

## **Postgraduate and Bachelor of Education (Conversion) Student Handbook**

**The links within this booklet are  
subject to change.**

**For the most up-to-date links please  
download an electronic copy from  
*Information for Postgraduate and  
Conversion Students Booklet***

[https://www.notredame.edu.au/\\_data/assets/pdf\\_file/0008/13130/Postgraduate-and-Conversion-Student-Handbook-School-of-Education.pdf](https://www.notredame.edu.au/_data/assets/pdf_file/0008/13130/Postgraduate-and-Conversion-Student-Handbook-School-of-Education.pdf)

## FOREWORD

It is a pleasure to provide this very useful resource to all postgraduate students. I hope it serves to facilitate your journey through the particular degree you have chosen. The large majority of our postgraduate students work full time and study part-time therefore a handy reference guide that should provide the answers to frequently asked questions will, I am sure, be welcomed. This booklet serves as a reminder of your obligations as a student and at the same time allows you to access a wealth of information with its easy to follow alphabetical listing. The links to various important web sites is also invaluable when accessed via computer.

I would like to express my thanks to the staff who have taken the time to compile it for you, Assoc. Prof. Dianne Chambers, Prof. Chris Hackett and Assoc. Prof. Shane Lavery. I would also emphasise that we still welcome your direct communication via emails or the phone. For general queries regarding the suite of Masters Degrees please contact Assoc. Prof. Shane Lavery, for queries related to Religious Education studies please contact Prof. Chris Hackett and for the Bachelor of Education (Conversion) please contact Dr Derek Hurrell.

My best wishes for a very fulfilling year in your study and professional life.

Kind regards

Caroline Mansfield  
Dean, School of Education

***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 on the link 'Regulations' at the top right-hand side of the webpage:***  
***(<https://www.notredame.edu.au/about/governance/regulations>)***

***Students should refer to the source documents for a fuller explanation of many of the topics contained in this booklet.***

This Information Booklet may be downloaded to your computer from the Education, Fremantle campus website. After downloading the booklet, you will be able to click the URL addresses and go to the links directly.

The Information Booklet can be accessed by:

Going to the University's website, [www.notredame.edu.au](http://www.notredame.edu.au):

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/ Scroll down to the School of Education and click on 'Fremantle'/Scroll down and click on Postgraduate and Conversion Students Booklet

Or, clicking this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources>

***While the URL links are correct at the time of printing, they may change over the year as sites are updated. If you come across a link that does not work, please contact Dr Dianne Chambers via [dianne.chambers1@nd.edu.au](mailto:dianne.chambers1@nd.edu.au)***

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## **ACADEMIC TRANSCRIPT**

Students can obtain an official and unofficial transcript of the Courses they have completed. Information about these can be found on the University's website. Administrative charges may apply (see Student Administrative Charges).

To obtain an official academic transcript:

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to your enrolment/Click on Forms and Documents/Click on Academic Transcript, Statement of Course Completion

Or, click this URL address:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents> and download the Academic Transcript, Statement of Course Completion form.

For an unofficial transcript, log into MyND Portal and select the Student Centre Self-Service button. Select the Academic Grades and print.

Students who have completed their course should refer to the 'Graduation' heading.

## **ACADEMIC WRITING**

In general, students are required to address assessment tasks by writing a formal, informed and objective essay suitable to an academic audience. The essay should be structured with an introduction, a body of logically sequenced paragraphs and a conclusion. Wherever possible, ideas presented in the essay should be acknowledged and supported by relevant academic sources. If students are uncertain about how to present their written response, they should contact their Course Coordinator or lecturer.

The School of Education provides the opportunity for students to attend a Postgraduate Academic Writing Workshop to assist in this area. Contact your Course Coordinator or the External/Intensive Administrative Officer for further information (see Staff Contact details under heading 'Contacts').

## **ACCREDITATION**

Students may use Theology and Religious Education Courses towards their Accreditation to teach or to lead RE in Catholic schools. On the Schedule of Courses (see heading 'Schedule of Courses') appropriate Courses for Accreditation are highlighted.

If students are unsure about their Accreditation requirements, they should contact Catholic Education Western Australia (CEWA).

## ADVANCED STANDING

Applications for Advanced Standing or recognition of prior learning should be made *within the first semester of beginning a Course*. A financial penalty will be charged if applied for after that date. The approval for advanced standing is dependent upon the whether the tertiary study or professional work was conducted within the last ten years and the nature and substance of this study or work. Administrative charges may apply (see Student Administrative Charges).

For further information go to the University's website and click this URL address:  
<https://www.notredame.edu.au/study/admission-requirements/advanced-standing>

To download the appropriate Advanced Standing form:

Go to the University's website:

Click the 'selection' icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to your enrolment/Click on Forms and Documents/Click on Application for Advanced Standing

Or, click this URL address:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents>

## ASSESSMENT

### Submission of assessment items

Students are required to submit assessment items by their respective due dates, as advised in the course outline, except when that date has been formally changed by the lecturer. In the case of external and intensive courses, the assessment item should be returned in an envelope or submitted via Turnitin (see course outline for details), on or before the due date. A receipt will be returned by email to off-campus students if their details are completed in the receipt section of a hard copy assessment.

Assignments delivered in person should be submitted via the assignment box in the foyer of the School of Education. Assignments should not be handed directly to the Course Coordinator or lecturer. Submission of assignments via facsimile is not permitted. Submission by email is not permitted unless there are extenuating circumstances where permission has been sought from the Course Coordinator or lecturer beforehand. Students accessing online external Courses through Blackboard (see heading 'Blackboard') may be able to use electronic submission if the Course Coordinator or lecturer allows this function.

### Penalties for late submission of assessment items

When a student realises that an assessment item is going to be submitted late then they should contact the Course Coordinator or lecturer to discuss the situation. An assessment item submitted after the due date without an approved extension is subject to penalty. An assessment item that is submitted after the due date without approval for extension will incur a penalty of **10% of the total value of the assessment for the first 5 days (weekend included) and will receive a mark of zero after that time**. The

assessment item will still need to be submitted in order to be deemed to have met course requirements. Failure to submit an assessment item will result in a Fail grade in the course.

### **Request for extension to an assignment**

Requests for extensions of time are approved only in exceptional circumstances and must be made on the official form which should be given to the lecturer. The request must be made before the due date of the assessment, unless unforeseen circumstances have prevailed. Where a request is made on medical grounds an appropriate and current medical certificate must be attached.

A request for extension form is available from Reception in the School of Education and from the University website. A request form can be accessed from the Resources for the School of Education webpage:

Go to the University's website (<http://www.notredame.edu.au/>)

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/ Scroll down to the School of Education and click on 'Fremantle'/Scroll down to 'School Resources'/click on 'Forms' /Click on 'Application for Extension Form'

Or, clicking this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources>

and clicking on Application for Extension form.

After consideration by the Course Coordinator or lecturer, the student seeking the extension will be given a copy of the completed request form indicating whether the extension has been approved and the new due date. The Course Coordinator or lecturer will retain the original and forward a photocopy to the relevant course coordinator.

### **Special consideration**

A Course Coordinator or lecturer may grant special consideration in respect of an assignment. This may relate to an unpredicted circumstance that has impacted on the student's ability to submit the assignment by the due date. Written requests for special consideration in respect of an assignment or project must be lodged with the Course Coordinator or lecturer no later than three days after the due date of the assessment item. An application for Special Consideration is a request only, and must be approved before being applied.

### **Re-marking**

Re-marking is the marking for a second time of an item submitted for assessment where that item has not been altered or added to by the student. A request for remarking is made on the basis that a student considers an individual piece of work to have been unfairly or inappropriately assessed.

Before requesting a re-mark, a student must discuss the reasons for the allocated mark with the relevant Course Coordinator or lecturer. A request for re-marking must be made to the Dean within fourteen calendar days of the mark or grade in question being made available to the student. The request must be in writing and must clearly state the grounds for the

request. The Dean's decision as to whether or not to permit a re-marking is final. The mark derived from the re-marking shall be final and the Dean will inform the student of the outcome.

### **Re-submission**

Re-submission is the acceptance for marking of a piece of work that has been altered, added to, re-written or re-worked by the student since the original assessment. In general, re-submission will only be approved for work that has attracted a Fail grade. Course Coordinators or lecturers may offer, or students may request, the opportunity to re-submit work. Where a student requests re-submission of an item of assessment, the request must be in writing and must clearly state the grounds for the request. The Course Coordinator or lecturer transmits the request to the Dean, whose decision is final. If a re-submission results in a new grade, this grade will become the final grade for that assessment item. The highest grade that can be achieved for a re-submitted assessment item is a Pass grade.

### **Appeals against assessment**

A student who wishes to query an assessment must first discuss the matter with the Course lecturer. If discussions with the Lecturer do not resolve the issue, the student should discuss the matter with their Course Coordinator and/or Program Coordinator.

If the issue remains unresolved, the student may make a formal appeal to the Dean. A formal appeal must be lodged in writing with the Dean within fourteen days of the assessment result being made available to the student. A formal appeal must outline the grounds upon which the assessment review is being sought.

A student may appeal the decision of the Dean to the Pro Vice Chancellor Teaching and Learning. The decision of the Pro Vice Chancellor is final in respect of all appeals.

## **ASSIGNMENT COVERSHEET**

All assignments must be presented with the official assignment coversheet attached, or a declaration made (for online assessment submission). All relevant sections must be completed. A coversheet can be accessed by:

Going to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/ Scroll down to the School of Education and click on 'Fremantle'/Scroll down to 'School Resources'/click on 'Forms' /Click on 'Assignment Cover Sheets'

Or, click this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources> , then click 'Assignment Coversheet'.



## BOOKSHOP

There is no longer a bookshop on the University campus.

All text requirements will be communicated to you via the Intensive/External Coordinator and/or the Course Coordinator.

For information about text requirements for upcoming courses (not all may be listed), please go to:

Click the “selection” icon (☰) on the top left of the webpage/Click on ‘Students’/ Scroll down to the School of Education and click on ‘Fremantle’/Scroll down to ‘School Resources’/click on ‘Text List’

Or, clicking this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources>, and then Click on Text List.



## CALENDAR

An Academic Calendar is available to students regarding important dates during the year. Dates that students should be mindful of are:

- Beginning and end of Semesters and Terms
- Academic and Financial Penalty dates
- Board of Examiners’ Meetings for graduating and continuing students
- Semester Breaks and days where the University is closed (e.g. Public Holidays)

To access or download the calendar:

Go to the University’s website. Click the “selection” icon (☰) on the top left of the webpage/Click on ‘Students’/Click on ‘Your Enrolment’ /Click on ‘Calendars and Timetables’/Click Fremantle Campus/Click (current year) University Calendars

Or, click this URL:

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

## **CAMPUS MAP**

A map of the University, Fremantle Campus can be downloaded by:

Go to the University's website. Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Click on 'Campus Maps', choose the appropriate map.

Or, click this URL:

<https://www.notredame.edu.au/current-students/get-help/campus-maps> and Choose the appropriate Campus Map.

## **CENSUS DATES**

Students should be aware that there are important dates regarding withdrawal from courses without incurring academic or financial penalties. These dates are provided on the University's website:

Go to the University's website. Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Click on 'Your Enrolment' /Click on 'Calendars and Timetables'/Click Fremantle Campus/Click on 'Program Offerings and Census Dates'.

Or, click this URL address:

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

## **COMMUNICATION**

Course Outlines provide details about how and when to contact the Course Coordinator or lecturer. Students may choose to make an appointment or to contact this person by phone or email.

All students are issued with an UNDA student email address. Students are asked to check this address on a minimum of a weekly basis as the Course Coordinator or lecturer use this facility as a mode of communication with students (see heading 'Webmail' for instructions on accessing your UNDA email).

If Learnit (Blackboard) is used, then students should regularly check the 'Announcements' page for up to date news and information from their Course Coordinator or lecturer. Also, in Learnit is the possibility of students engaging in academic discussion with the Course Coordinator or lecturer and fellow students through the Discussion Board function.

From time to time, letters and newsletters are posted to students regarding their course and other University activities. Students should endeavour to take the time to read these materials and to ensure that their address details are accurate (see heading 'Forms' for a form regarding change of address details).

## **COMPULSORY CORE COURSES**

Students should be aware that all courses at Notre Dame have compulsory core courses to complete. Graduation from a program is not possible until these core courses have been completed and regulations regarding the structure of the program have been met.

Information about compulsory core courses can be found on the Course Information flyers (see heading ‘Course Information’).

## CONTACTS

To find out the contact details of a specific member of staff at the University:

Go to the University’s website. Click the ‘selection’ icon (☰) on the top left of the webpage/Click on ‘Staff’/Click Staff Directory

Or, click this URL:

<https://www.notredame.edu.au/staff/staff-directory>

### General Contacts

Office	Building	Phone	Email
<b>Study Support Centre</b>	ND44	9433 0950	<a href="mailto:fremantle.ndsc@nd.edu.au">fremantle.ndsc@nd.edu.au</a>
<b>Fees Office</b>	ND 7 (closes at 4.30pm)	9433 0536	<a href="mailto:fremantle.fees@nd.edu.au">fremantle.fees@nd.edu.au</a>
<b>IT Service desk</b>	ND 7	9433 0777	<a href="mailto:Student.it@nd.edu.au">Student.it@nd.edu.au</a>
<b>Student Administration</b>	ND 7	9433 0781	<a href="mailto:fremantle.studentadmin@nd.edu.au">fremantle.studentadmin@nd.edu.au</a>
<b>Research Office</b>	ND40	9433 0565	<a href="mailto:research@nd.edu.au">research@nd.edu.au</a>
<b>School of Philosophy and Theology</b>	ND24	9433 0138	<a href="mailto:fremantle.theology@nd.edu.au">fremantle.theology@nd.edu.au</a>
<b>St Teresa’s Library</b>	ND17	9433 0706	<a href="mailto:fremantle.stteresalibrary@nd.edu.au">fremantle.stteresalibrary@nd.edu.au</a>
<b>Student Administration (&amp; Registrar’s Office)</b>	ND 7	9433 0781	<a href="mailto:fremantle.studentadmin@nd.edu.au">fremantle.studentadmin@nd.edu.au</a>
<b>Student Admissions</b>	ND 23	9433 0844	<a href="mailto:fremantle.admissions@nd.edu.au">fremantle.admissions@nd.edu.au</a>
<b>Reception</b>	ND 7	9433 0555	<a href="mailto:enquiries@nd.edu.au">enquiries@nd.edu.au</a>

## School of Education

ND36

2 Mouat Street (cnr Phillimore Street)

PO Box 1225 Fremantle, Western Australia 6959

To contact Sessional Lecturers, consult your Course Outline/Plan or contact the External and Intensive Studies Coordinator.

<b>Staff member</b>	<b>Position</b>	<b>Room</b>	<b>Telephone</b>	<b>Email</b>
<b>Chambers, A/Prof</b> Dianne	Coordinator, Special Needs Programs/ Research	214	9433 0170	<a href="mailto:Dianne.Chambers1@nd.edu.au">Dianne.Chambers1@nd.edu.au</a>
<b>Donaldson,</b> Claire	Senior Administrative Officer	211	9433 0154	<a href="mailto:Claire.Donaldson@nd.edu.au">Claire.Donaldson@nd.edu.au</a>
<b>Hackett, Prof</b> Chris	Associate Dean, Religious Education	231	9433 0159	<a href="mailto:Chris.Hackett@nd.edu.au">Chris.Hackett@nd.edu.au</a>
<b>Hurrell, Dr</b> Derek	Coordinator, Bachelor of Education (Conversion)	217	9433 0181	<a href="mailto:Derek.Hurrell@nd.edu.au">Derek.Hurrell@nd.edu.au</a>
<b>Lavery, A/Prof</b> Shane	Coordinator, Postgraduate Studies	223	9433 0173	<a href="mailto:Shane.Lavery@nd.edu.au">Shane.Lavery@nd.edu.au</a>
<b>McCracken,</b> Roz	Coordinator, External and Intensive Studies	215	9433 0171	<a href="mailto:Roz.McCracken@nd.edu.au">Roz.McCracken@nd.edu.au</a>
<b>Robinson,</b> Christine	Coordinator, Early Childhood and Care	210	9433 0178	<a href="mailto:Christine.Mcgunnigle@nd.edu.au">Christine.Mcgunnigle@nd.edu.au</a>
<b>Young,</b> Wendy	Administrative Officer	Upstairs Reception	9433 0157	<a href="mailto:Wendy.Young@nd.edu.au">Wendy.Young@nd.edu.au</a>

## **COURSE INFORMATION**

At the commencement of each course, the lecturer will provide each student with a course outline. The course outline will detail the outcomes expected, the structure of the course, the assessment requirements and the due dates for submission of assessments. They will also provide some extra references for course content and general marking criteria for assessments. If students studying in intensive and external modes have not received a copy, they should contact the External Studies Coordinator for assistance (see heading 'External Studies Coordinator'). Please contact your lecturer if you do not have a copy of the outline for an internal course. It is the student's responsibility to ensure they have read the outline/guide and understand the requirements of the course and assessments which are to be completed.

Course descriptions are available online. They may be viewed by going to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll down and click on School of Education, Fremantle /Click on 'Course Descriptions'/ Choose course (level 1- 6 generally determined by the course code i.e. EDUC4660 is a level 4 course)/click on level/scroll down to find course.

Or, click this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/course-descriptions>

## **COURSE EVALUATIONS**

Students evaluate courses towards the completion of the course. Students undertaking external study will be invited to complete an online evaluation. Students involved in internal or intensive modes of study will complete the evaluations within the classroom setting. The evaluation forms provide lecturers with useful and relevant feedback on the content and format of the course. The anonymity of students will be protected at all times.

## **CROSS-INSTITUTIONAL ENROLMENT**

Students may study courses at another institution for up to 50% of their Course, provided these courses are equivalent to the level and standard of Courses in the respective University of Notre Dame Course. There is a specific procedure for obtaining permission to enroll in Courses cross-institutionally. Information about cross-institutional enrolment is available from the International link at the top of University's website.

A form is available to download from the University's website:

Go to the University's website:

Click 'International' at the top of the webpage and then select 'How to Apply'/Click on online application form (or select the print version)

Or, click this URL:

<https://www.notredame.edu.au/international/how-to-apply> online application form (or select the print version)



## **DISCIPLINE**

### **Liability of students to disciplinary action**

A student is subject to disciplinary action if that student:

- engages in misconduct; or
- violates academic integrity

### **Definition of misconduct**

Misconduct is any conduct which is inconsistent with the character and goals of the University and includes but is not limited to:

- intimidation, harassment or deliberate injury to any person within or outside the University community;
- any dishonesty, whether financial or otherwise, and including cheating and forgery;
- serious disturbance or disruption of the University community in a manner inconsistent with the interests of other members of that community;
- theft of, or damage to, the property of the University or members of the University community;
- bringing the reputation of the University into disrepute;
- providing to others, by sale or otherwise, any illegal drug or substance; and
- Possession of any illegal drug or substance on University property or at any function connected with the University.

### **Definition of violation of academic integrity**

A violation of academic integrity is any action taken by a student in connection with an academic task which is misleading or deceptive, and includes but is not limited to plagiarism.

### **Allegations of misconduct**

An allegation that a student has engaged in conduct rendering them subject to disciplinary action may be made by:

- another student; or
- a member of academic or administrative staff of the University; or
- Any other person.

An **allegation must be referred in the first instance to the Dean** or, where the person making the allegation is the Dean of the School in which that student is undertaking

studies, the Assistant Dean of that School or a Dean, who will perform the functions of the Dean.

Where an allegation is referred to the Dean of the School, the Dean may deal with the allegation informally, after having discussed the matter with the student concerned, and forming the opinion that no action should be taken in respect of the allegation on the grounds that it is either not well-founded or is not of a serious character. The Dean of the School may also deal with the allegation as a matter of School discipline or refer the allegation to the Discipline Committee.



## **EMAIL ACCESS (OUTLOOK WEB)**

***Students must access their university email on a regular basis to ensure they are up to date with any changes or additional information about their studies.***

Students are able to access their university email through Webmail:

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Click on MyNDPortal. A Login window will appear.

In 'USERNAME' put in your Student Identification Number.

In 'PASSWORD' put in your 8-digit password with the Nd prefix, if you have not changed your password it would be Nd and your Date of Birth (DOB), that is, Nd prefix with 8 digits (Ndddmmyyyy).

Click 'Login'. Under Outlook Web Access, click Go to Mail.

**Note:**

If the above does not allow you to access MyND Portal, enter the Student Identification Number as nd\XXXXXXXX (i.e. nd\20149999) and the password as Ndddmmyyyy (DOB).

Or, click this URL address:

<https://my.nd.edu.au/LogonPage> then complete Login details. Under Outlook Web Access, click Go to Mail.

If you do not know your details please contact the IT Helpdesk for assistance (see the heading 'IT Access and Problems').

## Redirecting UNDA Email to another Email account

Additionally, students can redirect their UNDA email to an email address/account they use on a frequent basis. To do this:

Go to Outlook Web Access:

On the top right-hand side, click Options. Under 'Shortcuts to other things you can do', click 'Forward your mail using Inbox rules'. Under 'Inbox rules', click 'click here'. Follow the instructions in the pop-up window 'Use Rules to Automatically Forward Messages to Another Account'.

*If you wish to go back in Outlook and 'Webpage has expired' appears, click the Refresh button on your browser, then click 'Retry'.*

OR

1. After you sign in to your account, click **Options**, then click **Organize E-Mail**, and then click **Inbox Rules**.
2. On the **Inbox Rules** tab, click **New**.
3. Under **When the message arrives**, select **Apply to all messages**.
4. Under **Do the following**, select **Re-direct the message to**.
5. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the e-mail address in the **To** field.
6. Click **OK** to save your selections and return to the new rule window.
7. Click **Save** to save your rule and return to the **Inbox Rules** tab.

### What else do I need to know?

Redirecting and forwarding are not the same.

- Messages that are redirected will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender.
- Messages that are forwarded will appear to be forwarded from you. When you reply to a message that has been forwarded, the reply will be sent to the address the message was forwarded from, not to the original sender.
- A copy of messages that you redirect or forward will remain in your Inbox.

For a video illustrating these steps please access [http://help.outlook.com/en-AU/140/ms.exch.ecp.LearnRedirectTo.aspx?r=ia&s=EDU\\_Org\\_Own\\_E14\\_R4](http://help.outlook.com/en-AU/140/ms.exch.ecp.LearnRedirectTo.aspx?r=ia&s=EDU_Org_Own_E14_R4)

## ENROLMENT (& RE-ENROLMENT)

All information that you need to enroll electronically into your courses can be accessed from <https://www.notredame.edu.au/about/schools/fremantle/education/enrolment-information>. Remember:

- Only use the **class numbers** to enrol – these are located in the column 'Class Number' on the Postgraduate Schedule of Courses.
- It is advisable to enrol into your courses for the whole year as courses fill up quickly.

- Your enrolment is your responsibility - please ensure you enrol into the correct courses for your program.
- If you are unsure of the correct courses to access, you can view programs (<https://www.notredame.edu.au/about/schools/fremantle/education/our-programs>) and course descriptions (<https://www.notredame.edu.au/about/schools/fremantle/education/course-descriptions>) via these links.
- If you are still uncertain, please contact your Program Coordinator or Roz McCracken on [roz.mccracken@nd.edu.au](mailto:roz.mccracken@nd.edu.au).

## ELECTRONIC DATABASES

Electronic databases provide access to a wide range of journal articles and reports. These databases are particularly useful for students who are off-campus and find accessing the Library difficult. For most courses in the School of Education the databases to access include EBSCO (mainly US and British sources) and A+ Education (Australian sources) or 'Summon'. These databases among many others are available through the Library portal and are vital for your continuing studies.

### Access to a group of databases (Summon)

Summon can search simultaneously across a number of databases and e-journal collections as well as the library catalogue. It then compiles the results into a single web page.

Go to the University website:

Click the "selection" icon () on the top left of the webpage/Click on 'Students'/Click Library/select the 'Summon' tab, enter a key word or phrase into the Summon search engine,

Or, click this URL: <http://library.nd.edu.au/home> select the 'Summon' tab, enter a key word or phrase into the Summon search engine

If a Login window should appear, login as you would for using your Outlook Webmail (Username and Password). If a message appears which states: 'Cookies are required to access this site. Please enable cookies in the browser', then you will need to adjust how your internet browser operates.

*Students can learn more about how to use electronic databases by attending an Academic Writing Workshop. Contact your Course Coordinator or the External/Intensive Administration Officer for further information (see Staff Contact details under 'Contacts' heading).*

## EXTERNAL AND INTENSIVE STUDIES COORDINATOR

The External and Intensive Studies Coordinator is responsible for the organization and resource management of external and intensive courses. The Coordinator can deal with

general enquiries regarding the modes of study and the resourcing of courses (see heading 'Contacts, School of Education).

An introductory letter along with information and course materials (where required) are sent out to students by the External and Intensive Studies Coordinator approximately two weeks prior to the commencement of the course in which you are enrolled.

**The onus is on the student to ensure they have received the necessary information and materials before a Course begins.** If students have not received materials a week before a Course starts, they should contact the External Studies Coordinator immediately.

**Off-campus students are to upload their assignments directly into Turnitin (if being used for the course) or mail their assignments directly to the External Studies Coordinator** (see heading, 'Assessments, Submission of assessment items') or submit them via Turnitin, as directed in the course outline.



## FEES and CHARGES

Course Coordinators and lecturers are not responsible for giving advice about Fees. Students should contact the Fees Office (see heading, 'Contacts, General Contacts').

Students can also obtain information about Fees and Charges for Courses and Courses by:

Going to the University's Website:

Hover over 'Study' (at the top of the webpage)/ Click Fees.

Or, click this URL: <https://www.notredame.edu.au/study/fees>

## FORMS

There are many forms that students may need to access during the progress of their studies. The forms can be retrieved by:

Going to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to 'Your Enrolment'/Click on Forms and Documents then select the form you require

Or, click on this URL:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents>

The following are common forms that students may need to access from this address:

- Advanced Standing

- Academic Transcript, Statement of Course Completion
- Application to Graduate
- Change of Student Details
- Cross Institutional Enrolment Form
- Leave of Absence

In some cases, administrative charges may apply (see Student Administrative Charges).



## GETTING STARTED

When students are enrolled in the University, they will receive a Student Identification Number and Password. These two items are needed to access:

- Email [Outlook Web Access] (see “Email” section in this booklet)
- Student Centre Self-Service (see “Student Centre Self-Service” section in this booklet) and,
- MyND Portal (see “MyND Portal” section in this booklet).

**Students are required to become familiar with these services as they provide the means by which the University conveys information and resources to students. It is strongly recommended that students access their webmail (University email account) and Student Centre Self-Service to confirm enrolment immediately before beginning their studies.**

Students studying courses in the external mode should receive notification and resources on the course a week before the semester begins. If by the first week students do not receive these then they should contact the External and Internal Studies Coordinator (see “Contacts” section).

Students studying courses in the intensive mode should receive information about the location and time of classes a week before the course begins. If by the week before students do not receive this information then they should contact the External and Internal Studies Coordinator (see “Contacts” section).

## GRADES

Student results are recorded using the following grades. The description that accompanies each grade is given as a guideline only.

Grade	Level of performance	Understanding of the subject matter	Skill development	Interpretative and analytical ability and intellectual initiative	Achievement of objectives of the course
<b>High Distinction (HD)</b>	Excellent	Comprehensive understanding	Mastery	Extremely high level of ability and initiative	All objectives achieved
<b>Distinction (D)</b>	Very Good	Very high level of understanding	Very high level of skill development	Very high level of ability and initiative	All objectives achieved
<b>Credit (C)</b>	Good	High level of understanding	High level of skill development	High level of ability	Some objectives not fully achieved
<b>Pass (P)</b>	Satisfactory	Adequate understanding	Partial development	Adequate level of ability	Failure to achieve some (minor) objectives
<b>Fail (F)</b>	Unsatisfactory/ Limited	Inadequate understanding	Failure to develop relevant skills	Insufficient evidence of ability	Failure to achieve key objectives

The Board of Examiners may award a grade of **Conceded Pass (CP)** in order to facilitate a student's progress through a course.

Grades are awarded according to the following scale of results:

- High Distinction (HD)** 80%+
- Distinction (D)** 70 – 79%
- Credit (C)** 60 - 69%
- Pass (P)** 50 – 59%
- Fail (F)** <50%

### **Distribution of grades**

The grades of “High Distinction” and “Distinction” will be awarded only to those students who have demonstrated ‘exceptional’ or ‘outstanding’ achievement.

In courses with thirty (30) or more students enrolled at the census date, the expectation of the University is that the proportion of students achieving the grade of ‘Distinction’ or above in a given course would not normally exceed 35% of the total number of students; the number of students achieving the grade of ‘High Distinction’ is normally no more than approximately ten per cent of the total course enrolment. In courses with fewer than 30 enrolled students the Course Coordinator or lecturer must be able to demonstrate to the Dean the appropriateness of the recommended grade distribution.

It is important to note the University’s General Regulations (and relevant School Regulations) regarding awarding of a final mark and grade for a course. Final grades are awarded in accordance with General Regulations 6.16 – 6.21 and students should ensure they read and understand these regulations relating to grade determination, grading rubric, requirements for a final grade and the distribution of grades permitted.

**Students should be aware that a raw mark attained for a piece(s) of continuous assessment may not be the same as the final mark and grade**

**awarded by the Board of Examiners in accordance with the University's General Regulations regarding distribution of grades.**

Students will not be able to obtain final results for courses until after the Board of Examiners for that semester. Results can be obtained through MyNDPortal, and students will be advised of dates for access. Lecturers are unable to divulge results until they have been accepted by the Board of Examiners (for dates of Board of Examiners' meetings see heading, 'Calendar').

## **GRADUATION**

Graduation is not an automatic process and **all students must apply to graduate**, even if they are not attending the graduation ceremony. Academic transcripts will be noted as incomplete until graduation is finalised.

The graduation homepage includes specific information on the:

- Structure of Graduation Ceremonies
- Application to Graduate
- Graduation Events
- Graduation Tickets
- Graduation Information
- Graduation Regalia
- Dress Code
- Photographers
- Official Academic Documents
- Alumni Association

Applications to graduate can be accessed by:

Going to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to 'Your Enrolment'/Click on Forms and Documents then select the 'Application to Graduate' form.

Or, click on this URL:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents> and click the 'Application to Graduate' form.

Students can request a Statement of Course Completion before graduating for employment purposes.

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to 'Your Enrolment'/Click on Forms and Documents then select the 'Academic Transcript, Statement of Course Completion' form.

Or, click this URL address:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents> and download the Academic Transcript, Statement of Course Completion form.



## INTENSIVE AND SEMI-INTENSIVE COURSES

Students may complete some courses in an intensive (over 4 or 5 full days in a row), or semi-intensive (generally 4 full Saturdays in a semester) mode. The following points assist students to successfully complete the course.

- Check Student Self-Service through the MyND Portal to confirm enrolment into the course.
- The Intensive/External Coordinator will send out information regarding the Intensive/semi-intensive courses to either student email addresses or student postal addresses approximately 2 weeks prior to commencement of the course.
- Learnit (Blackboard) access will be available one week prior to commencement of the course.
- Check timetable for time and room allocation before arriving for the commencement of the course. Access this information on <https://www.notredame.edu.au/current-students/your-enrolment/calendars-and-timetables>
- Parking and Transport. See information provided by the City of Fremantle on: [http://www.fremantle.wa.gov.au/cityservices/transport\\_and\\_parking](http://www.fremantle.wa.gov.au/cityservices/transport_and_parking)
- St Teresa's Library - Location– 32 Mouat Street Fremantle
- Check the text requirements for the course in advance. Purchase text from appropriate source prior to the commencement of the course.
- Connecting to UNDA Wifi – students will need email login and proxies. Click on:
  - This link for [Mac OSX](#) wireless setup
  - This link for [iPad](#) wireless setup
  - This link for [Windows 7](#) wireless setup
  - This link for [Windows 8](#) wireless setup
  - This link for [Windows 10](#) wireless setup
- Places for refreshments (suggestions only!):
  - Blink Coffee – 19A High street Fremantle
  - Chalkys Café - 4/1 High St, Fremantle
  - Pasta Addiction – 10 Mouat Street Fremantle
  - Breglia's Piccolo – 28 High Street Fremantle
  - Café 55 – 55 High Street Fremantle
- Prayer Space – Holy Spirit Chapel (next to St Teresa's Library)

## IT ACCESS & PROBLEMS

Notre Dame expects students to be able to access information and resources from the website, Blackboard and MyND Portal. It is important that students develop their IT skills and become familiar with the IT resources available. Students have an obligation to keep themselves well informed on a regular basis as these resources are the main means in which the University communicates with the student body.

For assistance, go to the University's website ([www.notredame.edu.au](http://www.notredame.edu.au)):

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll to 'Get Help'/Click on 'IT Support'

Or, click on this URL:

<https://www.notredame.edu.au/current-students/get-help/it-support>

Click on this URL to access the Infrastructure, Systems, Communications and Operations Team Blog (<http://its.nd.edu.au>)

In order to access email (see heading 'Outlook Web Access), and the Student Portal (see heading 'MyND Portal'), students need to use their student identification number as the username and the student's date of birth, in the format DDMMYYYY (e.g. 07091982), as the default password.

### **Note:**

If the above does not allow you to access MyND Portal, enter the Student Identification Number as nd\XXXXXXXX (i.e. nd\20149999) and the password as Ndddmmyyyy (DOB).

If there are any difficulties accessing the information technology infrastructure, please contact the IT helpdesk on 9433 0777 or email [Student.it@nd.edu.au](mailto:Student.it@nd.edu.au) (see heading 'Contacts, General Contacts, IT Helpdesk).

Students should be conversant with the UNDA email usage protocols.



### **LEARNIT (Blackboard)**

Course Coordinators or lecturers may provide course materials via an online mode called 'Learnit'. Access for a student enrolled in courses on Learnit is possible through the Webmail/Portal. Learnit provides access to downloadable sources, announcements from Course Coordinators or lecturers, communication to lecturers and students, and provision for submitting assessments where permitted.

If you are not familiar with Learnit, you can go to the Library website and watch a video tutorial about the program. Go to UNDA Website (<http://www.notredame.edu.au/>), Click

'students'/Click 'Library' at the top of the main window; under the 'Help' tab, click 'Blackboard' (<http://library.nd.edu.au/blackboard>).

Alternatively, you may consider attending a Postgraduate Academic Writing Workshop, which includes using Blackboard, before a university semester starts. For further information, contact Dr Dianne Chambers (08 9433 0170 or [dianne.chambers1@nd.edu.au](mailto:dianne.chambers1@nd.edu.au)) for further details.

## TO ACCESS COURSES ON LEARNIT (BLACKBOARD)

1. Go to UNDA's Website: <http://www.notredame.edu.au/>
2. On the main window, on the top, click Click the 'selection' icon () on the top left of the webpage/Click on 'Students'
3. Click on MyNDPortal and log on.
4. Click the Learnit (Blackboard) link/icon on the left-hand side (<https://learnit.nd.edu.au/>)
5. In User Login to Learnit (Blackboard):  
In 'USERNAME' put in your Student Identification Number; in 'PASSWORD' put in your 8 digit password with the Nd prefix. If you have not already changed your password it would be Nd and your Date of Birth (DOB), that is, Nd prefix with 8 digits (Ndddmmyyyy). Click 'Login'.
6. POTENTIAL PROBLEM:  
If you did the above and Learnit (Blackboard) does not work, check the accuracy of your Username and Password (*REMEMBER THE Nd prefix!*). If you have changed your Password from the default DOB, then use that password. Otherwise contact the IT Help Desk on (08) 9433 0777 or email [Student.it@nd.edu.au](mailto:Student.it@nd.edu.au).
7. HOMEPAGE  
Under 'Welcome' will be a number of sections with blue borders around them. One section is called 'BLACKBOARD ANNOUNCEMENTS' and another section is called 'MY COURSES'.
8. BLACKBOARD ANNOUNCEMENTS:  
In this section you will find the first 'news notice' from the Course Coordinator.  
  
From time to time, there will be information regarding aspects of the Course that you should keep informed about. Click the hyperlink (blue print with blue underline) to see the notice.  
  
To come back to the 'Welcome' page, click the 'Back' button on your browser.
9. MY COURSES:  
Under 'Courses', click the hyperlink of the Course in which you are enrolled.
10. COURSE MATERIALS:  
To access the materials in the Course, click the relevant item on the left-hand side pane. The contents will vary, but may include:

[Announcements](#) Provides news and notices about the Course

[Course Outline](#) The course outline

<a href="#"><u>Staff Contacts</u></a>	Information about the lecturer/tutor for the course
<a href="#"><u>Learning Materials</u></a>	Provides documents to download for study on the topics
<a href="#"><u>Assessment</u></a>	Provides information and expectations about the assessments in the Course

Note: The following items in *italics* may be made available by the tutor.

<a href="#"><u>Chat</u></a>	Ways of communicating with the Course Coordinator and other students
<a href="#"><u>Discussion Board</u></a>	Way of discussing a topic on line with the Course Coordinator and other students
<a href="#"><u>Tools</u></a>	May include calendars, contacts, glossaries, links to wikis and blogs, etc. Each lecturer/tutor will configure tools as required for individual courses.

You are strongly encouraged to become familiar with the Blackboard site for your course.

## LEAVE OF ABSENCE

Students may take a leave of absence from the course for one or more semesters (for a maximum of four semesters).

The student must complete a Leave of Absence form to take a leave of absence from his or her course (see heading 'Forms'). This form can be found by going to the University's website:

Click the "selection" icon () on the top left of the webpage/Click on 'Students'/Click on 'Your Enrolment'/Click on 'Forms and Documents'. Select Leave of Absence form

Or, click on this URL:

<https://www.notredame.edu.au/current-students/your-enrolment/forms-and-documents> then click Leave of Absence form.

A student who does not enrol in any course in any particular semester(s) during the degree and who fails to apply for and be granted leave of absence will be declared to be absent without leave (AWOL). Students must not take more than four semesters as a leave of absence over the duration of the course without the written permission of the Dean. Any period of leave of absence is counted as part of the period of enrolment for the degree.

During the leave of absence period, a student will cease to have rights of access to University resources.

## LIBRARY

Students can access the following resources from the library homepage:

- Library Catalogue
- Electronic Databases (see heading 'Electronic Databases')
- ebooks@UNDA

- Library Support (see also heading 'Referencing')
- Finding Information

To access the University Library homepage:

Go to the University's website. Under Current Students, click Library.

Or, click on this URL:

<http://library.nd.edu.au/home>

## **Library Catalogue**

Go to the University's website:

Click Library Portal at the top of the web page

This page has tabs which can be selected to access the search function, databases, referencing information and library support.

## **LITERACY STANDARDS**

All students are expected to maintain a high standard of academic literacy. The ability to communicate clearly and concisely is an essential skill in academic writing (see heading 'Academic Writing') to achieve a high grade. The Course Coordinator or lecturer will penalise work that is unsatisfactory in terms of spelling, grammar and syntax. Students should pay close attention to assessment rubrics and marking guides regarding academic literacy standards.

Oral literacy is an important component of teacher preparation, and assessment will include this aspect wherever possible.

Students who are having difficulty with literacy standards may access Postgraduate Academic Writing Workshops run by the School of Education. These workshops will be advertised via email when available.



## **MyND PORTAL**

The MyND Portal provides access to a number of functions including: Blackboard, Email Web Access (Mail and Calendar), Office Workspace (OneDrive) and student Self-Service. Blackboard is used by lecturers to place relevant information about their courses. Outlook Web Access is the University's preferred mode of communication with students and should be checked at least once a week.

In order to access the MyND Portal students should:

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Click on MyNDPortal.

Or, click this URL address: <https://my.nd.edu.au/>

A Login page will appear. In 'USERNAME' put in your Student Identification Number; in 'PASSWORD' put in your 8-digit password with the Nd prefix, if you have not changed your password it would be Nd and your Date of Birth (DOB), that is, Nd prefix with 8 digits (Ndddmmyyyy). Click 'Login'.

**Note:**

If the above does not allow you to access MyND Portal, enter the Student Identification Number as nd\XXXXXXXX (i.e. nd\20149999) and the password as Ndddmmyyyy (DOB).



## PLAGIARISM

Plagiarism is to take someone else's words or ideas and present them as your own without proper acknowledgement. Words and ideas can be plagiarised from books, articles, design projects, artwork, the internet or another student's work.

The University regards plagiarism as **a very serious offence**. At the very least it is a misuse of academic conventions; where it is deliberate and systematic, plagiarism is cheating and false pretences. **It is the obligation of students to understand and respect the rules concerning plagiarism: the excuse of ignorance will not be accepted.**

Examples of plagiarism

Students may be accused of plagiarism if they:

- Write about someone's ideas without giving a reference. This includes ideas that are quoted directly or paraphrased.
- Use an author's exact words without indicating that they are quoting directly.
- Present their own version of other people's ideas which have been collected from a number of sources without proper acknowledgement.
- Try to put ideas into their own words but change only a few words of the original source. A lecturer may decide that this is plagiarism because the words are almost the same as the original, even if a reference is given.
- Take an image, diagram or artwork from another source without appropriate acknowledgement.
- Collaborate inappropriately when individual work is required.

- Copy another student's work and submit it as his or her own. If a student lends an assignment to another student and their assignment is copied and handed in by that student, both students can be penalised as the lecturer may not be able to find out who originally wrote the assignment.
- Submit work written by someone else as his or her own.

Go to the University's website:

Click the "selection" icon () on the top left of the webpage/Click on 'About'/Click Policies/

Or, click on this URL:

<https://www.notredame.edu.au/about/policies/list> then select Policy: Student Academic Integrity

## **PROGRAM INFORMATION**

Information about programs (new terminology – used to be courses) is available by:

Going to the University's website:

Click the "selection" icon () on the top left of the webpage/Click on 'Students'/Scroll down and click on the School of Education, Fremantle/ Click 'Our Programs

Or, click this URL:

<https://www.notredame.edu.au/about/schools/fremantle/education/our-programs>

Further enquiries about Programs should be directed towards the Coordinator concerned (see heading, 'Contacts, School of Education').

## **PROGRESS IN THE COURSE**

For coursework-only courses: a student who fails a course twice shall not be permitted to enrol again in that course and, if that course is a compulsory course, failure in the same course twice will result in the student's enrolment in that degree program being terminated unless otherwise permitted by the Dean. Progress in the course will be indicated on the academic transcript (see heading 'Academic Transcript'). Good standing indicates satisfactory progress being made in a course. For further information on academic progress access the general regulations by:

Going to the University's website:

Click the "selection" icon () on the top left of the webpage/Click on 'Students'/Scroll down and click on 'Resources'/ Click 'Regulations'

Or, click on this URL:

<https://www.notredame.edu.au/about/governance/regulations> then click General Regulations and go to Chapter 5 'Academic Progress'.



## REFERENCING IN ACADEMIC WORK

The School of Education uses the author-date system, based upon the American Psychological Association Publications Manual (also known as the APA system, 6<sup>th</sup> ed.). A Referencing Guide is available on-line to students. This can be accessed by accessing the University's Library website:

Click this URL address:

<http://library.nd.edu.au/referencing>

Students are responsible for ensuring that sources are appropriately acknowledged and referenced. Failure to do so may result in the student leaving themselves open to a charge of plagiarism (see heading 'Plagiarism').

### Referencing Government and Church Documents

APA does give advice about organisational documents (eg Government agencies). To source a government document, cite the agency rather than a generic "Australian Government", for example, Department of Education, Employment and Workplace Relations. The same principle can be applied to Church documents. Rather than "Vatican", a document is sourced according to the curial agency, e.g. Congregation for Catholic Education (such as in the case of The Catholic School document) or Congregation for the Clergy (as in the case of the General Directory for Catechesis).

Samples:

Congregation for Catholic Education. (1977). *The Catholic school*. Retrieved from [http://www.vatican.va/roman\\_curia/congregations/ccatheduc/documents/rc\\_con\\_ccatheduc\\_doc\\_19770319\\_catholic-school\\_en.html](http://www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_19770319_catholic-school_en.html)

Congregation for the Clergy. (1998). *General directory for catechesis*. Retrieved from [http://www.vatican.va/roman\\_curia/congregations/cclergy/documents/rc\\_con\\_ccatheduc\\_doc\\_17041998\\_directory-for-catechesis\\_en.html](http://www.vatican.va/roman_curia/congregations/cclergy/documents/rc_con_ccatheduc_doc_17041998_directory-for-catechesis_en.html)

Citing these documents in the text would be (Congregation for Catholic Education, 1977, para. 1)

Church documents can be notorious for not indicating authorship. The Catechism is one case, the Mandate Letter in the past has been another and RE Courses of Work may also not cite authorship. The APA guidelines are clear, if authorship is not apparent then source by title of the document.

*Catechism of the Catholic Church*. (1994). Retrieved from <http://www.vatican.va/archive/ENGO015/INDEX.HTM>

Citing in –text would be: (*Catechism of the Catholic Church*, 1994, para. 1003)

Doctoral work and articles sometimes refer the authorship to Editrice Libreria Vaticana but this is a publishing agency of the Church.

In the case of the recent Mandate Letter:

Catholic Education Commission of Western Australia. (2009). *Mandate of the Catholic education commission of Western Australia 2009 – 2015*. Retrieved from <http://cms.ceo.wa.edu.au/public/download.jsp?id=479>

RE Course of Work:

Catholic Education Office of Western Australia. (n. d.). *The truth will set you free: Growing and changing, Eucharist, Year 1. Religious education, Archdiocese of Perth*. Perth: Author.



## **SCHEDULE OF COURSES**

A schedule of available courses will be posted to all currently enrolled students each year in September/October. Students will need to select the courses for enrolment from this schedule. The schedule can also be accessed online by:

Going to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll down and click on the School of Education, Fremantle/ Click 'School Resources'/Click 'Course Schedules' select the appropriate schedule.

Or, click this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources>, click or download (right-click Save Target As) on either Postgraduate Education Schedule of Courses or Bachelor of Education (Conversion) Schedule of Courses to display information.

## **SCHOLARSHIPS**

Enquiries about scholarships for studying Theology and Religious Education courses should be directed towards the Catholic Education Office of Western Australia or the Knights of the Southern Cross.

Information about scholarships can also be accessed by going to the University's Website:

Click the “selection” icon (☰) on the top left of the webpage/Click on ‘Students’/Scroll down and click on ‘Opportunities’/ Click ‘Scholarships’

Or, click this URL:

<https://www.notredame.edu.au/current-students/opportunities/scholarships>

## STUDENT ADMINISTRATIVE CHARGES

There are a number of administrative charges applied to services or materials requested by students. Charges may occur related to academic transcripts, late enrolment or requests for advanced standing.

Students should consult the following URL address to find out what charges may apply to their requests:

[http://matrixprod.nd.edu.au/\\_data/assets/pdf\\_file/0016/123820/Admin-Charges.pdf](http://matrixprod.nd.edu.au/_data/assets/pdf_file/0016/123820/Admin-Charges.pdf)

## STUDENT ATTENDANCE

It is compulsory for students to attend all scheduled classes. Attendance per se will not form part of any assessment.

For Internal Courses run over a 13-week semester, students are expected to attend no less than 85% of scheduled classes. Students who do not attend 85% of scheduled classes may not be permitted to pass the course.

For Intensive Courses, students are expected to attend 100% of the scheduled classes. Due to the nature of Intensive Courses it is very difficult for students to miss one scheduled class and be able to recover the tuition that is lost. Students should be aware of such a full-time commitment and plan their family and work obligations **before** attending the Course.

## STUDENT CENTRE SELF-SERVICE

Students can access the following information in this area:

- Enrolment Confirmation (My Class Schedule)
- View academic grades for each semester
- Timetable signup (if applicable)

This information can be accessed through the MyND Portal:

Click the “selection” icon (☰) on the top left of the webpage/Click on ‘Students’/Click ‘MyNDPortal’

Or, click this URL address:

<https://my.nd.edu.au/LogonPage>

Once logged in to MyND Portal, select the Student Centre Self-Service button.

## Online Applications & Services



## Other services

### STUDENT ID CARD

The University issues students with a Student ID Card for library borrowings, photocopying in the library and as identification when sitting exams.

To obtain a Student ID Card you will need to arrange to have your photo taken at Student Administration (see heading, 'Contacts, General Contacts') in ND7. The cost of the card is paid at the Fees Office (see heading 'Contacts, General Contacts').

### STUDY SUPPORT CENTRE

The Notre Dame Study Support Centre on the Fremantle Campus offers a range of services to all students. The Centre runs workshops throughout the semester.

The Study Support Centre provides the services of an Access and Inclusion Advisor, to assist students with specific needs to manage their studies.

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll down to Student Support/ Click on 'Your Study Support Centre'

Or, click this URL address: <https://www.notredame.edu.au/current-students/support/academic-support>



## TEXTBOOKS

Students are expected to purchase all nominated textbooks, as these will be referred to throughout courses. These are generally available online. Information regarding required textbooks will be in the course outline/information letter which is sent out with the required course materials approximately two weeks prior to commencement of the course.

To search individual course textbook requirements students should:

Go to the University's website:

Click the "selection" icon (☰) on the top left of the webpage/Click on 'Students'/Scroll down and select School of Education, Fremantle/Click on 'School Resources'/Click on 'Text List'

Or, click this URL address:

<https://www.notredame.edu.au/about/schools/fremantle/education/school-resources>

## THEOLOGY COURSES

For information regarding Theology courses, please contact the School of Philosophy and Theology.

Ph: 9433 0138

Email: [fremantle.philosophytheology@nd.edu.au](mailto:fremantle.philosophytheology@nd.edu.au)

## TURNITIN

TurnItIn is a digital assignment submission tool that resides in Blackboard (Learnit) and enables students and lecturers to view a 'similarity' report. The similarity report indicates where the student work may be too close to an original source, or another previously submitted piece of work, indicating possible plagiarism.

Tutors/lecturers will indicate on the course outline if you are required to use TurnItIn to submit an assignment and will provide details and instructions on how to do so.



## **WORKLOAD**

The average number of contact hours that a student must commit to will vary according to the program being undertaken. The rule of thumb in determining the time commitment your studies requires for an external Bachelor of Education (Conversion) course is approximately 3-4 hours per week. For a Master of Education external course, the time commitment will be approximately 4-5 hours per week. This includes time for reading, information gathering, and assignment work.

Students may undertake a number of courses in intensive mode. This mode results in greater time pressures, as assessment schedules are condensed. Intensive courses will require pre- and post-course reading and assessments which must be completed within six weeks of completion of the scheduled class component of the course.

**Students need to consider carefully these demands when undertaking studies concurrent with their employment.**