The information in this booklet is derived from the University’s General Regulations and the School of Education Regulations, both of which can be found on the University’s website www.nd.edu.au. Students should refer to the source documents for a fuller explanation of many of the topics contained in this booklet.
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Notre Dame follows the traditions and practices of Catholic higher education which, for centuries in many countries across the world, has offered leadership in university education.

The Objects of the University

The provision of university education, within a context of Catholic faith and values; and
The provision of an excellent standard of -

i. teaching, scholarship and research;
ii. training for the professions; and
iii. pastoral care for its students.

In pursuing these objects, the University seeks to be an outstanding Australian undergraduate university, and one of the best Catholic universities in the world. In the School of Education we are committed to providing a supportive environment that will facilitate your personal and professional learning and development in courses that have an emphasis on the strong integration of theory and practice. You will engage with coursework that is rigorous and underpinned by contemporary research and evidence-based practices.

SCHOOL OF EDUCATION

Mailing Address: School of Education
Level 6, 128-140 Broadway
Broadway NSW 2007

Email: sydney.education@nd.edu.au

Phone: (02) 8204 4200

CRICOS Provider Code: 01032F

Location:
Level 6, Pioneer House
140 Broadway
(cnr Broadway and Buckland St.)
DEAN’S WELCOME

Welcome to Notre Dame and the School of Education, Sydney. We believe that you will love being a student at our University.

As a university student you are here to open your mind to new horizons and, in doing so, to discover much about yourself and the world in which you live. As a student at a Catholic university, you will be asked to consider the nature of God and the message of salvation through sacrifice that Jesus gave us on the Cross.

In the School of Education we pride ourselves on attracting the best candidates for the unique vocation of teaching and providing them with a rigorous and meaningful academic experience that prepares them for this singularly critical profession.

During your study at Notre Dame you will encounter and be required to master all of the knowledge and skills that you will need to become an outstanding educator. You will also be asked to undertake 30 weeks of professional experience in a range of different schools. We know this will make you industry-ready upon graduation from Notre Dame.

As a teacher you will have an opportunity to shape the future lives of your students. It is an immense responsibility. The School of Education aims to educate and graduate Australia’s next generation of outstanding classroom teachers. We want you to be passionate about teaching, an expert in your field, a skilled practitioner and a future leader within the teaching profession.

All members of the academic and administrative staff are here to assist you during your degree. I wish you well on your journey to becoming a teacher.

Professor Lauren Stephenson
Dean of Education, Sydney
COURSES

The School of Education currently offers the following courses:

- Program Code 3476  Bachelor of Primary Education
- Program Code 3562  Bachelor of Secondary Education

REGULATIONS

The University, the School and your degree are all governed by regulations. These regulations lay out the laws, rules and responsibilities of the University. It is imperative that every student has access to these regulations and consults them regularly if the student has questions regarding the university policies. These can be found on the University’s website at: http://www.nd.edu.au/nav-current-students/regulations

STAFF

Leadership

Dean  Prof Lauren Stephenson
Associate Dean – Academic  Associate Prof Sean Kearney
Associate Dean – Research  Prof Boris Handal
Acting Assistant Dean  Dr Thuan Thai

Academic Staff

Dr Cynthia a’Beckett  Senior Lecturer, Early Childhood  cynthia.abeckett@nd.edu.au
Dr Linda Bellen  Lecturer, Early Childhood  linda.bellen@nd.edu.au
Prof Kelvin Canavan  Visiting Professor  kelvin.canavan@nd.edu.au
Dr Katrina Eddles-Hirsch  Senior Lecturer, Special Education  katrina.eddles-hirsch@nd.edu.au
Tryon Francis  Lecturer  tryon.francis@nd.edu.au
Rachelle Glynn  Lecturer, Primary Education  rachelle.glynn@nd.edu.au
Dr Shannon Kennedy-Clark  Senior Lecturer  shannon.kennedy-clark@nd.edu.au
Julie Maakrun  Senior Lecturer / Program Coordinator, Primary  julie.maakrun@nd.edu.au
Helen Macallister  Senior Lecturer  helen.macallister@nd.edu.au
Liz McKenna  Senior Lecturer / Program and IB Coordinator, Birth to Twelve  liz.mckenna@nd.edu.au
Dr Gerald McRae  Senior Lecturer, Program Coordinator, Primary  gerald.mcrae@nd.edu.au
Daniel Madigan  Senior Lecturer, Religious Education  daniel.madigan@nd.edu.au
COMMUNICATING WITH STAFF

A student’s first port of call regarding matters relating to a course should be the tutor, then the lecturer and finally the Program Coordinator.

In matters relating to examinations, assessments or other course matters, these should be directed to the Program Coordinator.

For matters relating to your program, i.e. enrolment, withdrawals, unit selection etc. these should be directed to the Student Support Officer.

All communication with staff at the university should be professional, courteous and respectful. Proper spelling, grammar and punctuation are expected in emails as are formal salutations and proper titles of the person you are addressing. Colloquial language, short-form text-speak and general informality in e-mails is strongly discouraged.

Staff names, titles and positions can be found using the general staff directory on the website or on the School of Education, Sydney page: http://www.nd.edu.au/sydney/schools/education/ed-staff.shtml

CONSULTATION HOURS WITH LECTURERS, TUTORS AND STUDENT SUPPORT OFFICERS

Academic staff will be available to meet with students at a mutually convenient time (see individual course outlines). The best way to contact academic staff is via e-mail.

Your tutor is responsible for marking and assessing your performance in a course. The tutor will monitor you’re learning progress and assist you with any difficulties that you may experience. If you wish to meet with your tutor, please contact them directly using the email address available on Blackboard.
The Student Support Officer provides help and advice with program structure and program progression. To make an appointment please call the Education Reception on 8204 4200 or email Sydney.education@nd.edu.au.

PLANNING YOUR PROGRAM OF STUDY

You will need to think about your choice and sequence of courses quite carefully and follow your Program Structure as closely as possible. Program Structures can be found in the Program Regulations, which can be accessed via the website https://www.nd.edu.au/nav-current-students/regulations. Think about the whole program, rather than just a semester at a time. You can also obtain information on all courses that will be offered for the entire academic year on the Notre Dame website. This will assist you in planning your course selections.

When you are choosing courses, you should always keep the following in mind:

- the schedule of course offerings in the future
- the requirements of each degree program for courses at particular levels
- the prerequisites for courses are available in the School of Education and on the website under course descriptions

It is important to pass all courses in your degree. Failure may delay your graduation. **Failure to pass a course after the second attempt will result in termination from your program.**

If you need assistance with program planning, you are advised to contact the Student Support Officer to ensure you fulfil requirements for your degree.

**Your program structure and Centrelink Payments:**

In order to receive any Centrelink benefits for full-time study you are required to be enrolled in at least 75% of a full-time load in any given semester.

- If your program is 800 credit points, it means you are taking 100cp per semester, in the case you drop one 25cp course in a semester, you still have 75cp, which is 75%.
- However, if you are enrolled in a 900cp course, such as the BEd (Birth to Twelve) or the BEd Primary (Religious Education) degree, then you are required to be enrolled for at least 80cp in any given semester. In this case if you drop one 25cp course in a 100cp semester, you will be at 75cp, 5cp under the requirement to receive your benefits. Therefore, if you are depending on Centrelink Benefits, you must ensure you are enrolled in 100cp per semester.

TIME TABLE CHANGES FAQ'S

Why can't I just change my timetable?

Full time study assumes that students will be available on any day between 8.30am to 8.30pm. In the School of Education we try our best to allow students to fit their study into fewer than five days. However, this is not always achievable. As an enrolled full-time student you need to make a decision as to whether you are prepared to commit yourself to full-time study at the University. If you are struggling to fulfil the requirements of a full-time enrolled student, please contact your Program Coordinator. It is important that you stay in the tutorials and/or workshops you are assigned to as students will be starting to prepare for group work assessments in some courses.

By week 3 of the semester staff will not be accepting any further requests for changes (or replying to emails requesting a timetable change) except in serious extenuating circumstance/s.

Please note that Allocate sometimes appears to show that there is a space in a particular session, this does not mean there is.
When can I request a change to my timetable?

The timetable will only be open in the first 2 weeks of semester which allows students to make changes themselves. It is unacceptable for a student to request a change to their timetable on the basis of:

- work
- recreation
- travel
- attend classes with friends
- avoid coming to University for a single class on a given day

What evidence do I need to support changing my timetable?

If you are asking for a change to your timetable you will need to provide appropriate evidence. Appropriate evidence could be a letter from a health practitioner (example: doctor, psychologist, or social worker). Letters from a health practitioner; must have the company letter head with logo; be signed by the appropriate person; and, must include contact details of the organisation. The school will only accept original letters or certified copies.

Who else can assist me?

Students can contact the Notre Dame Study Centre or on 8204 4283 if they are a student with carer responsibilities or have a disability which requires specific timetable requirements. Documented evidence may be required with certain requests.

UNIVERSITY WEBSITE AND EMAIL

Ensure that you familiarise yourself with the valuable information for students on the University’s website at www.nd.edu.au

It contains the following vital links:

General, School and Course Regulations: https://www.notredame.edu.au/about/governance/regulations


University and School Calendars & Timetables: http://www.nd.edu.au/nav-current-students/calendars-and-timetables

Student Portal – Email and Blackboard: https://www.notredame.edu.au/current-students

Library: http://library.nd.edu.au/home

Academic Support: www.nd.edu.au/academic_support/academic-support

STUDENT LOGON TO WEBSITE AND EMAIL

Once you have had your enrolment completed by Student Administration you will be able to access your University email account and other electronic resources through the University website. You will need to use your student ID number as your logon with your date of birth (ddmmyyyy) which is set as the initial password.

All students are issued with a University student email account. Staff at the University will contact you only via your Notre Dame student email account and all students are expected to check this email account at least twice a week.
BLACKBOARD

Blackboard is used regularly by Course Coordinators to relay additional information about assignments, class notes, etc. All students should access the Blackboard site regularly for their courses. If you are having trouble using Blackboard please email IT Support. Email: studentitsupport@nd.edu.au Phone: (02) 8204 4444

COURSE DESCRIPTIONS, OUTLINES, TEXTBOOKS & READERS

For each course, a Course Outline will be available online prior to the commencement of semester on Blackboard. The Course Outline provides the course content, assessment details, weekly program of lectures and tutorials, and the texts and required readings. It is the student’s responsibility to ensure they have a copy of the Course Outline prior to the first lecture.

Required texts for each semester are found in the Course Outline. Some textbooks are available from Co-op at Sydney University. Some courses have course readers rather than texts. A course reader is a selection of articles and other academic source materials collated together to underpin your studies.

PROFESSIONAL EXPERIENCE

The Professional Experience is designed to provide teacher education students with the opportunity to develop their teaching skills and professionalism. The Professional Experience Program complements the university-based course work through the integration of theory and practice and builds on the experiences of previous teaching practices. Teacher education students must have a valid Working with Children Check Clearance and have signed a DoE Student Declaration and Consent Form, completed both the ASCIA Anaphylaxis e-Training and the Child Protection Awareness Training.

Teacher education students are expected to:

• Give full time commitment to the program
• Work within and support the policies and practices of the school
• Work collaboratively with teaching and non-teaching staff and parents
• Recognise that each student is an individual and respect their diversity and individuality
• Respect the diversity of teaching styles while developing their own pedagogical preference
• Respect the confidentiality of sensitive information
• Take increased responsibility for their own learning, respond to advice and engage in reflective practice

The Professional Experience Office at the University is responsible for the placement of teacher education students for their Professional Experience and for ensuring that university policies are implemented. The Manager of the Professional Experience Office is delegated by the Dean of Education to make placements for Professional Experience. Under no circumstances are teacher education students permitted to make their own placement for a professional experience.

The Professional Experience Office will:

• Take responsibility for the placement of teacher education students, and for any changes to placements which may be required
• Liaise with partner schools
• Provide professional supervision of teacher education students throughout the Professional Experience
• Evaluate procedures and practices necessary to implement change
The teacher education student will:
- Ensure they have a valid Working with Children Check and submit this to the Professional Experience Office
- Ensure they have a valid Anaphylaxis e-training certificate and Child Protection Awareness certificate and submit this to the Professional Experience Office
- Ensure they have signed a DoE Student Declaration and Consent Form

Professional Experiences

Students in undergraduate degrees will undertake 3 main professional experiences over the duration of their degree:

1st Year: Workplace Observation – 1 week
2nd Year: Professional Experience 2 – 9 weeks
3rd Year: Professional Experience 3 – 10 weeks
4th Year: Professional Experience 4 – 10 weeks

Professional experience is a full time commitment and teacher education students are advised that they should not be engaged in any part time or full time work during their professional experience. They are expected to attend their school whenever it is in session unless prevented from doing so by unavoidable circumstances such as illness. In the event of an unavoidable absence from school, the teacher education student must advise the school prior to the commencement of the school day. The teacher education student must also email the Professional Experience Office to notify the university of their absence on the same day.

A teacher education student who misses more than 10% of their Professional Experience will be deemed to have not met the requirements of the professional experience. In this case the teacher education student will be deemed to have failed the course. Consideration will be given in the case of a certified medical condition.

Special requirements relating to Professional Experience

- A teacher education student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon their capacity to undertake a Professional Experience. Failure to disclose may result in the cancellation of enrolment or disciplinary action being taken against the teacher education student.
- Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the teacher education student concerned, the University and the school.
- A teacher education student who voluntarily withdraws after the first ten days of the Professional Experience will be awarded a “Fail (F)” grade.
- Teacher education students who miss more than five days of the Professional Experience (even with a medical certificate) may not be permitted to continue the Professional Experience. The teacher education student has the right to appeal the decision to the Dean of the School of Education as per the Policy: Student Appeals.
- Failure in a required Professional Experience unit may result in Termination from Program as per General Regulation 5.2.3. The teacher education student has the right to appeal the decision as per the Policy: Student Appeals.

All Professional Experiences are governed by the relevant handbook for that experience.
All enquiries regarding placements should be directed to the Professional Experience Office.

Contact details for the Professional Experience Office are:

Email: sydney.peo@nd.edu.au
Phone: 8204 4210
ASSESSMENTS

Assessments are clearly stated in the Course Outlines available on Blackboard at the commencement of the course. Any queries relating to assessment should be directed to your Course Coordinator.

Assessment requirements:

In order to fulfil course requirements, a student must complete ALL assessment items specified. Failure to submit any assessment item will result in a Fail due to Non-Completion (FN) grade for this course, regardless of your marks on other assessment items.

- All assignments will be submitted via Blackboard (unless otherwise directed);
- Your assignments need to be typed (unless otherwise directed);
- Correct use of spelling, punctuation and grammar is essential;
- You must recognize and acknowledge any sources;
- Referencing should follow the referencing protocol of the American Psychological Association (APA);
- Plagiarism is Academic Misconduct and can result in a ‘Fail’ grade and/or possible disciplinary action;

Applications for extensions for assignments are approved only in exceptional circumstances and must be made to the Course Coordinator BEFORE the due date of the assignment. An Application for Extension needs to be submitted and it is advisable to include supporting evidence (e.g. medical certificate).

An assessment item submitted after the due date without an approved extension is subject to penalty. The standard penalty of 10% of the total value of the assessment item will be imposed for each day that it is overdue (weekends included).

Note: Any assessment submitted more than 5 days after the due date will receive a Zero.

A student who, due to serious illness, misadventure, trauma, compassionate grounds or compulsory community commitment(s) is unable to complete an assessment, including a final Invigilated Examination or whose performance in an assessment, including a final Invigilated Examination, is impaired, can apply in writing to the Dean for special consideration. See General Regulations 6.10.

Requests for special consideration in respect of an assignment or exam must be lodged with the School of Education no later than three days after the due date of the assessment item or exam.

LITERACY

All students are expected to maintain a high standard of literacy. Tutors will penalise work that is unsatisfactory in terms of spelling, grammar and syntax. All course assignments have an academic literacy component and students will receive feedback on their literacy standards. Oral literacy is also an important component of teacher preparation and assessment can and will include oral literacy components.

LITERACY AND NUMERACY TEST FOR INITIAL TEACHER EDUCATION (LANTITE)

All students will be required to sit and pass the National Literacy and Numeracy Test for Initial Teacher Education before they undertake their Final Professional Experience. This is a state legislative requirement. For further information please contact https://teacheredtest.acer.edu.au/
EXAMINATIONS

Most courses have an invigilated (supervised) examination as a part of the assessment. Your examination will assess the course in its entirety and must be studied for rigorously. The University advertises the examination period for each teaching semester before the commencement of the year. You must be available to sit your examination at any time during the examination period. This may include public holidays, evenings and Saturdays.

Students are not usually provided with access to their examination scripts. If a student wishes to see their script they may place a request in writing to the Dean. See General Regulations 6.25, 6.26.

A Student may apply for a Deferred Examination on medical or compassionate grounds if the student believes that illness, psychological factors, disability through accident or other special circumstances are likely to prevent or have prevented their attendance at the scheduled final examination. See General Regulations 6.7.

GRADING

The General Regulations of the University set out the grading matrix for all pieces of assessment submitted by students in the course of their studies. In summary, the levels of grades which may be awarded are as follows:

MARKS

Marking will be based on the following key:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Level of performance</th>
<th>Understanding of the subject matter</th>
<th>Skill development</th>
<th>Interpretative and analytical ability and intellectual initiative</th>
<th>Achievement of outcomes of the unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction (HD)</td>
<td>Exceptional performance</td>
<td>Comprehensive understanding</td>
<td>Mastery</td>
<td>Extremely high level of ability and initiative</td>
<td>All outcomes achieved</td>
</tr>
<tr>
<td>Distinction (D)</td>
<td>Excellent</td>
<td>Very high level of understanding</td>
<td>Very high level of skill development</td>
<td>Very high level of ability and initiative</td>
<td>All outcomes achieved</td>
</tr>
<tr>
<td>Credit (C)</td>
<td>Good</td>
<td>High level of understanding</td>
<td>High level of skill development</td>
<td>High level of ability</td>
<td>Some outcomes not fully achieved</td>
</tr>
<tr>
<td>Pass (P)</td>
<td>Satisfactory</td>
<td>Adequate understanding</td>
<td>Partial development</td>
<td>Adequate level of ability</td>
<td>Failure to achieve some (minor) outcomes</td>
</tr>
<tr>
<td>Fail (F)</td>
<td>Unsatisfactory</td>
<td>Inadequate understanding</td>
<td>Failure to develop relevant skills</td>
<td>Insufficient evidence of ability</td>
<td>Failure to achieve key outcomes</td>
</tr>
</tbody>
</table>
ATTENDANCE & PARTICIPATION IN LECTURES AND TUTORIALS

In accordance with the General Regulations of the University, Chapter 6.1 Attendance Requirements

Students are expected to attend all scheduled lectures, tutorials and workshops. Students are to attend the sessions to which they are allocated. Course Coordinators and tutors cannot approve a change of session. Any change to your allocated sessions must be done by the School of Education’s Administrative Officers via an email request to sydney.education@nd.edu.au.

- Late arrivals and early departures may be marked as partial attendance.
- Children are not to be present at sessions. Personal childcare arrangements should be made.

As per School of Education Regulations State:

- “A student who is absent from a course without the approval of the Program Coordinator or Course Coordinator from scheduled lectures, tutorials, workshops or any other teaching period outlined in the course outline may not be permitted to sit the final examination for the course and/or receive a Fail due to Non-completion (FN) grade for the course.”

CALENDARS, DATES AND DEADLINES

It is important to continually check the University and School of Education calendars for important dates and deadlines that affect you and your studies. If you are unsure of how certain dates may affect you, please contact Student Administration. The University calendar also has the examination dates noted. Please be aware that students are expected to be available during the entire exam period. Calendars can be accessed at the following link:

https://www.notredame.edu.au/current-students/your-enrolment/calendars-and-timetables

TO WITHDRAW FROM A COURSE

To withdraw from a course you need to log on to your Portal. Please see guide in the link below:


There is a census date set each semester after which you cannot withdraw from a course without financial and/or academic penalty. If you are thinking of withdrawing from a course you should seek advice from either the Program Coordinator or the Student Support Officer as to whether or not the Census and/or Academic Penalty date has passed. If you wish to withdraw from a course without academic/financial penalty then you have to log on to your Portal and follow the link:

https://www.notredame.edu.au/current-students/your-enrolment/student-centre

The Census and Academic penalty dates are published each semester on the University’s website. If you withdraw from the course before the Census date you incur no academic penalty and no financial penalty. If you withdraw after the Census date, but before the Academic Penalty date you still incur fees for the course, but will not incur an academic penalty (i.e. a fail grade will not appear on your Academic Transcript)

STUDENT COUNSELLING AND SUPPORT SERVICES

Your Course Coordinator should be the first port of call for education students needing support or guidance.

For students who may require academic support beyond what is offered by the School (e.g. literacy, referencing) may be referred to the Academic Support Centre for ongoing assistance via sydney.aso@nd.edu.au

For personal matters the University Counselling Service aims to provide a confidential and safe environment in which students can discuss with a professional counsellor the personal, psychological or study-related issues that are impacting on their ability to study effectively.
This confidential service is available from 9am – 5pm Monday to Friday during semesters and three days per week during the breaks. If you would like to make an appointment to see a counsellor please call 8204 4220, email sydney.counselling@nd.edu.au or call into the Counselling Office.

There are also various support services available at the University for students with individual learning needs. Any student with a disability or medical condition who may require assistance is encouraged to seek advice as early as possible in the academic year from the Student Life Office.

CORE CURRICULUM

All undergraduate students at the University of Notre Dame Australia enroll in the University’s Core Curriculum. This essential component of your degree comprises three courses that are spread out over the course of your study. The three courses are:

- CORE1001 Logos I
- CORE1002 Logos II
- CORE1003 Logos III

LEAVE OF ABSENCE

Students may apply for a leave of absence of up to four semesters during their course of study. The form for this leave can be obtained from the website or from the School of Education.

SCHOLARSHIPS AND AWARDS

The Catholic Education Office, Sydney offers a number of Scholarships to students enrolled in pre-service teaching degrees. Information on these scholarships can be found at: http://www.ceosyd.catholic.edu.au/Teachers/Pages/Scholarships.aspx

All School of Education Scholarships are listed at: http://www.nd.edu.au/nav-future-students/scholarships

In addition there are a number of awards available to students. Each semester students who achieve a minimum grade of Distinction in each of their enrolled courses will be awarded a Dean’s Letter of Commendation.

Each year the following will be awarded:

- Dean’s Honour: Emerging Leader in Education Award
- Early Childhood Award
- Ursula Kolbe Early Years Award
- KU Award
- SDN Award
- Primary Award (Years 2 – 4)
- MacKillop Award
- Secondary Education Award (Years 2 – 4)
- Gonzaga Award
- Professional Experience Award
- Christus Magister Award
EMPLOYMENT

In your 4th Year of study a number of employing authorities (including the Department of Education and the Catholic Education Office, Sydney) will provide information on how to apply for jobs as a teacher in schools throughout Australia and internationally. Both the Department of Education and the Catholic Education Office, Sydney offer targeted graduate teacher programs. Information on these can be found at:

CEO, Sydney:  [http://www.ceosyd.catholic.edu.au/Teachers/Pages/targeted-grad.aspx](http://www.ceosyd.catholic.edu.au/Teachers/Pages/targeted-grad.aspx)

FEES

All matters relating to fees should be directed to the Campus Fees Office on (02) 8204 4437

ADVANCED STANDING

Students may be eligible to apply for Advanced Standing for any tertiary study that they have completed previously that aligns with the learning outcome of their education degree. An application for Advanced Standing must be submitted to the Associate Dean (Academic) for consideration. Students should enroll in all units in their degree structure and then withdraw from those (prior to the academic and financial penalty dates) if Advanced Standing is approved.

LIBRARY MATERIAL

New students will be issued with a Student Card by the Student Administration Office. This card will provide access to the library, photocopying and printing. Students also need their Student ID to attend their exams.

PLAGIARISM

Plagiarism is a violation of Academic Integrity and is dealt with under the University General Regulations in Chapter VIII: Misconduct. This document does not override the regulations but is an expression by the Provosts and Deans of their expectations of how instances of such violation of academic integrity will normally be dealt with.

Plagiarism is considered by the University to be a serious offence. The School of Education warns that plagiarism by education students is also a breach of the professional codes of ethics of the School, the Board of Studies, Teaching and Educational Standards (NESA), the Australian Institute for Teaching and School Leadership (AITSL), the Catholic Education Office, and Early Childhood Australia. Alleged plagiarism in the assignments of education students is taken seriously and investigated. Sanctions and penalties for plagiarism include, but are not limited to, re-submission, assignment fail, course fail and possibly expulsion from the university.

Plagiarism involves claiming credit for ideas or creations of others without proper acknowledgement. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the University community and breaches of academic integrity are unethical and constitute a serious breach of academic integrity under the provisions of the General Regulations Chapter VIII: Misconduct.
Detailed information regarding plagiarism is in the University's official document: *Policy: Academic Misconduct (Plagiarism):* [https://www.notredame.edu.au/__data/assets/pdf_file/0013/11920/Student-Academic-Integrity-Policy.pdf](https://www.notredame.edu.au/__data/assets/pdf_file/0013/11920/Student-Academic-Integrity-Policy.pdf)

Students should refer to this document if they are unsure about matters of plagiarism or have received a notice from the University alleging plagiarism.

**STUDENT DISCIPLINE**

**Code of Conduct (See General Regulations 8.1)**

- All Students are bound by the Code(s) of Conduct for Students published by the Vice Chancellor from time to time.

**Misconduct**

- Misconduct is any conduct by a Student which is inconsistent with the character and Objects of the University. (See General Regulation 8.2.)

Students may appeal decisions made by the School of Education. The procedures for student appeals can be found in the Student Appeals Policy: [https://www.notredame.edu.au/__data/assets/pdf_file/0009/2052/POLICY-Student-Appeals.pdf](https://www.notredame.edu.au/__data/assets/pdf_file/0009/2052/POLICY-Student-Appeals.pdf)