



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

**INTERNATIONAL STUDENT  
AGENT MANUAL**

AS OF APRIL 2018

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# Welcome

The University of Notre Dame Australia values the relationship we have with you as one of our recruitment partners, and would like to thank you for your support in helping us attract high quality students to our University.

We understand that you require a significant amount of knowledge and information when providing guidance to prospective students on behalf of Notre Dame. That's why we have designed this agent manual to assist your counselling and recruitment activities, as part of the training processes in place for you.

It focuses particularly on the application and correspondence guidelines that need to be followed and provides information, guidance and resources specifically relevant to agents. It also explains the processes used within The University of Notre Dame Australia in the recruitment of international students.

Examples include:

- Comprehensive information about programs and services available at Notre Dame
- How to complete Notre Dame's International Student forms
- Submission of correct documentation
- Communication procedures and contact details
- Information about living in Perth and Sydney

This manual is intended to help you and your staff to provide up-to-date and accurate information about Notre Dame's facilities, programs and services to prospective students and to follow the correct international recruitment and admission processes, so that all correspondence with Notre Dame flows smoothly and efficiently.

We hope that the information provided in this manual will help you assess and recommend the right program to prospective students wanting to study at Notre Dame.

We look forward to working together with you.

Kind regards,



**Professor Peta Sanderson**  
**Pro Vice Chancellor, International**  
**The University of Notre Dame Australia**

# Agent responsibilities

Notre Dame's agents offer a bridge to Notre Dame for aspiring students across the world.

Your responsibilities as a Notre Dame agent are outlined in full in your Agent Agreement. In summary, these include:

- Accurately representing and promoting the education, training and services provided by Notre Dame
- Recruiting students suitable for undertaking Notre Dame programs and providing complete and accurate application information
- Facilitating the admission and visa application processes
- Understanding and complying with legislation applicable to overseas students studying in Australia, most notably the [Education Services for Overseas Students \(ESOS\) Act and National Code](#)
- Complying with the Australian Education International and Training Agent Code of Ethics.

Notre Dame's International Office works closely with agents to support them in providing excellent recruitment services.

# The Notre Dame difference

As a Catholic Australian university with campuses coast to coast – Fremantle in Perth, Western Australia and Sydney in New South Wales – The University of Notre Dame Australia offers an exceptional educational experience that sets students up for life with a great career.

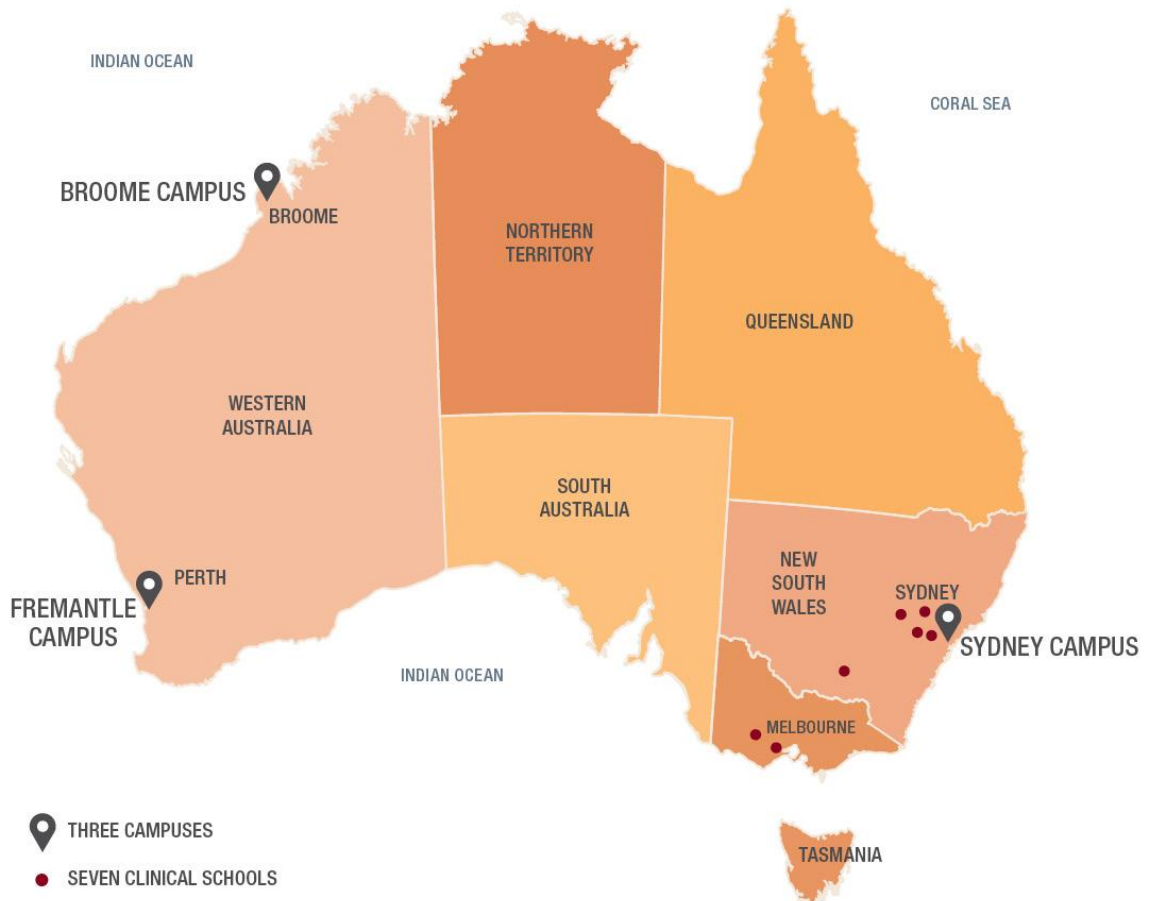
The **Notre Dame difference** includes:

- Town and city universities in unique and iconic locations including:
  - Fremantle Campus in the historic 'West End' of Fremantle, Perth
  - Sydney - Broadway Campus in the university precinct; and
  - Sydney - Darlinghurst Campus in the heart of the Sydney CBD's 'health hub'
- An authentic Australian educational experience – no more than 10% of Notre Dame students are from overseas
- High levels of professional experience integrated into Notre Dame's degrees so our students graduate with valuable experience to add to their CVs
- Students don't get lost in the crowd – Notre Dame has 12,000 students across its Sydney and Fremantle Campuses, providing students greater access to academic support and deliberately smaller lecture sizes
- The Core Curriculum (LOGOS) embedded in all undergraduate programs which bring all our students together under one banner of intellectual enquiry and equip students with invaluable skills, combined with academic and practical knowledge
- Notre Dame is consistently recognised in the Australian Government's [Quality Indicators of Learning and Teaching](#) (generated from a survey of higher education students and graduates) as the number one university in the cities of Perth and Sydney for a number of areas including:
  - Overall quality of education experience
  - Learner engagement
  - Skills development

## **The Objects of the University are:**

- 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.

# Living in Australia



## Living in Sydney, New South Wales

Sydney is Australia's biggest city, with a population of approximately 4.6 million. The downtown area, known as the Central Business District (CBD), consists of a number of districts, the most popular of these being Circular Quay, The Rocks, Darling Harbour, Chinatown and Town Hall.

Sydney suburbs stretch from the beaches in the east to the Blue Mountains in the west. Geographically, the city is divided into several regions: The Northern Beaches, North Shore, Northern Suburbs, Hills District, Western Suburbs, Inner West, South West, South ("the Shire") and Eastern Suburbs. Sydney has an extensive public transport network of buses, trains, ferries and light rail trams, although cars are the main form of transport for most people.

Notre Dame's Sydney Campuses are ideally located in the heart of the Sydney CBD across two sites; Broadway and Darlinghurst. With both campuses within the Sydney CBD, students are able to access convenient accommodation, transport, food, sightseeing and entertainment options during their study.

The Broadway Campus houses the Schools of Arts & Sciences, Business, Education, Law and Philosophy & Theology. Broadway is in the heart of Sydney's University Precinct, only a short walk from Central Railway

Station and Broadway Shopping Centre and not far from Darling Harbour, the Chinese Gardens and King Street wharf. This district plays host to three major universities (including Notre Dame) which creates a dynamic atmosphere and university hub within Sydney's CBD.

The Darlinghurst Campus, situated within Sydney CBD's 'health hub', is home to the Schools of Medicine and Nursing, where students undertake studies in purpose built facilities. Darlinghurst is opposite St Vincent's Hospital; one of Australia's most iconic Hospitals in the heart of Sydney's shopping and café district with Oxford Street running through the centre of the suburb. Some of the neighbouring major attractions include the Art Gallery of NSW, the Sydney Botanical Gardens, St Mary's Cathedral and both Hyde and Centennial Parks.





## Living in Fremantle, Western Australia

Fremantle is the port city south of Perth and only 30 minutes by train from the Perth Central Business District (CBD). Notre Dame is located in the historic West End of Fremantle within heritage listed buildings and is just a two minute walk to Bathers Beach, one of the main and most popular beaches in Fremantle.

As a town university, Notre Dame is within a picturesque and artistic precinct, with many art galleries, boutique stores, alternative cafés and restaurants and nearby lies the Fremantle Maritime Museum, the Round House, historic Fremantle Prison and a 30 minute ferry ride to Rottnest island; home to the world famous Quokka; Notre Dame's International office mascot!

Perth is the capital city of the State of Western Australia. It is a cosmopolitan city and is the chief commercial, cultural and administrative centre of the state. Perth is home to more than 2 million people and is a city that welcomes a vibrant and diverse community of international students. For more information about living, studying and working in Perth, visit [studyperth.com.au](http://studyperth.com.au)



## Cost of Living

According to the Department of Home Affairs, from 1 February 2018, the 12 month cost of living in Australia is estimated at:

- Student/guardian – AUD\$20,290
- Spouse/partner – AUD\$7100
- Child – AUD\$3,040

Approximate living costs are as follows:

	SYDNEY	FREMANTLE
<b>Indicative establishment costs – one off payment</b>		
Accommodation bond – usually four weeks rent in advance <i>Note: dependent on number of residents in the accommodation</i>	\$1,200 - \$1,600	\$640 - \$1,000
Advance rent (usually two weeks in advance)	\$600 - \$800	\$320 - \$500
Furniture and household goods (for unfurnished accommodation)	\$800 - \$1,200	

	SYDNEY	FREMANTLE
<b>Expenses per week</b>		
Rent (shared accommodation)	\$300 - \$400	\$160 - \$250
Food (eating out and groceries)	\$120	
Public Transport – Opal or SmartRider card	\$40 - \$60	
Bills (utilities, phone, internet) <i>Note – Sometimes utilities may be included in rent</i>	\$80	
Laundry	\$10	
Clothing/toiletries/entertainment	\$120	
<b>Total weekly expenses</b>	<b>\$670 - \$730</b>	<b>\$530 - \$640</b>

*Please note: This information is provided as a guide only and expenses will fluctuate depending on the student and their needs. All figures are quoted in Australian Dollars (AUD\$).*

For full information, please consult the Study in Australia website which is the official Australian government site for advice on study in Australia [studyinaustralia.gov.au](http://studyinaustralia.gov.au).

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia [www.insiderguides.com.au/cost-of-living-calculator](http://www.insiderguides.com.au/cost-of-living-calculator).

## Dependant schooling information

In Western Australia (WA) and New South Wales (NSW), dependants of international students may be enrolled in either approved government (public) or non-government (private) schools registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

### *Your child's age and commencement periods:*

- Kindergarten - if they turn four years of age by 30 June of the year
- Pre-primary - if they turn five years of age by 30 June of the year
- Year 1 - if they turn six years of age by 30 June of the year
- Year 2 - if they turn seven years of age by 30 June of the year
- Year 3 - if they turn eight years of age by 30 June of the year
- Year 4 - if they turn nine years of age by 30 June of the year
- Year 5 - if they turn ten years of age by 30 June of the year
- Year 6 - if they turn eleven years of age by 30 June of the year

Note: Kindergarten schooling in WA and NSW is not compulsory and there is always a waiting list for Kindergarten placements. Students may submit a request for placement in Kindergarten but due to the high demand for places, a placement is not guaranteed.

A visa for a dependant must be obtained through the Department of Home Affairs. Both public and private schools require the payment of fees. Public school fees vary for dependants of pathway students, undergraduate students, postgraduate students and for some scholarship students. It is important to understand these costs BEFORE your dependants arrive in Australia. It is essential to bring your dependant's immunisation records, birth certificates, original school reports (and copies translated into English by a professional translator).

For further information regarding dependant schooling, please contact [international@nd.edu.au](mailto:international@nd.edu.au)

## Western Australia

### *Masters or Doctoral international students with school-aged children*

Dependants of Masters or Doctoral degree students are not required to pay tuition fees for accompanying dependant students for the duration of their postgraduate study period.

The tuition fee waiver only applies when the visa holders are currently enrolled in full-time postgraduate studies at a recognised Western Australian university. The tuition fee waiver does not apply before or after the study period e.g., an English language program, Graduate Diploma or Bachelor's degree, etc. During this time the dependant is a full fee-payer.

All students are required to pay the contributions and charges that are separate from tuition fees that apply to all public primary and secondary schools i.e uniform, etc.

### *Charges for English as an additional language*

If your dependant is enrolled in a public school and requires placement in an Intensive English Program (usually not relevant for children 6 years of age and under), you may need to pay between AUD\$1,500 to AUD\$3,000 or more per child per year. These associated costs are paid by the student (not Notre Dame or

DoE) and may involve the dependant moving to a school specifically designed to provide the required support. It is recommended that dependants commence English language training prior to arrival in Perth. A school's assessment that additional English support is required is not negotiable and fees must be paid prior to commencement.

#### *Charges for provision of specialist services*

Special requirements (such as learning difficulties or disabilities) are costed on the basis of the child's special needs in accordance with the Department of Education's inclusive education standards. These annual costs can range between a few thousand dollars to \$25,000 and are paid by the student (not Notre Dame or DoE) and may involve the dependant moving to a school specifically designed to provide the required support.

#### *Conditions of Enrolment*

1. Contact the Admissions Office regarding the school placement: [international@nd.edu.au](mailto:international@nd.edu.au)
2. Notre Dame's International Admissions Officer will send you the necessary forms
3. Submit the forms and certified copies of children's passport to the Admissions Office: [international@nd.edu.au](mailto:international@nd.edu.au)
4. Admissions Office will request for the school placement directly to the Department of Training and Workforce Development
5. Once approved, the Department of Training and Workforce Development will issue a 'confirmation of placement letter' for the children
6. Once the visa is approved, the Department will start the process of placement. When the school placement is confirmed, the Department will send you a confirmation email. Please note that due to limited spaces for overseas students, placement locations may vary
7. If children of international students require special needs educational services and/or teaching in English as an Additional Language or Dialect), international students will be invoiced for the cost of these services by the Department of Training and Workforce Development
8. There will be fees for all children who are placed in government schools. If a student wishes to enrol their child or children in a non-government school, the student is responsible for the full fees, at the discretion of the school chosen. For more details and fees applicable to government schools, please refer to the Department of Training and Workforce Development website: [www.tafeinternational.wa.edu.au](http://www.tafeinternational.wa.edu.au).

#### *Undergraduate (includes Honours) plus Graduate Certificate and Graduate Diploma international students with school-aged children*

International students who are enrolled in an undergraduate degree, Honours, a postgraduate certificate, or a graduate diploma will be responsible for the full fees of either the government or non-government school placement for their children. Further information about the government schooling system in Western Australia can be found on the TIWA website: [www.tafeinternational.wa.edu.au](http://www.tafeinternational.wa.edu.au)

## **New South Wales**

### *School fees*

For further information on government school fees, refer to the NSW Department of Education and Communities International webpage: [www.decinternational.nsw.edu.au](http://www.decinternational.nsw.edu.au)

Please note that dependants of Postgraduate Doctorate students in NSW institutions may be exempt from government school fees. Please visit <http://www.decinternational.nsw.edu.au/study/schools/temporary-residents#fees-exemptions-refunds> for more information.

#### *School enrolment*

For government schools, the placement process is managed by the NSW Department of Education and Communities. The school student must be in the country before the enrolment process can commence and the Department aims to place the child at the school closest to the student's residential address. All students must provide evidence of their immunisation status to the school at the time of enrolment.

For visa purposes, the student may obtain a 'confirmation of placement' letter for their child before they arrive in Australia, which will state their intention to enrol their child in schooling once they arrive in Australia.

For further information on how to enrol your child in a government school, please refer to the NSW Department of Education and Communities webpage [www.decinternational.nsw.edu.au](http://www.decinternational.nsw.edu.au). For information on how to enrol your child in a non-government school, please contact the individual school.

## Working in Australia

International students and dependants in Australia on student dependant visas who are residing in Australia will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. Please note that students must obtain an Australian Tax File Number before undertaking work.

Once the student has commenced their studies, holders of a student visa can work up to 40 hours per fortnight while their university program is in session, and full-time during university vacations. In general, students should not expect to cover tuition fees or living expenses from casual work.

While Higher Degree by Research (HDR) applicants are entitled to work unlimited hours, they must maintain full-time enrolment in their studies and maintain satisfactory progress in their program.

Further information is available from [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

For more information, contact the International Office [international@nd.edu.au](mailto:international@nd.edu.au)

## Overseas Student Health Cover (OSHC)

Medical insurance is compulsory for International Students, while studying in Australia, regardless of home country coverage. Proof of overseas student health cover will be required when applying for a student visa.

However, you do not need OSHC if you are:

- A Norwegian student covered by the Norwegian National Insurance Scheme;
- A Swedish student covered by the National Board of Student Aid or by Kammarkollegiet;
- A Belgian student covered under the Reciprocal Health Care Agreement with Australia.

Each international student will have insurance arranged by the university for the entire study period in Australia – this is known as Program Length Cover (PLC).

Most of our students, including all newly enrolled, are covered by [Bupa OSHC](#) which is the university's preferred provider. If students wish to use another provider, the student must let the International know at the time of accepting their Offer. They must then organise their own overseas student health cover and provide proof of appropriate cover to the International Office prior to enrolment.

Students should be aware that the Bupa OSHC policy initially purchased does not generally cover pre-existing conditions in the first year of cover and does not apply to extras such as physiotherapy, dental, optical or chiropractic cover. However, if students would like to purchase additional coverage, they need to speak to Bupa OSHC or their own insurance provider directly.

Please be aware that it is the student's responsibility to renew their cover *before* it expires. Renewals for students with Bupa OSHC can be arranged through the International Officer or through Bupa OSHC directly. Not having up-to-date health coverage can jeopardise your access to final marks at university and also makes the student non-compliant with visa regulations.

For more information on Bupa OSHC, please visit [www.bupa.com.au/students](http://www.bupa.com.au/students)

For more information, contact the International Office [international@nd.edu.au](mailto:international@nd.edu.au)

## Accommodation

### Sydney Campus

The University of Notre Dame Australia Sydney Campus does not currently offer accommodation on-site. Notre Dame's Student Services team are able to assist students in locating off-Campus accommodation options around the campus and surrounding Sydney area.

Accommodation options in Sydney include:

- **Residential Colleges** - Fully furnished rooms with a vibrant student community life organised by college staff
- **Student Accommodation** - Fully furnished rooms
- **Guest houses** - Fully furnished room with shared facilities
- **Rent an apartment or house** - Fully furnished or non-furnished options

To view Sydney accommodation options and approximate costs for students, please visit the Accommodation Guide on the [Notre Dame website](#) or contact [international@nd.edu.au](mailto:international@nd.edu.au)

### *Renting*

Students should always do their own research and be aware of your rights and responsibilities when renting. We recommend that they familiarise themselves with the Residential Tenancies Act when they are preparing to rent. When renting, students should have inspected the property and signed a rental agreement before they pay upfront money. The University cannot endorse the quality of properties or landlords. Students are strongly encouraged to check with the individual provider as to its facilities, terms and conditions.

You can find a copy of the Residential Tenancies Act by following the links on the following web page: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

Further information is provided in the [Pre-Departure Guide](#) that students receive upon receiving their Letter of Offer.

### Fremantle Campus

#### *On Campus: Residential Halls*

The Residential Halls are located in the centre of the Fremantle Campus. In the heart of the historic West End of Fremantle, the P&O Hotel offers single room and shared room options with a distinctive character to Notre Dame's historic buildings. Supermarkets, cafes, restaurants, beautiful beaches, and sport and recreation facilities are within walking distance or easily accessible by public transport. Students living in the Residential Halls can participate in activities, excursions and trips that will introduce them to life in Western Australia, including surfing, Australian Football League (AFL) games, movie nights, BBQs, social sports and walking tours.

#### *Indicative Costs*

**Semester One, 2020:** Cost for the semester (18 weeks) is AUD \$4,986, plus \$150 refundable bond payment and \$272 community meal program payment.



**Semester Two, 2020:** Cost for the semester (18 weeks) is AUD \$5,202, plus \$150 refundable bond payment and \$272 community meal payment.

Accommodation in the Residential Halls is offered on a semester basis, or 44-week basis. The P&O Hotel is usually open a week prior to Semester commencement for students to move in. Students wanting to move in at an earlier time, may discuss this with the Manager, Residences at the time of application.

Bathroom and self-catered kitchen facilities are shared. Each room has a bed, closet, drawers and study desk fitted with a desk lamp, with bed linen and a towel provided. Students are encouraged to participate in a community meal program, in which students take turns cooking for their fellow residents.

A Hall Supervisor is assigned to each Hall of Residence. The Hall Supervisor oversees all students and will assist with academic, social and cultural activities. The Hall Supervisor looks out for students' safety and health while in residence, and report any discipline issues that may arise in the Hall.

For more information or to apply for on-campus accommodation, please contact the residential team at [residentialhalls@nd.edu.au](mailto:residentialhalls@nd.edu.au)

#### *Off-Campus options*

Notre Dame's Student Services team are able to assist students in locating off-Campus accommodation options around the campus and surrounding Perth/Fremantle area. Some of these options include student co-living hubs ([Campus Perth](#) and [The Boulevard](#)), college accommodation at other Perth universities and rental, shared accommodation options.

Student Services does not endorse the quality of properties or landlords that advertise here and cannot act on your behalf. Students are encouraged to familiarise themselves with the WA [Residential Tenancies Act](#) when they are preparing to rent, especially if they have not rented accommodation before. Students should inspect the property and sign a rental agreement before they pay any upfront money. Further information is provided in Notre Dame's Pre-Departure Guide once students have been issued their Letter of Offer.

For more information on off-Campus accommodation options near Fremantle Campus, contact [international@nd.edu.au](mailto:international@nd.edu.au)

# About Notre Dame

## Notre Dame programs

For a full list of available programs for international students at Notre Dame, please refer to our 2020 International Program Guide available on the [Notre Dame website](#). Further information about individual programs is available on the [University website](#).

## Core Curriculum

At Notre Dame, we lay the foundation for ‘thinking big’ through a program embedded in all undergraduate programs called the Core Curriculum or LOGOS.

The Core Curriculum in Fremantle and the LOGOS program in Sydney bring all our students together under one banner of intellectual enquiry and equip students with invaluable skills, combined with academic and practical knowledge. The disciplines studied in the programme include philosophy, ethics and theology.

The program aims for a real change in students’ understanding and choices through the following:

- › developing the capacity for critical reflection and reasoned argument;
- › exploring how reason and morality inform our social, cultural and professional interactions;
- › discussing the relationship between faith and reason;
- › encouraging the integration of discipline-specific knowledge with transferable, interdisciplinary skills; and
- › bringing together students from different disciplines and backgrounds to collaboratively study key themes from Western philosophy and Catholic theological traditions with a contemporary perspective.

The program is intriguing, enjoyable, builds mind and character, and leads to questions that will help students make their life and work more meaningful and richer in potential. Students will learn to think creatively and critically, see the world, its opportunities and their place in it more clearly. They will graduate with the ability to think and reason – strengths highly valued by future employers.

### *Philosophy*

Seeks to clarify the truth about the human person, our world, and our conduct. Philosophy uses texts and methods of inquiry and reasoning built up over centuries by some of the finest critical minds.

### *Ethics*

Explores key elements such as human purpose and happiness, needs and rights, virtues and duties, justice and charity.

### *Theology*

Approaches similar questions through different texts and in the light of the faith position of one particular religious tradition. At Notre Dame, the philosophy we study is Western philosophy and the theology we study is Catholic theology.

# Pathway partners

We understand that some students applying to study at Notre Dame may need to first study with one of our academic or English language pathway providers. The pathway providers listed below are recommended by us because of their commitment to a quality student experience and have agreements with Notre Dame, which means that we will be able to provide students with packaged offers for the purpose of their application for their student visa.

Notre Dame has pathways available at the following institutions:

## **Academic Pathway Providers**

### **Canning College**

#### **WA Universities' Foundation Year (WAUFP)**

- Successful completion\* of this program meets the minimum academic entry requirements for Notre Dame.

#### **Diploma of Commerce**

- Successful completion of this program allows students to articulate into the second year of Notre Dame's Bachelor of Commerce and obtain advanced standing towards specified units within approved programs.

### **St George's Anglican Grammar School (Anglican Schools Commission)**

#### **WA Universities' Foundation Year (WAUFP)**

- Successful completion\* of this program meets the minimum academic entry requirements for Notre Dame

*\* A score of 50% or higher in English Language and Australian Cultural Studies (ELACS) and the minimum Combined Percentage Score (CPS) required for specified courses.*

## **English Pathway Providers\***

### **Language Links**

Successful completion of:

- Upper Intermediate English Proficiency level will satisfy the English language requirements for UNDA's Academic English Bridging, Level One (entry level is equivalent to IELTS 6)
- Advanced English Proficiency level will satisfy the English language requirements for UNDA's Academic English Bridging, UNDA's Academic English Bridging, Level Two (entry level is equivalent to IELTS 6.5) or Academic English Bridging Study Skills.

### **Perth International College of English**

Successful completion of:

- English for Academic Purposes, Upper-Intermediate B, level 7 and achieved a minimum score of 70% will satisfy the English language requirements for UNDA's Academic English Bridging, Level One (entry level is equivalent to IELTS 6);
- English for Academic Purposes, Upper-Intermediate A, level 8 and achieved a minimum score of 70% will satisfy the English language requirements for UNDA's Academic English Bridging, Level Two (entry level is equivalent to IELTS 6.5);

- English for Academic Purposes, Advanced B, level 9 and achieved a minimum score of 70% will satisfy the English language requirements for UNDA's Academic English Bridging Study Skills To learn more about the minimum Academic and English requirements for Notre Dame programs from our pathway partners, please visit <https://www.notredame.edu.au/international/study-at-notre-dame-australia/pathways>.

Note: some disciplines require recognised English tests, such as Nursing which requires IELTS Academic 7.0 overall, with no individual band score lower than 7.0 (or equivalent OET, PTE Academic or TOFEL(iBT)).

# Academic English Bridging (AEB) Program (ELICOS)

*Available on the Fremantle Campus ONLY*

Notre Dame provides three Academic English Bridging Courses designed to develop language proficiency and skills and assist students in meeting the University's English language requirements for entry into their nominated undergraduate or postgraduate program.

Each course is summarised as below:

## **Academic English Bridging Level 1 (AEB1)**

A 10-week (two five-week blocks with a one-week study break) program designed for students arriving at a language level equivalent of level IELTS 6.0.

Successful completion of AEB1 and AEB Study Skills (additional five weeks) will enable entry into undergraduate programs with an English language entry requirement of IELTS 6.5 or equivalent.

## **Academic English Bridging Level 2 (AEB2)**

A 15-week program of study (17 weeks including two week-long study breaks) designed for students arriving at a language level equivalent of level IELTS 6.5. The program focuses on providing English for Academic Purposes together with a Study Skills component and available to students requiring Upper Intermediate/Advanced level English Language instruction for Academic Purposes.

Successful completion of AEB2 program will enable entry into undergraduate, postgraduate or Higher Degree by Research (HDR) programs with an English language entry requirement of IELTS 7.0 or equivalent.

## **Academic English Bridging Study Skills (AEB Study Skills)**

An intensive 5-week program focused on providing the acquisition of discipline-specific language skills to best prepare students for academic life and study. The program will prepare students for academic life and study as well as acquaint them with current teaching and learning methodologies typically used within an Australian university setting.

This program is suitable for students who seek entry to an undergraduate or postgraduate program where they have one or more bands lower than the overall IELTS required for entry; and/or have prior academic and life/work experience that indicates they would benefit from undertaking this course for successful transition to university studies. For example, a prospective undergraduate Business student who has achieved an overall Academic IELTS score of 6.5, but has a sub-band of 6 may be eligible for the AEB Study Skills program.

## **Entry Requirements**

To be accepted onto the Academic English Bridging courses, students must:

- have a High School Certificate or an equivalent to Australian Year 12 or above;
- have achieved the necessary Academic IELTS score or accepted equivalent; and
- have a conditional offer from The University of Notre Dame Australia

## ELICOS Academic Calendar

ELICOS programs	Schedule
AEB Level 1	April - early June <b>OR</b> mid-October – end December
AEB Level 2	End March – end July <b>OR</b> October – early February
AEB Study Skills	Mid-June – end July <b>OR</b> mid-January – early February

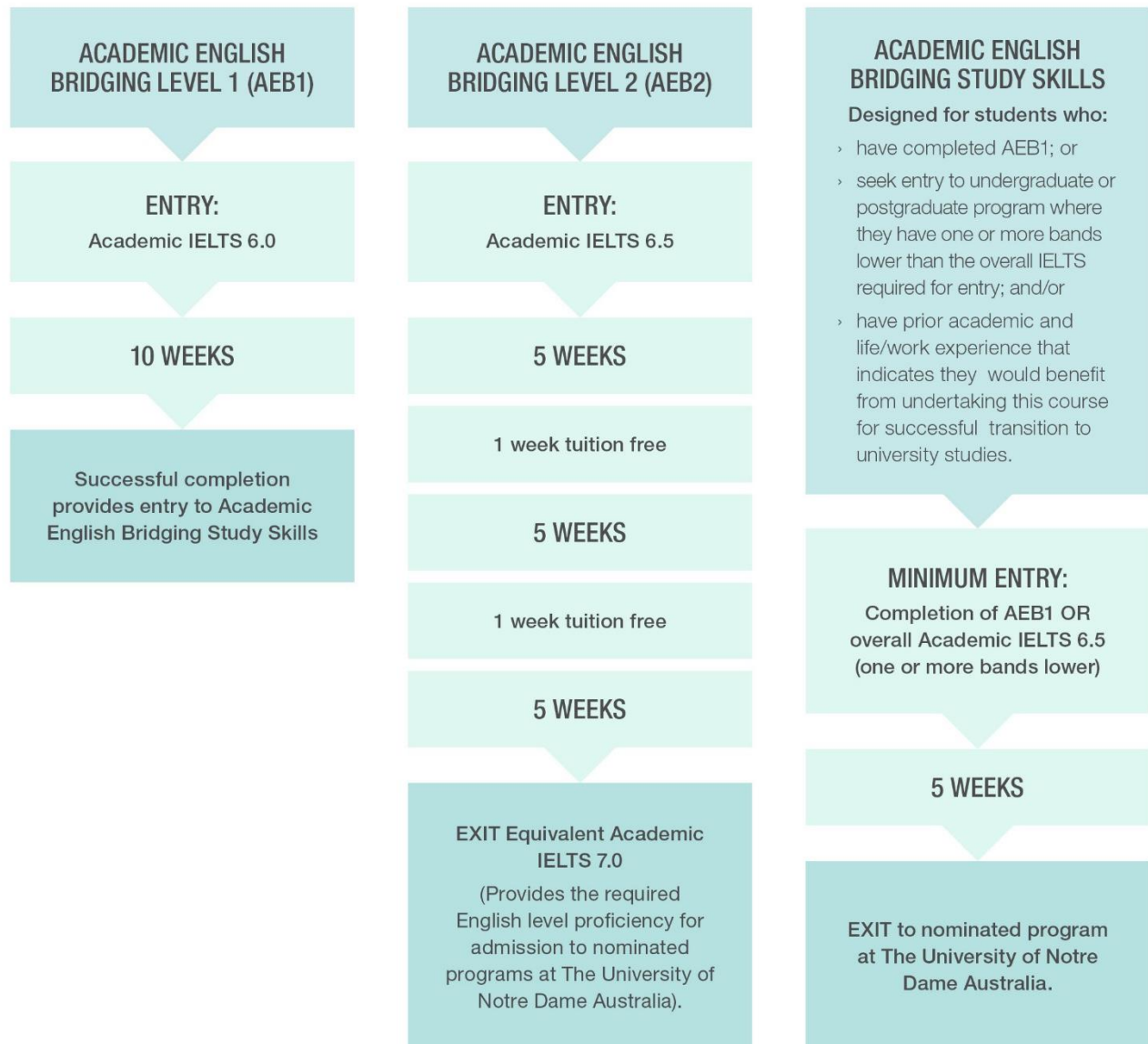
### Further Testing:

Upon successful completion of Notre Dame's Academic English Bridging Programs, no further English language testing will be required to meet Notre Dame's English entry requirements, except where required by an accrediting body.

Please note, as a result, Notre Dame's Education, Nursing, Medicine and Physiotherapy programs require further evidence of English language proficiency as detailed on the [Notre Dame website](#).

## ACADEMIC ENGLISH BRIDGING COURSES (ELICOS) PROGRAMS

Three individual programs listed as below:



## Practical experience at Notre Dame

School	Sydney Campus	Fremantle Campus
<b>Arts &amp; Sciences</b>	<p><b>80 hours of practicum</b></p> <p>In the final year of their degree, students have the option to be placed with a host organisation relevant to their area of specialisation. Practicum is available for most Majors with the exception of English Literature and Writing.</p>	<p><b>90-225 hours of practicum</b></p> <p>In the final year of their degree, students undertake work with a host organisation related to their area of study</p>
<b>Business</b>	<p><b>150 hours of practicum</b></p> <p>The degrees combine academic programs with a four to six week business internship, usually undertaken after the fourth semester.</p>	<p><b>150-350 hours of practicum</b></p> <p>The degrees combine academic programs with a four to six-week business internship, usually undertaken after the fourth semester</p>
<b>Education</b>	<p><b>1125 hours of practicum</b></p> <p>Each of the four-year degree programs offer students approximately 1125 hours (30 weeks) of professional experience in schools.</p>	<p><b>1200 hours of practicum</b></p> <p>Each of the four-year degree programs offer students approximately 1200 hours (32 weeks) of professional experience in schools.</p>
<b>Health Sciences</b>	N/A	<p><b>150 hours-27 weeks of practicum</b></p> <p>A special feature of Notre Dame's Health Sciences courses are the practicum and internship components required of students. These take place in a wide range of setting such as: public and private hospitals; medical practices; community health centres; pathology laboratories; fitness centres; health promotion agencies; primary and secondary schools; and voluntary service agencies.</p>
<b>Nursing</b>	<p><b>1026 hours of practicum</b></p> <p>A special feature of Notre Dame's nursing course is its extensive professional practice experience, which assists students to apply theory to practice and develop the skills required in the discipline of Nursing. The professional practice experience of 1,026 hours occurs in a wide range of settings including public and private</p>	<p><b>1120 hours of practicum</b></p> <p>A special feature of Notre Dame's nursing course is the substantial clinical involvement. The Bachelor of Nursing course allows students to develop their skills through intensive practicum experiences totaling a minimum of 1,000 hours throughout the duration of their degree studies. These take place in a range of settings including: public and private hospitals;</p>



	hospitals, general practice settings and community health centres.	medical practice centres; community health centres; and voluntary service agencies.
<b>Physiotherapy</b>	N/A	<p><b>1200-1400 hours of practicum</b></p> <p>From first year, students are exposed to clinical practice through a Pre-Clinical Experience program. This program is integrated into the course structure of the early years and becomes more extensive as the student proceeds. The formal clinical education program commences in second year, continues in third year and culminates in almost full-time clinical practice during the final year of the degree.</p>

## Study Abroad

International students from The University of Notre Dame Australia have the opportunity to study overseas with one of our partner institutions for one semester, while gaining credit towards their degree. This experience adds a valuable dimension to a student's education, providing the opportunity to understand and appreciate another culture, as well as develop skills and attributes that are highly regarded by employers.

### Partner Institutions

The University of Notre Dame Australia has established formal exchange agreements with a number of universities around the world as below:

#### *United States of America*

- University at Albany (SUNY), New York State
- Bellarmine University, Kentucky
- Boston College, Massachusetts
- Catholic University of America, Washington DC
- College of Saint Benedict and Saint John's University, Minnesota
- DeSales University, Pennsylvania
- Purdue University, Indiana
- Saint Mary's College, Indiana (all female institution)
- St Edward's University, Texas
- University of Portland, Oregon
- University of San Francisco, California

#### *Canada*

- King's University College, Ontario

#### *United Kingdom*

- Leeds Trinity University, Leeds
- St Mary's University College, Twickenham

#### *Asia*

- Parahyangan Catholic University, Indonesia
- Sophia University, Japan
- Catholic University of Korea, South Korea
- Sogang University, South Korea
- Fu Jen Catholic University, Taiwan

#### *Europe*

- Catholic University of Lyon, France
- Paderborn University, Germany
- Mary Immaculate College, Ireland
- Maynooth University, Ireland
- Pázmány Péter Catholic University, Hungary

#### *Eligibility*

Applicants should have completed at least one and a half years of their degree and have achieved a high Credit-Distinction average in their classes prior to departure. Participation in university life and other extra-curricular activities are also well regarded.

### *Credit*

Classes studied overseas can be credited towards a degree at The University of Notre Dame Australia, which means that with planning, students can complete their degree in the standard length of time. Students will need to speak with their Program Coordinator to plan their class selections. All students must maintain a full-time program load while studying abroad.

### *Costs*

While there are no additional tuition fees at the overseas host institution, students will be responsible for the cost of airfares, insurance, visas, textbooks, accommodation, and living expenses. International students will pay their usual tuition fees to The University of Notre Dame Australia for the period spent abroad.

## In the World, For the World

### *Opening the eyes, minds and hearts of our students*

Notre Dame is committed to providing a range of opportunities and strong encouragement to every undergraduate student to participate in an educational experience which takes them out of their familiar environment and challenges them to deal with the unfamiliar and unknown. These include, but are not limited to, study abroad, short-term study tours, service-learning, volunteering and cultural immersion activities.

Participating in an *In the World, For the World* experience which is integrative and transformational enables students to experience and appreciate different perspectives and cultures.

### *Overseas study tours*

Students of History, Politics, Literature and other disciplines can enrol in overseas study tours and count the course directly towards their program major or minor.

Notre Dame's own lecturers take students abroad to destinations such as Spain, the United Kingdom and Ireland, Indonesia and the United States, where the history, politics, language, culture and environment of the host city or country is explored over four weeks of intensive study.

### *Service Learning Immersion Programs*

Notre Dame's staff-led Service Learning Immersion Programs are transformational and often, after participating in one of these programs, students seek out another. These short-term (often two week) programs have allowed Social Justice students to partner with Cambodian students to discuss politics, culture, faith, gender and other issues as they are seen from an Australian and a Cambodian perspective; Education students have gain classroom experience, and a broader cultural immersion, in Timor-Leste, India and Cambodia; and, Arts, Business, Education and Medicine students have joined together for a service learning and cultural immersion experience in Kenya and Zimbabwe. All of these experiences have not only contributed to the participating students program of study, but to their own personal development.

### *Beyond the Books*

In partnership with the In the World For the World Program, the Beyond the Books Program supports Sydney Campus students to explore their potential career options, develop a personalised career plan and opportunities to engage in experiential learning through industry placements, mentoring, industry-led workshops, projects and joint initiatives.

Further information regarding these opportunities will be provided to the student during Orientation Week and throughout the Semester.

# Student Services at Notre Dame

Whether studying at the Sydney or Fremantle campus, international students at Notre Dame will be part of a unique university where at least 90% of students are Australian which means they can have a truly Australian experience of university life. Notre Dame offers personalised and one-on-one support for all international students, including dedicated International Support Officers in various departments and access to a wide range of free support services.

## Pastoral care

Pastoral care at Notre Dame is influenced by the Christian philosophy, focused essentially on the personal development of the student and in particular their general and moral welfare. The provision of pastoral care at Notre Dame is also based on the concept of the University as a community. All members of staff and all students share the responsibility for pastoral care. Academic and administrative staff at the University are responsible for providing students with individual support as well as advice as to where and how to obtain particular assistance or information.

The Dean of each academic School exercises a leadership role in pastoral care and ensures that students are assisted in relation to all academic matters as well as being referred to any other appropriate support.

The Campus Ministry/Chaplaincy service of the University is central to its pastoral mission and develops the prayer life and spirituality of the University. Notre Dame accepts students from all faiths or no faith at all.

## Student Administration & Support Services

Notre Dame offers personalised and one-on-one support for all international students, including dedicated International Support Officers in various departments and access to a wide range of free support services including:

### Student Administration

The Student Administration Office has an International Officer who can assist students with:

- Student ID cards
- Transcripts
- Change of address
- Visa and electronic Confirmation of Enrolment (eCoE) assistance
- Overseas Health Cover (OSHC) enquiries
- SmartRider/Opal (transport card) verification
- Graduation

### Student Services

The Student Services Office is dedicated to the wellbeing of students by facilitating their participation in student life and providing counselling and other support services including:

- Careers Service
- Student Counselling
- Sports and Recreation
- Notre Dame Volunteer Network
- Mature Age Student Network (Fremantle campus only)

## Mentor Program

All new international students will have a peer mentor who is from the same school or discipline. Connecting with an already established student will help students to become familiar with the campus and services available to them as well as meeting new people.

## Notre Dame Study Centre

Notre Dame is committed to providing students with quality academic support. We strive to enable each student to achieve their goals and aspirations. The Study Centre's focus on literacy and numeracy skills and individual learning plans can be designed for students from overseas.

The Study Centre offers students:

- *International Student Academic Support* is provided by Notre Dame's Study Centre Learning Advisors, and includes regular, dedicated sessions for international students including English language support, academic writing and study management skills.
- *Lunchtime Workshops* are a series of free workshops designed to support the learning of students across the University. The workshops are held throughout semester and are open to all students and cover a range of topics such as essay techniques, study skills, research and referencing protocols.
- Tutoring sessions with the AESC's Academic Advisors
- *Success Now! Study Prep Workshops* are run by the Study Centre prior to the commencement of each semester and help to prepare students for their studies in areas including Human Biology, essential Mathematics, Study Skills, Uni Success and Computer Survival Skills.

## Disability Support Officer

The Disability Support Officer assist students with specific needs to manage their studies. Students with a disability are encouraged to see the officer to find out more about services and provisions.

Details can be found on the University [website](#).

## Campus Ministry/Chaplaincy

The Campus Ministry/Chaplaincy team hopes to promote, encourage and engage students faith on-Campus and to offer the chance for students to flourish and seek excellence beyond measurable academic criteria. The Holy Spirit Chapel (Fremantle campus) and St Benedict's Church (Sydney campus) host daily Mass and there are many opportunities for international students to get involved in special events and retreats throughout the year. Campus Ministry welcomes students from all faiths, or no faith at all to participate in regular events throughout the year.

## Non-denominational Prayer Room

In recognition of the diversity of the Notre Dame student body, a prayer room is available for use by students of non-Christian faiths.

Further information regarding Student Support & Services is provided to you and the student in the [Pre-Departure Guide](#) and once they receive their Letter of Offer.

# Applying to Notre Dame

## Important dates

### Semester dates

The University's teaching year is divided into two semesters: Semester 1 commencing in February, Semester 2 commencing in July (each usually running between 13-14 weeks of classes), and a Summer and Winter Term (approximately 3-4 weeks of classes over the summer and winter period).

Most programs require students to be enrolled only in Semesters 1 and 2. Summer and Winter terms enable students to complete some courses, such as those in the Core Curriculum, in order to reduce their workload during main semesters.

	<b>Commences</b>	<b>Ends</b>
<b>Summer Term</b>	Early January	End January
<b>Semester 1</b>	February	June
<b>Winter Term</b>	End June	End July
<b>Semester 2</b>	July	November

<b>ELICOS programs</b>	<b>Schedule</b>
<b>AEB Level 1</b>	April - early June <b>OR</b> mid-October – end December
<b>AEB Level 2</b>	End March – end July <b>OR</b> October – early February
<b>AEB Study Skills</b>	Mid-June – end July <b>OR</b> mid-January – early February

Some programs commence early, before the usual semester start dates. For more information, check the specific program in Notre Dame's [Academic Calendars and Timetables](#).

### Census dates

A student's fee liability is finalised each semester based on the student's enrolment details recorded at the semester census date. Note that the due date for students to pay their fees and charges is earlier than the census date. For specific dates, view the Academic Calendar on the [Notre Dame website](#).

## Academic entry requirements

Admission to programs at The University of Notre Dame Australia requires qualifications equivalent to at least Year 12 schooling in Australia.

Applicants must achieve the required grade in their studies and meet the English language requirements to be eligible for an offer. All applicants are also required to attend an Admission Interview with an academic staff member and Admissions Officer of the University.

Academic Entry Requirements by Country can be found on [the Notre Dame website](#).

## English language proficiency requirements

All applicants to The University of Notre Dame Australia must demonstrate English language proficiency through the means of previous study or an English language test.

The International Office reserves the right to ask any applicant to sit the Academic International English Language Testing System (IELTS) test (or accepted equivalent) and/or Notre Dame English proficiency test as deemed necessary.

English language proficiency requirements for international applicants can be found on [the Notre Dame website](#).

*Please note that academic and English language proficiency entry requirements are indicative only and are subject to change.*

## The admissions process

### Tips for agents

*Do:*

- Check the Notre Dame International Program Guide for program availability, academic, English and other prerequisites before submitting an application.
- Submit the appropriate application for admission using the most up-to-date International Application Form found on the [website](#).
- Complete and submit all relevant Agent information where possible.
- Remember to apply by the due date of the corresponding semester, or as soon as possible.
- Complete ALL forms correctly and clearly. Please ensure that student details (name, date of birth, educational background) and program information etc. are accurate. Refer to our guides and checklists if unsure.
- Submit a complete online application on the [Notre Dame website](#) or via [international@nd.edu.au](mailto:international@nd.edu.au)
- Ensure all documents submitted are in PDF format, complete and legible. Documents should be consolidated into one PDF where possible.
- Make sure all submitted documents are certified.
- Clearly mark the application form if the student requires a packaged offer.
- If applying online, you will receive via email an instant acknowledgement that the application has been submitted. Please ensure that you retain this receipt on behalf of your applicant.

*Do not:*

- Send applications by email more than 5MB in size as they may not be received
- Submit incomplete applications to be processed with missing documents. This delays the processing time.
- Use out of date versions of forms – apply using the [online application form](#)

### Application processing times

The International Office aims to process applications that have been submitted in full as efficiently as possible, with a five (5) working day turnaround time for letters of offer.

Please note that processing times can be affected by incomplete applications being submitted to the University, which requires additional follow-up from the International Office.

Applications to Notre Dame are encouraged to be submitted by the **suggested due date (see below)** prior to the commencement of semester to allow sufficient time for a student visa application to be processed.

### Application due dates

Some Notre Dame programs (ie Physiotherapy and Medicine) are high demand and therefore have limited capacity each available Semester. Applications for these programs submitted after the suggested due date may not be guaranteed an interview or considered for offer for the desired Semester.

Please note certain programs only have one intake per year. Please refer to the International Program Guide for more information.



*Suggested due dates:*

**For Semester 1 commencement (February) – End November**

**For Semester 2 commencement (July) – End May**

*How to follow-up on applications*

If you have not received communication on an outstanding application by the estimated time given by the International Office, or it has been more than *five (5) business days*, please email [international@nd.edu.au](mailto:international@nd.edu.au) to follow-up on the application status. If you have not received a response within *two (2) business days* after your initial follow-up, please escalate the follow-up status to the Manager, International Student Recruitment at [charlene.ellison@nd.edu.au](mailto:charlene.ellison@nd.edu.au).

## Submitting an application to study at Notre Dame

To apply to The University of Notre Dame Australia, submit the following documents using via email or post to our Admissions Office:

### *Essential Documentation.*

*Please note, missing essential documentation will result in a delay in processing.*

- Completed, and signed application form – please use latest version available at <https://www.notredame.edu.au/forms/apply>
- Certified copies of personal details and photo pages of passport
- Certified, translated (if necessary) academic transcripts and certificates of completion of all studies (including studies not completed)
- Certified evidence of English language proficiency meeting minimum entry requirements applicable to the student's chosen program of study
- Evidence of ability to pay at least one year of tuition fees and living expenses while in Australia, which may include:
  - Bank statements from the past six months. *The source of any recent lump sum deposits needs to be explained and documented.*
  - Employment certificate with salary information
  - Bank loan– the loan letter must state the source and owner of the collateral used to secure the loan plus the length of loan and monthly repayments
  - Business registration certificate (if applicable)
  - Financial sponsorship declaration
  - Proof of relationship with the sponsor
  - Sponsorship letter/s
- **Note:** As a registered agent of Notre Dame and as part of your Agency Agreement, the University expects all counsellors to undertake appropriate GTE and financial screening with all applicants to Notre Dame to ensure they are able to pay their tuition fees and living expenses while in Australia.

### *If applicable to the student:*

- Certified copies of eCoEs issued from other Australian educational institutions
- Copy of Visa Grant Notice, or any visa refusal or cancellation letters
- Copy of existing overseas student health cover (OSHC)
- Curriculum vitae – for mature age, postgraduate and research students only

### *If the applicant's name differs from that on any of their supporting documentation:*

- Proof of your change of name (e.g. marriage certificate, change of name certificate, etc.)

### For Masters by Research or PhD

- An initial research proposal of approximately one page in length, outlining your planned area of research. Notre Dame's Research Proposal Guidelines can be found on the [Notre Dame website](#).
- At least two written references verifying any significant research work completed, including the contact details of the person writing the reference

### *Checklist*

Before you send an application to Notre Dame, please check:

- Are you using the correct [Application Form](#)?
- Have you completed all sections of the Application Form clearly and accurately, including ensuring that the same name/s will be identified in the student's passport?
- Have all relevant, necessary documents been attached as part of the application?

- Have all gaps in education and/or work been explained?
- Have you included the prospective student's program name and preferred intake?
- Are all necessary documents (academic transcripts, supporting documentation, etc.) translated into English by a registered translating authority?
- Are the documents in the correct PDF format?
- Have you included proof of English proficiency or will the student study English as a pathway?
- Have you included the photo page of the student's passport and if applicable, a copy of any current Australian visa?
- Has the student signed and dated the form?

## How to submit an application

Application can be submitted to Notre Dame by the following methods:

### Online

<https://www.notredame.edu.au/forms/apply>

or

### Email full application & supporting, certified documents

[international@nd.edu.au](mailto:international@nd.edu.au)

Please note, if a prospective student requires a student visa, that their **full** application to Notre Dame should be submitted by the relevant due date prior to the commencement of semester to allow sufficient time for the visa application to be processed.

## The Interview Process

The University of Notre Dame Australia offers a personalised admissions process where each applicant is considered on an individual basis. To identify and select potential students, the University applies a comprehensive admissions process which goes beyond the use of a single score.

The admission interview is an important part of the admission process at Notre Dame. It not only provides an opportunity for the University to assess eligibility for admission, but is also an opportunity for the applicant to gain an insight into the University, the campus, and ask questions about their chosen program.

The interview is conducted with an International Admissions Officer and an academic member of staff from the School the applicant is applying for (for Counselling, Education, Nursing, Medicine, Physiotherapy and postgraduate Business programs only). The interview is conducted on campus if the student is currently in Australia, or via Zoom or phone if they are outside of Australia.

The interview lasts for approximately 20-30 minutes and will explore the following:

- The applicant's reasons for choosing Notre Dame
- The applicant's reasons for choosing the program and what they hope to gain from their studies
- The applicant's reasons for choosing to study in Australia
- Education background and/or work experience
- Any community or non-academic school involvement
- Any questions the applicant may have on their study and community life at Notre Dame ie, units, practical experience, accommodation, student clubs etc...

## Advanced Standing

Advanced Standing (also known as Credit Transfer, Exemption with or without Specified Credit, Unspecified Credit) is a form of credit for any previous learning. Credit reduces the amount of learning required to achieve a qualification and may be granted through recognition of prior learning, articulation, or advanced standing.

By giving recognition to prior learning, advanced standing prevents the unnecessary duplication of study and can save time and money. Any credit awarded will be based on the value assigned for the

recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

The availability of Advanced Standing does not guarantee entry into a particular program. Detailed information on regulations governing the awarding of Advanced Standing may be accessed from the [University's General Regulations](#) and the [Procedure: Advanced Standing](#).

Please note student visa holders will still need to maintain a full-time study load to satisfy their student visa requirements.

To submit an application for Advanced Standing, please contact [international@nd.edu.au](mailto:international@nd.edu.au)

## Accepting a Notre Dame offer

When presenting the student with a conditional or full Letter of Offer, the following documents will be emailed to you and the student:

- Letter of Offer
- Acceptance Form
- Invoice for first semester of studies, enrolment fee and OSHC (if applicable)
- Indicative International Fees and Explanatory Notes
- International Pre-Departure Guide
- ESOS Student Fact sheet
- Refund Policy for Overseas Students
- OSHC Brochure
- ELICOS Bridging Programs – if applicable

The invoice will state a due date for payment. We encourage the student to make a decision on their acceptance of offer as soon as possible so a student visa application (if applicable) can be processed in time.

Please note, a student's eCoE and OSHC cannot be issued until payment has been received by the University and paid in full. The University's Refund Policy can be found [here](#).

### *Checklist*

Before you send the Conditions of Offer & Acceptance Form to Notre Dame, please check:

- Have you completed all sections of the form clearly and accurately?
- Have you attached any sponsorship or scholarship letters, if relevant?
- Does the student have overseas health cover (medical insurance)? The student must be covered by medical insurance before entering Australia. If the student is responding to a conditional offer, this does not need to be completed now.
- Has the student correctly stated the offer they are accepting? Please refer to the offer letter for details of the program and the fees to pay.
- Has evidence of payment been attached? If submitting evidence of payment, please ensure that the details are legible.
- Has the student signed and dated the form?
- Remember this form must be emailed to [international@nd.edu.au](mailto:international@nd.edu.au) only

## Denied applications

If an application is unsuccessful, a letter from the International Office will be sent to you to advise of the general reasons that application was unsuccessful. The letter will assist you, the agent in gaining a greater understanding of the University's admission decisions for future applications.

## Request for appeal

Unsuccessful applicants who wish to appeal a decision with respect to admission can find more information regarding the [University's Student Appeals Policy online](#).

## Change of program preferences

### *Before receiving a Letter of Offer*

A change of preference before the applicant receives a Letter of Offer can be actioned by emailing [international@nd.edu.au](mailto:international@nd.edu.au) listing the student's full name, original program preference, and intake.

### *After receiving a Letter of Offer*

A change of preference after receiving a Letter of Offer can be completed by filling out the 'Change of preference form' found in the Offer Pack.

The new preference should be dated and signed by the student and emailed back to the [international@nd.edu.au](mailto:international@nd.edu.au)

### *Checklist*

Before you send the Change of Preference Form to Notre Dame, check:

- Are you using the correct form? This form is for students (not yet enrolled) wishing to change program preference within the same intake. If the student wishes to defer an offer/acceptance, please fill out the Deferral of Offer/Acceptance Form.
- Have you stated the program code and program name currently offered to the student?
- Have you stated the new program code and program name the student wishes to study? If this is a package program, please indicate the start date of the ELICOS program.
- Has the student signed and dated the form?
- Email the completed form to [international@nd.edu.au](mailto:international@nd.edu.au) only.

## Deferring an Offer

Students may apply to defer their offer for up to 12 months and must submit the relevant form by the commencement date.

If a student would like to apply for a Leave of Absence or Deferral after the eCoE was issued, the student must apply on the grounds of compassionate or compelling circumstances (for example, extended illness, compelling circumstances or traumatic experience, etc). Please note, as advised by the Department of Home Affairs, students studying on a student visa can only be granted a Leave of Absence for one semester.

### How to defer:

The following steps indicate the process of deferring an offer:

- Complete Deferral of Offer/Acceptance Form, attach any supporting documents and email to [international@nd.edu.au](mailto:international@nd.edu.au)
- Notre Dame will review and assess the reason for deferral. Notre Dame may contact the student to seek further information in making the assessment.
- If Notre Dame grants a deferral, you will receive an email to notify the approval of the deferral. A new offer and invoice will then be issued, which the student will need to accept. (Refer to the 'Accepting a Notre Dame Offer' process.)  
All approved deferred students' current eCoEs will be cancelled and will be issued a new eCoE for their new commencement.
- If a student is deferring their acceptance and ticks 'other' on the Reason for Deferral form, the eCoE will be cancelled and the student must contact the Department of Home Affairs for advice on their visa status.
- If Notre Dame does not grant a deferral of acceptance, the student must enrol and attend class or decline their offer.

### Checklist

Before you send a Deferral of Offer/Acceptance Form to Notre Dame, check:

- Has the student read and understood the declaration?
- Have you attached the necessary documentation to support the student's reason for deferral?
- Have you stated the program name currently offered to the student?
- Have you stated what new intake the student would like to study in? If this is a package program, please indicate the start date of the ELICOS program.
- Has the student signed and dated the form?
- Remember this form must be emailed to [international@nd.edu.au](mailto:international@nd.edu.au) only.

Note:

- If the student would like to change their preference at the same time as deferring their offer/acceptance, they will need to follow the *Change of Program Preference* process.
- If the student has already received the eCoE, then it has to be *Change of Program Preference* process.

## Amendment to personal details

Students are required to keep their personal details up to date with Notre Dame. If a student has changed addresses the University must be informed within seven days of the new residential address. Amendment of personal details can be found on the [Notre Dame website](#).

# Student administration and fees

## Change of enrolment

A change of enrolment includes the following options:

- Add, remove or withdrawal units from current enrolment

*Please note, student visa holders need to maintain a full-time study load to satisfy their visa requirements.*

A change of enrolment can only be applied after the student has officially enrolled in their original program. This can be completed via Student Centre, which allows students to access a self-service function to add or withdraw from units. Students will learn how to use Student Centre during their Orientation.

## Appointment of agent

Students are given the option to nominate an agent to act on their behalf during their application to Notre Dame. If students would like to nominate an agent to access and organise their application to Notre Dame, they will need to record this on their application form.

If students would like to nominate an agent after they have completed their application form, they will need to complete and submit the [Appointment of Agent](#) form found on the [Notre Dame website](#) and send to the International Office at [international@nd.edu.au](mailto:international@nd.edu.au)

## Tuition fees

Notre Dame's tuition costs depend upon a student's study load and the discipline of the courses studied. An average full time study load is eight courses per year, or four courses per semester, with some degrees requiring completion of more courses as the standard full time load.

Please note, tuition fees are subject to change and increase each year. Please refer to the [University website](#) for the most current indicative fees information for international students.

In addition to the tuition fees, a once-off enrolment fee of AUD\$250 will be charged.

In the student's offer pack, an invoice for the student's first semester of tuition fees will be enclosed. This will need to be paid by the due date. For continuing students, tuition fees will be sent via invoice and must be paid by two weeks before the commencement of semester. Payment plans will not be authorised.

We recommend for new students to start to have their money transferred from their home country either to an Australian bank account or direct to the University bank account a month or more prior to the invoice due date.

Sometimes the student's invoice may show an amount which is different to the indicative program cost shown on their original admission offer. This could be due to the following reasons:

- The courses you have chosen are from a more/less expensive discipline than the usual ones in your program
- Fees are usually increased each year to cover the extra cost of overhead expenses
- They may be enrolled in more/less than an average full-time study load



## Additional study costs

The additional costs of study will vary from student to student. These may include accommodation, food, transport, textbooks, uniforms (for example Nursing, Medicine or Physiotherapy programs), stationery, first aid certificates, vaccinations, etc. These costs are in addition to tuition fees.

## Scholarships

Notre Dame offers a number of international undergraduate merit scholarships for high achieving students for undergraduate programs.\*

This scholarship waives 20% of annual tuition fees<sup>^</sup> in undergraduate programs with the exception of programs in the School of Physiotherapy.

*\* for up to a maximum of the approved standard course duration.*

*<sup>^</sup>This is a tuition waiver scholarship and, as such, does not cover the costs associated with living expenses, accommodation, transport, overseas student health cover or other costs associated with study.*

Scholarship Terms and Conditions, and more international scholarships can be found on [the Notre Dame website](#).

## Student visa requirements

All international students must apply for a student visa to study in Australia.

To apply for a student visa they must meet specified requirements and submit an application form to Department of Home Affairs with the electronic Confirmation of Enrolment (eCoE) (and any other supporting documents) that were issued to you by The University of Notre Dame Australia's Admissions Office.

Please visit [The Department of Home Affairs](#) for current information about obtaining a student visa.

## Change of address

If the student have changed their address it is a condition of their student visa that you must inform Student Administration within seven days. Please complete the form 'Amendment to Student Record' which can be downloaded from the Student Administration web page and submit this to the relevant Student Administration:

**Fremantle Campus** – [fremantle.studentadmin@nd.edu.au](mailto:fremantle.studentadmin@nd.edu.au)

**Sydney Campus** – [sydney.studentadmin@nd.edu.au](mailto:sydney.studentadmin@nd.edu.au)

## Academic progress and attendance

It is a condition of the student visa that the student is enrolled full-time in their program, which is a requirement from the Department of Home Affairs.

If a student cannot fulfil full-time enrolment they need to make an appointment with the International Officer in Student Administration. At the meeting, and only where deemed appropriate, an intervention

plan may be established for the student. If you have any questions please email [international@nd.edu.au](mailto:international@nd.edu.au)

## Changing education providers – Notre Dame to another institution

Students wishing to transfer to another university will need to apply through Student Administration. Students must attach a copy of the Offer letter from the new provider before a transfer can be approved by Notre Dame.

Students who have not yet commenced their principal program at Notre Dame, or have commenced their principal program but have not completed six calendar months of that program should submit the application to transfer to [international@nd.edu.au](mailto:international@nd.edu.au)

Students who have completed six calendar months of that program and wish to transfer should submit the application to relevant Student Administration Office:

**Fremantle Campus** – [fremantle.studentadmin@nd.edu.au](mailto:fremantle.studentadmin@nd.edu.au)

**Sydney Campus** – [sydney.studentadmin@nd.edu.au](mailto:sydney.studentadmin@nd.edu.au)

Please refer to the [Policy: International Student Transfer](#) for further details.

## Changing education providers - from another institution to Notre Dame

In accordance with the Education Services for Overseas Students Act 2000 (ESOS) and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code), registered providers are only able to enrol transferring students in the first six months from the commencement of the student's principal program of study in limited circumstances, such as:

- the original registered provider has ceased to be registered or the program in which the student is enrolled has ceased to be registered
- the original registered provider has approved release
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal program, or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

*To apply for a transfer to Notre Dame, the International Office must first:*

- confirm release of the student by the previous provider through PRISMS
- confirm parental approval for transfer if the student is under the age of 18
- PRISMS to confirm if Release is required
- issue a Confirmation of Enrolment (eCoE) if release is confirmed and if the student is eligible for the program for which they have obtained an offer.

# University Policies, Procedures and Guidelines

A full list and reference to the University's Policies, Procedures and Guidelines can be found on the [Notre Dame website](#). Below are selected Policies, Procedures and Guidelines that may be useful when counselling prospective students. They include student rights and responsibilities and relevant processes, including in relation to refunds:

- [Student Code of Conduct](#)
- [Policy: Refunds for Overseas Students](#)
- [Policy: Student Drug and Alcohol](#)
- [Policy: Student Academic Integrity](#)
- [General Regulations](#)
- [Regulations: Research Degree](#) (applicable for Higher Degrees by Research)
- [Policy: International Students](#)
- [Policy: International Student Transfer](#)
- [Guideline: Intervention Strategy](#)
- [Procedure: Student Grievance](#)
- [Policy: Student Appeals](#)
- [Policy: Students with a Disability](#)
- [Policy: Outbound Study Abroad Exchange Program](#)
- [Policy: Refunds for On-Campus Accommodation](#)
- [Policy: Sexual Assault and Sexual Harassment](#)
- [Procedure: Disclosing Sexual Assault and Sexual Harassment](#)

## Refund Policy

This policy applies to all commencing and continuing international students including Study Abroad and Exchange students. The Refund Policy is subject to change and can be found via the link above.

If you have any enquiries, please contact the relevant Fees office:

**Fremantle Campus** – [fremantle.fees@nd.edu.au](mailto:fremantle.fees@nd.edu.au)

**Sydney Campus** – [sydney.fees@nd.edu.au](mailto:sydney.fees@nd.edu.au)

## How to escalate issues

Notre Dame recognises that there are times when agents may require further assistance than is provided within the current list of Notre Dame contacts. If you would like to escalate specific matters, please follow the steps indicated below:

### Step 1

Contact Manager, International Student Recruitment, Charlene Ellison via email ([charlene.ellison@nd.edu.au](mailto:charlene.ellison@nd.edu.au)), and clearly outline the issue. Suggest a resolution if you have one. Please wait at least three working days before contacting the Manager again regarding the same issue.

### Step 2

1. If the matter is urgent, (something that could cause severe hardship or great financial loss), please send an email to the Manager marked urgent, outlining the issue. Wait at least 24 hours for a response before making contact again.
2. In the event the Manager is unavailable, you may be connected with another appropriate Manager who will discuss and resolve the issue for you.

### Step 3

If you are not satisfied with the manner in which your issue has been resolved, or with the resolution, please contact the Pro-Vice Chancellor – International, Professor Peta Sanderson via email [pvcinternational@nd.edu.au](mailto:pvcinternational@nd.edu.au)

Please do not send emails to everyone you know at Notre Dame requesting assistance, as this will only delay the process. Notre Dame is committed to working with its agents to ensure positive outcomes for everyone. Your assistance in following our procedures is requested.

Please also refer to the *Contacting Notre Dame* section of this Manual for more information on the correct contact points for different services.

## Ordering Notre Dame promotional materials

Notre Dame provides its agents with resources to help counsel prospective students and market the University. Please discuss your requirements with your Branch Office and Head Office Manager before requesting materials.

Agents may request promotional materials by contacting [international@nd.edu.au](mailto:international@nd.edu.au)

Promotional materials available to agents as follows:

- [International Program Guide](#) (hard-copy and soft copy)
- banners (artwork only)
- posters
- social media content
- logo and images

Notre Dame International will inform you that your order has been placed and you should receive the order within 10 working days.

## Permission to use branding

Material on the Notre Dame website including the logo, images and text are copyrighted.

Notre Dame does not automatically grant any person or agent permission to use this material. If you have reason to use the relevant material, please contact [international@nd.edu.au](mailto:international@nd.edu.au) with your request. Once approved, an international representative will contact you and provide you with the artwork or material requested.

## Notre Dame Services Agreement

Notre Dame recognises the role of international Education Agents in the recruitment of students who are often the first point of contact between prospective international students and the University.

The University is committed to effectively managing the appointment and ongoing relationship with Agents who will act ethically and appropriately to ensure the reputation of Notre Dame and that of international higher education provision in Australia.

The International Office will take all reasonable measures to ensure registered agents have inappropriate knowledge of the University programs and processes, relevant knowledge and experience of the legislative framework of Australian international education and training as well as Streamlined Visa Processing screening processes.

The relationship between Notre Dame and its agents is bound by an agreement that is signed by both parties. This agreement states the duration of the contract, the services that agents are expected to perform in order to claim commission, and the commission rates that apply to the agent's region of recruitment. It also outlines a range of responsibilities under the [ESOS National Code](#).

### Education Agent Training and Information

The International Office will maintain regular contact with our registered agents by phone, written communications, newsletters and visits to Agents' offices to provide up-to-date and accurate information on programs and marketing materials including:

- Program changes;
- Changes to the legal or regulatory conditions for Australian student visa requirements;
- Application and admission processing requirements;
- New marketing materials and content
- News, events and other relevant information about the University

The International Marketing and Recruitment team will provide training to Education Agents during visits to an Agent's office and additional online training via Zoom as required. Education Agents are encouraged to visit the University to undertake training sessions and familiarise themselves with the University and its facilities.

### Monitoring and Review Education Agents

The International office will regularly monitor the performance and activities of all Education Agents on an ongoing basis, to ensure that the University is using reputable Agents.

This may include:

- Analysis of quality and quantity of applications on behalf of prospective students;
- Analysis of conversion rates from applications lodged to actual enrolments at the University;
- Analysis of visa grants and refusals for the University
- Adherence to the University's admissions processes;
- Progress and conduct of students;
- Analysis of recorded instances where a student claims to have been misinformed by the agent about his or her studies at the University; and/or

- The number of recorded instances where the agent has shown a lack of knowledge of student visa requirements or other matters relating to a student's stay in Australia.

When monitoring processes indicate a deficiency or non-compliance with legislation or the National Code, training and/or the provision of additional information in relation to the expectations of the University will be provided during visits to an Education Agent's office.

The International Office will conduct a bi-annual review of all Education Agents to assess the status of the relationship and provide formal feedback.

## Updating your contact details

Please inform Notre Dame's International office at [international@nd.edu.au](mailto:international@nd.edu.au) of any change in contact details (including new office addresses and locations, email, phone and key staff representatives) as soon as possible.

## Commission

Notre Dame agents are paid a percentage of the student's tuition fees for each student they successfully recruit to Notre Dame. Commission is paid if the agent satisfactorily fulfils each of the required recruitment services outlined in your Notre Dame Services Agreement and Contract.

## Invoicing and payment

Agent commission invoices may be sent at any time but can only be paid by the University once the Census Date of the upcoming Semester has passed.

### *How to Invoice*

Please state the following details clearly on the invoice:

- Item description: Agent commission regarding [insert Student Name, Notre Dame Student number]
- Any itemised costs
- Invoice total
- Payment methods
- Invoices can be emailed to [international@nd.edu.au](mailto:international@nd.edu.au)

The agent will send Notre Dame a statement each month for the services provided to Notre Dame in the previous month. A separate invoice will be provided for each individual finalised application and will be attached to the monthly statement.

Each invoice will provide the following information for each finalised application covered by the invoice:

- Date of invoice and invoice number;
- Student family name, given name/s and date of birth;
- Introducing the Agent country office and service level;
- Student number or Notre Dame reference number;
- Name of course or program at Notre Dame institution and CRICOS course code (where applicable);
- Total application processing fee payable for the student; and
- Special payment details or terms.

## Monthly statements

Within three working days after the end of each month, the agent will send Notre Dame a consolidated statement for the student recruitment services invoiced in that month.

The monthly statement will itemise all invoices provided by the agent for the month, and give details of the total Application Processing Fee payable in respect of those invoices. The December monthly statement will also include the amount of the annual advance payment payable by Notre Dame for the following year.

### **Payment terms**

Notre Dame will pay invoices within 30 days of receipt.

### **Errors in accounts**

If the Agent has overcharged Notre Dame, the agent will, within 30 days of the agent receiving notice and supporting documentation, inform Notre Dame of the error; and

- a. If Notre Dame has not paid any amount on the relevant invoice included on a previous monthly statement or which has not yet been included on a monthly statement – send Notre Dame a new invoice for the correct amount; and
- b. If Notre Dame has paid an amount on the relevant invoice on a previous monthly statement – refund the balance of the overpayment.

If the agent finds it has undercharged Notre Dame, it may include an amount and appropriate supporting documentation in a subsequent monthly statement to recover the amount of the undercharge.

# Contacting Notre Dame

## Contact person

Your primary contact is:

Ms Charlene Ellison  
Manager, International Student Recruitment  
[charlene.ellison@nd.edu.au](mailto:charlene.ellison@nd.edu.au)  
+61 8 9433 0531

## General international contact details

For general enquires regarding:

- Notre Dame programs
- Admission enquiries
- Agent commission and agreements
- Study Abroad
- Living in Australia

Please contact the International Office:

[international@nd.edu.au](mailto:international@nd.edu.au)

**Fremantle Campus:** +61 8 9433 0873

**Sydney Campus:** +61 2 8204 4429



# Useful Links

## *General*

- The University of Notre Dame Australia - <http://notredame.edu.au/international>
- Campus Maps - <https://www.notredame.edu.au/current-students/get-help/campus-maps>
- Academic Calendars <https://www.notredame.edu.au/current-students/your-enrolment/calendars-and-timetables>
- Accommodation - <https://www.notredame.edu.au/international/moving-to-australia/accommodation>
- Notre Dame Alumni - <https://www.notredame.edu.au/alumni>
- Policies, Procedures & Guidelines - <https://www.notredame.edu.au/about/policies>
- Department of Home Affairs - [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

## *Studying in Australia*

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

<https://www.study.sydney/>

[www.studyperth.com.au](http://www.studyperth.com.au)

[www.sydney.com](http://www.sydney.com)

[www.visitnsw.com](http://www.visitnsw.com)

[www.westernaustralia.com](http://www.westernaustralia.com)

[www.experienceperth.com](http://www.experienceperth.com)

[www.visitfremantle.com.au](http://www.visitfremantle.com.au)

## *Pre-departure - Airport*

[www.sydneyairport.com.au](http://www.sydneyairport.com.au)

[www.perthairport.com.au](http://www.perthairport.com.au)

## *Public transport in Australia*

- Perth and Fremantle, Western Australia - [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)
- Sydney, New South Wales - <https://transportnsw.info/>

## *Australian Schooling System*

[www.education.nsw.gov.au/public-schools/going-to-a-public-school/our-schools-at-a-glance](http://www.education.nsw.gov.au/public-schools/going-to-a-public-school/our-schools-at-a-glance)

[www.tafeinternational.wa.edu.au/your-study-options/study-at-school](http://www.tafeinternational.wa.edu.au/your-study-options/study-at-school)

# Glossary of Terms

## **Academic Penalty**

A final grade of Withdrawal with Fail imposed for any Course the Student is enrolled in where the Student withdraws in writing from that Course after the Academic Penalty Date but before the last teaching date of the Course.

## **Academic Penalty Date**

The date published by the University on the University website as the last date a Student can apply to withdraw in writing from a Course without Academic Penalty. The Academic Penalty Date is generally calculated as the seven tenths point of the teaching period of the Course, although an earlier date may be set for some Courses.

## **Advanced Standing**

Unspecified credit from a Program or general credit toward a Program for previously completed formal studies or recognised prior learning.

## **Academic Status**

A Measure of the Student's academic achievement reviewed at the conclusion of each Semester of study.

## **AWOL**

An administrative status used to reflect a Student who has no Course enrolment (Absent Without Leave) and is not on an approved Leave of Absence.

## **Census Date**

The census date is the date at which enrolment in a course or courses is considered final. Financial penalty applies to any withdrawals after census date.

## **Code of Conduct**

The University Student Code of Conduct formally endorsed by the Board of Directors and is available on the [Notre Dame website](#).

## **Concurrent Enrolment**

When a Student enrolls in two separate degree Programs at the University which are not offered as a Double Degree.

## **Core Curriculum**

A set of compulsory courses undertaken by an undergraduate student designed to draw on the riches of philosophical and theological thought. Undertaking the Core Curriculum requires no previous study, experience or religious commitment. Philosophy and theology are academic subjects and taught in the Core at introductory level.

The Core Curriculum aims to:

- Develop the capacity for critical reflection and reasoned argument
- Introduce intriguing theories and concepts concerning human persons, our search for meaning and truth and our attempts to base social life on reason and morality.
- Discuss the relationship between faith and reason.
- Explore the key elements of ethics, such as human purpose and happiness, needs and rights, virtues and duties, justice and charity.

- Bring together students from different disciplines and backgrounds to study key themes from (Western) Philosophical and (Catholic) Theological traditions.

### **Co-requisite Course**

A Course which must be studied concurrently with the course for which it is prescribed.

### **Course**

A unit of study that is discrete in its objectives, content, methods and assessment.

### **Credit**

The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

### **Units of Credit**

The number of points allocated to a particular Course or Program. Units of Credit for particular Courses are added together towards a total score for the Program for which a qualification is awarded.

### **Credit Transfer**

The transfer of a compulsory Course from an incomplete Program to a new Program.

### **Dean**

Unless otherwise specified, means a reference to the Dean of the School that offers the Course in which the Student (the subject of the Regulation) is enrolled or seeks enrolment.

*(N.B. Where applicable, may also refer to the Directors of the Academic Enabling & Support Centre, or Research)*

### **Degree**

An academic award conferred by the University upon a Student who completes a prescribed undergraduate or postgraduate Program.

### **Diploma**

An approved undergraduate award of the University typically requiring one year of full-time equivalent study.

### **Dissertation**

A written work that comprises at least one Semester of full-time equivalent study.

### **Double Degree**

A study program from two disciplines that allow accelerated completion and conferral of two Degrees as separate awards (with two testamurs) on a Student who has complied with the Program Regulations for each Degree.

### **Enabling Program**

A program offered by the University for preparation for tertiary study.

### **Final Enrolment Date**

The final date by which all Students must enrol in Courses as proclaimed by either:

- (a) the Campus Registrar; or
- (b) the School (on the University website), whichever is earlier.

### **Enrolment Overload**

When a Student enrolls in more than the standard number of Units of Credit in a particular Semester or year of a Program.

**Financial Penalty**

A Student's liability for tuition fees where the Student withdraws in writing from a Course(s) after the Census Date.

**Graduate Certificate**

An approved postgraduate award of the University typically requiring six months of full-time equivalent study.

**Graduate Diploma**

An approved postgraduate award of the University typically requiring one year of full-time equivalent study.

**Hall of Residence**

Any accommodation provided to Residential Students directly by the University, whether that accommodation is located on a Campus or not.

**Home Campus**

The Campus where a Student enrolls in a Program.

**Honours**

An Undergraduate Degree requiring a higher academic standard than a pass and that normally requires a year of study in addition to a three-year Bachelor Degree in a discipline or an honours stream that is studied concurrently in the final years of a four year (or more) Bachelor Degree in a discipline.

**Host Campus**

A Campus that is not a Student's Home Campus where the Student undertakes some Courses.

**Late Fee**

A charge levied by the Academic Registrar and published on the Website.

**Major**

An approved sequence within an Undergraduate Program of at least eight Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

**Minor**

An approved sequence within an Undergraduate Program of at least six Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

**Placement**

A practicum, internship, or any other professional work experience to be undertaken by a Student as part of an approved Program.

**Placement Provider**

Any third party that is not the University where a Student undertakes a Placement.

**Postgraduate Award**

A Graduate Diploma or Graduate Certificate that a Student undertakes after having obtained a Bachelor or Undergraduate Degree.

**Postgraduate Degree**

A Masters or Doctoral Degree that a Student undertakes after having obtained an Undergraduate Degree.

**Postgraduate Student**

A Student enrolled in a Postgraduate Award or Degree.

**Pre-requisite**

A Course or other requirement(s) that must be successfully completed prior to taking a certain Course.

**Program**

A program of study approved by the University the completion of which leads to the awarding of a Degree, Diploma or Certificate, at undergraduate or postgraduate level.

**RPL**

Recognition of prior learning granted by the University as credit toward a Program, on the basis of learning acquired:

- (a) by way of a professional body, enterprise, private educational institution or by any other provider recognised by the University; and/or
- (b) through work or life experience.

**Research Degree**

A Master by Research, a Master of Philosophy, a professional Doctorate in any discipline, and the Doctor of Philosophy.

**Research Project**

Written work that represents less than half of the academic requirements for a Degree and the research underpinning the project comprises less than one Semester of full-time equivalent study.

**Residential Student**

A Student who resides in a Hall of Residence.

**Re-submit**

Where a Student submits for marking a piece of work that has been altered, added to, re-written or re-worked by the Student subsequent to the original assessment being made.

**Satisfactory Progress**

A determination made by the Board of Examiners where a Student passes 50% or more of the enrolled Units of Credit load in a Semester.

**School**

A School of the University is a centre for teaching, scholarship, research, curriculum development, program planning, professional and research training and pastoral care of students as established by statute of the Board of Directors.

It is the responsibility of each School of the University to administer all approved degrees, certificates and diplomas of that School.

The Schools of the University are as follows:

- School of Arts and Sciences (Fremantle and Sydney)
- School of Business (Fremantle and Sydney)
- School of Education (Fremantle and Sydney)
- School of Health Sciences (Fremantle)
- School of Law (Fremantle and Sydney)
- School of Medicine (Fremantle and Sydney)
- School of Nursing and Midwifery (Fremantle)
- School of Nursing (Sydney)
- School of Philosophy and Theology (Fremantle and Sydney)
- School of Physiotherapy (Fremantle)

### **Study Period**

A division of the calendar year used in academic scheduling that includes the teaching period immediately prior to the official commencement of the Semester (known as Summer Term or Winter Term).

### **Specialisation**

An approved sequence within an Undergraduate Program or Postgraduate Program of at least four Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

### **Student**

A person enrolled in a Program or Course at the University of Notre Dame, Australia.

### **Study Abroad**

Any University approved and/or organised arrangement that:

- (a) enables a Student to complete part of their study in another country;
- (b) enables a Student from an overseas university to complete part of their study in this country.

### **Thesis**

- (a) A substantial written work that represents at least two thirds of a Degree, with the research underpinning the Thesis comprising at least one year of full-time equivalent study; or
- (b) An Honours paper submitted in part requirement for an Honours Degree.

### **Uncredentialed Experience**

Experience or knowledge obtained outside of formal education, including work, life or other practical experience.

### **Undergraduate Degree**

An accredited post-secondary school program at the level of Bachelor Degree (with or without Honours) including graduate-entry Bachelor Degrees.

### **Undergraduate Student**

A Student enrolled in an Undergraduate Degree.

### **University**

The University of Notre Dame Australia constituted under the University of Notre Dame Australia Act 1989.

### **University Statutes**

The Statutes of the University made under the authority of Section 20 of the Act.

**Working Day**

A day in which the University is open for business but does not include public holidays or weekends

For further information, please view the University's Regulations on the [Notre Dame website](#).