Notre Dame
International & Study Abroad
Pre-departure Guide 2016

www.nd.edu.au/study-abroad
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
Useful checklists and details

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 and Overseas Student Health Cover (OSHC) fee.
- Apply for your student visa 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 study at Notre Dame.

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 Campus Ministry and Student Services are 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, Campus Ministry 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, University Student Health Cover (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. Let Admissions Office now the day you are arriving in Australia.
6. 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, who will then 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.
Preparing 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.border.gov.au. (Please note that The University of Notre Dame Australia participates in Streamlined Visa Processing (SVP).
› 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.border.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 seven days if your contact details are changed.
For more detailed information about student visas and application procedure, please visit www.border.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$4000 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$3500).
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
Perth is well known for its Mediterranean climate with hot dry summers and cool, wet winters. Although days can be warm, the evenings can get rather cool. November to April are the warmest months and temperatures can range from 22ºC to 40ºC. May to October are cooler months in Perth with temperatures of 7ºC to 19ºC.
› 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 Perth).
› 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 Perth 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 visit: www.environment.gov.au Department of the Environment and Water Resources.
ARRIVING IN AUSTRALIA

Temporary accommodation
Before your arrival, it is very important that you secure accommodation. It is suggested that you book a hostel or hotel for the first couple of weeks before finding housing if you have not visited before.

The University does not arrange temporary or permanent accommodation, but can provide assistance in finding such.

Study Abroad students cannot check in to the residences before the move in day.

Hostels in Fremantle:
- Pirates Backpackers Fremantle
  www.piratesbackpackers.com.au
  11 Essex Street Fremantle, Western Australia, 6160
  Tel: +61 8 9335 6635
- Old Fire Station Backpackers Fremantle
  www.oldfirestation.com.au
  info@oldfirestation.com.au
  18 Phillimore Street, Fremantle
  Tel: +61 8 9430 5454
- Fremantle Hostel
  www.fremantlehostel.com.au
  info@fremantlehostel.com.au
  15 Pakenham Street, Fremantle
  Tel: +61 8 9430 6001

Notre Dame is not affiliated with nor does it endorse any of the hostels listed.

Airport arrival options

Taxi service
A taxi fare from the Perth International Airport to the surrounding Fremantle area will cost you approximately A$50-60. There are usually taxis waiting in the ranks at the airport, however, if your flight has been delayed, you can contact local taxis at the numbers below.

- Two reputable agencies are:
  Swan Taxis – 13 13 30*
  Black and White Taxis – 13 10 08*

(*Telephone numbers are local only)

Study Abroad students
A shuttle bus will be arranged on Monday, your arrival day. The residential team will contact you regarding these details.

From Airport to Perth City Central
Perth Airport Shuttle
Timetable and information: www.perthairportconnect.com.au
Tel: +61 8 9277 4666

Public Transport: Transperth
Website: www.transperth.wa.gov.au
Tel: +61 8 9428 1900

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.
Accommodation

If you have any queries regarding off-Campus accommodation please contact the Student Connect Officer on fremantle.housing@nd.edu.au. Any queries regarding on-Campus accommodation, please contact residentialhalls@nd.edu.au.

On-Campus

If you would like to enquire or apply for on-Campus accommodation, please contact the residential team at residentialhalls@nd.edu.au.

Residential Halls

The Residences are located on-Campus as follows:
- Port Lodge
  28 Marine Terrace, Fremantle
- P&O Hotel
  25 High Street, Fremantle
- Cleopatra Hotel
  24 High Street, Fremantle

Residential Hall Supervisors on-Campus

A Hall Supervisor is assigned to each Hall of Residence. The Hall Supervisor oversees all students and will assist you with academic, social and cultural activities. The Hall Supervisors are concerned for your safety and health while in residence, and report any discipline issues that may arise in the Hall. You are responsible for your own behaviour and must exercise care and concern for the University facilities and your fellow residents.

Dates residences open and orientation

The Residences will be open on Monday 15 February for Semester 1 and Monday 25 July for Semester 2. Please note this is the earliest you may arrive on campus.

Semester 1 Orientation program will commence on Monday 15 February (Semester 2, 2016 – Monday 25 July) and is compulsory for all International and Study Abroad students.

Rooms and equipment for on-campus accommodation

The Residences are located on campus and rooms are not uniform in size. You may be allocated a single, twin or triple room. Bathroom facilities are shared, as are kitchen facilities for self-catering. Bed linen and a towel are provided. Each room has a study desk fitted with a desk lamp. All electrical goods are available in Fremantle and can be purchased when you arrive. If you would prefer to bring your own electrical appliances, the Australian standard is 240 volts. For expensive electrical appliances, such as media players or cameras, an adaptor or converter with appropriate voltage conversions should be purchased prior to departure.

Each Residence has a community kitchen with appliances and equipment and is self-catering. In addition, students require to participate in a community meal program, to be arranged upon arrival.

Off-Campus options

The Student Services Office maintains a comprehensive online database of shared house vacancies and rental properties which students are able to access.

To access the online database, please visit www.nd.edu.au/fremantle/accommodation.shtml.

The Student Services Office cannot endorse the quality of properties or landlords that advertise here and we cannot act on your behalf. Therefore, you should always do your own research and be aware of your rights and responsibilities when renting.

Familiarise yourself with the Residential Tenancies Act when you are preparing to rent, especially if you have not rented accommodation before. It is very important, before you pay any upfront money, that you’ve inspected the property and signed a rental agreement. There have been overseas students who have paid their bond, sometimes A$2000, before they have arrived in Australia to find that the place does not exist once they arrive.

You can find a copy of the Residential Tenancies Act by following the link: www.tenanthelp.com.au.

Neighbourhoods that are near the University:
- Walking distance: Fremantle
- Bus/Train 5-10 minutes: East/South/North Fremantle, Mosman Park
- Bus/Train 5-10 minutes: East/South/North Fremantle, Bus/Train 10-20 minutes: Mosman Park, Swanbourne, White Gum Valley, Hilton, Beaconsfield, Peppermint Grove, Cottesloe
- Bus/Train 20-30 minutes: Claremont, Spearwood, Hamilton Hill, Nedlands, Dalkeith, Bicton, Melville, Palmyra
- Bus/Train 30 min+: Subiaco, Murdoch, Kardinya, Leederville, Perth, South Perth, Victoria Park, Mt. Lawley, Como, Applecross, West Leederville
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>Types of Accommodation</th>
<th>Shared Accommodation</th>
<th>Renting or Leasing</th>
<th>Homestays/Full Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation</td>
<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>Own room or shared room. Furnished or unfurnished.</td>
<td>Single or multiple rooms. Can be both furnished or unfurnished.</td>
<td>Furnished room in a house.</td>
</tr>
<tr>
<td>Bond</td>
<td>Equivalent to a maximum of four weeks rent.</td>
<td>Equivalent to a maximum of four weeks rent.</td>
<td>May be required. Homestay agencies require a one-time A$175 placement fee.</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. Visit <a href="http://www.tenancywa.org.au">www.tenancywa.org.au</a> for advice</td>
<td>Review and sign a contract and/or agreement with tenant or homestay agency.</td>
</tr>
<tr>
<td>Other expenses</td>
<td>If bills are not included, make sure to budget for the following potential bills: gas, electricity, water, internet.</td>
<td>All bills will be part of the renters’ responsibility.</td>
<td>All bills should be included, but internet may not be.</td>
</tr>
<tr>
<td>Meals</td>
<td>Your responsibility and not provided.</td>
<td>Your responsibility and not provided.</td>
<td>Meals are part of the agreement. Breakfast and dinner seven days a week and lunch provided on Saturdays and Sundays.</td>
</tr>
<tr>
<td>Further information</td>
<td>Ways to find rentals, rental properties and/or housemates:</td>
<td></td>
<td>If interested in a homestay agency for placement, please contact the Housing Officer at <a href="mailto:fremantle.housing@nd.edu.au">fremantle.housing@nd.edu.au</a> or +61 8 9433 0579 before your arrival.</td>
</tr>
<tr>
<td></td>
<td>• Student Services maintain an accommodation notice board for Notre Dame students to advertise and seek accommodation. The accommodation service is a referral service, therefore the listings of any available rental properties have not been inspected nor has any individual offering share opportunities been interviewed or police checked. It is important to note that any lease negotiated between a student and a landlord or homeowner is the responsibility of the parties involved, not Notre Dame. No accommodation is pre-arranged or personally provided for individual students by Notre Dame. There is a link on the accommodation notice board for students to advertise that they are seeking accommodation also. To view the accommodation notice board, visit notre-dame.squarespace.com.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Newspapers - The West Australian and local community newspapers have classified advertising sections featuring rental and/or shared accommodation on Wednesday and Saturday.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internet - <a href="http://www.gumtree.com.au">gumtree.com.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://easyroommate.com">www.easyroommate.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you have any queries relating to off-campus accommodation, please contact the Student Connect Officer via <a href="mailto:fremantle.housing@nd.edu.au">fremantle.housing@nd.edu.au</a>.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some helpful tips:

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

Read and understand tenancy agreements:
visit [www.tenancywa.org.au](http://www.tenancywa.org.au) for advice before signing any agreement. Email the Student Connect Officer for a copy of A Guide to Renting in Western Australia.

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

## Study Abroad – On-Campus students

### Approximate indicative living costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/snacks</td>
<td>A$120/week</td>
</tr>
<tr>
<td>Transport – SmartRider</td>
<td>A$35/week</td>
</tr>
<tr>
<td>Laundry/dry Cleaning</td>
<td>A$10/week</td>
</tr>
<tr>
<td>Clothing/toiletries/entertainment</td>
<td>A$120/week</td>
</tr>
<tr>
<td><strong>Total weekly expenses</strong></td>
<td><strong>A$285/week</strong></td>
</tr>
</tbody>
</table>

## Off-Campus students

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 Fremantle. 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.

### Indicative establishment costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation bond</td>
<td>A$800 (4 weeks @ A$200/week–refundable)</td>
</tr>
<tr>
<td>Advance rent</td>
<td>A$400 (2 weeks @ A$200/week)</td>
</tr>
</tbody>
</table>
| Connection fees: Internet, water, electricity, gas supplies for house | A$20.00 (if shared)  
A$700.00 (if unfurnished) |
| **Total for move-in**                         | **Approx. A$1220**                      |
| **FURNISHED**                                 | **Approx. A$1920**                      |
| **UNFURNISHED**                               | **Approx. A$1920**                      |

### Approximate Indicative living costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly rent (shared accommodation)</td>
<td>A$200/week</td>
</tr>
<tr>
<td>Food/snacks</td>
<td>A$120/week</td>
</tr>
<tr>
<td>Bills (if not included in rent)</td>
<td>A$60/week</td>
</tr>
<tr>
<td>Transport – SmartRider</td>
<td>A$35/week</td>
</tr>
<tr>
<td>Miscellaneous/entertainment</td>
<td>A$120/week</td>
</tr>
<tr>
<td><strong>Total weekly expenses</strong></td>
<td><strong>A$535/week</strong></td>
</tr>
</tbody>
</table>

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

Master’s or doctoral international students with school-aged children

Postgraduate international students (master’s or doctorate) may enrol school-aged dependants (children) into local government public schools and pay local fees, or non-government private schools and pay full fees. Students must notify the Admissions Office prior to applying for a student visa if they would like to organise their child’s school placement.

Conditions of Enrolment

1 The dependant/s must be in the country before the enrolment process will commence.

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

3 Once the children have arrived in Australia, please contact the International Admissions Officer at: admissions@nd.edu.au or call +61 8 9433 0697.

4 The placement process will be completed at the Department of Education, not the schools themselves. Efforts are made to place children near to their homes. However, due to limited spaces for overseas students, placement locations may vary.

5 If children of international students require special needs educational services and/or teaching in English as a Second Language (ESL), then international students will be invoiced for the cost of these services.

6 It should be noted that the placement of children will be as close as possible to the student’s permanent address, but there are no guarantees. The school allocated by Education and Training International (ETI) is final and no other negotiations are accepted.

7 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 ETI website: www.eti.wa.edu.au.

Undergraduate (also includes honours, 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 postgraduate 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 ETI website: www.eti.wa.edu.au.
Living in Western Australia

**Fremantle**
Fremantle is the port city south of Perth and only 30 minutes by train from the Perth Central Business District (CBD). Fremantle has a vibrant mix of cultures and people. The city is unique for its heritage architecture and artistic cosmopolitan atmosphere and has many galleries and ‘pubs’ or hotels. You will also find fantastic alfresco cafés and an extensive range of international cuisine, casual eating and dining options.

**Activities**
You can easily walk from Notre Dame to any of these places when you are in Fremantle:

- **Fremantle Markets** – boasts a variety of bargains, fresh foods, cooking ingredients and souvenirs along with various other stalls. The markets are open Fridays 9am to 9pm, Saturdays 9am to 5pm, Sundays 10am to 5pm and Monday Public Holidays 10am to 5pm. Website: fremantlemarkets.com.au.
- **Convict Buildings** – including the Round House building which is the State’s oldest building (dating back to 1831). Website: www.fremantleroundhouse.com.au.
- **Fremantle Prison** – which received its first prisoners in 1855 and was built by the prisoners themselves. You can take a tour of this historical, now unused prison, which is said to be haunted. Website: www.fremantleprison.com.au/Pages/default.aspx.
- **WA Maritime Museum** – WA maritime history is explored at three sites in Fremantle. The WA Maritime Museum and Submarine Ovens, are located on Victoria Quay, and the Shipwreck Galleries, all on Clifft Street. Open daily 9.30am to 5pm. Admission fees do apply. Website: museum.wa.gov.au/museums/maritime.
- **Fishing Boat Harbour** – always a favourite destination for locals and tourists, the Fishing Boat Harbour has a wide range of attractions including high-speed boat rides, restaurants, cafés, bars, coffee shops and a tranquil harbour tour Website: www.fremantlefishingboatharbour.com.

**Perth – the city**
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. www.experienceperth.com/travel-information/perth-visitor-centres
Perth offers a friendly and relaxed atmosphere with many highlights including:

- a wide range of restaurants, reflecting Perth’s multicultural atmosphere;
- world class sporting facilities;
- local and international theatre productions;
- an efficient public transport system;
- easy distance for touring diverse Australian environments, including wine-growing areas, scenic coastal districts and ‘outback’ desert country;
- some of the best beaches in the world;
- the picturesque Swan River; and
- numerous parks and wetlands, including the famous Kings Park.

**Shopping**

**Regular trading hours**
9am–5.30pm Monday to Friday
9am–5.00pm Saturday

**Extended trading hours**
Every Thursday, shops in some suburbs are open until 9pm.
Fremantle and Perth CBD’s also have extended trading hours with late night shopping on Friday until 9pm and Sunday trading from 12pm to 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).

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

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’.

NAB’s pre-arrival banking
You can apply your Australian bank account online before you arrive in Australia. Visit: www.nabgroup.com/migrantbanking

Banks located in Fremantle are:

ANZ Bank
5 Queen Street, FREMANTLE
Phone: 13 13 14*
www.anz.com

BankWest
25 Cantonment Street, FREMANTLE
Phone: 13 17 18*
www.bankwest.com.au

Commonwealth Bank
3 Queen Street, FREMANTLE
Phone: 13 22 21*
www.commbank.com.au

NAB (National Australia Bank)
2 Queen Street, FREMANTLE
Phone: 13 22 65*
www.nab.com.au

Westpac Bank
7 & 9a Queen Street, FREMANTLE
Phone: 13 20 32*
www.westpac.com.au

Bendigo Bank
9 Adelaide Street, FREMANTLE
Phone: +61 8 9433 4969
www.bendigobank.com.au

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

*Telephone numbers are local only.

Getting Around: Transport

Public Transport
The easiest and most usual way to get around is by using Perth’s train and bus system, Transperth. Notre Dame is only a five minute walk from the Fremantle train station. Trains run from Perth to Fremantle at very regular times during the day. All buses to Fremantle terminate at Fremantle train station. You can access the Transperth website which details all the local transport options at www.transperth.wa.gov.au

Most students usually travel using a ‘SmartRider’ card. In order to obtain a ‘SmartRider’:

1. You will need to fill out a form from Student Administration (ND7) and have it validated.
2. Take the validated ‘SmartRider’ form to any Transperth Info Centre or SmartRider Retail Sales Outlet.
3. Purchase a ‘SmartRider’ card. The SmartRider card is valid for use on trains, buses and ferries. The journey cost is dependent on which Zone (area) you live in and how far you are travelling. Student discounts are given at time of sign-up.

Fremantle and Perth city both have a free Central Area Transit (CAT) bus service. This bus service operates within these two areas at no cost, usually every 15 minutes.

Many students who live within the Fremantle area ride their bikes or walk to the University.

Private Transport
If you decide to provide your own private transportation a bike and/or car are good options. A reasonably good, used bike can be purchased for about A$120.00 – A$130.00.

It should be noted that bike helmets are to be worn at all times.

If you are going to be driving a private vehicle and/or purchasing such, please remember the following:

› Please visit Department of Transport for assistance with driver license and other vehicle registration requirements www.transport.wa.gov.au/licensing/visit-or-move-to-wa.asp

› Include maintenance costs (oil changes, repairs, batteries) as well as petrol costs in your weekly budget.

› If purchasing from a private vendor, get the vehicles ‘VIN Number’ and contact the Register for Encumbered Vehicles (REVS) to ensure that there is no money owed on the vehicle.

› Telephone the Police department to ensure that the vehicle is not stolen.

› Make sure you fully understand any legal documents that you sign.

› It is a good idea to have the vehicle inspected by the Royal Automobile Club of WA (RAC) which it will do for a fee.

If you purchase the vehicle, make sure that ownership, registration and automotive insurance are purchased.

Taxis
Taxis are available, but note that during peak hours on the weekends and late nights, long waits can occur. Further, increased fares during peak times are standard and non-negotiable.

Swan Taxi: 131330
Black & White Cab: 133222

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.
Living in Western Australia

Sun awareness
The Western 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.

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.

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.

Telephones and Internet access
Phone cards/Skype
You may want to purchase an international phone (calling) card to make phone calls home. These cards can be purchased at varying costs - $10, $20, $50, $100 and are available from most newsagents.

It is also advisable for you to create a Skype account, which enables you to talk to friends and family for free via the internet: skype.com.

Mobiles
Mobile phones in Australia are readily available and can be purchased at mobile phone distributors as well as the Post Office, electronic stores and other retail outlets.

It is strongly recommended that you speak with mobile phone providers for details of charges for both domestic and international calls and text messages.

Pre-paid
Each month you purchase ‘credit’, with a certain amount of ‘talk time’. You can buy $10 worth of credit, or you can buy ‘Pre-Paid Caps’ which give larger amounts of phone credit and usage.

Plans
You can sign up for one or two year plans with a mobile company, which sometimes comes with a free phone. When purchasing a plan you might have to provide a copy of your visa as a proof that you will stay in Australia and be able to pay the plan off.

Some mobile companies are:

Internet
At home DSL connections
An internet ‘cap plan’ is where you pay a set amount for usage allocation and speed. Most are through a home phone line, some have cable in selected areas. Most cap plans start at about $50 a month. You can purchase a wireless router to share your internet connection with people in your house. Some of the internet providers are: iiNet, Telstra, Optus, Vodafone.

3G and 4G wireless internet
Visit a mobile phone provider and ask if there is 3G or 4G wireless internet coverage in your area. If so, you can purchase a wireless connector which fits into the flash drive of your computer and will enable you to have wireless internet. There are usage allocations and speed variances.

You must buy monthly cap plans which suit your usage and speed requirements.
Living in Western Australia

Nightlife and other events

There are numerous cinemas, theatres, cafés, restaurants, bars and pubs for those who enjoy the nightlife. It is highly recommended that students go out at night in groups and never travel alone.

Every Thursday a free newspaper called X-press is issued and contains detailed entertainment information for Fremantle and the surrounding Perth area. It includes events such as live music venues, cinema venues and screening times, art exhibitions and theatre events. You can pick this paper up outside selected clothing stores, shopping centres and in cafés.

Your free local community newspaper will also have a section in it each week outlining local events.

To find out more about what is happening in Fremantle, visit www.fremantlestory.com.au or www.visitfremantle.com.au.

If you are interested in planned trips and events, please visit Student Services.
**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: internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf

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

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:

1. Maintenance of current contact details – students must notify the Education Provider of their new address within seven days.
2. Attendance - students must maintain an 80 per cent attendance record of the scheduled contact hours.
3. Academic performance – students must maintain consistent academic performance (Good Standing*).
4. 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

If you were granted a student visa on or after 26 April 2008, you and your dependent family members will already have permission to work included with your visa.

You cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight (a fortnight means a period of 14 days commencing on any Monday and ending on the second following Sunday) when your course is in session, and unlimited hours when your course is not in session.

Tax File Number

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 which is located at:

45 Francis Street
Northbridge (in Perth)
Phone: 13 28 61*
Website: www.ato.gov.au

*Telephone numbers are local only

Community

Legal Centres

Fremantle Community Legal Centre

Shop 11, Queensgate Complex, 10 William Street, Fremantle
Tel: 08 9432 9790*
Monday to Friday:
8.30am-4.30pm (office hours)
Monday and Wednesday Evenings
Legal Service from 5pm.
Consultations are by appointment only.
The centre offers advice on issues related to the law, tenancy advice, and assistance in dealing with Centrelink.

Citizens Advice Bureau of WA (Inc)
15a Queen Street, Fremantle
Tel: 08 9335 4522
Monday to Thursday: 9.30am-3.30pm
Friday: 9.30am-12.30pm
Must make an appointment.

Legal Aid Western Australia
(Fremantle Regional Office)

Shop 7 Queensgate Arcade,
10 William Street, Fremantle
Tel: 08 9336 9100*
Freecall: 1300 650 579* (info line)
Monday to Friday: 8.30am - 4.30pm
Please make an appointment at least one week in advance.

Youth Legal Service

1st Floor, 138 Murray Street, Perth
Tel: 08 9202 1688*
Free Call: 1800 199 006*
Monday to Friday: 9am-5pm
This is a free service and provides assistance and advocacy or referral to young people on any issues relating to the law and financial counselling. It is available to any person under the age of 25.

Legal Aid Western Australia
Perth Office
32 St Georges Terrace Perth
Tel: 08 9261 6222
Monday-Friday: 8.30am - 4.30pm
Please make an appointment at least one week in advance.

*Telephone numbers are local only.
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, 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 Allianz, 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 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.

BUPA On Campus Support Person

BUPA provides an access to an On Campus Support Person. Support person will be available on Mondays and Thursdays between 1.30pm to 5pm at Student Services Office.

Current Advantage OSHC costs for 2015:

<table>
<thead>
<tr>
<th>Cover Type</th>
<th>Cost 14 Months</th>
<th>Cost 38 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single cover</td>
<td>AU$265</td>
<td>AU$1969</td>
</tr>
<tr>
<td>Couples cover</td>
<td>AU$630</td>
<td>AU$5556</td>
</tr>
<tr>
<td>Family cover</td>
<td>AU$1591</td>
<td>AU$8243</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 (10per cent) 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 bupa.com.au/oshc-info.

Further information on Bupa Advantage OSHC products can be found at: www.corporate.bupa.com.au/students.

Contact the International Officer in Student Administration Office for enquiries on +61 8 9433 0520 or fremantle.is@nd.edu.au.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>BENEFIT PER SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF HOSPITAL MEDICAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Medical services provided by most General Practitioner Services.</td>
<td>Up to 100 per cent 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 per cent of the Medicare Benefits Schedule (MBS) fee.</td>
</tr>
<tr>
<td>IN HOSPITAL MEDICAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Medical services provided in hospital.</td>
<td>Up to 100 per cent 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>PRESCRIPTION MEDICINES</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>SURGICALLY IMPLANTED PROSTHESSES</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>EMERGENCY AMBULANCE SERVICES</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.
Emergency numbers and medical facilities

What is 000?
Triple zero (000) is used when you need urgent police, fire or ambulance assistance. Triple zero (000) should only be used in an emergency or life-threatening situation.

What is 131 444 for?
It’s the number to call for police assistance or attendance and when it is not an emergency. Calls to 131 444 from most regional areas are automatically directed to the nearest police station.
If a person is unable to speak English, they should call triple zero (000) from a fixed line, say ‘police’, ‘fire’ or ‘ambulance’.
Once connected to the nominated emergency service, stay on the line and a translator will be organised.

Hospitals
Fremantle Hospital
Alma Street, Fremantle
Phone: 9431 3333
Sir Charles Gairdner Hospital
Hospital Avenue, Nedlands
Phone: 9346 3333
Royal Perth Hospital
197 Wellington Street, Perth
Phone: 9224 2244
King Edward Memorial Hospital
374 Bagot Road, Subiaco
Phone: 9340 2222
Free Advice Line – For free health advice 24 hours a day call healthdirect Australia on 1800 022 222.

Clinics
Ellen Health, 69 Wray Street, Cnr Hampton Road, Fremantle
Phone: 9239 0200
Monday - Friday: 8am - 6pm
Saturday: 8.30am - 4pm
Canning Medical Centre (General Practice)
199 High Street, Fremantle
Phone: 9335 6822
Monday-Friday: 8.00am - 4.00pm
Saturday: 8.00am - Noon
Leeuwin Medical Group
275 Canning Hwy, Palmyra
Phone: 9339 7799
Monday-Friday: 8.00am - 6.00pm
Saturday: 8.30am-1.00pm

Dental
Atwell Arcade Dental Centre
1st Floor Atwell Arcade, Fremantle
Phone: 9335 3723
Fremantle Smiles Dental Centre
118a Wray Ave, Fremantle
Phone: 9338 6157
GP After Hours at Fremantle Hospital
Phone: 9430 8912
Monday - Friday: 7-10pm
Saturday: 1-9pm
Sunday/Public Holidays: 1- 9pm
Point Walter Medical Centre
322-324 Canning Hwy, Bicton
Phone: 9319 2333
Monday - Thursday: 8am - 6pm
Friday: 8.00am - 4.00pm
Saturday: 8.00am - Noon
Studying at Notre Dame
Important study dates at Notre Dame

Please see the 2015 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

Event Dates | Semester 1, 2016
---|---
15 February | Residence Halls open for on-campus students
15-19 February | Orientation week
22 February | Semester 1 commences
4 March | Last add/drop date for changes to unit enrolment
Week of 7 March | Confirmation of enrolment
25-28 March | Easter
11-15 April | Tuition free week
30 May-3 June | Study week
6-17 June | Examinations
18 June | Closing date for the residences

Event Dates | Semester 2, 2016
---|---
25 July | Residence Halls open for on-campus students
25-29 July | Orientation week
1 August | Semester 2 commences
12 August | Last add/drop date for changes to unit enrolment
Week of 15 August | Confirmation of enrolment
26-30 September | Tuition free week
7-11 November | Study week
14-25 November | Examinations
26 November | Closing date for the residences

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 8 9433 0697 or email: maki.shirahama@nd.edu.au.

For up-to-date information regarding the Orientation week schedule please check www.nd.edu.au.
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. Your first year at Notre Dame will be very important in terms of learning the specialised English for each topic. Please ask the Academic Enabling Support Centre (ND44) for assistance at any time.

Enrolment, timetables and tutorial 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.

Textbooks

University Co-op Bookshop
Location: 30 Marine Terrace
(Corner of Henry Street)
Tel: +61 8 9335 9225
Email: ndame@coop-bookshop.com.au
Website: www.coop.com.au

Textbook and course readers for all units can be purchased from the Co-op Bookshop. The bookshop is open from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday. Co-op membership cost A$20 and entitles you to a 10 per cent discount on most books and stationery.

Second-hand textbooks

Second-hand books for the appropriate semester can be bought and sold through the Co-op Bookshop providing they are the correct edition and title. Students determine the selling price and there is a 17 per cent (GST incl.) commission taken by the Co-op Bookshop.

Demands of study

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 ask the Academic Enabling Support Centre (ND44) for assistance at any time.

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.
Class attendance

Attendance requirements may vary for each unit you are enrolled in, within 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 per cent of the scheduled course contact hours, the ‘Non-Attendance’ will be reported to the Student Administration 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 make 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
› 19 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, for each semester.

**Academic Penalty Date:**

This is the last date that you can withdraw from a unit without your academic record showing your result for that unit as a Fail grade.

› 20 May 2016 for standard Semester One (2016) units
› 21 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.

For Study Abroad students: Change of Enrolment

The Study Abroad Office uses an add/drop date of the end of week 2 of each semester, set at the request of partner institutions.

Leave of Absence/Deferral

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).

To apply:

1. Leave of Absence form (available at 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 Campus 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.

Advanced Standing for international fee paying students

Advanced Standing is credit granted towards a degree program for study already undertaken at a recognised institution or by recognition of prior experience. By giving recognition to prior learning, Advanced Standing prevents the unnecessary duplication of study and can save time and money. Please contact your school for the further details of applying Advanced Standing.

Documents required to apply for Advanced Standing

1. Advanced Standing Application form (available at the school)
2. Certified copies of your official academic transcripts
3. Copies of unit outlines/details from your previous studies

Submit these documents to your School. The Advanced Standing process may take up to four weeks.

International & Study Abroad Pre-departure Guide 2016
Complaints and appeals policies

Student grievances

The University recognises that students may wish to raise a complaint, problem, issue or concern (Grievance) relating to their current or past involvement with the University. Grievances can be about any number of matters including matters that may affect a student’s sense of wellbeing and safety.

The University is committed to dealing with all Grievances efficiently, without bias, in a timely and transparent manner and in accordance with the principles of natural justice. The process for resolving Grievances is set out in the Procedure: Student Grievance www.nd.edu.au/__data/assets/pdf_file/0004/110578/WEB_Procedure_Student_Grievance_17_1_12.pdf).

Student appeals

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

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

A student may seek assistance and advice in relation to the appeals process from the Campus Registrar’s Office, which will direct them to the appropriate area of the University to assist with the appeal process.

The Student Appeals Policy (www.nd.edu.au/__data/assets/pdf_file/0020/110909/Policy_Student-Appeals.pdf) does not limit the right of a student to seek the assistance of an external person or agency to resolve an appeal.
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 8 9433 0536 | Email: fees@nd.edu.au
Tuition costs depend upon a student's study load. An average study load is eight units per year or four 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 two years) plus Overseas Student Health Cover (OSHC) and any other enrolment fees and charges are to be paid at least four 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 8 9433 0536 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
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 per cent 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 Tuition fee formula and the number of weeks (rounded up to the nearest whole number) in the default period, see diagram A.

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:

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

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

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

*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
Refund Policy for On-Campus Accommodation

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

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

Please note this On-Campus Accommodation Refund Policy is subject to change. The full and most up-to-date information on Refund Policy can be obtained from the University website: http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml
ACCOMMODATION REFUND POLICY
Admissions Office
Tel: + 61 8 9433 0537
Email: admissions@nd.edu.au
Location: Building ND23
21 High Street, Fremantle

International Students Advisor/International Admissions Officer
Maki Shirahama
Tel: + 61 8 9433 0697
Email: maki.shirahama@nd.edu.au
International Student Advisor will assist following:
› Assessment of all applications to study at Notre Dame
› Issuing offer, invoice and Acceptance form
› Issuing eCoE
› Enrolment
› Grievance Enquiries

Student Administration
Tel: + 61 8 9433 0520 / 0683
Email: fremantle.is@nd.edu.au
Location: Building ND7
32 Mouat Street, Fremantle
The Student Administration Office has an International Officer who reports to the Department of Immigration and Border Protection with regard to changes of course, withdrawal from course or unsatisfactory academic progress and changes to an eCoE.

Further services include:
› Withdrawal from courses/degrees
› Changes of courses/degrees
› Change of address
› SmartRider verification
› Student ID cards
› Transcripts
› Application for graduation
› VISA assistance

International Officer
Victoria Li and Paula Minuta
Tel: + 61 8 9433 0520
+ 61 8 9433 0683
Email: fremantle.is@nd.edu.au
Once you are an enrolled student, you should speak with the International Officer at Student Administration, if you require assistance with academic matters, such as:
› making changes to your course;
› withdrawing from units;
› visa queries/compliance; and
› organising and answering queries about overseas Health Cover (OSHC).

Change of Address: It is a condition of your student visa that you inform Student Administration Office of any change of address and contact details within seven days. Student Administration will inform the Department of Immigration and Border Protection of this change on your behalf.
Study Abroad Office
The Study Abroad Office supports all study abroad and exchange students both prior to arrival and throughout the semester at the University. The Office is located on High Street (ND19).

For academic matters:
Executive Officer: Serena Baptist
Tel: +61 8 9433 0108
Email: serena.baptist@nd.edu.au
Project Officer: Lisa Maier
Tel: +61 8 9433 0121
Email: lisa.maier@nd.edu.au

For residential matters:
Manager of Student Residences: Chelsae Currie
Tel: +61 8 9433 0106
Email: residentialhalls@nd.edu.au

Student Services
The Student Services Office is dedicated to providing students with services support while at 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. The office is located in Bateman courtyard (ND7).

Tel: +61 8 9433 0579
Email: fremantle.student.services@nd.edu.au

We provide the following services:
› Student Connect Officer
› Accommodation enquiries
› International Student Association
› Careers Service
› Counselling Services
› Lost Property Service
› Mentor Program
› Mature Age Student Network
› Sports and Recreation

Student Connect Officer
Kelly Daniels
Tel: +61 8 9433 0550
Email: kelly.daniels@nd.edu.au

Student Connect Officer’s role includes:
› Providing support to international students from orientation to graduation.
› Providing a referral service for temporary and permanent accommodation needs.
› Coordinating Orientation Week for international students.
› Coordinating the Mentor Program.
› Planning social and educational events on-Campus with the assistance of the International Student Association (ISA).

International student support
Tel: +61 8 9433 0550
Email: fremantle.student.services@nd.edu.au

Student Services Office aims to promote and enhance international awareness, cooperation, cultural diversity and dialogue among students at Notre Dame as well as the surrounding communities. Social and educational events are held throughout the year.

Careers information
Amelia Long
Tel: +61 8 9433 0582
Email: amelia.long@nd.edu.au

The Careers Officers is available by appointment to assist you with work experience opportunities, resume building, interview techniques, vacation jobs, and information on options and pathways available to you after you graduate.

Counselling service
If you are experiencing personal or academic problems, fully qualified counsellors are able to assist you. The service is confidential and free of charge. Your attendance at counselling sessions will not be divulged to staff without your written permission to do so, and it is not noted on your student file. You will need to make an appointment see a counsellor.

For appointments:
Tel: +61 8 9433 0580
In person: ND9 (Bateman Courtyard)
Workshops: www.nd.edu.au/student counselling.

Mentor Program
Kelly Daniels
Tel: +61 8 9433 0550
Email: kelly.daniels@nd.edu.au

The Mentor Program aims to make the transition to university more enjoyable by linking small groups of new first year students with a student mentor from the same School. Connecting with an already established student will help you to become familiar with the campus and services available to you. It will also help you to meet new people.

Mature Age Student Network
Ervina Ng
Tel: +61 8 9433 0586
Email: ervina.ng@nd.edu.au

The Mature Age Student Network has been established for any student who is beginning university studies and is over 25 years old. This network has been established to provide a unique opportunity for students to network and support each other while studying at Notre Dame.

Sport and Recreation
Max Watson
Tel: +61 8 9433 0588
Email: fremantle.sports@nd.edu.au

The sports program at Notre Dame provides opportunities for students of all ages, abilities and fitness levels. Please contact the Sports Officer for further information.
Student Services and facilities

Student Association
Tel: +61 8 9433 0587
Web: www.nd.edu.au/ndsa

The Student Association is the voice of the students of Notre Dame. Every student is a member of the Association and is entitled to its services and benefits. Its Mission is to serve the best interests of the student body by interacting with the University administration, organising social events, and providing support and assistance to the student body.

The Student Association is elected by the students of each School to ensure that all students are well represented. The Student Association provides for the student body:

- representation on the University Student Affairs Committee
- support for student clubs and societies
- organisation of the annual Student Association ball and cocktail party

Nothing here that takes your fancy?
The Student Association welcomes and encourages new student clubs, societies or interest groups. Call into its office in Prindiville Hall (ND3) off Mouat Street to chat with one of your student representatives about how to start a new club or society.

Notre Dame Volunteer Network (NDVN)
Donna Tempra
Tel: +61 8 9433 0658/+61 8 9433 0580
Email: fremantle.ndvn@nd.edu.au

The Notre Dame Volunteer Network provides staff and students with an opportunity to offer their services to agencies and organisations which work with some of Western Australia’s people in need. In addition to make a positive difference in the community, you also learn new skills, meet new people and enhance your career opportunities.

Student Clubs and Societies

- Arts and Science Society
- Business Society
- International Students Society (ISA)
- Notre Dame Law Students’ Society (NDLSS)
- Performing Arts Association Notre Dame Australia (PAANADA)
- Physiotherapy Students Society
- School of Philosophy & Theology Student Society
- The Education Society
- The Nursing Students Society
- Notre Dame Students for Social Justice Society (NDSSJ)
- Notre Dame Students for Reconciliation
- Health Science Society

Academic Enabling & Support Centre, Fremantle (AESC)
Tel: +61 8 9433 0950
Email: aesc.freo@nd.edu.au

Location: Building ND44, directly opposite the main administration building on Mouat Street.

Success Now!
The AESC runs ongoing courses for all students in a wide range of topics. Each semester a program of courses is on offer, mostly in the Wednesday lunchtime block, when there are no other lectures being run. These courses include academic writing skills, referencing skills, IT skills and exam preparation techniques. Longer courses are also offered at various times throughout the year. These are all advertised directly to students, and staff are asked to promote these through lectures and presentations, to increase student awareness.

one2one (Free tutoring service)
Students can make an appointment and have, at no cost, sessions with a tutor who will assist them with any academic task they are working on.

International students make great use of both the Success Now! and the one2one programs. The AESC does not provide ‘English as a second language’ courses, but can refer International students to further support outside the University.

Disability Support Officer
Nicky Ashfield
Phone: +61 8 9433 0995
Email: nicky.ashfield@nd.edu.au

The AESC provides the services of a Disability Support Officer, to 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: www.nd.edu.au/academic_support where there are links to the courses on offer, and contact details for all staff within the AESC.
Student Services and facilities

Campus Ministry
University Chaplain:
Fr Subash Fernando OMI
Tel: +61 8 9433 0551
Email: chaplain@nd.edu.au
Campus Minister:
Tom Gourlay
Email: tom.gourlay@nd.edu.au

The Campus Ministry team works to share the joy of the gospel and 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.
› Interaction between international and local students.
› Opportunities for reflection and prayer.
› Daily Mass (Mon-Fri: 12.35pm, except Tuesday at 8.30am).
› Christian initiation program.
› Evening Prayer at 4.30pm on Thursday at Holy Spirit Chapel.
› Holy Spirit Choir – singing sacred music open to singers of all skill levels.
› Sunday Mass at 6pm in the Holy Spirit Chapel. (This includes the opportunity to meet Fremantle locals and form connections and friendships).
› Scripture study and discussion.
› Spiritual retreats.
› Special events and guest speakers.

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.

Pastoral care
The provision of pastoral care 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 Campus Ministry service of the University is central to its pastoral mission and develops the prayer life and spirituality of the University.

Libraries
Staff and students at the Fremantle campus are serviced by three libraries:

St Teresa’s Library
Location: ND17
(see page 41 Campus Map)
Supports the Schools of Arts & Sciences, Business, Education and Philosophy & Theology.

The Craven Law Library
Location: ND13
(see page 41 Campus Map)
Supports the School of Law.

The Roy & Amy Galvin Medical Library
Location: ND35
(see page 41 Campus Map)
Supports the Schools of Health Sciences, Medicine and Nursing & Midwifery.

Library opening hours
The libraries at the Fremantle Campus open at 8am each weekday, with full library services commencing at 8.15am. Closing times vary between the teaching and the non-teaching periods of the year, with extended opening hours (including weekends) offered only during teaching periods. To confirm opening hours, please check the Library home page: library.nd.edu.au.
Our other Campuses

Sydney Campus

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

The Broadway site has the University’s Schools of Arts & Sciences, Business, Education, Law and Philosophy & Theology and is set in the higher education precinct of Sydney, five minutes’ walk from Central train station. The Darlinghurst site has the University’s School of Medicine and School of Nursing in a state of the art, purpose built facility, complete with simulation wards.

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.

Sydney Campus
140 Broadway (PO BOX 944)
Broadway NSW 2007
Tel: +61 2 8204 4400
Email: sydneyinternational@nd.edu.au

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

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**Academic Year 2016**

Many Schools and courses have different dates to the main University calendar. There may also be a variation in some dates depending on your campus. Please check with your School to ensure the dates for your course are not different from the main University dates.

The information contained in this calendar is provided in good faith and is derived from sources believed to be reliable and accurate. However, The University of Notre Dame Australia expressly disclaims liability which is based on a reliance on the information contained herein. The University reserves the right to make changes to these calendars at any time. Students should check this information with the relevant area before acting on its contents.

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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.*
## Contact list

The University’s nominated International Student Contact Officer; s on the Fremantle Campus are Victoria Li and Paula Minuta.

Please use the following list to find other Notre Dame staff who can help you with any questions you may have.

<table>
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<tr>
<th>Area</th>
<th>Person</th>
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<tr>
<td>Academic Enabling &amp; Support Centre (AESC)</td>
<td>Lorraine Pidgeon</td>
<td>9433 0981 (ND44)</td>
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<tr>
<td>School of Arts &amp; Sciences</td>
<td>Raelene Cully</td>
<td>9433 0102 (ND42)</td>
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<td>School of Business</td>
<td>Leanne Van Der List</td>
<td>9433 0918 (ND42)</td>
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<td>School of Education</td>
<td>Claire Donaldson</td>
<td>9433 0154 (ND36)</td>
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<td>School of Health Sciences</td>
<td>Leonie Eulenstein</td>
<td>9433 0208 (ND40)</td>
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<td>School of Law</td>
<td>Leah Cammell</td>
<td>9433 0728 (ND11)</td>
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<tr>
<td>School of Nursing</td>
<td>Anita Zele</td>
<td>9433 0222 (ND37)</td>
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<tr>
<td>School of Philosophy &amp; Theology</td>
<td>Christine Polmear</td>
<td>9433 0149 (ND24)</td>
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<tr>
<td>School of Physiotherapy</td>
<td>Maree Nikolvic</td>
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**First Aid – See above (each School can assist)**

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<td>Admissions Office</td>
<td>Maki Shirahama</td>
<td>9433 0697 (ND23)</td>
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<td>Co-op Bookshop</td>
<td>30 Marine Terrace, Fremantle</td>
<td>9335 9225</td>
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<td>Computing</td>
<td>IT Student Support</td>
<td>9433 0777</td>
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<td>Visa</td>
<td>Student Admin, Victoria Li and Paula Minuta</td>
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<td>Kelly Daniels</td>
<td>9433 0550 (ND7)</td>
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<td>Fees Office</td>
<td>Alyson Riddell</td>
<td>9433 0536 (ND7)</td>
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## Contact list for Study Abroad program students

| The Study Abroad Office                   | Professor Peta Sanderson | peta.sanderson@nd.edu.au |
| Study Abroad Executive Officer           | Serena Baptist           | 9433 0108, serena.baptist@nd.edu.au |
| Study Abroad Project Officer             | Lisa Maier               | 9433 0121, lisa.maier@nd.edu.au |
| Manager, Student Residences              | Chelsae Currie           | 9433 0106, residentialhalls@nd.edu.au |

* ALL international calls require +61 8