

Domestic Student Guide

Nan Tien Institute | 2024

TABLE OF CONTENTS

WELCOME.....	4
KEY DATES 2023/2024.....	4
ORIENTATION.....	5
STUDENT INFORMATION DROP-IN SESSIONS	5
SUBJECT STRUCTURE & ASSESSMENT	5
ON-CAMPUS SUBJECTS	5
ONLINE SUBJECTS.....	5
ASSESSMENT METHODS.....	6
STUDENT ENROLMENT AND WITHDRAWAL	6
SUBJECT ENROLMENT	6
SUBJECT WITHDRAWAL	7
ENROLMENT SUSPENSION OR CANCELLATION.....	7
DEFERRAL	7
LEAVE OF ABSENCE	7
RECOGNISED PRIOR LEARNING	8
STUDENT RIGHTS AND RESPONSIBILITIES.....	8
COMPLAINTS AND GRIEVANCES	8
ACADEMIC INTEGRITY.....	8
NAN TIEN INSTITUTE'S VALUES.....	9
FEES, CHARGES AND REFUNDS.....	10
TUITION FEES 2024.....	10
PAYMENT OF TUITION FEES.....	11
FEE-HELP	11
NON-TUITION FEES.....	12
REFUNDS.....	13
TUITION PROTECTION SERVICE (TPS).....	14
SERVICES AND FACILITIES	15
STUDENT SERVICES OFFICE.....	15
DISABILITY AND WELLNESS SUPPORT	15
LIBRARY	15
IT SUPPORT.....	15
ACADEMIC SUPPORT	16
STUDENT PORTAL.....	17
MYMAIL.....	17
NTiLEARN	17

ONLINE FORMS.....	17
STUDENT POLICY LIBRARY	17
LEARNING AND ASSESSMENT GUIDE.....	18
STUDENT HANDBOOK	18
NTI FREE WI-FI.....	18
NAN TIEN INSTITUTE CAMPUS	19
GETTING TO CAMPUS.....	19
PILGRIM LODGE ACCOMMODATION	19
OFF-CAMPUS ACCOMMODATION.....	19
STUDENT SAFETY AND WELLBEING.....	21
ON-CAMPUS SECURITY.....	21
CRITICAL INCIDENTS.....	21
PREVENTION OF SEXUAL ASSAULT AND SEXUAL HARASSMENT.....	22
COUNSELLING/SUPPORT SERVICES.....	24
LEGAL SERVICES	25



WELCOME

Welcome to Nan Tien Institute (NTI)! NTI is a private, non-profit, government accredited, Australian higher education provider, offering courses in the areas of Buddhist studies, health and wellbeing. NTI is one of a relatively small number of institutions in the world offering postgraduate studies grounded in Buddhist wisdom and values.

NTI is proud to welcome students from all over the world. Our students are empowered with an education that is mobile, crosses geographic precincts, cultural, digital, and educational borders, and has numerous transferable and adaptable applications.

NTI prides itself on being a truly international organisation that provides all students with a safe, nurturing, and culturally understanding environment that encourages excellence. We look forward to welcoming you to NTI in 2024.



KEY DATES 2023/2024

	Start Date	End Date
Semester 2 2023	17-Jul-2023	17-Dec-2023
Summer Break	18-Dec-2023	28-Jan-2024
Semester 1 2024	29-Jan-2024	30-Jun-2024
Semester Break	01-Jul-2024	14-Jul-2024
Semester 2 2024	15-Jul-2024	15-Dec-2024
Census Date	<p>Census date is the final date for a student to withdraw from a subject without academic or financial penalty (Fees, Charges and Refunds Policy).</p> <p>NTI determines a different census date for each subject. Students can view the census date for each subject on the online timetable, or in each subject's Learning and Assessment Guide.</p>	

ORIENTATION

There is no compulsory orientation session scheduled for domestic students. Students are welcome to contact Student Services at any time with questions regarding their studies.

Both Student Services and NTI Library conduct monthly online drop-in sessions that are available and suitable for both commencing and continuing students.

STUDENT INFORMATION DROP-IN SESSIONS

Students are welcome to drop in at any time during the scheduled session to ask questions about their studies, systems, processes or their enrolment. Student Services staff will also be available to guide students in practical demonstrations.

The student information drop-in sessions are held on the first Wednesday of each month at 4.00pm-5.00pm (AEST/AEDT) via Zoom – the Zoom links to join the sessions are made available to students via NTiLearn.

SUBJECT STRUCTURE & ASSESSMENT

All NTI subjects have a duration of **ten (10) weeks**.

ON-CAMPUS SUBJECTS

These subjects are typically* structured in the following way:

Weeks 1 – 2 Pre-readings and/or assessment tasks

Weeks 3 – 4 Five (5) days of face-to-face lectures and other learning activities, on campus or via Zoom (9am - 5pm) – **domestic students have the option to attend these in person on campus or remotely via Zoom**

Weeks 5 – 10 Self-study and completion of assessments, supported by the lecturer and online resources.

*Some subject lectures may be scheduled differently. Students should always check the [online timetable](#) or the subject's Learning and Assessment Guide for clarification.

Further information about each online subject is outlined in each subject Learning and Assessment Guide.

Subjects from the Applied Buddhist Studies, Humanistic Buddhism and Health and Social Wellbeing programs typically have a face-to-face component.

ONLINE SUBJECTS

These subjects have readings, assessments, lectures, and learning activities taking place throughout the whole duration of the subject. Students have the option of attending weekly Zoom sessions to interact with the lecturer and other students in the subject.

Further information about each online subject is outlined in each subject Learning and Assessment Guide.

While online students may not have the opportunity to visit NTI's physical campus, this Domestic Student Guide (and the online **Student Support Guide** available via through NTiLearn) outlines the ways in which students can connect with support staff.

Students can contact the Student Services Office for further information about studying online.

If you would like to arrange a visit to campus, you are welcome to contact the Student Services Office directly to organise an appointment.

Subjects from the Mental Health program are typically online subjects.

ASSESSMENT METHODS

Student learning is assessed through a variety of formats, depending on the learning outcomes of a subject/course, the purpose of an assessment, and the skills/knowledge a student is required to demonstrate. Assessment details are available in each subject Learning and Assessment Guide, accessible via **NTiLearn**. More information about NTiLearn is available below under the **Student Portal** section of this guide.

Assessment formats utilised by NTI include (but are not limited to): essays, quizzes, reports, literature reviews, peer-reviews, research projects, reflective journals, annotated bibliographies, case studies, debates, presentations, interviews, and self-assessments. Students may be required to complete assessments individually, or they may be required to work with fellow classmates to complete and submit work as a group.

Depending on the advice outlined in the Learning and Assessment Guide, students may be required to submit work in-class or upload them to NTiLearn. The due date, weighting, length, details, and marking criteria for each assessment is provided in the Learning and Assessment Guide.

If a student has any questions about their assessments, they can contact their subject lecturer or Head of Program for further clarification. Students can also receive assistance with their assessments from Academic Support Officers (further information provided under the **Services and Facilities** section of this guide).

STUDENT ENROLMENT AND WITHDRAWAL

SUBJECT ENROLMENT

Domestic students may choose to enrol in either full-time or part-time study to complete their course with NTI. The standard full-time study load is eight (8) subjects per year, and four (4) subjects per semester ([Student Enrolment Policy](#)).

Students can view their course structure (the list of eligible core and elective subjects required to complete their course) in their **Letter of Offer**, or by checking your [course page on NTI's website](#).

Students enrolled in the Health and Social Wellbeing, Applied Buddhist Studies, or Humanistic Buddhism programs can submit a **Subject Enrolment Form** via the Student Portal, to enrol in subjects for an upcoming semester. Students enrolled in the Mental Health program can submit a **Mental Health Subject Enrolment Form** via the Student Portal, to enrol in subjects for an upcoming semester.

Students will receive an email confirmation from Student Services once their subject enrolment has been processed. All students are encouraged to contact Student Services if they would like any advice on subject selection and enrolment.

SUBJECT WITHDRAWAL

Students may withdraw from a subject/s by submitting a **Subject Withdrawal Form** via the Student Portal. Students will receive an automated email confirming the submission of their Subject Withdrawal Form, and a confirmation email from once their withdrawal has been processed.

Students may withdraw from a subject without academic or financial penalty if they submit a Subject Withdrawal Form by the subject census date (as per the [Fees, Charges and Refunds Policy](#)). NTI's Dean of Studies may approve a student's late withdrawal from a subject in compassionate or compelling circumstances (as outlined in the [Fees, Charges and Refunds Policy](#) and the [Student Enrolment Policy](#)).

ENROLMENT SUSPENSION OR CANCELLATION

A student's enrolment in a course may be suspended or cancelled for reasons including, but not limited to:

- ☐ failing to comply with NTI policies
- ☐ gaining admission to an NTI course by submitting incomplete, inaccurate, fraudulent, or misleading documentation (as per the [Admission Policy](#))
- ☐ failing to meet course progress requirements (as per the [Student Enrolment Policy](#))
- ☐ committing academic or non-academic misconduct (as explained in the [Academic Integrity Policy](#) and [Student Misconduct Policy](#))
- ☐ failing to pay part or all of tuition fees by the due date ([Fees, Charges and Refunds Policy](#))

Suspension is a temporary cancellation of a student's enrolment at NTI (for a period of no more than 12 months). Following a period of suspension, a student has the automatic right to resume their studies in their course (or equivalent course) with NTI.

Exclusion is the cancellation of a student's enrolment (for a period of no more than 24 months). Unlike a suspension, a student does not have the automatic right of re-admission to their course following their exclusion from NTI. If a student wishes to resume their studies after a period of exclusion, they must re-apply for admission to NTI following the procedures outlined in the [Admission Policy](#). A student's previous enrolment with NTI will not guarantee their re-admission to NTI.

Further information about enrolment suspension and cancellation can be found in the [Student Enrolment Policy](#).

DEFERRAL

Students who receive a Letter of Offer to study with NTI, but who wish to postpone (delay) starting their studies with NTI, can apply to defer their course. Students can defer the commencement of their course for a period of up to twelve (12) months.

To request a deferral, students must complete a **Deferment Application Form** and submit this to the Student Services Office. Further information about course deferral can be found in the [Admission Policy](#).

Students with any questions about deferring their studies with NTI can contact the Student Services Office for assistance.

LEAVE OF ABSENCE

As outlined in the [Student Enrolment Policy](#), students enrolled in a course may apply to take a leave of absence from their studies. Leave of absence allows a student to take a break from their studies for a period of up to twelve (12) months, while maintaining their enrolment in their course.

To apply for a leave of absence, students must complete a **Leave of Absence Form** and submit the completed form (and any relevant supporting documentation) to the Student Services Office for processing.

Students who withdraw from all subjects in a study period without obtaining an approved leave of absence may have their enrolment lapse. Once their enrolment has lapsed, a student will be required to re-apply for admission to the course.

Students who take a leave of absence from their course for more than one (1) year should note that the course rules and conditions under which they originally enrolled may change during their period on leave, and that they may be subject to the rules and conditions as they apply at the time that they return to their course.

RECOGNISED PRIOR LEARNING

Students may apply to receive recognition of prior learning (RPL) to receive credit for previous formal or informal learning. The RPL process involves the assessment of relevant prior learning to determine the outcome of a student's application for credit (as outlined in the [Recognition of Prior Learning Policy](#)).

To apply for RPL, you must submit an **Application for Recognition of Prior Learning Form** and all necessary supporting documentation to the Student Services Office at the time of your application to NTI. RPL applications are assessed by your relevant Head of Program. You will receive written notification from the Student Services Office regarding the outcome of your RPL application.

STUDENT RIGHTS AND RESPONSIBILITIES

COMPLAINTS AND GRIEVANCES

NTI is committed to providing a safe, harmonious, supportive, and productive environment for all its students. NTI's student policies outline the complaint and appeal procedures related to various specific aspects of the student life cycle.

All students have the right to lodge a complaint or grievance with NTI if they have a concern or complaint about unfair treatment, discrimination, harassment, vilification and/or bullying. If a student has a concern or complaint that is not addressed within a specific NTI policy, they can report their grievance as per the process outlined in the [Student Grievance Policy](#).

There are three (3) stages to addressing a student grievance:

- ❑ an informal discussion: where a student will try to address the concern or complaint with the person responsible for the decision, action or behaviour that has caused the grievance.
- ❑ a formal review: where a student has attempted an informal discussion, but the grievance is not resolved, the student can lodge a formal written complaint with the President of NTI.
- ❑ an external review: where a student is unsatisfied with the formal review, they can refer the grievance to an external body for review.

For further information about complaints and grievances, students can read the [Student Grievance Policy](#).

ACADEMIC INTEGRITY

All students should familiarise themselves with NTI's [Academic Integrity Policy](#). This policy outlines NTI's commitment to academic integrity, the roles and responsibilities of students and staff in promoting academic integrity, and NTI's response to academic misconduct.

Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching, and research. It involves acting with the principles of honesty, fairness, trust, and responsibility, and requires respect for knowledge and its development.

Academic misconduct means any action or attempted action that may result in an unfair academic advantage to one or more students. Academic misconduct covers a wide range of behaviour and activities, including:

- ☐ Plagiarism
- ☐ Self-Plagiarism
- ☐ Collusion
- ☐ Cheating
- ☐ Any act or omission that can be regarded as academically dishonest

NTI has systems and processes in place to detect academic misconduct. If academic misconduct is detected, the matter will be investigated, and a student may be penalised depending on the severity of the academic misconduct. A student may appeal the outcome of an academic misconduct investigation.

Further details about behaviours and activities considered academic misconduct, the detection of academic misconduct, investigation and outcomes of academic misconduct reviews, and the appeals process are provided in the [Academic Integrity Policy](#).

NAN TIEN INSTITUTE'S VALUES

NTI's values, which we seek to nurture in our students, and express in both our academic life and the administration of NTI, are:

Compassion

Openness to and awareness of our interdependence with others; being present to others; empathy with and kindness to others, especially those who are suffering.

Wisdom

Inquiry, understanding and appreciation of the history and insights of traditions and disciplines of knowledge, not least Buddhism, and the social and health sciences; contemplation and deep reflection; the prudent application of what we learn.

Committed Service

A sense of vocation in the service of all living beings, and an ordering of our priorities and energy towards the needs of and opportunities for our community, our country, and our world.

Practice

Time for reflection and development of ourselves; mindfulness and concentration, moment to moment, day to day, to bring compassion and wisdom to each interaction with others; communicating truthfully, working harmoniously, doing no harm, and acting ethically in our professional roles.

FEES, CHARGES AND REFUNDS

NTI's tuition fees, non-tuition fees, and refunds are governed by the [Fees, Charges and Refunds Policy](#). All fees referred to or quoted are in Australian dollars (AUD).

TUITION FEES 2024

Tuition fees for domestic students studying in 2024 are stated below. The tuition fees stated below are quoted for the 2024 academic year only. NTI's tuition fees are subject to increase annually.

The **subject cost** stated below is the standard cost of one six (6) credit point subject for each course.

The **indicative total course tuition fee** stated for each course is an estimate based on the standard course duration, standard course progression, and the current tuition fee. The indicative total course tuition fee may increase if a student is required to repeat a subject, if additional electives are taken, or if electives are selected outside of the award course.

Students who experience unexpected difficulty in paying their tuition fees by the due date may request to pay their fees by instalments. Students must contact the Student Services and Academic Support Manager to request to pay their fees by instalments.

Tuition fees do not include:

- ☐ Non-tuition fees (as indicated below).
- ☐ The cost of books, study materials, travel, library charges, field trips or other incidentals.

COURSE	SUBJECT COST	INDICATIVE TOTAL COURSE TUITION FEE
Master of Arts (Applied Buddhist Studies)	\$2,520.00	\$30,240.00
Graduate Diploma in Applied Buddhist Studies	\$2,520.00	\$20,160.00
Graduate Certificate in Applied Buddhist Studies	\$2,520.00	\$10,080.00

COURSE	SUBJECT COST	INDICATIVE TOTAL COURSE TUITION FEE
Master of Arts (Health and Social Wellbeing)	\$2,750.00	\$33,000.00
Graduate Diploma in Health and Social Wellbeing	\$2,750.00	\$22,000.00
Graduate Certificate in Health and Social Wellbeing	\$2,750.00	\$11,000.00

COURSE	SUBJECT COST	INDICATIVE TOTAL COURSE TUITION FEE
Master of Mental Health	\$2,780.00	\$33,000.00
Graduate Diploma in Mental Health	\$2,750.00	\$22,000.00
Graduate Certificate in Mental Health	\$2,750.00	\$11,000.00

COURSE	SUBJECT COST	INDICATIVE TOTAL COURSE TUITION FEE
Graduate Certificate in Humanistic Buddhism	\$2,520.00	\$10,080.00

COURSE	SUBJECT COST	INDICATIVE TOTAL COURSE TUITION FEE
Graduate Certificate in Applied Mindfulness	\$2,750.00/\$2,520.00*	\$10,770.00

*ABS802 Mindfulness: Theory and Practice

PAYMENT OF TUITION FEES

Tuition fees are charged per subject. Where a student remains enrolled in a subject after the subject census date, they will be invoiced for the subject. Students will be issued with an invoice in **Week 1-2** of each enrolled subject, to the email address they provide upon enrolment.

Penalties may be imposed on students who have an overdue debt with NTI, or who fail to pay all or part of their tuition fees by the invoice due date. Penalties for late payment are outlined in the [Fees, Charges and Refunds Policy](#).

Students should contact the Student Services Office with any questions or concerns about payment of tuition fees. Please quote the **invoice number** (in top-right hand corner of each invoice) when contacting Student Services about your tuition fees.

FEE-HELP

Eligible domestic students* enrolled in a postgraduate course with NTI can apply to defer their tuition fees via a **FEE-HELP loan**.

To apply for a FEE-Help loan, students should indicate on their NTI application form and/or on their acceptance form whether they wish to defer their tuition fees via FEE-HELP.

Upon accepting your offer to study with NTI, Student Services will initiate an **electronic**

Commonwealth Assistance Form (eCAF) on your behalf. You will be sent an automated email with a link to complete your eCAF to the email address you provided upon enrolment. Please note that this automated email is issued by the **Department of Education, Skills and Employment**.

Students are advised that FEE-HELP loans only cover costs associated with tuition fees (they do not cover costs such as enrolment fees, accommodation, laptops, textbooks etc.).

*Students may visit the [StudyAssist website](#) for further details about FEE-HELP loans, including eligibility criteria, loan limits, loan fees, and pass rate requirements.

NON-TUITION FEES

Non-tuition fees and charges associated with study at NTI are outlined in the **Fees and Charges Register** attached to the [Fees, Charges and Refunds Policy](#). Non-tuition fees relevant to domestic students are summarised below:

ENROLMENT FEES	
Domestic Award enrolment fee	\$100.00 (Mental Health courses only)
Reinstatement fee	\$100.00*
Repeating subject tuition fee	Current full tuition fee applicable
LATE PAYMENT FEES	
Late payment of tuition fees	\$50.00
INSTALMENT PLANS	
Tuition fee instalment plans	\$0.00
GRADUATION FEES	
Graduation ceremony attendance	\$50.00 per student per ceremony
SUNDRY FEES	
Student identification card replacement	\$10.00
Replacement testamur/Certificate of Attendance	\$50.00 each
Additional transcripts	\$10.00 each

**charged if enrolment has been cancelled by NTI or after two instances of student initiated withdrawal*

REFUNDS

The [Fees, Charges and Refunds Policy](#) outlines the refund entitlements for domestic students. As outline in the policy, NTI will refund prepaid tuition fees to domestic students under the following circumstances:

TIMING & CIRCUMSTANCES OF WITHDRAWAL	REFUND ENTITLEMENT
Withdrawal or deferral before Census Date	Full tuition refund, no FEE-HELP debt incurred.
Withdrawal or deferral after Census Date	No refund entitlement
Special circumstances (student remains enrolled in the subject after Census Date but does not successfully complete the subject, including a fail grade). Students who defer/withdraw from the enrolment after the census date and meet special circumstances criteria (as per the Fees, Charges and Refunds Policy).	On approval – please refer to the Special Circumstances section of the Fees, Charges and Refunds Policy .
Where fraudulent, forged, incorrect or misleading documentation has been presented, and NTI withdraws the offer of admission	No refund entitlement
The course/subject is cancelled by NTI	Full tuition refund, no FEE-HELP debt incurred.
The course/subject fails to start on the scheduled timetable starting date	Full tuition refund, no FEE-HELP debt incurred.
The course/subject ceases before the completion of teaching	Full tuition refund, no FEE-HELP debt incurred.

To apply for a refund, students must complete a **Refund Request Form** and submit the completed form to the Student Services Office. For approved refunds, NTI will process the refund via the original payment method. A student is not eligible to apply for a refund of tuition fees if they have already successfully completed the related subject. Where NTI is not able to refund the credit to a student, and the student makes no contact with NTI, the credit is forfeited.

An explanation of ‘special circumstances’ is outlined in the [Fees, Charges and Refunds Policy](#). Students applying for a refund on the basis of special circumstances must submit documentation (original or certified copy) with their Refund Request Form to support their application.

If a student wishes for fees to be refunded to a third party (such as an employer), then the student must indicate this in the **Refund Request Form**, by ticking the “third-party” box. This means that the amount to be refunded will be refunded to the person indicated on the form (the “account holder”), and not to the student directly.

If a refund request is rejected, a student may appeal a refund decision. For an appeal to be considered, the student must:

1. Submit a written statement to the Student Services Office fully outlining the reason for the appeal within 28 days from the notice of the decision, and
2. Provide new and substantial evidence that has not previously been considered, and
3. Include documentary evidence to support the appeal.

Further information about tuition fees, non-tuition fees, and refunds is detailed in the [Fees, Charges and Refunds Policy](#). Students with any questions or concerns should contact the Student Services Office as soon as possible.

TUITION PROTECTION SERVICE (TPS)

In the unlikely event that NTI is unable to deliver your course, you are eligible to receive a full tuition fee refund, as stated in the [Fees, Charges and Refunds Policy](#).

FEE-HELP students are also protected by the Tuition Protection Service (TPS). The TPS is an initiative of the Australian government which provides protections for HELP in the event that their education provider defaults (ceases delivering a course or closes entirely).

Further information about the TPS is detailed on the [TPS website](#). Students can also contact the Student Services Office for further information about the TPS.

SERVICES AND FACILITIES

STUDENT SERVICES OFFICE

Students can contact the Student Services Office for assistance with course enrolments, subject enrolments and withdrawals, subject selection advice, payment of tuition fees, disability and wellness support, and more.

Students can contact the Student Services Office with any questions they have about studying with NTI. Student Services provides assistance and helps to connect students with relevant external support services.

The Student Services Office is open from 9.00am – 4.30pm (AEST/AEDT), Monday – Friday, and is located on Level 2, Room 2.03.

Student Services and Academic Support Manager Veronika Penberthy-Groves

Student Services Officer Gabi Harding

Phone (02) 4258 0740

Email enquiry@nantien.edu.au

DISABILITY AND WELLNESS SUPPORT

Students with a health condition or wellness concern are encouraged to contact the Student Services and Academic Support Manager to discuss any assistance or support services that could be put in place to alleviate the impact on their studies.

Students can make a phone/Zoom appointment with the Student Services and Academic Support Manager to discuss any wellness concerns, for assistance with applying for a reasonable adjustment plan or academic consideration, or for advice on available support services.

Student Services and Academic Support Manager Veronika Penberthy-Groves

Phone (02) 4258 0741

Email enquiry@nantien.edu.au

LIBRARY

The Nan Tien Institute Library provides an extensive Buddhist-based collection (accessible to all students and members) and a quiet, contemplative space for students to study. The library is open from 9.30am – 5.00pm (AEST/AEDT), Monday – Thursday, and is located on the Ground Level.

Library Technician Jamila Choubassi

Phone (02) 4258 0744

Email library@nantien.edu.au

IT SUPPORT

Support is available to all students who require assistance with matters related to IT Services.

IT Support

Email itsupport@nantien.edu.au

ACADEMIC SUPPORT

Academic support is a free service for students enrolled in subjects at Nan Tien Institute.

Academic Support Officers are available to assist students with academic writing, referencing, understanding assessments and more. Students can contact the Academic Support Officers directly or can contact Student Services Office for advice.

Academic Support Officer Dr Camille Rouliere

Academic Support Officer Helen Kennett

Email academicsupport@nantien.edu.au



STUDENT PORTAL

The Student Portal is where students can access their NTI email account, NTiLearn, library resources, online forms, online databases and more.

Each student is provided with their unique student account details upon enrolment. Your NTI account email address is created using your student ID number, for example:

123456789@nantien.edu.au

When you receive your NTI email account details, you will also receive a temporary password. You **must reset your temporary password** the first time you log into the Student Portal. To have your password reset, please contact Student Services.

Students can read the **Accessing the Student Portal** support guide for further guidance on logging into the Student Portal for the first time and navigating the resources available via the portal.

MYMAIL

MyMail is where students can access their NTI student email. Students should check their MyMail regularly, as this is how NTI academic and support staff will communicate important information regarding their studies at Nan Tien Institute.

NTiLEARN

NTiLearn is NTI's online learning platform, where students can access course content, upload assessments, find readings and view their grades.

Please see the accompanying support guides (**Navigating NTiLearn**) for more information on using NTiLearn.

ONLINE FORMS

Students can access the following online forms via the Student Portal:

Subject Enrolment form is the subject enrolment form for students enrolled in Health and Social Wellbeing, Applied Buddhist Studies, Humanistic Buddhism, Cross-Intuition or Non-Award programs.

Mental Health Subject Enrolment form is the subject enrolment form for students enrolled in the Mental Health program.

Subject Withdrawal form is the subject withdrawal form for all students enrolled in any program.

Academic Consideration form for students enrolled in any program who wish to apply for Academic Consideration, please see the [Academic Consideration Policy](#) for more information.

STUDENT POLICY LIBRARY

Students should refer to the [Student Policy Library](#) to access all student policies, and to understand the rights and responsibilities of all NTI students and staff.

LEARNING AND ASSESSMENT GUIDE

Learning and Assessment Guides are made available for each subject. The Learning and Assessment Guide provides detailed information about each subject, including:

- ☐ contact details for the relevant academic and support staff,
- ☐ subject learning outcomes,
- ☐ learning resources,
- ☐ reading lists,
- ☐ assessment task requirements and due dates.

Students can access each Learning and Assessment Guide via NTiLearn. Learning and Assessment Guides are available to download approximately four (4) weeks before the commencement of each subject.

STUDENT HANDBOOK

Students can consult the [Student Handbook](#) for more further information on NTI, including course structures, entry requirements, fees, subject details, services and facilities. Students can access the latest copy of the Student Handbook via the NTI website.

NTI FREE WI-FI

Free wi-fi is available to all students, staff and visitors on campus. To connect to NTI free wi-fi use this password: **Nti1234567**

Please contact IT Support if you have any technical issues connecting to the wi-fi (itsupport@nantien.edu.au)



NAN TIEN INSTITUTE CAMPUS

NTI's campus is located at **231 Nolan Street, Unanderra NSW 2526, Australia.**

GETTING TO CAMPUS

Driving

NTI's campus has extensive free parking on-campus, accessible via Nolan Street. You can use [Google Maps](#) to get driving directions.

Bus

Bus Route 34 travels from Wollongong, through Unanderra, Berkeley and Lake Heights, to Warrawong (and back). Route 34 stops on Nolan Street, outside the entrance to NTI's campus.

Please visit the [Premier Illawarra website](#) for bus timetables and route maps.

Train

The closest train station to NTI's campus is Unanderra Station. It is a comfortable 20-minute walk to campus, or a short bus ride (on Route 34). Please see the [Transport NSW website](#) for more information.

NAN TIEN TEMPLE

Nan Tien Temple is open to visitors from Tuesday to Sunday (closed to the public on Mondays). Please visit the [Nan Tien Temple website](#) for more information about open hours,

Phone (02) 4272 0600

Address 180 Berkeley Road, Berkeley NSW 2506

Website <http://www.nantien.org.au/>

PILGRIM LODGE ACCOMMODATION

The Pilgrim Lodge's unique 3.5 star accommodation is located on the grounds of Nan Tien Temple – the largest Buddhist Temple in the Southern Hemisphere. The Lodge overlooks the peaceful Temple, beautiful lotus pond, award-winning gardens and out to the magnificent Illawarra Escarpment.

NTI is just a five-minute walk away, across the pedestrian bridge which connects the Nan Tien Temple and NTI's campus.

NTI students are eligible to receive a 20 per cent discount on accommodation at the Pilgrim Lodge. Students can contact the Pilgrim Lodge directly for prices and availability. Please visit the [Nan Tien Temple website](#) for more information.

Phone (02) 4272 0600

Address 180 Berkeley Road, Berkeley NSW 2506

Email pilgrimlodge@nantien.org.au

OFF-CAMPUS ACCOMMODATION

Students moving to the area can use the links below to find off-campus accommodation. The companies listed below are all independent, private businesses and are not owned or operated by NTI.

It is your responsibility to make sure your private accommodation suits your needs. Any rental agreement or arrangement you enter into is strictly between you and the private accommodation

provider. Each provider will have their own application process. You'll need to contact them to find out how to apply.

Renting private accommodation

To find out more about your tenancy rights in NSW, please visit the [NSW Fair Trading website](#). You should ensure you know your tenancy rights before signing a rental agreement.

- ❑ [Domain.com.au](#)
- ❑ [Flatmates.com.au](#)
- ❑ [Realestate.com.au](#)
- ❑ [Property.com.au](#)
- ❑ [Rent.com.au](#)

Hotels and other temporary accommodation

Students who are looking for temporary accommodation near NTI's campus can use the following links to find accommodation in the local area:

- ❑ [Booking.com.au](#)
- ❑ [AirBNB.com.au](#)
- ❑ [VisitWollongong.com](#)



STUDENT SAFETY AND WELLBEING

ON-CAMPUS SECURITY

NTI Reception

If you have a safety or security concern on-campus during business hours, please contact reception for assistance. In an emergency, call 000 first and then notify reception if possible.

Phone (02) 4258 0700

Insight Security

For after-hours (4.30pm to 4.30am) assistance on campus, please contact Insight Security directly.

Phone 0402 776 712

Insight Security Patrol Car (24/7)

For 24/7 assistance on-campus, please call the Insight Security Patrol Car.

Phone 0416 276 313

CRITICAL INCIDENTS

Critical incidents are traumatic events, or threats of traumatic events, that may cause extreme stress, fear, or injury to students (for example, serious injury/illness, hospitalisation, critical mental health episodes, missing persons and other serious concerns of student welfare).

Students can read the [Critical Incidents Policy](#) for more information about what to do if they experience an incident, and how to report an incident.

Any student who is experiencing a life-threatening critical incident, or who is in fear for their health and safety, should call **000** for emergency services (police, fire, ambulance).

Students who are impacted by a critical incident can report this to the [Student Services Office](#), NTI's President, or campus security. Students can report an incident at anytime, however, you are encouraged to report incidents within the first 24 hours so NTI can provide timely assistance.

NTI's President and the Student Services and Academic Support Manager will take all reasonable steps to secure the immediate safety and welfare of any students impacted by a critical incident. NTI staff aim to manage and resolve all critical incidents quickly and compassionately.

Students who report critical incidents will receive assistance from the Student Services and Academic Support Manager to arrange any necessary medical treatment and/or access to counselling services.

Students can contact LifeWorks counselling service, for six (6) free, confidential counselling sessions professionally (contact details provided below under **Counselling and Support Services**) at any time. Additional counselling sessions will be on a fee-basis and will be charged directly to the student.

If students require any assistance in contacting LifeWorks or alternative support services, they may contact the Student Services Office.

PREVENTION OF SEXUAL ASSAULT AND SEXUAL HARASSMENT

NTI is committed to ensuring that all members of our community feel safe and respected. NTI has a zero-tolerance policy regarding sexual assault and sexual harassment within or associated with the NTI community.

Any breach of NTI's [Prevention of Sexual Assault and Sexual Harassment Policy](#) by:

- ☐ Students: will lead to disciplinary action that may include cancellation of enrolment,
- ☐ Staff: will lead to disciplinary action that may include termination of employment, and
- ☐ Member of the public: will lead to disciplinary action that may include the involvement of local police.

NTI will provide assistance to all individuals who seek support or lodge complaints.

What is Sexual Assault?

In the state of New South Wales (NSW), **sexual assault** is considered a crime that occurs “when a person is forced, coerced or tricked into sexual acts against their will or without their consent, or if a child or young person under 18 is exposed to sexual activities” ([NSW Department of Justice](#))

What is Sexual Harassment?

“**Sexual harassment** is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances” ([Australian Human Rights Commission](#)).

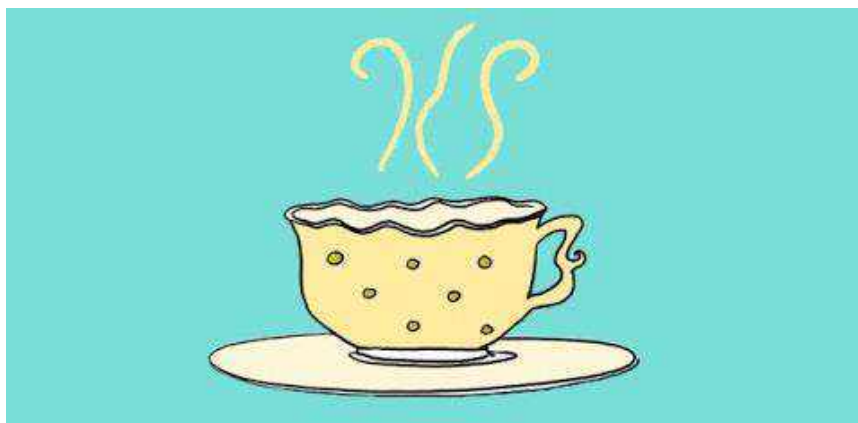
What is Consent?

Consent occurs when a person freely and voluntarily agrees to sexual intercourse ([NSW Department of Justice](#)).

A person cannot give consent when they:

- ☐ are asleep or unconscious,
- ☐ are significantly intoxicated or affected by drugs,
- ☐ are unable to understand what they are consenting to due to their age or intellectual capacity,
- ☐ are intimidated, coerced, or threatened,
- ☐ are unlawfully detained or held against their will,
- ☐ submit due to the person being in a position of trust.

You can watch this clip [Consent: It's Simple as Tea](#) (©2015 Emmeline May and Blue Seat Studios) for a simple explanation of consent.



Where can students go for help?

NTI encourages all students to reach out for help and supports any student who wishes to seek assistance, report an incident, lodge a formal complaint, and/or report a crime to NSW Police.

If you have experienced or witnessed sexual assault and/or sexual harassment we encourage you to report the incident immediately via the [Sexual Assault and Sexual Harassment Incident Form](#) or by contacting the [Student Services Office](#).

However, please note that you can choose to report incidents at any time, and you are under no obligation to initiate a formal complaint if you do not wish to. You are also able to report incidents anonymously if you prefer.

You may choose to disclose an incident of sexual assault or sexual harassment to any member of NTI staff, however, please see the table below for who can help you if you require specific support or help:

WHO CAN HELP	WHEN...	CONTACT DETAILS
Emergency Services	You are in danger, a crime is taking place, or you are in a critical situation. You can also go directly to an emergency department of a hospital for emergency medical and counselling support.	Phone 000 (for police, fire, ambulance)
NSW Police Department	You wish to report a sexual assault crime or discuss your options. Please see the NSW Police website for further information and contact details.	Phone 000 (in an emergency) Use the Police Station Search to find the contact details for your local police station.
Student Services Office	You would like to seek help, report an incident, lodge a complaint, and/or receive assistance in accessing support/emergency services (such as police, ambulance, counselling, etc.).	Phone (02) 4258 740 Email enquiry@nantien.edu.au
Insight Security	You would like to seek help, report an incident, and/or receive assistance in accessing emergency services (such as police or ambulance)	Phone (24/7) 0416 276 313

You can find a list of available counselling/support services below, in addition to legal services that may assist you.

All NTI students have access to six (6) free and confidential counselling sessions from LifeWorks (contact details provided below under **Counselling and Support Services**). LifeWorks offers short-term counselling sessions with counsellors who are all trained in trauma counselling. Additional counselling sessions will be on a fee-basis and will be charged directly to the student.

If students require any assistance in contacting LifeWorks or alternative support services, they may contact the Student Services Office.

COUNSELLING/SUPPORT SERVICES

LIFEWORKS

All NTI students have access to six (6) free and confidential counselling sessions from LifeWorks. LifeWorks can support students with everyday challenges and other issues, including depression, anxiety and stress, sexual assault and sexual harassment, substance abuse, problems or conflicts at work, parenting, family issues, and more (please note, additional counselling sessions will be on a fee-basis and will be charged directly to the student).

If students require any assistance in contacting LifeWorks or alternative support services, they can contact the Student Services Office.

Phone 1300 361 008

LIFELINE

Lifeline offers confidential, 24-hour crisis support and suicide prevention services.

Phone 131 114

Lifeline text 0477 131 114

Online chat <https://www.lifeline.org.au/crisis-chat/>

NATIONAL SEXUAL ASSAULT, DOMESTIC AND FAMILY VIOLENCE COUNSELLING SERVICE (1800 RESPECT)

24-hour support for anyone impacted by sexual assault, domestic or family violence and abuse. 1800 Respect offers confidential information, counselling, and support services.

Phone 1800 RESPECT (1800 737 732)

Website <https://www.1800respect.org.au/>

QLIFE (LGBTI)

QLife provides anonymous and free LGBTI peer support and referral for people wanting to talk about sexuality, identity, gender, bodies, feelings, or relationships.

Phone 1800 184 527

Website <https://qlife.org.au/>

BEYOND BLUE

Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.

Phone 1300 224 636

Website <https://www.beyondblue.org.au/>

TRANSLATING AND INTERPRETING SERVICE (TIS)

The Translating and Interpreting Service (TIS National) provides phone and on-site interpreting services in over 150 languages.

Phone 1800 131 450

Website <https://www.tisnational.gov.au/>

LEGAL SERVICES

NSW FAIR TRADING

NSW Fair Trading is responsible for the administration of consumer protection laws in NSW. NSW Fair Trading provides information and assistance in consumer issues, motor vehicles, credit, property and tenancy issues, cooperative and business name registration.

Phone 13 32 20

Website <http://www.fairtrading.nsw.gov.au/default.html>

COMMONWEALTH OMBUDSMAN

The Commonwealth Ombudsman investigates complaints students may experience with private education providers.

Phone 13 13 94

Website <https://www.ombudsman.gov.au/>

WOMEN'S LEGAL SERVICES NSW

Free confidential legal information, advice and referrals for women in NSW with a focus on family law, domestic violence, parenting issues and sexual assault.

Phone (02) 8745 6988 or 1800 801 501

Website <http://www.womenslegalnsw.asn.au/wlsnsw/>

LEGAL AID NSW – CENTRAL SYDNEY (HEAD OFFICE)

Legal Aid NSW is a state-wide organisation providing legal services to socially and economically disadvantaged people across NSW in most areas of criminal, family and civil law.

Phone (02) 9219 5000

Website <http://www.legalaid.nsw.gov.au/>

Address 323 Castlereagh Street, Haymarket NSW 2000

DX 5 Haymarket

TTY (02) 9219 5126

LEGAL AID NSW – WOLLONGONG OFFICE

Legal Aid NSW is a state-wide organisation providing legal services to socially and economically disadvantaged people across NSW in most areas of criminal, family and civil law.

Phone (02) 4228 8299

Fax 02 42294027

Website <http://www.legalaid.nsw.gov.au/>

Address 73 Church Street, Wollongong NSW 2500

DX 27819 Wollongong