The Objects of the University of Notre Dame Australia are:

a) the provision of university education within a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.
Vice Chancellor’s Welcome

One of the University of Notre Dame Australia’s Objects is the provision of university education within a context of Catholic faith and values. The University seeks excellence in teaching, scholarship and research, training for the professions and the pastoral care of its students. In meeting our Objects, the University welcomes all people of all cultures and faiths.

There are many challenges to be met by education providers across the world during the twenty-first century. As a young and innovative University, we are ready to meet those challenges head on. We are dedicated to excellence, personal service to students, and the development of a caring learning environment. Our commitment to the provision of high quality university teaching, internship programs and other professional work experience opportunities prepares students for employment when they graduate. We want our students to develop intellectually and to enhance their faith and values.

Student demand for our courses continues to grow in response to the high levels of satisfaction our students and graduates report of their experience at Notre Dame. At the same time, our range of study abroad and exchange programs also has increased, indicating the high regard with which we are held in the international community.

At Notre Dame, you will learn to think critically and to explore ideas that you may never have considered before. In your lecture rooms, you will work closely with dedicated and distinguished academic staff who are highly regarded in their professional and scholarly communities. Small class sizes mean you will get the attention and interaction with staff and fellow students that will maximise your chances of success.

Notre Dame will provide you with the opportunity to complement your theoretical understandings with professional experiences such as internships and practicums, study abroad programs and community service projects. Our Core Curriculum studies in Ethics, Philosophy and Theology, a legacy of the liberal education traditions of Europe, hallmarks a Notre Dame graduate as one who can balance the intellectual, spiritual and professional aspects of life.

We are very proud of what we achieve here at Notre Dame and would like to welcome you to be part of our exciting and thriving community.

Professor Celia Hammond
Vice Chancellor
Checklist for full fee paying International students

- Accept your offer at The University of Notre Dame Australia (sign and return all documents).
- Pay your first year’s tuition fee, enrolment fees, student ID card fee, and Overseas Student Health Cover (OSHC) fee.
- Apply for your student visa at your nearest Australian Embassy/High Commission/online using the Confirmation of Enrolment (eCoE) document issued by The University of Notre Dame Australia upon receipt of fees.
- Establish a budget for your studies in Australia.

Checklist for Study Abroad and Exchange students

- Accept your offer at The University of Notre Dame Australia (sign and return all documents).
- Send a copy of your passport to the University
- Apply for your student visa online using the Confirmation of Enrolment (eCoE) document issued by The University of Notre Dame Australia.
- Complete the arrival details form (included in Pre-Departure Information Pack).

Keep your details handy

Name .................................................................
Residential Address ................................................
........................................................................................
........................................................................................
Phone Number ..........................................................
Notre Dame Contact ...................................................
Student Number ....................................................... 
OSHC Policy Number ................................................

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Congratulations on your decision to pursue your education with us at The University of Notre Dame Australia.

We have a network of support systems on campus to ensure that you have the assistance you need to succeed academically. Our pastoral care and guidance support the concept of the University as a family community, one in which all staff and students take pride in. Academic and administrative staff will provide you with individual support as well as advice as to where and how to obtain further assistance or information.

The University’s Chaplaincy Service and Student Services is central to its pastoral mission and develops the prayer life and spirituality of the University. It holds particular responsibility for the wellbeing of students by facilitating their participation in student life and providing counselling and other support services.

This Pre-departure Guide is designed to assist you in the transition to life as a student in Australia. While this guide covers many important matters, there will be aspects of Australian life that can only be learned through the experience of living and studying here.

Before classes commence, you will enjoy an Orientation Program where further information will be given to you.

You will meet key staff from the Admissions Office, Student Administration Office, Student Services, Study Abroad Office and other areas of the University who will be assisting you to settle into the new environment.

We look forward to welcoming you to the Notre Dame community.
How to accept your offer

Please be advised of the following steps when accepting your offer to enrol at The University of Notre Dame Australia.

**International students enrolling into a full degree course**

1. Accept your offer and sign the acceptance forms and Refund Policy.
2. Pay the tuition fees, OSHC and enrolment fees as per your invoice.
3. Once you receive an eCoE (electronic Confirmation of Enrolment) from the University, apply for a student visa online.
4. Book your flights.
5. Organise temporary accommodation, budget or money transfer.

**Study Abroad and Exchange Students**

1. Accept your offer and sign the acceptance forms and Refund Policy.
2. Return these forms to the Study Abroad Director, at your home university, to forward to the Study Abroad Office at Notre Dame.
3. Once you have received an eCoE (electronic Confirmation of Enrolment) from the University, apply for a student visa online, and forward a copy of your visa to the Study Abroad Office.
4. Book your flights.
5. Complete the arrival details form included in your Pre-departure Package obtained from your home university.
Prefering for Australia

Student Visa

Obtaining a student visa
Please follow the steps below when applying for a student visa.
A student visa is required before entering Australia and prior to the commencement of your course.
› The ‘electronic Confirmation of Enrolment’ (eCoE) must be obtained before applying for a student visa.
› Apply online www.immi.gov.au
› You may be requested to undertake a medical and X-ray examination (students should check this requirement with Department of Immigration and Border Protection www.immi.gov.au).

Maintaining your student visa
It is important that you are aware of the following conditions while on a student visa:
› The visa must be valid and not expired.
› You must have current Overseas Student Health Cover (OSHC) for the entire duration of your visa.
› Course progress requirements must be maintained.
› You must notify University within 7 days if your contact details are changed.
For more detailed information about student visas and application procedure, please visit www.immi.gov.au

What to bring

Important documents
› Passport
› The University of Notre Dame Australia offer and a copy of your eCoE
› Prescriptions for regular medications
› Medical history
› Driver’s license
› Credit card

Money
When coming to Australia it is important to bring approximately A$4,000 with you. This will sustain you in any temporary accommodation and the initial upfront bond/rent required with most permanent accommodation arrangements. It is important to have this money in both cash form (around A$500), and other forms of funds such as travellers cheques or credit card (A$3,500).
Once you arrive it would be very beneficial for you to open a bank account with a local bank. It might be advantageous for you to find a bank in Australia that has a partnership with a bank in your home country, if possible.

Clothing
Sydney has a temperate climate with warm summers and cool, wet winters. The warmer months tend to receive the most rainfall, although it is spread throughout the year. Australian summers span from December to February, with an average daily temperature of 25°C (78°F).
We suggest the following clothing items:
› Lighter clothing for summer: jeans, t-shirts, shorts/skirts.
› Jumpers/sweaters and jackets for cooler evenings and winter months.
› Raincoat (it may be easier to buy an umbrella in Sydney).
› A variety of footwear.
› Swimsuit/bathers (if you like to swim).

Electrical goods
All electrical goods are available in Australia, so you can buy anything you need once you arrive. If you would prefer to bring your own electrical appliances, please be aware of excess baggage costs when you are checking in.
In Australia, we use Australian standard 240V, therefore you may require an adaptor to use electrical appliances from your home country. These are very easy to find in Sydney and are reasonably priced.

Quarantine guide
It is extremely important that any items of an animal or plant nature, including food, are declared upon arrival in Australia. No matter how small or insignificant these items may seem, they may be potentially harmful to the unique Australian flora and fauna.
› On entering Australia by plane or ship, passengers are required to complete an Incoming Passenger Card. This card must be read carefully and completed truthfully.
› Do not carry illicit substances either into or out of Australia. Penalties for drug offences in Australia are severe and could result in criminal conviction.

Please refer to the brochures included in your Orientation pack or, for further information, log on to the Quarantine website at www.daff.gov.au/biosecurity

Wildlife trade
Trade of endangered and threatened (animal and plant) wildlife and native Australian wildlife is strictly regulated. It may be illegal to take some goods out of, or into, Australia. All permits must be obtained before you leave or enter Australia. Severe penalties apply for offences against the Wildlife Protection Act. If you have any questions regarding the wildlife trade please contact:
Department of the Environment and Water Resources
Phone: +61 2 6274 1900  |  Fax: +61 2 6274 1921
Email: wildlifetrade@environment.gov.au
Please make sure that you bring this guide in your carry-on luggage when you travel – it contains contact numbers and information to help you arrive safely and securely.

Airport arrival options

Train
Sydney airport to city centre: A$13.60 one way
www.sydneytrains.info
Trains from the airport run approximately every 10 minutes and the journey into the city (downtown) takes about 15 minutes. The International and Domestic Airport railway stations link directly to the City Circle line which means most city destinations are within a short walk of a railway station.

Public buses
Sydney Buses has a timetabled service between Bondi Junction and Burwood which includes the T1 International and T3 Domestic Terminals in the route. Clearly marked bus stops are located on the Arrivals level of each of these terminals.
The trip from the airport to Bondi Junction takes approximately 70 minutes.
For more information on public transport in Sydney, phone 131 500 or visit www.131500.com.au or www.sydneybuses.info

Shuttle buses
Shuttle buses are available to and from some airport hotels. Please check with the hotel directly for timetabling and cost.

Taxis
Kerbside supervisors will arrange a taxi to your destination. For students with special requirements there are taxis available with baby capsules, wheelchair access, 5-seaters, large luggage taxis, and maxi taxis for groups of people.
If the taxi is taken from any of the Sydney Airport taxi cab ranks an A$4.00 airport toll is added to the fare. A late night surcharge may also be charged and passengers are required to pay any road tolls.
Approximate fare from Sydney Airport to Sydney City is A$45 (approximately 15km from Sydney Airport).
For further information on Sydney Airport, its services and methods of getting to and from the airport, please visit sydneyairport.com.au

Temporary accommodation
If you have not arranged accommodation before you arrive, you will need temporary accommodation for a few days or weeks while you look for something more permanent. You can book temporary accommodation at any local youth hostel, hotel or motel. You may also request information on temporary accommodation options by emailing our Prospective Students Office at sydney.international@nd.edu.au
Accommodation in Sydney

Arranging accommodation

Notre Dame’s Sydney Campus, offers an accommodation information service to students looking for off-campus accommodation in the surrounding areas. Students can obtain information about accommodation options from the Prospective Students Office; however no accommodation is pre-arranged or personally provided for individual students by Notre Dame. The University cannot endorse the quality of properties or landlords and you should check with the individual provider as to its facilities, terms and conditions. You should always do your own research and be aware of your rights and responsibilities when renting. We recommend that you familiarise yourself with the Residential Tenancies Act when you are preparing to rent. It is important when renting, that before you pay upfront money you have inspected the property and signed a rental agreement. You can find a copy of the Residential Tenancies Act by following the links on the following web page: www.fairtrading.nsw.gov.au

Types of accommodation

Residential Colleges

Local residential colleges provide accommodation for undergraduate and postgraduate students. Residents can choose from single or shared rooms (twin) with shared bathroom facilities. All rooms have a single bed, desk and chair and some providers provide a private landline telephone with voicemail. Residential colleges provide students with opportunities to become involved in many of the social, cultural and sporting events organised by college staff and students. For further information regarding residential colleges please refer to the Sydney Campus Accommodation Booklet available online at www.nd.edu.au/sydney/current-students/accommodation.shtml or email our Prospective Students Office at sydney.international@nd.edu.au

Rate: Residential Colleges start from A$237 per week for a twin share room and A$288 for a single room based on a minimum duration of 26 weeks. A refundable bond of four weeks’ rent and two weeks’ rent in advance is normally required at some Colleges and electricity/water are usually included. You should check with the individual provider as to its facilities, terms and conditions.

Student accommodation

Local student accommodation providers offer students fully furnished student accommodation for undergraduate and postgraduate male and female students. Students can choose from self-contained, furnished studio or loft apartments with ensuite bathrooms and kitchenettes. All rooms have a single bed, desk and chair. For further information regarding student accommodation providers please refer to the Sydney Campus Accommodation Booklet available online at www.nd.edu.au/sydney/current-students/accommodation.shtml or email our Prospective Students Office at sydney.international@nd.edu.au

* You should check with the individual provider as to their facilities, terms and conditions.

Guest house

Local Guest Houses provide accommodation for long-term students and travellers. Students can choose from single, twin share and four share bedrooms with shared facilities. Rooms generally have single a bed, desk and chair. For further information regarding guest house accommodation please refer to the Sydney Campus Accommodation Booklet available online at www.nd.edu.au/sydney/current-students/accommodation.shtml or email our Prospective Students Office at sydney.international@nd.edu.au

Rate: Guest House accommodation starts from A$220 per week for a twin share room and A$300* per week for a single room based on a minimum duration of 26 weeks. A refundable bond of four weeks’ rent is normally required at Guest Houses and electricity/water are usually included.

Renting an apartment or house

Local real estate agencies or private owners advise the University of Notre Dame Australia, Sydney Campus of available houses and apartments for rent in the Sydney city district. Rental properties can be furnished or unfurnished. When considering renting a property, students should consider that landlords require rent to be paid in advance and the payment of a security bond equal to one month’s rent.

Rate: Starting from approximately A$350 per week for a studio apartment and A$500 per week for a two bedroom apartment, with refundable bond of four weeks’ rent and two weeks’ rent in advance. Expenses such as electricity, gas, telephone and excess water are normally paid in addition to rent.

Renting a room

There are limited opportunities for this style of accommodation. Renting a room usually consists of a shared bathroom and communal areas of the house, with separate bedroom and study area.

Rate: Rooms start from A$175-200+ per week. Expenses such as electricity, gas, telephone and excess water are normally paid in addition to rent.

Further information

The accommodation information contained in this publication is designed as a guide only. For further information regarding accommodation options and a list of accommodation providers please download our Sydney Campus Accommodation Booklet from www.nd.edu.au/sydney/current-students/accommodation.shtml

To contact the Prospective Students Office for queries regarding accommodation options, please email sydney.international@nd.edu.au or call 02 8204 4404.
Types of Accommodation

Types of Accommodation for International students enrolling into a full course.

Shared Accommodation  |  Homestays/Full Board  |  Renting or Leasing  |  Please see table below for more information:

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Renting or Leasing</th>
<th>Homestays/Full Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharing a flat, house or apartment with others.</td>
<td>Either privately or through a real estate agent to rent out a flat, apartment or house.</td>
<td>Living with a family or person in a furnished room and house.</td>
</tr>
<tr>
<td>Rooming Arrangements</td>
<td>Furnished or unfurnished.</td>
<td>Single or multiple rooms. Can be both furnished or unfurnished.</td>
</tr>
<tr>
<td>Cost</td>
<td>Studio A$350+/week 2 bedrooms A$500+/week 3 bedrooms A$800+/week.</td>
<td>A$250-350+/week.</td>
</tr>
<tr>
<td>Bond</td>
<td>Usually required. Most likely between 2-4 weeks worth of rent.</td>
<td>Required Mostly likely 4 weeks rent.</td>
</tr>
<tr>
<td>Signed agreement/ Contract</td>
<td>Review and sign before renting with tenant. Visit <a href="http://www.tenants.org.au">www.tenants.org.au</a> for advice on renting.</td>
<td>Review and sign a contract and/or agreement with tenant or real estate agency. View <a href="http://www.tenants.org.au">www.tenants.org.au</a> for advice</td>
</tr>
<tr>
<td>Other expenses</td>
<td>If bills are not included, make sure to budget for the following potential bills: gas, electricity, phone, internet.</td>
<td>All bills will be part of the renters responsibility.</td>
</tr>
<tr>
<td>Meals</td>
<td>Your responsibility and not provided.</td>
<td>Your responsibility and not provided.</td>
</tr>
<tr>
<td>Further information</td>
<td>Ways to find rentals, rental properties and/or housemates:</td>
<td></td>
</tr>
<tr>
<td>› Newspapers - New South Wales and local community newspapers have classified advertising sections featuring rental and/or shared accommodation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have any queries relating to off-campus accommodation, please contact the Prospective Students Office via sydney@nd.edu.au.

Some helpful tips:

› Try not to rush  
› Do plenty of research & shop around  
› Visit before you move in  
› Budget

› Read and understand tenancy agreements: visit www.tenanthelp.com.au for advice before signing any agreement.

Do not be afraid to ask questions, and get copies of every document you sign.
Money management

Weekly living expenses

It is important to consider your weekly expenses beyond your university fees when assessing your estimated finances. Below are tables which are indicative of the average costs for students living around Sydney. Of course there is flexibility in that you could live both above and below the amounts listed. The costs below are an example for a single student in shared accommodation. If you are a student with a family, at least double the weekly costs listed below.

<table>
<thead>
<tr>
<th>Indicative Establishment Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Bond</td>
</tr>
<tr>
<td>Advance Rent</td>
</tr>
<tr>
<td>Connection Fees:</td>
</tr>
<tr>
<td>Phone, electricity, gas</td>
</tr>
<tr>
<td>Supplies for house</td>
</tr>
<tr>
<td>Total for Move-in</td>
</tr>
<tr>
<td>FURNISHED</td>
</tr>
<tr>
<td>UNFURNISHED</td>
</tr>
</tbody>
</table>

Approximate Indicative Living Costs

| Weekly Rent (Shared accommodation) | A$200/week |
| Food/ Snacks                       | A$120/week |
| Bills (if not included in rent)    | A$60/week  |
| Transport – MyMulti3               | A$61/week  |
| Miscellaneous                      | A$120/week |
| Total Weekly Expenses              | A$561/week |

Please note: This information is provided as a guide only. All figures are quoted in Australian dollars (A$).

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
Dependant Schooling Information

If international students intend to bring school-age dependants to Australia, it is compulsory for them to attend school. For further information on attendance requirements, visit the NSW Public Schools website: www.schools.nsw.edu.au/studentsupport/programs/attendance.php

School fees
International students are responsible for the full applicable school fees for government or non-government schooling of their children, plus the additional costs of uniforms, books, stationery, food, school excursions and travel expenses. For further information on government school fees, refer to the NSW Department of Education and Communities International webpage: www.decinternational.nsw.edu.au

Please note that dependants of Postgraduate Doctorate students in NSW institutions may be exempt from government school fees (conditions apply). For information on non-government school fees, contact the individual school.

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

For information on how to enrol your child in a non-government school, contact the individual school.
Living in New South Wales

Sydney

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.

There are a wide variety of attractions and sights available to enjoy, including:

› The world famous Sydney Opera House
› Sydney’s landmark Harbour Bridge
› The Royal Botanical Gardens
› A number of ocean and harbour beaches, including Bondi Beach
› Numerous National Parks
› The Blue Mountains, on the outskirts of Sydney
› The renowned Hunter Valley wine-growing region

Banking

For students who are intending to remain in Australia for some time, it is advisable to open a bank account.

In order to open a bank account in Australia, overseas students need to provide written confirmation of their enrolment at their educational institution, student card and passport. It normally takes a week or so for bankcards to be mailed to an applicant. There are many banks for students to choose from and they all offer different services, so it pays to ‘shop around’.

ANZ Bank
Phone: 13 13 14*
www.anz.com

Commonwealth Bank
Phone: 13 22 21*
www.commbank.com.au

National Australia Bank (NAB)
Phone: 13 22 65*
www.nab.com.au

Westpac Bank
Phone: 13 20 32*
www.westpac.com.au

St. George Bank
Phone: 13 33 30*
www.stgeorge.com.au

*Telephone numbers are local ONLY.

Your credit cards and bankcards are valuable. Keep them in a safe place!

Shopping

Normal trading hours
Monday to Wednesday 9am – 5pm
Thursday 9am – 9pm
Friday 9am – 6pm
Saturday and Sunday 10am – 5pm

Money: ATMs and EFTPOS

ATMs (Automatic Teller Machines) are operated by a bank or credit union which dispense money and allow limited transactions, 24 hours per day. They are conveniently located at banks and shopping centres and allow access to cash both during and outside business hours.

EFTPOS (Electronic Funds Transfer at Point of Sale) is provided by a small machine located next to the cash register in most shops, allowing you to use a credit card or bankcard to purchase goods. You can also withdraw cash if you have a card which is linked to your savings (or other) account(s).

EPOS (Electronic Point of Sale) differs from EFTPOS by allowing you to deposit money (e.g. into a bank account or credit card) as well as withdraw money. Unlike EFTPOS, an EPOS deposit or withdrawal, gives you a balance of the account upon completion of the transaction.

Emergency numbers

In the case of an emergency, dial 000

This will put you in contact with the police, fire and ambulance services.

Campus Security

Broadway Campus: 0403 458 011*
Darlinghurst Campus: 0406 318 213*

*Telephone numbers are local.
Living in New South Wales

Getting around Sydney

Public Transport
There are many different transport options in Sydney including buses, trains, ferries and light rail trams. Notre Dame’s Broadway site is located only a 10-minute walk away from Central Station - Sydney’s major railway station and long-distance bus terminal.

The suburbs surrounding the CBD are mostly facilitated by buses and trains. Although there are several different bus providers, most inner city routes are served by blue and white Government-operated Sydney Buses. Most of Sydney’s bus routes are ‘prepay only’, so tickets are required before boarding. Tickets are divided into three different zones, distinguished by the distance of the trip, and may be used on all public and most private bus services. Students can purchase MyBus tickets from railway stations as well as most newsagents and convenience stores.

Sydney has an extensive railway network, and trains are of most use to those living in outlying suburbs, or for day trips out of the CBD. Sydney has several train lines which service the state, all of which stop at Central Station. For more information on public transport in Sydney, phone 13 15 00*, or use the ‘Trip Planner’ tool at www.131500.com.au to map your route to any location in Sydney using public transport.

Other
Some students, both international and domestic, travel by bicycle. Although the price of bicycles varies widely, a reasonably good ‘second-hand’ bicycle can be purchased for A$120+. It is a legal requirement for bike helmets to be worn at all times.

In Australia vehicles drive on the left hand side of the road. Please be aware that vehicles will approach on your right when crossing roads.

Study Abroad and Exchange students – In the interest of student safety, the University strongly advises that students who attend Notre Dame as part of Study Abroad/Exchange program should not drive a car or motorbike during their time in Australia.

Taxis
Taxis are available from most points in the CBD. Students should note that during peak times, on Friday night, the weekend and holidays, long waits can occur.

Sun awareness
The Australian sun is intense and may be harmful to your skin. To avoid sunburn and skin damage take the following steps:

› During summer, before you go outside or to the beach, apply SPF 30+, broad spectrum, water-resistant sunscreen to all areas except those that will be covered by clothing.
› Do not forget your sunglasses.
› On very hot days, make sure you take extra SPF 30+ sunscreen, a broad brimmed hat, a bottle of water, a long sleeved shirt with a collar, and long pants if you intend on staying outdoors for an extended period of time.

Telephones and internet access
Australian homes have a telephone line and mobile phones are very popular. Setting up a mobile phone account upon your arrival is easily done.

Internet access is affordable and easily arranged. There are internet facilities on campus freely available to students. There are also some internet cafés within walking distance from the University.

Food
Australians eat fruit and cereal with milk, toast and eggs or similar for breakfast. Lunch is usually a light meal – a sandwich/salad – while dinner is the main meal of the day, consisting of a main course often followed by dessert or fruit. Many people drink tea or coffee between meals and sometimes have a snack for morning or afternoon tea.

Etiquette
Smoking is not permitted by law in all buildings, including licensed premises, or on public transport. It is considered very impolite to smoke a cigarette while other people are eating. If you wish to smoke in someone’s house, it is good manners to ask permission. Do not be offended if the owner asks you not to smoke in the house.

Chewing gum or eating food noisily or with your mouth open is considered bad manners in Australia. Sniffing and spitting are also habits not appreciated by Australian people.

Australians form queues (lines) when they are waiting for service in banks, supermarkets, cinemas etc and do not accept you ‘jumping in’ ahead of their place in the queue.

When leaving a shop, office or classroom, it is usual to hold the door open for those following, and/or to stand back to let another person through the doorway.

On public transport, it is conventional for younger people to give up their seats in favour of older people and those with special needs.

It is a legal offence to throw rubbish on the ground and not in a rubbish bin, including cigarette butts. Australians value their environment and try to keep it as clean as possible.
Living in New South Wales

Leisure and sporting activities
The pleasant climate and beautiful environment provide numerous opportunities for leisure and sporting activities. Sport is popular and there are excellent swimming pools, ovals, tennis and squash courts, leisure centres, basketball courts, golf courses, beaches etc. Playing sport is a good way of meeting people and making friends.

Health & safety in Australia

Beach safety
At the beach always swim in between the red and yellow flags, not outside them. The flags mark the safest place to swim and the area where lifesavers and life guards patrol.
Living in New South Wales

Nightlife and entertainment

The Sydney Campus is situated in the heart of the CBD, so there are numerous cinemas, cafés and restaurants nearby. We strongly recommend that, if you wish to experience Australian night life, to go out in groups and never travel alone. Avoid dark streets at night particularly in the inner suburbs of the city.

Upcoming events are listed in the Friday edition of the official newspaper the Sydney Morning Herald. Copies of the newspaper can be bought from newspaper stands, newsagents and larger shopping centres. As well as this each Tuesday Drum Media, a free newspaper, is published containing upcoming entertainment information. It contains information regarding music festivals, music gigs, film festivals, upcoming films, cinema venues and screening times, art exhibitions and theatre events. These newspapers are found in select clothing stores, shopping centres, pubs and cafés. Community newspapers are also a great source of information for more local events such as markets, live music performances, sporting clubs etc.

For more information visit the City of Sydney website: cityofsydney.nsw.gov.au/ which gives detailed descriptions including:
- Things to do and see
- Food guide
- Getting around
- Community facilities

Making friends

Australians are generally friendly and sociable. Most people are keen to meet students from overseas and the friends you make while studying will quite often invite you out for a coffee, to see a movie, or to their homes for a meal. You will also meet lots of people by attending University social events and joining sporting clubs on campus and off campus.
ESOS Framework
Student visa holders are covered by the Education Services for Overseas Students (ESOS) legislative framework. It is important for student visa holders to understand their rights and responsibilities under the ESOS framework. More details on the ESOS framework are available on our website: www.nd.edu.au/ESOS_framework
The University recommends that students refer to the following documents prior to commencing studies at Notre Dame:
1. University Policies and Guidelines
   This can be found on the University website: www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml
2. University Regulations
   This can be found on the University website: www.nd.edu.au/university/regulations.shtml

Immigration Regulations
The Department of Immigration and Border Protection regulations require student visa holders to be enrolled on a full-time basis. For most university students, this means a minimum of four units of study per semester. Students should check with their School for details of course requirements. For study abroad students, five units are required, except for students whose home university approve less or whose first language is not English. It also requires that neither your passport nor your visa expire during your studies at Notre Dame. Please be aware of your passport and visa expiry dates. If your passport and/or visa expires, you may be forced to return to your home country. If you have any questions regarding your visa or immigration regulations, please visit www.border.gov.au
Your student visa will be issued for the duration of your course. It is important to note, any extensions of time to complete your course will have implications and potential added costs on your student visa. An overseas student who requires an extension of time must contact the Department of Immigration and Border Protection.
Laws and Regulations

Legal Service

Law Access NSW is a free government telephone service that provides legal information, referrals and in some cases, advice for people who have a legal problem in New South Wales. For further information contact: Phone: 1300 888 529 www.lawaccess.nsw.gov.au

Expectations of International Students

Students are required to meet the standards of behaviour, attendance, academic performance and concern for others that are expected at the University. If a student is judged by the University to have lost ‘Good Standing’ status then the University may cancel or suspend the student’s enrolment and they may lose their student visa status.

Students must ensure they maintain the following enrolment requirements:

› Maintenance of current contact details - students must notify the Education Provider of their new address within 7 days.
› Attendance - students must maintain an 80% attendance record of the scheduled contact hours.
› Academic performance – students must maintain consistent academic performance (Good Standing*).
› OSHC cover - students are required to purchase OSHC cover for the duration of their visa.

* Good Standing: defined by the University’s General Regulations as maintaining a good academic record by attending all lectures and tutorials and passing all units.

Work and Study Rights

Student visa holders

As of April 2008 those applying for student visas will no longer have to directly apply for working visa rights. The working visa rights will be part of your student visa application and is automatically given to you when your student visa is awarded.

Students can only start working after the commencement of study. Students can work a maximum of 40 hours per fortnight when the semester courses are in session. You can work unlimited hours between the semesters.

Dependants of student visa holders

Please contact immigration www.immi.gov.au for specific information regarding working rights for dependents.

Tax File Number (TFN)

You will also need to complete a Tax File Number form (TFN), and submit it to the Australian Tax Office (ATO) before you commence work. All companies are required to supply the ATO with the Tax File Number of their employees and you will be taxed on your earnings from your job. For more information regarding Tax File Numbers and the procedure for tax returns, please contact the ATO at www.ato.gov.au
Laws and Regulations

Overseas Student Health Cover (OSHC)

General information for all International students
The Australian Government has made it a requirement of your student visa that you have adequate medical insurance or health cover from an Australian Health Fund. There are currently five Providers which are approved by the Australian Government; Bupa, Allianz Global Assistance, Medibank Private, AHM and NIB.

Bupa is currently Notre Dame’s preferred provider; thus all new International students (Study Abroad included) enrolled at the University will be covered by this provider, unless proof of other cover is provided. Your OSHC is invoiced to you for payment with your first year’s fees before you arrive in Australia. If you are a Study Abroad student you will be charged for this in accordance with arrangement that the University of Notre Dame has with your home University. It is effective from one week before the Orientation Week and is valid for the length of your visa. Thus, you will not need to worry about renewing your cover while you are studying the same course. If you arrive before the cover starts, please notify Admissions as to when you arrive in Australia so that health cover can be arranged.

Should you change/extend your course, it is your responsibility to ensure that you remain covered as long as your length of visa. Should your OSHC lapse, you are not only in breach of your student visa requirements, which means that your visa could be cancelled and force you to return home, but you will also not be covered for any medical bills that you incur during the lapsed time. Medical costs in Australia are very high. Please ensure that your cover remains valid at all times and note that permission for re-enrolment each semester at Notre Dame requires evidence of your current OSHC cover.

During your Orientation Week, most students will receive their Bupa OSHC Membership card, which shows the membership number and the date that your cover expires. If you have undertaken qualifying studies in Australia before commencing at Notre Dame and have a different OSHC provider, such as Medibank or AHM, you must bring your card with you to register during Orientation Week.

Claims/payment
Need to visit a General Practitioner? Why not simplify your claiming experience and visit a Bupa Direct Bill Doctor when booking your next appointment. Simply present your Bupa OSHC membership card and photo identification at the time of your consultation and your Doctor will lodge your claim with Bupa on your behalf.

Depending on the Direct Bill Doctor you see, you may on occasion experience an out-of-pocket expense that is not covered by Bupa. We encourage you to talk with your Doctor prior to your consultation to confirm if any out-of-pocket expenses will apply.

For a full list of the Doctors that direct bill to Bupa, please visit www.bupa.com.au/health-insurance/cover/oshc/about-oshc/directbill

For Doctors who do not direct bill your Health Cover Provider, you will be required to pay for the appointment at the time of consultation. You then take the receipt and your OSHC membership card to the Notre Dame Student Administration Office (ND7), where a Bupa client representative is on campus to assist your claims/enquiries. (If you have a different Health Cover Provider, you will need to arrange the claim separately). It is also possible to go to the Bupa website to file your claim using your myBupa login.

Questions?
For further information please visit: www.bupa.com.au/health-insurance/cover/oshc
or for membership enquires call Bupa on 1800 888 942

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

Current Advantage OSHC costs for 2015:

<table>
<thead>
<tr>
<th>Cover Type</th>
<th>Cost (GST inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single cover</td>
<td>AU$265/6months</td>
</tr>
<tr>
<td>Single cover</td>
<td>AU$630/14months</td>
</tr>
<tr>
<td>Couples cover</td>
<td>AU$1,591/14months</td>
</tr>
<tr>
<td>Family cover</td>
<td>AU$2,463/14months</td>
</tr>
<tr>
<td>Single cover</td>
<td>AU$1,969/38months</td>
</tr>
<tr>
<td>Couples cover</td>
<td>AU$5,556/38months</td>
</tr>
<tr>
<td>Family cover</td>
<td>AU$8,243/38months</td>
</tr>
</tbody>
</table>

Single membership covers the individual member only. Couples membership covers you and your partner. Family membership covers you, your partner and your dependent children under 18 years of age if they live with you in Australia and are on a dependent visa.

Prices above are GST (10%) inclusive and are correct as at 1 January 2015. The price is subject to change in 2016.
Laws and Regulations

Bupa Advantage OSHC

Bupa Advantage OSHC helps ensure you’ll be covered for the cost of medical treatments if you get sick or have an accident. It gives you peace of mind knowing that in most cases you’re covered for in-patient services, accommodation and theatre fees at Members First, Network and public hospitals.

If you want more information, including what’s covered, what’s not covered and waiting periods*, please ensure you read this together with the Important Information Guide at www.bupa.com.au/oshc-info.

Further information on Bupa Advantage OSHC products can be found at: www.bupa.com.au/health-insurance/cover/oshc

Contact the International Officer in Student Administration Office for enquiries on +61 2 8204 4382 or studyabroad@nd.edu.au

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>BENEFIT PER SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUT OF HOSPITAL MEDICAL SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Medical services provided by most General Practitioner Services.</td>
<td>Up to 100% of the Medicare Benefits Schedule (MBS) fee.</td>
</tr>
<tr>
<td>All other medical services such as pathology and radiology (including specialists).</td>
<td>Up to 100% of the Medicare Benefits Schedule (MBS) fee.</td>
</tr>
<tr>
<td><strong>IN HOSPITAL MEDICAL SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Medical services provided in hospital.</td>
<td>Up to 100% of the Medicare Benefits Schedule (MBS) fee.</td>
</tr>
<tr>
<td>Public hospital – admitted patient in shared ward hospital accommodation, same day services, accident and emergency and out-patient medical and post-operative services.</td>
<td>The rate determined by State and Territory health authorities for services charged to a patient who is not an Australian Resident.</td>
</tr>
<tr>
<td>Private hospital/Registered day hospital facility.</td>
<td>Cover as a private patient in all Members First and Network hospitals in Australia. When admitted to hospital, in most cases, you will be covered for in-hospital charges such as accommodation and theatre fees.</td>
</tr>
<tr>
<td><strong>PRESCRIPTION MEDICINES</strong></td>
<td></td>
</tr>
<tr>
<td>For prescription medicines prescribed by your doctor</td>
<td>Selected pharmacy items. You’ll receive up to $50 per prescription items, up to a maximum of $300 per person ($600 per family membership) per calendar year, after you pay the Pharmaceutical Benefit Scheme (PBS) patient co-payment fee. This is provided the items usage is approved by the Therapeutic Goods Administration (TGA).</td>
</tr>
<tr>
<td>Excludes: Medications, drugs or other treatments not prescribed by a doctor or not listed on the PBS.</td>
<td></td>
</tr>
<tr>
<td><strong>SURGICALLY IMPLANTED PROSTHESES</strong></td>
<td></td>
</tr>
<tr>
<td>Surgically implanted prostheses and other items included on the Federal Government’s Prostheses List.</td>
<td>Up to the approved minimum benefits in the Government Prostheses List.</td>
</tr>
<tr>
<td><strong>EMERGENCY AMBULANCE SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>When medically necessary for admission to hospital or for emergency treatment.</td>
<td>Unlimited cover for emergency ambulance services including emergency ambulance transport and on-the-spot treatment. Please note: You will not be covered for any non-emergency ambulance services on this cover.</td>
</tr>
</tbody>
</table>

Australian Health and Medical Terms

**Surgery:** the name of a building where a doctor works, or a process of undergoing an operation in hospital.

**Clinic:** a building where health professionals work.

**GP:** abbreviation for a General Practitioner (Doctor).

**Claim form:** a form filled out and sent to your health insurer to claim a refund or money spent at a clinic or hospital.

**Pharmacy/Chemist:** a shop that sells medication.

**Prescription:** a piece of paper the doctor issues during your appointment which is taken to a chemist to purchase medication that is not available over the counter.
Studying at Notre Dame
Important dates at Notre Dame

Please see the 2016 Outline of Academic Year on page 39 of this booklet for all full degree international students. For further information, please see the calendars and timetables link on the website www.nd.edu.au

**Study Abroad program students**

<table>
<thead>
<tr>
<th>Event Dates</th>
<th>Semester 1, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>15–19 February</td>
<td>Orientation week</td>
</tr>
<tr>
<td>22 February</td>
<td>Semester 1 commences</td>
</tr>
<tr>
<td>4 March</td>
<td>Last add/drop date for changes to unit enrolment (Study Abroad students)</td>
</tr>
<tr>
<td>4 March</td>
<td>Last date to add units (International students)</td>
</tr>
<tr>
<td>18 March</td>
<td>Last date to withdraw from units (International students)</td>
</tr>
<tr>
<td>Week of 7 March</td>
<td>Confirmation of enrolment</td>
</tr>
<tr>
<td>25–28 March</td>
<td>Easter</td>
</tr>
<tr>
<td>11–15 April</td>
<td>Tuition Free week</td>
</tr>
<tr>
<td>30 May–3 June</td>
<td>Study week</td>
</tr>
<tr>
<td>6–19 June</td>
<td>Examinations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Dates</th>
<th>Semester 2, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>25–29 July</td>
<td>Orientation week</td>
</tr>
<tr>
<td>1 August</td>
<td>Semester 2 commences</td>
</tr>
<tr>
<td>12 August</td>
<td>Last add/drop date for changes to unit enrolment (Study Abroad students)</td>
</tr>
<tr>
<td>12 August</td>
<td>Last date to add units (International students)</td>
</tr>
<tr>
<td>26 August</td>
<td>Last date to withdraw from units (International students)</td>
</tr>
<tr>
<td>Week of 15 August</td>
<td>Confirmation of enrolment</td>
</tr>
<tr>
<td>26–30 Sept</td>
<td>Tuition free week</td>
</tr>
<tr>
<td>7–11 November</td>
<td>Study week</td>
</tr>
<tr>
<td>14–27 November</td>
<td>Examinations</td>
</tr>
</tbody>
</table>

**Orientation Week**

**Semester One Orientation Week**: 15–19 February 2016

**Semester Two Orientation Week**: 25–29 July 2016

**Orientation Week benefits:**

- Enables you to network with other international, study abroad and domestic students.
- Highlights student services and facilities.
- Discusses university life.
- Showcases student associations and clubs.
- Provides information from the Department of Immigration and Border Protection, student visa information/requirements and employment services.
- Provides information on Overseas Student Health Cover (OSHC).
- Sign-ups for academic workshops assisting with computer and Notre Dame library usage, exam and assignment preparation and research presentation skills.
- Provides information regarding religious facilities and on/off-campus support.

Orientation Week starts one week before classes commence. Attendance is COMPULSORY for all international students.

If you are going to arrive during Orientation Week and/or you won’t be able to make Orientation Week please contact the International Admissions Officer at +61 2 8204 4430 or email: sydney.international@nd.edu.au.

**For up-to-date information regarding the Orientation Week Schedule please visit** www.nd.edu.au
Sydney Campus

Notre Dame’s Sydney Campus is based on two sites, Broadway and Darlinghurst. Both sites are conveniently located near public transport and are at the hub of the city and its café life.

The Broadway site has the University’s Schools of Arts & Sciences, Business, Education, Law and Philosophy & Theology. It is set in the higher education precinct of Sydney, ten minutes’ walk from Central train station.

The Darlinghurst site has the University’s Schools of Medicine and Nursing in a state of the art, purpose built facility, complete with simulation wards.

Broadway Campus
140 Broadway (PO Box 944), Broadway NSW 2007

Darlinghurst Campus
160 Oxford Street, Darlinghurst NSW 2010

Study is generally conducted on campus, however some courses require practicums or work placements which are likely to be conducted off-campus.

Demands of study

Students everywhere have at least one thing in common. Being a student means a lot of hard work in your own time and at times, being under pressure to get things done.

Don’t wait until the last minute to get help. Please see the Student Services Office pages in this booklet for a list of academic support services available to all students.

Your lecturers and tutors can also be very helpful and knowledgeable. Sometimes students feel shy about asking for help and they wait until the last days before an essay is due. Early consultation will mean effective help. Your lecturers and tutors will expect you to discuss any issues or concerns about assignments or tutorials with them.

Many academic staff will have specified ‘contact times’ during which students can drop in for advice on study-related matters. One way to arrange this would be to see lecturers or tutors at the end of class and ask for a convenient time to meet.

You can also telephone or email the lecturer or tutor. Contact information for staff can be found on the Notre Dame website at www.nd.edu.au/staffsearch.shtml

English language skills

Although you may have passed an English test to enter The University of Notre Dame Australia, you will need to give yourself time to develop further English language skills. Some students have particular difficulty with English vocabulary and grammar. You should be aware that English for academic purposes is different from English for conversation. In addition, it may take time to adjust to the Australian accent.

Using English competently in a university, means developing an appreciation of the topic you are studying. The subject matter of courses can use English in more specialised ways. In fact, it can be so specialised that a general dictionary will not help. Please ask the Academic Enabling and Support Centre for assistance at any time. Please refer to contact list on page 33.

Enrolment, timetables and tutorials sign-ups

For your first semester, all International Students’ Enrolment and Tutorial Sign-ups will be organised during the Orientation week. Study Abroad students’ timetables will be organised during their Academic Orientation session in Orientation week.

Timetables will be available after you enrolled. Usually, for each undergraduate unit there are two hours of lectures and one hour-long tutorial with a smaller group. This may be different for each unit you take and you should check your timetable carefully each semester to ensure you’re meeting attendance requirements.
Textbooks

Textbooks and Course Readers for most unit can be purchased from the Co-op Bookshop. The bookshop is open from 9am to 5pm Monday to Friday. Co-op membership costs $20 and entitles you to a discount on most books and stationery. It is strongly advised that you purchase your textbooks as soon as possible, due to high demand.

The Co-op Bookshop
Location: Suite 1/112-126 Broadway Chippendale NSW 2008
Tel: +61 2 9281 0513
Email: ndsydney@coop-bookshop.com.au
www.coop-bookshop.com.au

Advanced Standing

A student are requested to make their application for Advanced Standing in their first Semester of study before the commencement of the Semester (late fees will apply). Documents required to apply for Advanced Standing are:
1. Advanced Standing Application form (available at Student Administration Office).
2. Certified copies of your official academic transcripts.
3. Copies of unit outlines/details from your previous studies.
Submit these documents to Student Administration.
The Advanced Standing process may take up to four weeks.

Assessment

Students will be provided with a copy of a Unit Outline (electronic or hardcopy) for each unit in a given semester. This outline will provide the assessment method for the unit, which may include: assignments, essays, presentations, performances, tutorial participation, practicum, internships, placements, research papers, theses, tests and examinations.

Class attendance

Attendance requirements may vary for each unit you are enrolled in, in each semester. Students may need to tick the ‘class attendance list’ when they attend tutorials. Attendance will be monitored by your School and the International Officer in Student Administration. If a student has not been attending at least 80 percent of the scheduled course contact hours, the ‘Non-Attendance’ will be reported to the International Office and a ‘Non-Attendance’ letter may be sent to the student.
Non-attendance at prescribed classes may result in failure to meet course progression requirements and/or making Satisfactory Progress within your course. Continued Unsatisfactory Progress may result in termination from your course and the University, which will impact on your student visa and may result in the cancellation of your visa.

Withdrawal from units

If you decide to withdraw from a unit, you must complete a Change of Enrolment form and submit it as quickly as possible.

It is not sufficient to verbally inform University staff or stop attending classes. Change of Enrolment forms can be obtained from your School, Student Administration Office, or the University website. International students who are considering withdrawal from a unit need to be aware of the Department of Immigration & Border Protection regulations for full-time enrolment in their course. Study Abroad students should work with the Study Abroad Office staff to make enrolment changes. There are two important dates each semester for withdrawal from units that you need to be aware of:

Financial Penalty Date/Census Date:
This is the last date by which you can notify your withdrawal from a unit without financial penalty (that is, paying for the unit).
› 18 March 2016 for standard Semester One (2016) units
› 26 August 2016 for standard Semester Two (2016) units

Note: some units have non-standard Census Dates and it is very important you check the Census Dates (available on the website) for all units you are enrolled in, in each semester.

Academic Penalty Date:
This is the last date that you can withdraw from a unit without your academic record showing your result as a Fail grade.
› 20 May 2016 for standard Semester One (2016) units
› 28 October 2016 for standard Semester Two (2016) units

Note: some units have non-standard Census Dates and it is very important you check the Census Dates (available on the website) for all units you are enrolled in each semester.

Please note that it is your responsibility to ensure that Change of Enrolment forms are received by your School prior to these deadlines, otherwise you will be penalised.
Leave of absence

An International student on a student visa is only permitted to take leave/defer under very limited circumstances, on the grounds of compassionate or compelling circumstances (e.g. an extended illness which affects your ability to study, bereavement, a disaster in your home country requiring your return, a traumatic experience which affects your ability to study etc). A leave of absence is only permitted for one semester.

To apply:
1. Leave of Absence form (available at the Student Administration Office)
2. Original Medical Certificate or supporting documentation to support the Leave of Absence
3. Intervention Strategy form (liaise with your School to prepare this form)
4. Statement in writing (addressed to the Deputy Registrar who will consult with the Dean of your School)

These documents need to be submitted to your School for approval first. Then the School will forward all the paperwork to the Student Administration Office for final processing and approval.

As advised by the Department of Immigration and Border Protection, students studying on a student visa can only be granted a Leave of Absence for one semester.

Deferring commencement

If you would like to defer the commencement of your course, please contact the Admissions Office. Deferral of the commencement of your course can only be done in limited circumstances in accordance with the National Code of Practice and ESOS Act. Deferral of the commencement of your course may impact your Student Visa. International applicants are only permitted to defer commencement of study for one semester. Please note: deferral does not mean taking leave from your studies once you have commenced. See ‘Leave of Absence’. For more information, please refer to the General Regulations which can be found on the University webpage www.nd.edu.au/nav-current-students/regulations

Deferring or temporarily suspending student’s enrolment

The University may defer or temporarily suspend students’ enrolment due to misbehaviour of the student. Student misbehaviour can also be grounds for cancellation of studies. Misbehaviour is any conduct which is inconsistent with the character and Objects of the University and is in breach of an approved Code of Conduct. For more information, please refer to the General Regulations which can be found on the University webpage www.nd.edu.au/nav-current-students/regulations

Expectations of International Students

International Students are required to pay fees by the due date indicated on their invoice, meet all conditions of their Student Visa and maintain the standards of behaviour, attendance, academic performance and concern for others that are expected at the University. If a student does not maintain the above standards they may be terminated from the University and consequently their visa may be cancelled.

For further details on what is required of you as a student please refer to the University Policy and Guidelines at www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml

Complaints and Appeals Policies

In accordance with the National Code of Practice and the ESOS Act, the University’s complaints and appeals process for student visa holders is outlined in the policies: International Students and Student Grievance (both available on the web at: www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml It is important you read the policies and regulations before you commence your course at Notre Dame to ensure you are aware of what is required of you as a student.

The University of Notre Dame Australia has grievance procedures for handling any student issues during the admissions process as well as for current students. These procedures are detailed in the Student Guide and are available on the University website www.nd.edu.au/nav-current-students/student-grievances-and-appeals).
Glossary of Terms

Academic Penalty Date:
The Academic Penalty Date is the final date on which you can withdraw from a unit without that unit appearing as a ‘Fail’ on your academic transcript. The Academic Penalty Date can be found on the University calendar on the University web page.

Academic Transcript:
Academic Transcript is the official statement of results for all the units you have studied.

Advanced Standing:
Advanced Standing is credit given towards your Notre Dame degree for equivalent units studied at Notre Dame in another course or at another institution or for recognised prior learning.

Amendment to Student Record Form:
This is the form that you will use when you update your contact details or withdraw from University. You can obtain this form from Student Administration or download it from the University website.

Census Date:
The Census Date (or Financial Penalty Date) is the final date that you can withdraw from a unit without being required to pay the full cost. The Census Dates can be found on the University calendar on the University web page.

Change of Enrolment form:
This is the form you will need if you wish to make an amendment to an existing unit enrolment – that is, if you wish to add, withdraw from, or change units. You must submit this form to your School before the Census Date.

Core Unit:
Students in all disciplines at Notre Dame must complete Core Curriculum units. For undergraduates, there are three units: Introduction to Philosophy, Introduction to Theology and Ethics.

Course:
Your course may also be referred to as your degree program. It consists of all the units which make up your degree or award.

Deferral:
Deferral means postponing the commencement of your course. If you would like to defer your commencement, please contact the Admissions Office. Deferral of the commencement of your course can only be done in limited circumstances in accordance with the National Code of Practice and ESOS Act. Deferral of the commencement of your course may impact your student visa. Please note: deferral does not mean taking leave from your studies once you have commenced. See ‘Leave of Absence’.

ESOS:
(Education Services for Overseas Students) Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007 (www.nd.edu.au/nav-future-students/international-students).

Leave of Absence:
International students may request a break or leave from their studies in exceptional circumstances. Leave must be approved and students are required to apply before they stop attending class or make any plans. Students who need to request a Leave of Absence should see the International Officer in the Student Administration Office.

Lecture:
A lecture is a large group teaching session, where the lecturer does most of the talking – your role is to listen and take notes, although questions are generally encouraged. If you wish to tape-record lectures, ask the lecturer’s permission at the beginning of the class.

Tutorial:
A tutorial (which may also be referred to as a ‘tute’, a ‘prac’ or a ‘lab’) is a smaller group teaching session. Not all units have these – check the information on the timetable, or in your unit outline. Tutorials may be led by either the lecturer, or a different staff member. You will generally discuss the lecture topic in more detail, or undertake practical exercises and interact with your classmates.

Unit:
A unit is a single subject most often taken over the course of one semester. Some units run over the full year.

Unit Outline:
Unit outlines are generally distributed in the first lecture of each unit. They contain important information on the unit’s content, structure and assessment. It may also contain information on the required and recommended reading of each week, and the format of each lecture and tutorial, and the due dates for assignments. It is also the first place to look for information on the best way to make contact with the teaching staff if you need advice or assistance. Always read unit outlines, and keep them handy to refer to throughout the semester.
FEES, INVOICES AND FEES OFFICE

Fees Office

Phone: +61 2 8204 4437 | Email: sydney.fees@nd.edu.au

Tuition costs depend upon a student’s study load. An average study load is 8 units per year or 4 units per semester. Please refer to the “Indicative Fees – explanatory notes” which is sent with your letter of Offer and invoice. Please note: Tuition fees may increase in subsequent years. Most up to date Indicative fees information for International students is available from www.nd.edu.au/nav-future-students/international-students.

All fees for the first year of enrolment (if the course duration is more than 2 years) plus Overseas Student Health Cover (OSHC) and any other enrolment fees and charges are to be paid at least 4 weeks prior to the commencement date of the course. Payment details are on the application form and are on the invoice sent with the letter of Offer.

Payment can be made by Cash, Cheque, Money Order, EFTPOS, Internet Bank Transfer or Credit card.

Additional study costs

The additional costs of study will vary from student to student. Additional costs include textbooks, uniforms (e.g. Nursing or Physiotherapy courses), photocopying or stationery are not included in the invoice.

If you require further assistance regarding fees, please contact the Admissions Office of your campus or Fees Office.

Further advice and assistance

Further advice on any issue related to fees should be directed to the Fees Office. If you are having difficulties arranging the payment of your fees, it is imperative that you make an appointment with Fees Office staff to talk over your options in advance of fee deadlines.

If you have any queries regarding your fees please call the friendly staff in the Fees Office on +61 2 8204 4437 who will be very happy to answer any questions you may have.

For Study Abroad and Exchange Students, fees are invoiced to the home institution or student, as shown on your Offer and Acceptance form.

Tuition Protection Services (TPS)

The Australian Government introduced Tuition Protection Services (TPS) on 1 July, 2012. TPS is a placement and refund service for international students. The purpose of TPS is to limit an institution's ability to collect more than 50% of the total tuition fees payable by a student prior to commencement (unless the course is 24 weeks or less). For example, if a student elects to study a course that is typically run over three years, Notre Dame will collect one year’s fees upfront prior to commencement. However, if a student elects to study a course that runs for only one year, Notre Dame will only collect one semester’s upfront fees prior to commencement. More details about these and related reforms can be found at the Australian Education International website: www.aei.gov.au
Refund Policy

This Policy is implemented in accordance with the ESOS Act (as amended), and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code).

1. Principles and Application
   - This Policy applies to all commencing and continuing Overseas Students, including Study Abroad and Exchange Students, across all Campuses of The University of Notre Dame Australia ("the University").
   - If there is any conflict between the University General Regulations and this Policy, unless stated otherwise, the General Regulations will prevail.
   - Overseas Students are required to sign and return the International Student Refund Agreement to the Admissions Office (or Study Abroad Office for Study Abroad and Exchange Students) with their Conditions of Offer and Acceptance Form.
   - All applications for a refund should be submitted to the Manager, Fees Office of the relevant Campus on the appropriate Refund Request form and include supporting documentation where applicable.
   - In determining a Refund Request, the Manager, Fees Office (or delegate) may consult where appropriate with relevant University staff.

2. In all cases for a refund:
   - Where the Student is entitled to a refund, the refund will be remitted from the date of submission of the Refund Request form to the University in accordance with the respective "provider obligation period" specified in sections 46D, 47D or 47E of the ESOS Act.
   - Prior to any refund being remitted, the University will provide the Student with a Notification of Refund Statement setting out the amount of refund to be remitted and the basis for this amount.
   - Refunds will be remitted in Australian dollars and will be made to a bank account nominated by the Student or, in the case of Study Abroad and Exchange Students, to the institution from whom the fees were originally received (unless the University receives different written instructions from that institution).
   - If a partial refund of Tuition fees applies, the partial refund will apply to the current Semester only. A full refund of Tuition fees will be made for Tuition fees relating to any subsequent Semester.
   - A partial refund of Tuition fees (rounded up to the nearest whole dollar) will be calculated as the product of (i.e. multiplied by) the weekly Tuition fee and the number of weeks (rounded up to the nearest whole number) in the default period, see diagram A.
   - In the unlikely event that the University is unable to deliver the Student’s Course in full, the Student will be notified of this and offered a refund of unspent Tuition fees paid to the University. Alternatively, the Student may be offered enrolment in an alternative Course by the University at no additional cost to the Student. The Student may elect to receive either a full refund of unspent Tuition fees, or to take up an offer to enrol in an alternative Course. If the Student elects to enrol in an alternative Course, the University will ask the Student to sign a document to confirm the change of Course, as prescribed by the Registrar’s Office.

3. Review of Refund Amount
   - The Student may request the Campus Registrar review the amount set out in the Notification of Refund Statement. A review request must be made in writing and set out clearly the reasons why the Student disputes the refund amount. The Campus Registrar shall consult with the Pro Vice Chancellor - International on Study Abroad and Exchange Student review requests and the Manager, Admissions Office on commencing Student review requests.
   - A request for a review must be received within twenty Working Days of the date of the Notification of Refund. The Student may be required to submit independent documentary evidence to support their reasons for requesting a review.
   - The Campus Registrar’s decision may be appealed to the University Registrar in accordance with the Policy: Student Appeals.
   - This policy, and the complaints and appeals processes of the University, do not remove the right of the Student to take further action under Australia’s consumer protection laws.
   - In the case of any disputes, the University’s Dispute Resolution processes do not circumscribe the Student’s right to pursue other legal remedies.

Diagram A – Calculation of weekly tuition fee:

\[
\text{Weekly tuition fees} = \frac{\text{Total tuition fees for the course}}{\text{Number of calendar days in semester}} \times 7
\]

\[
\text{Weeks in default period} = \frac{\text{Number of calendar days from default day to the end of the period to which the payment relates}}{7}
\]

Reason for Refund | Amount Refunded
--- | ---
University default (Partial refund)
   - i) Failure to provide the course
   - ii) The course ceases to be provided before its completion | i) Refund amount = weekly Tuition fee x weeks in default period
Student default due to visa refusal (Partial refund)
   - i) If the Student’s visa application is refused prior to the commencement of the Course
   - ii) If the visa application is refused after the commencement of the Course | i) Refund amount = Course fees minus the lesser of the following amounts:
   a) 5% of the amount of Course fees received by the University in respect of the Student prior to the default day; or
   b) $500
   ii) Refund amount = weekly Tuition fee x weeks in default period
All non-visa related Student defaults
   - i) Student defaults that occur before the applicable Census Date
   - ii) Student defaults that occur after the applicable Census Date | i) Refund amount = 100% refund of Tuition fees – all non-tuition fees paid by the Student
   ii) No refund of Tuition Fees or non-tuition fees for the current Semester. 100% refund of tuition fees for any subsequent Semester
If the Student provides evidence that they were granted permanent residency on or prior to the earliest applicable Census Date for their current Semester enrolment* | i) Refund amount = overseas tuition fee rate – domestic tuition fee rate

*Note: A Student remains liable for Tuition fees as an International Student for the remainder of the current Semester if a Census Date applicable to their current semester enrolment has already passed.

Please refer to the full and most up-to-date Refund Policy on the University website:
www.nd.edu.au/__data/assets/pdf_file/0019/112780/Policy-Refunds-for-Overseas-Students-v.-3.0.pdf
Student Services and facilities
Student Administration

Phone: + 61 2 8204 4418
Email: sydney.studentadmin@nd.edu.au
Location: Level 1 Pioneer House (NDS5)
128 - 140 Broadway Street
Student Administration reports to the Department of Immigration and Border Protection with regard to changes of course, withdrawal from course or unsatisfactory academic progress.

Further services include:
› Withdrawal from courses, degrees
› Changes of courses, degrees
› Change of address
› Fees
› Student ID cards
› Transcripts
› Application for graduation
› Visa assistance
Student Administration supports Study Abroad and Exchange students prior to arrival and Study Abroad, Exchange and International students throughout the semester at the University.

Student Services Office

Phone: + 61 2 8204 4429
Email: sydney.studentservices@nd.edu.au
Location: St Benedict’s (main building, NDS2)
Broadway campus
The Student Services Office is dedicated to providing students with advice and support in all aspects of university life.

Student Services offers the following services:

Careers Information
The Student Services Office provides access to careers information and assistance with job applications and resumes. During semester, a number of careers-related workshops are also held.

Online Mentoring Program
The Mentoring Program assists new students with the transition to university life. It is available online, enabling students to engage with their mentor.

Sport and Recreation
The Student Services Office supports social events such as barbecues, parties, trivia nights, interfaculty and intervarsity competitions, film screenings and jam sessions as well as participating in a variety of sporting and cultural pursuits. Rugby, cricket, netball, futsal, basketball, pilates and touch football are offered and representative teams participate in annual sporting events.

Student Clubs and Societies
There are a number of clubs and societies that students can join. These are a great way to meet people and become actively involved in university life.

Counselling Service

Phone: +61 2 8204 4220
Email: sydney.counselling@nd.edu.au
Notre Dame provides a free, confidential and safe environment to help students develop strategies and skills, so that they can achieve their personal and academic goals with the assistance of individual counselling and interactive workshops.

Student Association

www.nd.edu.au/sydney/current-students/saunda
The Student Association of the University of Notre Dame Australia (SAUNDA) is the voice of the students. Every student is a member of the Association. Activities include organising social events and providing support to students and liaising with the University administration.
The Student Association provides for the student body:
› Social events on and off campus
› Information on clubs and societies on campus that you may be interested in joining
› Information on academic advocacy
› Student discounts

Academic Enabling & Support Centre

Phone: 02 8204 4228
Email: sydney.aesc@nd.edu.au
Notre Dame is committed to providing students with quality academic support. We strive to enable each student to achieve their goals and aspirations. The Academic Enabling and Support Centre (AESC) is dedicated to enhancing learning skills and opportunities for all students enrolled at Notre Dame. The AESC’s focus on literacy and numeracy skills and individual learning plans can be designed for students from overseas.
The Academic Enabling & Support Centre offers students:
› Weekly Workshops
A series of workshops designed to support the learning of students across the University. The workshops are held weekly, are open to all students and cover a range of topics such as essay technique, study skills, research and referencing protocol
› One to One sessions with the Centre’s Academic Advisors
› Equity and Disability support for students in need of these services. For assistance please phone +61 2 8204 4283 or email sydney.disabilitysupport@nd.edu.au
Chaplaincy

Student Chaplaincy Convenor:
Patrick Langrell
Phone: +61 2 8204 4135
Email: patrick.langrell@nd.edu.au

The Chaplaincy is the beating heart of Notre Dame, it brings students together to discuss, action and celebrate the Catholic foundations upon which the University is established. Our role is to act as a Christian presence on campus, offering welcome and support to all through events, formation discussion and groups that promote and encourage the core values of our University.

A few of our initiatives include:
• ‘Love & Responsibility in SYD’ a challenging, thought-provoking discussion group on genuine friendships & authentic relationships.
• Helping H@ND is our volunteering initiative giving students an opportunity to give back & serve the community in a variety of ways.
• Fortnightly Courtyard Days with live music, talks & food.
• Weekly Adoration, student Masses with our very own student Choir.
• ‘Word on the Go’ Bible Study groups and annual Retreats.
• Daily Mass at St Benedict’s Church (NDS8) at 12.35pm.
• And much more.

Pastoral care

The provision of pastoral care and guidance at Notre Dame is 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 Chaplaincy service of the University is central to its pastoral mission and develops the prayer life and spirituality of the University.

It holds particular responsibility for the well being of students by facilitating their participation in student life and providing counselling and other support services.
Libraries

Staff and students at the Sydney Campus are serviced by two libraries:

**St. Benedict’s Library** (Broadway)

Location: NDS6, 1 Grafton Street, Chippendale
Telephone: 02 8204 4350
Email: sydney.stbenedictslibrary@nd.edu.au
Supports the Schools of Arts & Sciences, Business, Education, Law and Philosophy & Theology.

**Opening hours during semester:**
Monday-Thursday: 8.20am - 8.00pm
Friday: 8.20am - 6.00pm
Saturday: 9.00am - 4.45pm
Sunday: Closed

**Benedict XVI Medical Library** (Darlinghurst)

Location: NDS11, 160 Oxford Street, Darlinghurst
Telephone: 02 8204 4351
Email: sydney.benedictxvilibrary@nd.edu.au
Supports the Schools of Medicine and Nursing.

**Opening hours during semester:**
Monday - Thursday: 8.00am - 8.00pm
Friday: 8.00am - 6.00pm
Saturday: 12.00pm - 5.00pm
Sunday: 12.00pm - 5.00pm

Please refer to the Library Homepage for semester breaks opening hours.

Learning to use the libraries

The libraries offer introductory sessions during Orientation at the beginning of each semester. These sessions include a tour of the library as well as an explanation of the services, resources (physical and electronic) and facilities offered to students. These sessions will be advertised at the libraries and through the Student Services Office. However, students should also feel free to approach Library staff for individual assistance at any time during semester.

Each School has a Liaison Librarian who can help staff and students of that school to identify, locate, evaluate and use the library resources, both physical and electronic. The Liaison Librarians also teach formal information literacy lectures, workshops and tutorials for a number of the Schools. Amongst other objectives, these sessions aim to ensure that all students and staff can differentiate and make quality judgments about information resources and navigate the online discovery tools, databases and publisher e-journal collections supporting teaching, learning and research in their subject areas.

Library homepage

The Library homepage can either be accessed directly online at library.nd.edu.au/home or via ‘Library’ links appearing at the top and side of the University homepage (www.nd.edu.au). Content includes the ‘Ask Us’ knowledge base (‘frequently-asked-questions’), subject guides, discovery tools and links to literally thousands of physical and e-resources (e.g. eJournals, eBooks, legislation, reports, commentaries, magazines and 16 newspapers), a blog, various support services, staff contact details, opening hours and location maps for all constituent Notre Dame Australia libraries in NSW and WA.
Sydney Campus contact list

Please use the following list to find the person who can help you with any questions you may have.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Notre Dame Australia</td>
<td>+61 2 8204 4400</td>
</tr>
<tr>
<td>School of Arts &amp; Sciences</td>
<td>+61 2 8204 4124</td>
</tr>
<tr>
<td>School of Business</td>
<td>+61 2 8204 4150</td>
</tr>
<tr>
<td>School of Education</td>
<td>+61 2 8204 4200</td>
</tr>
<tr>
<td>School of Law</td>
<td>+61 2 8204 4385</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>+61 2 8204 4450</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>+61 2 8204 4275</td>
</tr>
<tr>
<td>School of Philosophy &amp; Theology</td>
<td>+61 2 8204 4175</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>+61 2 8204 4430</td>
</tr>
<tr>
<td>Darlinghurst Campus Security</td>
<td>+61 406 318 213</td>
</tr>
<tr>
<td>Broadway Campus Security</td>
<td>+61 403 458 011</td>
</tr>
<tr>
<td>The Co-op Bookshop, Suite 1/112-126 Broadway Chippendale NSW 2008</td>
<td>+61 2 9281 0513</td>
</tr>
<tr>
<td>Student Administration</td>
<td>+61 2 8204 4400</td>
</tr>
<tr>
<td>Fees Office</td>
<td>+61 2 8204 4437</td>
</tr>
<tr>
<td>Student Services Office</td>
<td>+61 2 8204 4429</td>
</tr>
<tr>
<td>Computing Library help desk</td>
<td>+61 2 8204 4350</td>
</tr>
<tr>
<td>First Aid</td>
<td>See above (each School can help)</td>
</tr>
<tr>
<td>Grievances</td>
<td>+61 2 8204 4136</td>
</tr>
<tr>
<td>Student ID Cards (If you are an enrolled Notre Dame student, you will require a student ID card)</td>
<td>+61 2 8204 4400</td>
</tr>
<tr>
<td>Overseas Student Health Care</td>
<td>+61 2 8204 4400</td>
</tr>
<tr>
<td>Tours &amp; Recreation</td>
<td>+61 2 8204 4429</td>
</tr>
<tr>
<td>Visa (Student Administration)</td>
<td>+61 2 8204 4418</td>
</tr>
</tbody>
</table>

Emergency numbers

In the case of an emergency, dial 000

This will put you in contact with the police, fire and ambulance services.

Campus Security

Broadway Campus: 0403 458 011*
Darlinghurst Campus: 0406 318 213*

*Telephone numbers are local.
<table>
<thead>
<tr>
<th>Useful Websites</th>
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<tbody>
<tr>
<td>The University of Notre Dame Australia</td>
<td><a href="http://www.nd.edu.au">www.nd.edu.au</a></td>
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<tr>
<td>Department of Immigration and Border Protection</td>
<td><a href="http://www.immi.gov.au">www.immi.gov.au</a></td>
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<td>Customs</td>
<td><a href="http://www.customs.gov.au">www.customs.gov.au</a></td>
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<td>City of Sydney</td>
<td><a href="http://www.cityofsydney.nsw.gov.au">www.cityofsydney.nsw.gov.au</a></td>
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<td>Sydney Visitor Centre</td>
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<td>Sydney City Trains</td>
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<td>Sydney Buses</td>
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<tr>
<td>Transport Information Line</td>
<td><a href="http://www.131500.com.au">www.131500.com.au</a></td>
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<tr>
<td>Sydney Airport</td>
<td><a href="http://www.sydneyairport.com.au">www.sydneyairport.com.au</a></td>
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<tr>
<td>Australian Taxation Office</td>
<td><a href="http://www.ato.gov.au">www.ato.gov.au</a></td>
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<td>Department of Industry</td>
<td><a href="http://www.innovation.gov.au">www.innovation.gov.au</a></td>
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<td>Real Estate (Housing) Link</td>
<td><a href="http://www.domain.com.au">www.domain.com.au</a></td>
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<td><a href="http://www.seek.com.au">www.seek.com.au</a></td>
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<td>Telephone Services</td>
<td><a href="http://www.optus.com.au">www.optus.com.au</a></td>
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<td><a href="http://www.telstra.com.au">www.telstra.com.au</a></td>
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<td><a href="http://www.freedom.com.au">www.freedom.com.au</a></td>
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<td><a href="http://www.fantasticfurniture.com.au">www.fantasticfurniture.com.au</a></td>
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The listing of websites does not constitute a recommendation by The University of Notre Dame Australia.
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<td><strong>SUMMER TERM EXAMS</strong></td>
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*Census Dates and Academic Penalty Dates published on this calendar refer to the standard semester penalty dates; however, some units are non-standard and have individual Census and Academic Penalty Dates and should be checked by the student prior to the start of each semester/term.*
Fremantle Campus
The Fremantle Campus is located in the 19th century West End precinct of the port city, Fremantle. It operates in restored former warehouse and commercial heritage buildings giving the University environment charm and character.

The University has placed great emphasis on ensuring that its physical facilities are beautiful and of high standards. This strongly echoes the tradition of the Catholic higher education facilities which it follows.

The Fremantle Campus has Schools of Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing & Midwifery, Philosophy & Theology and Physiotherapy.

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Fremantle, WA 6959
Tel: +61 8 9433 0500
Email: future@nd.edu.au

Broome Campus
The Broome Campus is a Registered Training Organisation (RTO) and offers a number of Vocational Education and Training courses (VET) in Health, Education and Nursing. These courses provide Indigenous and non-Indigenous students with pathways into higher education degree courses on the Fremantle and Sydney campuses.

Broome Campus
88 Guy Street (PO Box 2287)
Broome, WA 6725
Tel: +61 8 9192 0600
Email: broome.enquires@nd.edu.au