and other members of the University community.
- 4.2 The University is committed to maintaining a drug-free environment.
- 4.3 The University will offer appropriate forms of assistance to those who experience drug-related problems.

5. General Prohibition on drugs

- 5.1 Students and Staff shall not use, distribute, sell or be in possession of Illicit Drugs, or Prescription Medications which have not been prescribed for that person, while on any University premises. Students and Staff may use or possess Prescription Medications on University premises provided that they been lawfully prescribed for the particular individual and they are used as directed by the supplying health practitioner.
- 5.2 Students and Staff must not attend the University or participate in University-related activities either on or off campus while impaired by or under the influence of any Illicit Drug or any Prescription Medication that is being misused.
- 5.3 Where a Student or Staff member is required to use a drug lawfully prescribed for them by a health practitioner and there is a risk that the use of that drug may in any way impair or influence their conduct or performance while attending the University, the Student and/or Staff member is strongly encouraged to advise their Dean (if Student) or supervisor (if Staff) of the use of that drug. Any information disclosed by a Student or Staff member in these circumstances is private and confidential and must not be disclosed by the Dean or supervisor to any other person except to prevent likely harm to others in the University community.
- 5.4 The University supports a no-tolerance policy in relation to Illicit Drug use including Prescription Medications that are misused. Any Students or Staff who are found to have breached clause 6.1 of this Policy will face immediate disciplinary action and are likely to be dismissed from the University. Where the use, misuse, distribution, sale or possession of drugs could constitute a criminal offence or a breach of professional conduct rules or standards the University reserves the right to report such conduct to the appropriate authorities.

- 5.5 If a Staff member is charged with any illegal drug-related activity, including but not limited to manufacture, use, misuse, distribution, sale or possession of drugs, the Staff member is required to inform his or her supervisor in writing within 48 hours of being charged. In these circumstances the University may elect to take such action as the University determines necessary under the University's misconduct procedures.
- 5.6 If a Student is charged with any illegal drug-related activity, including but not limited to manufacture, use, misuse, distribution, sale or possession of drugs, the Student is required to inform his or her Dean or Director in writing within 48 hours of being charged in the following circumstances:
 - (a) the conduct relating to the relevant charge occurred on University premises or any other premises attended by the Student in the course of their activities as a Student of the University, such as a University student trip, student placement, or an event associated with or sponsored by the University; and/or
 - (b) the conduct relating to the relevant charge involved a University Staff member or other University Students; and/or
 - (c) the relevant charge is of such a serious nature that the identity of the Student, if disclosed, may have the potential to harm the reputation of the University.
- 5.7 If a Student is charged with an illegal drug-related offence but the nature of the charge does not require notification under clause 6.6 above (because it is not related to the University) and the Student is subsequently charged with an indictable drug-related offence, or any other drug-related offence which may affect timely completion of the Student's program of study, the Student is required to inform his or her Dean or Director in writing within 48 hours of being charged with the offence.
- 5.8 If a Student makes a disclosure to the University in accordance with clause 6.6 or clause 6.7, the University may elect to take such action as the University determines necessary under the University's misconduct procedures.

6. Individuals experiencing drug-related problems

- 6.1 The University acknowledges that some individuals will experience problems as a result of their own or others' drug use. While it cannot be accepted as an excuse for poor performance or inappropriate behaviour, drug-related problems experienced by Students or Staff will be addressed in a supportive, confidential and constructive way.
- 6.2 Students or Staff who experience drug-related problems are encouraged to seek confidential assistance from University services including the Counselling service and Chaplaincy or Campus Ministry, or from external alcohol

and drug treatment agencies or other health professionals. Seeking such assistance, or being referred to it, will not result, by itself, in disciplinary action nor will it affect the personal situation of the individual in the University setting. Counsellors and other health professionals assisting individuals with a drug-related problem will respect the privacy and confidentiality of those who seek help subject to professional reporting requirements and unless the health and safety of others is potentially at risk.

12. Related Policies and Regulations

- University General Regulations
- Student Code of Conduct
- Staff Code of Conduct
- Policy: Managing Misconduct

Email and Internet Usage Policy

1. Purpose

Its aim is 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 electronic mail, 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 or exchanging messages that are offensive, harassing, obscene or threatening.
- Exchanging proprietary information, trade secrets, or any other privileged, confidential or sensitive information outside Notre Dame, or outside a defined privileged group.
- Creating or exchanging advertisements, solicitations, chain letters and other unsolicited email.
- 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.

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.

To define the use of email and internet within The University of Notre Dame Australia / Responsible Executive: University Secretary / Responsible Office: Vice Chancellery / Contact Officer: Executive Director, Professional Standards & Conduct / Effective Date: 16 November 2006 / Modification History: Created: November 2006. Modified: October 2012 / Last edited: 22 October 2012

Refund Policy for Overseas Students

The University has a refund policy for overseas students. This can be accessed from the Notre Dame website: notredame.edu.au/___data/assets/pdf_file/0015/2049/POLICY-Refunds-for-Overseas-Students.pdf or a hard copy can be obtained from the Admissions Office.

Student Appeals

Students have a right of appeal against academic or administrative decisions affecting them.

The Student Appeals Policy details the decisions or determinations of an academic or administrative nature that may be the subject of an appeal. The Policy also sets out the process for lodging an appeal in relation to each particular decision or determination. Before lodging an appeal, students are encouraged to discuss any disputed decision or determination with the appropriate Dean of School or Manager.

A student may seek assistance and advice in relation to the appeals process from the Campus Registrar's Office, which will direct them to the appropriate area of the University to assist with the appeal process. The Student Appeals Policy does not limit the right of a student to seek the assistance of an external person or agency to resolve an appeal.

Overseas Student Ombudsman

An international student not satisfied with a decision or action taken by the University may lodge an external appeal with the Overseas Student Ombudsman (OSO).

For further information refer to ombudsman.gov.au.

International Education Conciliation Service

In certain circumstances, international students may also choose to access the International Education Conciliation Service, located at the Department of Education Services at any stage during the dispute.

International Education Conciliator, Department of Education Services

20 Walters Drive, Osborne Park, WA 6107
PO Box 1766 Osborne Park WA 6916
T: 9441 1900
E: conciliation@des.wa.gov.au

The Conciliator will not become actively involved in the matter until the parties have made an initial attempt to resolve the dispute between themselves.

The Conciliator can also act as a mediating and conciliatory agent in resolving a dispute between the two parties. Please be aware that it is essential that you book an appointment with the Conciliator before arriving at the office in Osborne Park, otherwise they will not be able to see you.

Student Grievance Resolution

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 of Notre Dame Australia 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 whose names and contact details can be found on the University web page, notredame.edu.au/current-students/support/appeals-and-grievances

Definition

1. A grievance is a problem, concern or complaint which relates to procedural matters of an academic or non-academic or administrative nature.
2. Matters which are covered under the General Regulations of the University, and for which there are specific procedures, are not grievances for the purposes of this policy.

Procedures

- Step 1 – Preliminary action
- Step 2 – Initiating a grievance
- Step 3 – Referring the grievance
- Step 4 – External review

For further information, visit notredame.edu.au/current-students/support/appeals-and-grievances.

The grievance procedures are available to students and prospective students of The University of Notre Dame Australia, and are applicable regardless of the location of the campus at which the grievance has arisen, the student's place of residence or the mode in which they study. Each stage of the grievance process is free of charge.

Sexual Assault and Sexual Harassment Policy

1. Objects of the University

1.1 The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University 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.

2. Purpose

2.1 The purpose of this Sexual Assault and Sexual Harassment Policy (Policy) is to clearly set out The University of Notre Dame Australia's (University) position in relation to Sexual Assault and Sexual Harassment.

3. Scope

3.1 This Policy applies to all staff members and students of the University.

4. Principles

- 4.1 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.
- 4.2 The University will not tolerate Sexual Assault or Sexual Harassment and will take all reasonable steps to prevent behaviour that does not conform with the University's acceptable behaviour standards.
- 4.3 Where an incident of Sexual Assault or Sexual Harassment is Disclosed and/or Formally Reported all parties will be treated with fairness and respect and the principles of natural justice will apply.
- 4.4 The University recognises that provision of dedicated support services for students who have experienced Sexual Assault or Sexual Harassment is integral to ensuring their wellbeing and continued participation in their education.

5. Responsibilities

5.1 The University will:

- 5.1.1 implement and maintain a procedure to ensure the provision of immediate and effective support to any member of the University community who discloses Sexual Assault and Sexual Harassment: Disclosing Sexual Assault and Sexual Harassment Procedure ("the Procedure");
- 5.1.2 use educative approaches for the prevention of Sexual Assault and Sexual Harassment, to support awareness of rights and responsibilities, and to encourage Disclosure and Formal Reporting of behaviour that breaches this Policy;
- 5.1.3 provide dedicated support services for staff and students who have experienced Sexual Assault or Sexual Harassment to support their wellbeing and continued participation in education/employment; and

5.1.4 if a Formal Report of Sexual Assault or Sexual Harassment is made, the University will investigate and act in accordance with its policies and procedures and any applicable Commonwealth and State legislation; and take action against any perpetrator of Sexual Assault or Sexual Harassment in accordance with the University's misconduct and disciplinary processes.¹

5.2 The University expects:

5.2.1 all members of its community to treat one another with respect and dignity and behave in accordance with the University's Codes of Conduct;

5.2.2 all members of its community to comply with this Policy.

¹ When a Formal Report of Sexual Assault is made against a student in accordance with this policy and process, the allegation shall not be dealt with by the Dean or School Discipline Committee but will be immediately referred to a University Disciplinary Committee in accordance with General Regulation 8.8.

When a Formal Report of Sexual Assault is made against a staff member in accordance with this policy and process, the allegation shall not be dealt with at the Local Level but will be immediately referred under Clause 24.3.6 of the Enterprise Agreement and/or Clause 4.6 of the Policy: Managing Misconduct, to the Vice Chancellor for formal investigation under 24.3.7 of the Enterprise Agreement/ Clause 4.7 of the Policy: Managing Misconduct.

6. Disclosure of sexual assault or sexual harassment

- 6.1 Any member of the University community who has experienced Sexual Assault or Sexual Harassment is encouraged to disclose the incident in accordance with the Procedure.
- 6.2 If a person does not wish to disclose the matter in accordance with the Procedure, they are nevertheless encouraged to access the internal and external resources and support services that are available to them.

7. Related documents

- 7.1 Procedure: Disclosing Sexual Assault and Sexual Harassment
- 7.2 Sexual Assault and Sexual Harassment: Checklist & Incident Report Form (for Staff)
- 7.3 Staff Code of Conduct
- 7.4 Student Code of Conduct
- 7.5 Enterprise Agreement
- 7.6 General Regulations
- 7.7 Policy: Managing Misconduct
- 7.8 Procedure: Student Grievance

8. Definitions

8.1 For the purpose of this Policy, the following definitions apply:

- 8.1.1 **Consent** occurs when a person freely and voluntarily agrees to engage in a sexual act. Consent cannot be given by people who are:
- 8.1.1.1 incapacitated due to intoxication or the influence of drugs;
 - 8.1.1.2 incapacitated due to their age or intellectual capacity;
 - 8.1.1.3 unconscious or asleep;
 - 8.1.1.4 under threat of or actual force;
 - 8.1.1.5 intimidated, coerced or threatened;
 - 8.1.1.6 unlawfully detained or held against their will; or
 - 8.1.1.7 tricked or manipulated due to the person being in a position of trust into providing consent.
- 8.1.2 **Sexual Assault** occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent.
- 8.1.3 **Sexual Harassment** is any unwelcome sexual behaviour that causes a person to feel offended, humiliated or intimidated. Sexual Harassment may include:
- 8.1.3.1 staring or leering;
 - 8.1.3.2 unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching;
 - 8.1.3.3 suggestive comments or jokes;
 - 8.1.3.4 insults or taunts of a sexual nature;
 - 8.1.3.5 intrusive questions or statements about someone's private life;
 - 8.1.3.6 displaying posters, magazines or screen savers of a sexual nature;
 - 8.1.3.7 sending sexually explicit emails or text messages;
 - 8.1.3.8 inappropriate advances on social networking sites;
 - 8.1.3.9 requests for sex or repeated unwanted requests to go out on dates; and
 - 8.1.3.10 behaviour that may also be considered to be an offense under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- 8.1.4 **Disclosure** means the disclosure by a student or staff member of sexual assault or sexual harassment.
- 8.1.5 **Formal Report** means a formal allegation of Sexual Assault or Sexual Harassment under the University's misconduct or disciplinary processes.
- 8.1.6 **Respect Officer** is the University staff member responsible for managing Disclosures of Sexual Assault or Sexual Harassment.



House Rules

Relevant premises: 28 Marine Terrace, Fremantle (Port Lodge), 25 High Street, Fremantle (P&O Hotel) or 24 High Street, Fremantle (Hotel Cleopatra)

1. Residents must at all times act in a manner that is courteous and respectful to others to promote community life.
2. Residents must show respect for, and follow the reasonable directions of, any Student Resident or other University staff. This includes requests to stop drinking and implementing strategies to support student welfare. Students who face disciplinary action or are receiving support for breaching the Policy: Use of Alcohol by Students, will not be permitted to consume alcohol in the student residences
3. Residents must ensure that any activity undertaken at the Premises does not disturb, cause a nuisance to, or interfere with the privacy or peace of other Residents or neighbours. Events or parties at the Premises are strictly prohibited.
4. Residents are not permitted to create an event (including on social media) or promote drinking sessions to peers.
5. Illegal drugs and smoking are not permitted on the Premises. All who are present when the Policy: Drugs is violated will be subject to disciplinary action regardless of use and participation level.
6. Residents are not permitted to store alcohol in any place other than their assigned locker and fridge/freezer space. Residents are responsible for managing their own storage space and the University takes no responsibility for a Residents storage of alcohol.
7. Resident are permitted to consume alcohol between 6-9pm on Friday and Saturday in the communal dining space. This excludes the lounge/ TV room, study spaces, personal rooms, verandas, courtyards, car parks, bathroom and laundries (any other area not identified and approved by the University).
8. A reasonable number of visitors are allowed at the Premises, provided that they do not disturb or cause a nuisance to other residents or neighbours. Visitors are not permitted to stay overnight on the Premises.
9. The Student Residences closing times, during which guests are not allowed to be in the halls, are: 12 (midnight)-8am.
10. Residents are responsible for the behaviour of their visitors. Unacceptable or threatening behaviour by visitors will not be tolerated. The University reserves the right to ask any visitor/s to leave the Premises, at any time, and to ban any visitor from returning to the Premises.
11. Visitors are not permitted to consume alcohol in the student residences (with the exception of current residents of other University student accommodation premises). University staff or students or family and visitors are no permitted to consume alcohol in the Student Residences or to be present while alcohol is being consumed.
12. Any complaints regarding the behaviour of a resident or visitor should be referred to the Manager of Student Residences.
13. Any damage to property caused by a resident or visitor must be reported to the Manager of Student Residences.
14. If kitchen facilities are used, all appliances, utensils, crockery and cutlery must be left in a clean and tidy condition. All food and drink belonging to Residents must be removed prior to departure.
15. No cooking or preparation of food, including the heating of food or boiling of water, is permitted in any room besides the kitchen.
16. The following items are not permitted on the Premises:
 - (a) double adaptors unless supplied by the University;
 - (b) non-Australian power plugs for any electrical devices;
 - (c) heaters, air conditioners or fans other than what is provided by the University;
 - (d) anything that generates a naked flame-e.g. candles, matches, lighters;
 - (e) missiles, fireworks and firearms;
 - (f) illegal drugs or weapons;
 - (g) pets or animals.
17. Residents are not permitted to install any type of fixtures, whether permanent or otherwise, to any walls or other structures in any part of the Premises.
18. No Resident or visitor shall interfere with any fire equipment, smoke alarms or smoke indicators on the premises. If faults are noted in relation to this equipment they are to be reported to the Manager of Student Residences.

19. Keys or access codes to the Premises must not be given to anyone who is not a resident. A fee will be charged for replacing lost keys and changing the locks as a result of lost keys.
20. Residents must not leave any doors on the premises unlocked or propped open at any time.
21. Residents must not use any room or permit its use for any purpose that is illegal or disruptive to other Residents.
22. The Student Residences quiet hours are between:
 - (a) Sunday - Thursday, weekdays 10pm-8am
 - (b) Friday and Saturday, weekends 12 (midnight)-8am
23. 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 of any type. The University ensures that avenues of support are available, appropriate and easily accessible.
24. The University of Notre Dame Australia, Fremantle Campus Student Residences seeks to provide student accommodation with in the context of Catholic faith and values, an excellent standard of pastoral care, a safe and positive community for academic success. For these reason it is important to provide structured opportunities for connections amongst residents. This includes two community dinners per week and a weekly community meeting.



Student Accommodation Agreement

Definitions

1. In this Agreement the following definitions apply:
 - (a) **“Agreement”** means this Accommodation Agreement together with the Code of Conduct for Students and the House Rules or other terms and conditions that may apply to the Premises from time to time;
 - (b) **“House Rules”** means any house rules relating to the Premises as in force and amended by the University from time to time;
 - (c) **“Premises”** means the relevant premises at either 28 Marine Terrace, Fremantle (Port Lodge), 25 High Street, Fremantle (P&O Hotel), or 24 High Street, Fremantle (Hotel Cleopatra), including not only the building but also any gardens, courtyards, driveways and carparks that may form the property;
 - (d) **“Rent”** means the amount of rent payable in accordance with clause 3;
 - (e) **“Resident”** means the student of the University of Notre Dame Australia being provided with accommodation at the Premises pursuant to this Agreement;
 - (f) **“Residential Security Bond”** means the bond paid by the Resident in accordance with clause 5 of this Agreement;
 - (g) **“UNDA”** means The University of Notre Dame Australia.

Provision of accommodation and rent

2. The accommodation at the Premises is provided to the Resident at UNDA's sole discretion. UNDA reserves the right to terminate this Agreement and withdraw the Resident's accommodation where the Resident fails to comply with this Agreement or ceases to be a student of UNDA.
3. The Rent payable for 2019, is \$277 AUD per week.
4. Rent for each semester will be paid in full 7 days prior to the commencement of the relevant semester.
5. In the event that the Resident decides that they no longer wish to reside at the Premises they may, depending on the circumstances, be entitled to a full or partial refund of any amounts paid in accordance with the *Policy: Refunds for On-Campus Accommodation*.

Bond and property condition report

6. A Residential Security Bond of \$150 must be paid by the Resident in full at least 7 days prior to the Resident moving into the Premises. Payment can be made directly by Internet Transfer, by Credit Card, or Bank Cheque to The University of Notre Dame Australia at the Student Administration and Fees Office. UNDA will provide a receipt for any Residential Security Bond paid and will hold the Residential Security Bond until termination of this Agreement where it will be returned to the Resident, subject to the provisions of this Agreement.

7. On or before the day on which the Resident moves into the Premises, UNDA will provide the Resident with a property condition report in relation to the Premises. The Resident must handwrite amendments on the report indicating any areas where they do not agree with the report and return the signed report to UNDA within 3 days. UNDA will provide the Resident with a copy of the report. This report, once agreed by both parties, will serve as evidence of the condition of the Premises at the time the Resident moved in.

Compliance with rules, policies, procedures

8. The Resident hereby agrees to comply with any codes, regulations, rules, policies and procedures as may apply to the Resident's occupation of the Premises from time to time including, but not limited to, the UNDA Student Code of Conduct, any relevant policies or procedures and the House Rules.
9. In the event that the Resident fails to comply with any relevant codes, regulations, rules, policies or procedures, UNDA may take any of the following actions at its discretion:
 - (a) issue the Resident with a formal written warning which may place any conditions UNDA thinks appropriate on the Resident's continued occupation of the Premises;
 - (b) following the warning in (a) above or, depending on the circumstances, without a warning, evict the Resident and terminate this Agreement immediately or on notice.
10. For clarity, the actions UNDA may take in accordance with clause 8 are separate to any investigation or disciplinary proceedings that may take place in accordance with its regulations, policies or procedures.

Resident's obligations

11. The accommodation is offered on a “non-serviced” basis. The Resident is responsible for keeping the Premises clean and in good condition.
12. In the event that any property of UNDA at the Premises is damaged, the Resident must notify the Student Residences Supervisor or the Manager of Student Residences who will arrange for any necessary repairs or maintenance to be carried out. The Resident agrees to cooperate with UNDA in order to enable access to the Premises by UNDA or its contractors for this purpose.
13. In the event that the Resident is responsible for damaging any of UNDA's property at the Premises UNDA reserves the right to seek compensation from them for repair or replacement costs and, if such compensation remains outstanding at the time the Resident leaves the Premises, to withhold such

portion of the Residential Security Bond as is necessary to cover such costs.

14. UNDA accepts no responsibility for personal property of the Resident kept at the Premises. The Resident is responsible for obtaining insurance in relation to their own property.
15. The Resident agrees not to give their keys or any code numbers for the Premises to any person who is not a resident of the Premises.
16. **The Resident acknowledges and agrees that smoking and the use of drugs are not permitted on the Premises at any time. The Resident acknowledges and agrees that they will comply with the Policy: Use of Alcohol by Students. If the Resident fails to comply with this clause or breaches the relevant policies, UNDA may take action against the Resident in accordance with clause 9 and may also take separate disciplinary action against the Resident in accordance with its regulations, policies, procedures and codes.**
17. The Resident is not permitted to assign or sub-let any facilities at the Premises.

Right to access Premises

18. UNDA reserves the right to conduct inspections of the Premises from time to time upon at least 24 hours' notice to the Resident.
19. If UNDA requires access to the Premises for other purposes it will, where practicable, give notice to the Resident. However, where notice is not practicable or cannot be given, UNDA reserves the right to enter the Premises, including but not limited to, in the following situations:
 - (a) in the case of an emergency where access to the Premises is necessary;
 - (b) in order to investigate any health and safety issue; and
 - (c) in order to arrange or carry out maintenance.

Disputes

20. Any disputes relating to the accommodation should be referred to the Manager of Student Residences.
21. Where a dispute cannot be resolved by the Manager of Student Residences, the dispute will be referred to the Executive Director, Admissions & Student Services or the Pro Vice Chancellor Fremantle who may take any action he/she considers appropriate including terminating this Agreement. The decision of the Executive Director, Admissions & Student Services or the Pro Vice Chancellor Fremantle will be final.

Liability

22. The Resident shall be liable for and shall indemnify UNDA against any costs, expenses, liability, loss, claim or proceeding whatsoever arising under any legislation or at common law in respect of any loss, damage or personal injury suffered by any person as a result of the Resident's negligent or unlawful act or omission.

Termination

23. This Agreement will, without the requirement of any notice by UNDA, automatically terminate on 23rd November, 2019 unless terminated earlier in accordance with the provisions or extended in writing by UNDA.

24. In the event that the Resident breaches this Agreement, UNDA may terminate this Agreement immediately or with notice at its discretion.
25. In the event that the Resident ceases to be a student of UNDA for any reason whatsoever this Agreement will terminate on the day on which they cease to be a student of UNDA.
26. In the event that the Resident withdraws from their course, is suspended, takes a leave of absence or is otherwise absent from their studies at UNDA, notwithstanding that they may still be a student of UNDA, UNDA may elect to immediately terminate this Agreement.
27. In the event that the Resident is subject to any UNDA investigation or disciplinary proceedings and (in the absolute discretion of UNDA) depending on the circumstances of that investigation, whether at the time that the allegation arises or at any other time, UNDA may terminate this Agreement or impose any conditions on the Resident's continued occupation of the Premises that it considers appropriate.
28. The Resident must vacate the Premises and return any keys by no later than 12noon on the day on which this Agreement ends.
29. A \$50.00 fee will be charged for each key that is not returned.
30. On termination of the Agreement, the Resident may be entitled to a refund of certain payments in accordance with the *Policy: Refunds for On-Campus Accommodation*.
31. If the Resident fails to adequately clean their accommodation immediately prior to vacating the Premises, they agree to pay to UNDA such amount as is reasonably necessary to have the accommodation professionally cleaned.
32. If, when the Resident vacates the Premises, it is not in the same condition as outlined in the property condition report (apart from reasonable wear and tear), the Resident agrees to pay to UNDA such amount as is required to repair any damage to the Premises or replace any property of UNDA that is taken by the Resident.

Deductions from bond

33. Where the Resident is liable to pay any amounts to UNDA in accordance with the terms of this Agreement, the Resident authorizes UNDA to deduct such amounts from their Residential Security Bond. Where the total amount exceeds the Residential Security Bond the Resident must pay the additional amount within 14 days of receipt of an invoice from UNDA unless otherwise agreed. This clause shall survive termination of this Agreement.

Governing law

34. This Agreement is governed by the laws of Western Australia and the parties irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of Western Australia.

ACCEPTANCE OF TERMS

I _____ (Full Name) have read and agree to comply with this agreement and all applicable codes, regulations, rules, policies and procedures.

Signed: _____ Date: _____



Refunds for On-Campus Accommodation

1 Application and Scope

- 1.1 This Policy applies to all students residing in the on-campus accommodation at the University of Notre Dame Australia, Fremantle.
- 1.2 Residential Students are required to sign and return this Refund Policy to the Manager of Student Residences to secure their place for the semester in the residence.

2 Related Document and Relevant Legislation

2.1 Internal:

- *General Regulations*
- *Student Code of Conduct*

3 Principles

- 3.1 In determining an Application for Refund, the Manager, Fees Office (or delegate) may consult where appropriate with relevant University staff.
- 3.2 All refunds will be paid in Australian dollars and will be made to a bank account nominated by the Student.
- 3.3 In the unlikely event that the University of Notre Dame Australia, Fremantle is unable to provide a room of residence, the Student will be notified of this and offered a refund of all accommodation fees paid to the University. The refund will be paid to the Student within four (4) weeks of the day of notification.

4 Procedure

- 4.1 All applications for a refund should be submitted on the Fees Office *Application for Refund Form* and include supporting documentation where applicable.
- 4.2 Prior to any payment of refund, the University will provide the student with a notification statement setting out the amount of refund to be paid and the basis for this amount.
- 4.3 Where a student is entitled to a refund, the refund will be paid within four (4) weeks from the date of submission of the *Application for Refund Form*.

5 Review of Refund Amount

- 5.1 The Student may request that the Campus Registrar review of the amount set out in the notification of refund statement. A review request must be made in writing and set out clearly the reasons why the Student disputes the amount of refund and their grounds for exceptional circumstances. The Campus Registrar shall consult with the Manager, Student Residences on Continuing Student accommodation refund requests and the Manager, Admissions Office on Commencing Student refund requests.
- 5.2 A request for a review must be received within twenty (20) working days of the notification of refund. The Student must submit independent documentary evidence to support their reasons for a refund.
- 5.3 This policy, and the availability of complaints and appeals processes, does not remove the Student's right to take further action under Australia's consumer protection laws. In the case of any disputes, the University of Notre Dame Australia's Dispute Resolution processes do not circumscribe the Student's right to pursue other legal remedies.

6 Accommodation Refund Policy Table

*Please note that accommodation payments are to be paid **prior** to the accommodation check in day.
Security Bond = \$150.
Accommodation Deposit = \$250.*

Refunds of Accommodation and other charges: *considered separately from Refunds of Tuitions Fees	Amount Refunded (of amount paid or amount to be paid to the University of Notre Dame Australia):
If accommodation is left in a satisfactory condition at the end of the semester period.	\$150 Security Bond is refunded.
If the student withdraws from on-campus accommodation <u>2 weeks or more</u> prior to accommodation check-in day.	\$150 Security Bond is refunded. \$150 of the Accommodation Deposit is refunded (\$100 late withdrawal penalty).
If the student withdraws from on-campus accommodation <u>less than 2 weeks</u> prior to the accommodation check-in day	\$150 Security Bond is refunded. No refund of the Accommodation Deposit.
If the student withdraws from the on- campus Student Residential Accommodation on or after the accommodation check-in day:	Student is liable for the full cost of accommodation for the period. No refund of accommodation fees paid. \$150 Security Bond is refunded.
Where the University arranges and pays a deposit for any excursions/activities that the student has signed up for and subsequently withdraws.	Cost of the field trip paid by the student refunded less any non-refundable deposit paid on the student's behalf.
Where the student participates in a Community Meals program and withdraws from on-campus accommodation on or before check-in day.	Full refund of Community Meals program paid.
Where the student participates in a Community Meals program and withdraws from on-campus accommodation after check-in day.	No refund of Community Meals paid.
If the University withdraws a student from the on-campus accommodation because the student has seriously breached University rules, conditions or Code of Conduct.	No refund of accommodation fees paid.

Policy: Refunds for On-Campus Accommodation v. 1.0 – Effective 1 December 2014

Code of Conduct for Field Trips

General Conduct

When you attend a field trip as a student of The University of Notre Dame Australia, you will be seen by others as representing the University. The way you conduct yourself will either enhance the University's reputation, or bring it into disrepute.

The University expects every student to observe appropriate behaviour in their interactions with fellow students, with staff in charge of the field trip, and with members of the public.

This means that you will:

- › respect the rights of other students, staff or the public, and not engage in any conduct which may be perceived as harassment or interference with those rights;
- › not physically or verbally abuse other students, staff or the public;
- › not behave in an unruly or disreputable manner, or in a manner likely to cause discomfort of any other students, staff or the public;
- › be courteous when dealing with the public (e.g., explain who you are, the nature of your association with the University, and what you are doing);
- › not tamper with, vandalise nor destroy private and public property;
- › not damage nor remove signs;
- › observe lawful instructions of authoritative bodies such as police, volunteers, SES etc;
- › behave ethically at all times.

Observing the Lawful Instructions of the Field Trip Supervisor

Each field trip is conducted under the supervision of a nominated member of staff of the relevant School, or an officer of another Agency who will be designated as supervisor for the trip. Such person in charge is the "field trip supervisor". During a field trip, a student must observe all reasonable directives of the field trip supervisor. Failure to do so may result in the student being required to withdraw from the trip.

General Health and Safety

- › You must take all necessary precautions to ensure your own health and safety, as well as the health and safety of other students and staff during any field trip.
- › You should notify the field trip supervisor of any medical condition or prescribed medication that may affect your well being in the field (see Bio data Form).
- › You must understand your own physical capabilities and not engage in any action that will overextend those capabilities and risk injury. This includes taking care with manual lifting, and engaging in the correct practices e.g. bending the knees when lifting heavy objects.

Appropriate Clothing

- › Appropriate footwear must be worn at all times while in the field.

- › You must take precautions appropriate for protection from the sun (e.g., UV protective sunglasses, collared long sleeve shirts, wide-brim hat, and apply suitable 30+ factor sun-screen to exposed parts of the skin).

Care and Respect for the Physical Environment

- › You must minimise any adverse impact of your physical presence on the natural environment, by Avoiding disturbance to native fauna, particularly during breeding or nesting periods. Taking care not to unduly damage native flora.
- › You must take all rubbish with you and deposit it in an appropriate receptacle. You must not leave any rubbish behind in the field.

Vehicles

- › You are not to drive any University or hired vehicle without the express permission of the field trip supervisor, except in the case of an emergency, when such permission cannot be obtained.
- › You must not smoke in University or hired vehicles.
- › You must not consume alcohol in University or hired vehicles (this is both a road traffic regulation and a safety issue).

Alcohol and Drugs

- › No alcohol may be consumed for the duration of field trips or fieldwork. The consumption of alcohol may lead to the termination of your enrolment in the unit.
- › You must not bring, use or distribute on the field trip any substances prohibited by law. Failure to observe this requirement will lead to the termination of your enrolment in the unit.

Access

- › You must always gain prior permission before entering private land.
- › You must use gates wherever possible to cross fences.
- › You must leave gates as you find them. If closed, then close the gate after you. If open, leave the gate open.

Camps

- › You are expected to contribute to the efficient running of the camp, including cleaning and preparation of, and cleaning up after meals.
- › A high standard of personal hygiene must be observed when preparing meals.
- › Living areas must be maintained in a clean and tidy condition at all times.
- › Bins and garbage bags must be used for the disposal of all rubbish.
- › Each camp will have designated 'quiet areas' for sleeping and resting. You must not create undue noise or rowdiness in these areas.

Aboriginal Heritage

- › You must not disturb or remove any Aboriginal artefacts that you may find, nor interfere with any sites that may be of significance to Aboriginal peoples' culture and heritage.
- › You must observe and respect cultural practices in Aboriginal communities and follow the guidance and advice of Aboriginal community authorities (this includes the appropriate use of photography and audio recording equipment).

National Parks

- › You must observe all National Park conditions and regulations.

Pets

- › Pets are not permitted on field trips.

Firearms

- › Firearms, and other forms of weaponry, are prohibited on all field trips.

Penalties for breach of the Code of Conduct

If your behaviour while on a field trip breaches this Code of Conduct, you will be required to leave the field trip at your own expense and a "fail" grade will be awarded to you for the unit.

In addition, a breach of this Code of Conduct may be brought before the University Disciplinary Committee for consideration. The supervisor of the field trip will report the breach of the Code of Conduct to the Dean of the School who may refer the misconduct to the Disciplinary Committee in accordance with University General Regulations.

Insurance issues for field trips

The University has in place insurance covering Personal Accident and Public Liability/Professional Indemnity to protect the University and its students whilst involved in authorised activities such as field trips within Australia. .

In the event of overseas travel students must take out a travel insurance policy which provides cover for personal effects and medical expenses.

Exclusions

The University personal accident insurance policy does not cover the following:

- › Costs of medical supplies or ambulance hire,
- › Costs arising from a student falling ill (e.g. having a major asthma attack),
- › Costs of injury received whilst under the influence of intoxicating liquor or being under the influence of any other substance unless it is a drug prescribed by a qualified medical practitioner,
- › Treatment relating to any psychological or psychosomatic or mental or nervous condition.

Students must provide evidence of valid overseas travel insurance to the field trip organiser.

General regulations

For a full version of the General Regulations please visit notredame.edu.au/_data/assets/pdf_file/0014/3731/General-Regulations.pdf

8.11 Study Abroad Students and Residential Students Disciplinary Action

8.11.1 If an allegation of a breach of academic integrity is made against a Study Abroad or Residential Student, the allegation must be made in writing and referred in the first instance to the Dean of the School responsible for the Course to which the breach is alleged to have occurred. In dealing with an allegation of a breach of academic integrity, the Dean will follow the relevant procedures set out in regulations 8.5-8.9.

8.11.2 If an allegation of misconduct or a breach of a published Code of Conduct is made against a Study Abroad or Residential Student, the allegation must be made in writing and referred in the first instance to the Pro Vice Chancellor, International (or delegate).

8.11.3 When the Pro Vice Chancellor, International (or delegate) is notified of an allegation, the Pro Vice Chancellor, International (or delegate) will meet with the Student to discuss the allegation.

8.11.4 After the meeting (or after the time at which the meeting is scheduled, if the Student fails to attend the meeting) the Pro Vice Chancellor, International (or delegate) may make one of the following determinations (the 'Decision'):

- (a) dismiss the allegation;
- (b) deal with the allegation informally if the allegation is not well-founded or of a serious nature.
- (c) deal with the allegation as a matter of Study Abroad and/or Residential Discipline; or
- (d) refer the allegation to the University Discipline Committee.

8.11.5 Where the Pro Vice Chancellor, International (or delegate) resolves to deal with the allegation as a matter of Study Abroad and/or Residential Discipline he or she will nominate a Study Abroad and/or Residential Discipline Committee and follow the same procedure set for dealing with a matter of School Discipline in regulation 8.7. The Pro Vice Chancellor, International (or delegate) may be a member of the committee.

8.11.6 Where an allegation is dealt with as a matter of Study Abroad and/or Residential Discipline, the Study Abroad and/or Residential Discipline Committee may impose one or more of the following penalties:

- (a) A formal written reprimand; and/or
- (b) Up to 30 hours of University service work on a voluntary basis and/or replacement penalty; and/or
- (c) Require the Student to refrain from having any or such specified contact with particular Students or members of staff of the University as the Committee considers necessary or appropriate; and/or
- (d) Any other penalty which is considered to be relevant to the allegation.

8.11.7 Where an allegation is dealt with as a matter of Study Abroad and/or Residential Discipline the Study Abroad and/or Residential Discipline Committee will advise the Student in writing of their decision in respect of the allegation and the penalty to be imposed. The Student may, within ten Working Days of receiving formal notification of the decision, appeal the decision to the Chair of the University Discipline Committee.

8.11.8 If the Student is enrolled in a School, the Study Abroad and/or Residential Discipline Committee may provide written advice of the allegation and the decision to the Dean of the School.

8.11.9 Where the Pro Vice Chancellor, International (or delegate) refers an allegation to the University Discipline Committee in accordance with regulation 8.11.4, the University Discipline Committee will follow the procedure set for the University Discipline Committee in Regulations 8.8.3 to 8.8.8 and may impose one or more of the following penalties:

- (a) Immediately terminate the Student from the Study Abroad Program.
- (b) Immediately exclude the Student from the University.
- (c) Impose conditions or restrictions on the Student's enrolment.
- (d) Immediately evict the Student from the Halls of Residence.

(e) Impose conditions or restrictions on the Student's continued residency in the Halls of Residence.

(f) Impose any other sanction which the University Discipline Committee deems appropriate.

8.11.10 At the conclusion of the hearing, the University Discipline Committee must give written notification of its decision to:

- (a) the Student;
- (b) the party making the allegation, where appropriate;
- (c) the Dean of the Student's School (if Student is enrolled in a School);
- (d) the Academic Registrar;
- (e) the Campus Registrar; and
- (f) the Vice-Chancellor.

Effective from 28 August 2020

STUDY PERIOD 1

	MON	TUE	WED	THU	FRI	SAT	SUN
JANUARY							
SUMMER TERM WEEK 1	4	5	6	7	8	9	10
SUMMER TERM WEEK 2	11	12	13	14	15	16	17
SUMMER TERM WEEK 3	18	19	20	21	22	23	24
SUMMER TERM WEEK 3	25	26	27	28	29	30	31
FEBRUARY							
SUMMER TERM WEEK 4	1	2	3	4	5	6	7
SUMMER TERM EXAMS	8	9	10	11	12	13	14
ORIENTATION WEEK	15	16	17	18	19	20	21
TEACHING WEEK 1	22	23	24	25	26	27	28
MARCH							
TEACHING WEEK 2	1	2	3	4	5	6	7
TEACHING WEEK 3	8	9	10	11	12	13	14
TEACHING WEEK 4	15	16	17	18	19	20	21
TEACHING WEEK 5	22	23	24	25	26	27	28
TEACHING WEEK 6	29	30	31				
APRIL							
TEACHING WEEK 6				1	2	3	4
NON TEACHING WEEK	5	6	7	8	9	10	11
TEACHING WEEK 7	12	13	14	15	16	17	18
TEACHING WEEK 8	19	20	21	22	23	24	25
TEACHING WEEK 9	26	27	28	29	30		
MAY							
TEACHING WEEK 9						1	2
TEACHING WEEK 10	3	4	5	6	7	8	9
TEACHING WEEK 11	10	11	12	13	14	15	16
TEACHING WEEK 12	17	18	19	20	21	22	23
TEACHING WEEK 13	24	25	26	27	28	29	30
STUDY WEEK	31						
JUNE							
STUDY WEEK	1	2	3	4	5	6	
SEMESTER 1 EXAMS	7	8	9	10	11	12	13
SEMESTER 1 EXAMS	14	15	16	17	18	19	20

STUDY PERIOD 2

	MON	TUE	WED	THU	FRI	SAT	SUN
JUNE							
WINTER TERM WEEK 1	21	22	23	24	25	26	27
WINTER TERM WEEK 2	28	29	30				
JULY							
WINTER TERM WEEK 2				1	2	3	4
WINTER TERM WEEK 3	5	6	7	8	9	10	11
WINTER TERM EXAMS	12	13	14	15	16	17	18
WINTER TERM EXAMS	19	20	21	22	23	24	25
ORIENTATION WEEK	26	27	28	29	30	31	
AUGUST							
TEACHING WEEK 1	2	3	4	5	6	7	8
TEACHING WEEK 2	9	10	11	12	13	14	15
TEACHING WEEK 3	16	17	18	19	20	21	22
TEACHING WEEK 4	23	24	25	26	27	28	29
TEACHING WEEK 5	30	31					
SEPTEMBER							
TEACHING WEEK 5				1	2	3	4
TEACHING WEEK 6	6	7	8	9	10	11	12
TEACHING WEEK 7	13	14	15	16	17	18	19
TEACHING WEEK 8	20	21	22	23	24	25	26
NON TEACHING WEEK	27	28	29	30			
OCTOBER							
TEACHING WEEK 9					1	2	3
TEACHING WEEK 10	4	5	6	7	8	9	10
TEACHING WEEK 11	11	12	13	14	15	16	17
TEACHING WEEK 12	18	19	20	21	22	23	24
TEACHING WEEK 12	25	26	27	28	29	30	31
NOVEMBER							
TEACHING WEEK 13	1	2	3	4	5	6	7
STUDY WEEK	8	9	10	11	12	13	14
SEMESTER 2 EXAMS	15	16	17	18	19	20	21
SEMESTER 2 EXAMS	22	23	24	25	26	27	28
SEMESTER 2 EXAMS	29	30					
DECEMBER							
TEACHING WEEK 13				1	2	3	4
TEACHING WEEK 13	5	6	7	8	9	10	11
TEACHING WEEK 13	12	13	14	15	16	17	18
TEACHING WEEK 13	19	20	21	22	23	24	25
TEACHING WEEK 13	26	27	28	29	30	31	

PUBLIC HOLIDAYS

New Year's Day 1 January	Western Australia Day 7 June
Australia Day 26 January	Queen's Birthday
Labour Day	NSW/VIC 14 June
WA 1 March	(Sydney Campus open for exams only)
VIC 8 March	WA 27 September
NSW 4 October	Melbourne Cup
Good Friday & Easter Weekend	VIC 2 November
2-5 April	Christmas Day/Boxing Day
ANZAC Day 26 April	25-28 December (inc. public holidays)

RELIGIOUS FEASTS

Ash Wednesday 17 February	Saints Peter & Paul 29 June
St Patrick 17 March	St Mary of the Cross Mackillop
The Annunciation of the Lord	8 August
25 March	The Assumption of the Blessed Virgin 15 August
Psalms Sunday 28 March	The Nativity of the Blessed Virgin Mary 8 September
Holy Thursday 1 April	St John Paul II 22 October
Good Friday 2 April	All Saints' Day 1 November
Easter 3-5 April	All Souls' Day 2 November
Divine Mercy Sunday 11 April	First Sunday of Advent
Ascension of the Lord 13 May	28 November
Pentecost 23 May	The Immaculate Conception of the Blessed Virgin Mary 8 December
The Most Holy Trinity 30 May	
Sacred Heart of Jesus 11 June	
The Nativity of St John the Baptist	
24 June	

CALENDAR KEY

	Study Week		National Public Holidays
	Examination Period		State Public Holidays
	Orientation Week		Census (Financial Penalty) Dates*
	Non Teaching Week		Academic Penalty Dates*

*Census Dates and Academic Penalty Dates published on this calendar refer to the standard semester penalty dates; however, some courses are non-standard and have individual Census and Academic Penalty Dates and should be checked by the student prior to the start of each semester/term.

School Calendars

Many Schools and Programs 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 Program are not different.

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. The University reserves the right to make changes to these calendars at any time. Students should check this information with the

Directory

Student Services / ND7

T: 9433 0658
E: fremantle.studentservices@nd.edu.au

Chaplaincy / ND9

T: 9433 0736
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Counselling / ND5

T: 9433 0580
E: fremantle.counselling@nd.edu.au

General Enquiries

Admissions Office / ND23

T: 9433 0537
E: fremantle.admissions@nd.edu.au

Prospective Students Office / ND23

T: 9433 0533
E: future@nd.edu.au

Student Administration / ND7

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E: studentadmin@nd.edu.au

Student Fees Office / ND7

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E: chaplain@nd.edu.au

Notre Dame Study Centre / ND44

T: 9433 0950
E: fremantle.ndsc@nd.edu.au

St Teresa's Library / ND17

T: 9433 0706
E: fremantle.stteresaslibrary@nd.edu.au

Craven Law Library / ND13

T: 9433 0740
E: fremantle.cravenlibrary@nd.edu.au

Galvin Medical Library / ND35

T: 9433 0255
E: fremantle.galvinlibrary@nd.edu.au

Telephone prefixes

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

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

Schools

Arts & Sciences / ND42

T: 9433 0100
E: fremantle.artsscience@nd.edu.au

Business / ND42

T: 9433 0905
E: fremantle.business@nd.edu.au

Education / ND36

T: 9433 0150
E: education@nd.edu.au

Health Sciences ND46

T: 9433 0200
E: health@nd.edu.au

Law / ND11

T: 9433 0720
E: fremantle.law@nd.edu.au

Medicine / ND35

T: 9433 0228
E: fremantle.medicine@nd.edu.au

Nursing & Midwifery / ND43

T: 9433 0223
E: fremantle.nursingandmidwifery@nd.edu.au

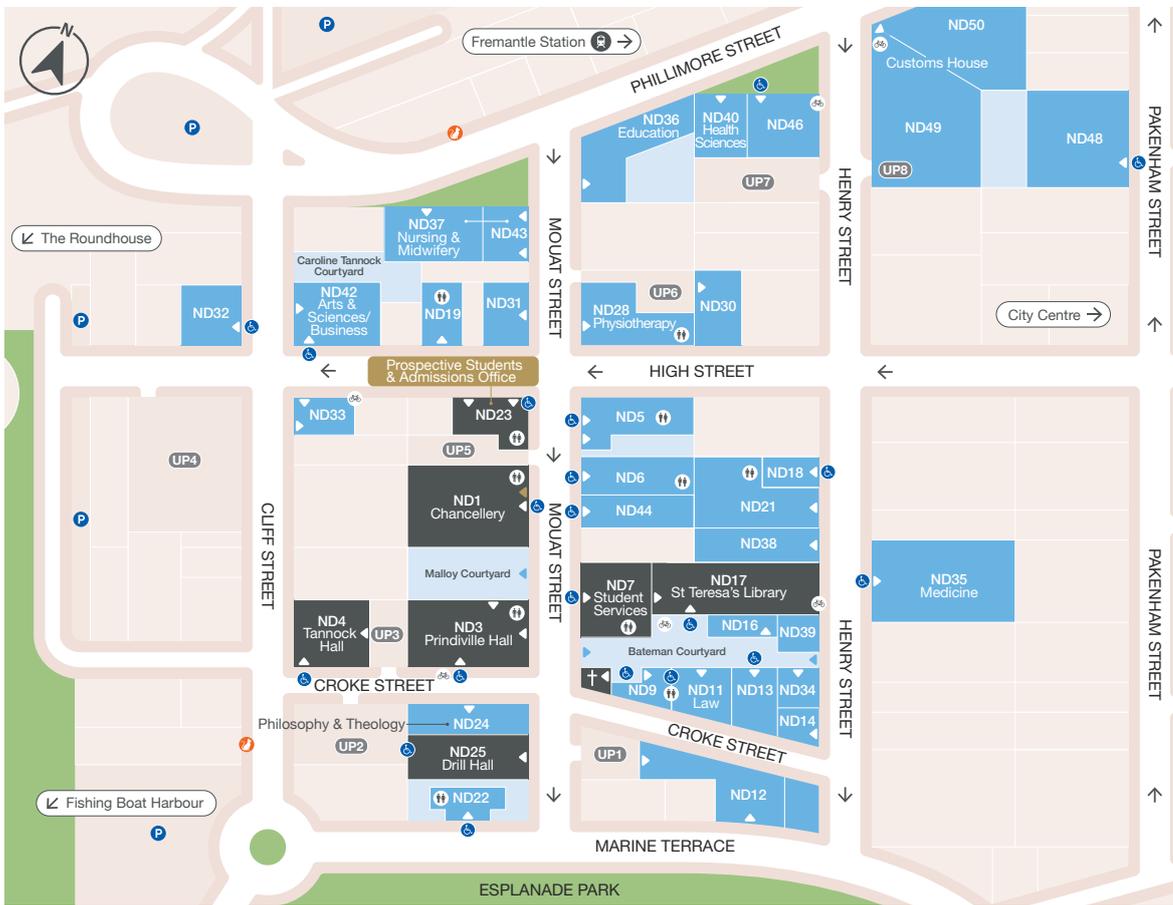
Philosophy & Theology / ND24

T: 9433 0138
E: fremantle.philosophytheology@nd.edu.au

Physiotherapy / ND28

T: 9433 0204
E: fremantle.physiotherapy@nd.edu.au





FREMANTLE CAMPUS

- Key Buildings
- University Buildings
- Courtyards
- Entrances
- Delivery Point
- Accessible Entrances
- Amenities
- Bicycle Parking
- Public Parking
- University Parking
- CAT Bus Stop

Please note:
Numbers on this map are University building references and are not street numbers.

Map is not to scale.

- ND1**
 - › **Foley Hall**
 - › **Santa Maria Lecture Theatre**
 - › Reception + Mail Room
 - › Office of University Relations
 - › International Student Office
 - › Study Abroad Office
 - › **Chancellery (first floor)**
 - › Vice Chancellery
 - › Chancellors' Room
 - › Helen Lombard Room
- ND2 Malloy Courtyard**
- ND3 Prindiville Hall**
 - › Computer Laboratory
 - › Performing Arts Centre
 - › Student Association Offices
 - › Student Common Room
 - › NDA Store
- ND4 Tannock Hall of Education**
 - › **Classrooms**
- ND5 P&O Hotel**
 - › **Classrooms**
 - › Student Residence
 - › **Counselling Office**
(enter via laneway off Mouat Street)
- ND6 Student Recreation Hall**
 - › Events Office
 - › First Aid Room
 - › End-of-trip Facilities
- ND7 Student Centre**
 - › Student Administration & Fees
 - › Student Services
 - › Careers Office
 - › Notre Dame Volunteer Network
 - › **First floor:**
 - › Campus Registrar
 - › Library Staff
 - › Student Appeals & Academic Affairs
- ND8 Holy Spirit Chapel**
- ND9 Chaplaincy**
 - › Manjaree
- ND11 School of Law**
 - › Academic Offices
 - › Lecture Rooms
 - › Minter Ellison Computer Laboratory
 - › Dean's Office

- ND12 Port Lodge**
 - › Student Residence
 - › Hesburgh Room
- ND13 Law Library**
- ND14 School of Law**
 - › Academic Offices
- ND15 Bateman Courtyard**
- ND16 General Classroom Building**
- ND17 St Teresa's Library**
- ND18 School of Medicine**
 - › Academic Offices
 - › Medicine Reception
- ND19**
- ND21 St John of God Hall**
 - › **General Classroom Block**
- ND22 Court House**
 - › Justice Owen Moot Court
 - › Drill Hall Courtyard
- ND23**
 - › Admissions Office
 - › Prospective Students Office
 - › Office of Marketing & Communications (first floor)
- ND24 School of Philosophy & Theology**
 - › Academic Offices
 - › Dean's Office
- ND25 Drill Hall**
 - › Ceremonial, Lecture & Conference Hall
- ND28 School of Physiotherapy**
 - › Academic Offices
 - › Dean's Office
- ND30 Cleopatra Hotel**
 - › Student Residence
- ND31 School of Nursing & Midwifery**
 - › **Midwifery Laboratory**
 - › Academic Offices (first floor)
 - › Classroom

- ND32 School of Arts & Sciences**
 - › Science Laboratories
 - › Academic Offices
 - › **Architecture Studio**
- ND33**
 - › Communications Laboratory
 - › Academic Offices
 - › **Architecture Studio**
- ND34 School of Medicine**
 - › Academic Offices
 - › Dean's Office
- ND35 School of Medicine**
 - › **Anatomy Laboratory**
 - › **Classrooms & Lecture Theatre**
 - › Clinical Training Laboratories
 - › Resource Room
 - › Academic Offices
 - › Michael Quinlan Room
 - › **Roy & Amy Galvin Medical Library**
- ND36 School of Education**
 - › **Computer Laboratories**
 - › **Classrooms**
 - › Academic Offices
 - › Dean's Office
 - › Education Courtyard
- ND37 School of Nursing & Midwifery**
 - › Doreen McCarthy Nursing Laboratory
 - › Helen Court Nursing Laboratory
 - › **Classrooms**
 - › Academic Offices
 - › Dean's Office
- ND38**
 - › **Classrooms**
 - › **Physiotherapy Laboratory**
- ND39 School of Medicine**
 - › Academic Offices
- ND40 School of Health Sciences**
 - › Biomedical Science
 - › Exercise Science
 - › Health & Physical Education
 - › Dean's Office
 - › **Research Office (third floor)**
- ND42 Fremantle Hotel**
 - › Michael Keating Room
 - › Fairweathers Bar
 - › John Paul II Room
 - › Carolyn Tannock Courtyard

- School of Arts & Sciences (first floor)**
 - › Academic Offices
 - › Dean's Office
- School of Business (second floor)**
 - › Academic Offices
 - › Dean's Office
- ND43 School of Nursing & Midwifery**
 - › Reception
 - › Academic Offices
 - › **Classrooms**
- ND44 Notre Dame Study Centre**
 - › Learning & Teaching (first floor)
- ND46 School of Health Sciences**
 - › Exercise Rehabilitation Laboratory
 - › Academic Offices
 - › **John Bloomfield Exercise Research Laboratory (first floor)**
 - › Motor Control Laboratory (first floor)
 - › **Lecture Theatre (first & second floor)**
 - › Computer Laboratory (second floor)
 - › **Institute for Health Research (second floor)**
 - › Academic Offices
 - › Research Student Office
 - › **School of Physiotherapy (second floor)**
 - › Brian Edwards Physiotherapy Laboratory
 - › Neurosciences Laboratory
 - › LifeSpan Sciences Laboratory
- Customs House**
- ND48**
 - › Campus Services
 - › Information Technology
 - › University Reporting & Statistics
 - › Finance Office (second floor)
 - › Payroll Office (second floor)
 - › Quality Management Office (second floor)
 - › Staffing Office (second floor)
 - › University Reporting & Statistics (second floor)
- ND49**
 - › School of Physiotherapy Gymnasium
 - › Student & Staff Gymnasium
 - › **Computer Laboratory**
- ND50**
 - › Research Hub
 - › Classrooms

Connect with Student Services



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