

2020
NAN TIEN INSTITUTE
International Student Guide



STUDENT GUIDE TABLE OF CONTENTS

WELCOME	4
KEY DATES 2020.....	4
ON YOUR FIRST DAY	4
STUDENT RESPONSIBILITIES	5
CHANGE OF DETAILS.....	5
OVERSEAS STUDENT HEALTH COVER (OSHC)	5
CLASS ATTENDANCE	5
ACADEMIC INTEGRITY	6
SERVICES AND FACILITIES.....	7
RECEPTION	7
STUDENT SERVICES.....	7
DISABILITY AND WELLNESS SUPPORT	7
LIBRARY.....	7
IT SUPPORT	7
ACADEMIC SUPPORT SERVICES.....	8
STUDENT PORTAL	9
MYMAIL.....	9
NTiLEARN.....	9
FORMS.....	9
STUDENT POLICY LIBRARY	9
LEARNING AND ASSESSMENT GUIDE	10
STUDENT HANDBOOK.....	10
NTI FREE WI-FI	10
NAN TIEN INSTITUTE CAMPUS	11
GETTING TO CAMPUS	11
LOCAL SERVICES.....	11
SAFETY AND SECURITY	12
ON-CAMPUS SECURITY	12
GENERAL SAFETY TIPS.....	12
BEACH SAFETY.....	12
COUNSELLING/SUPPORT SERVICES.....	13
LEGAL SERVICES.....	14

WELCOME

Welcome to Nan Tien Institute! Nan Tien Institute (NTI) is a private, not for 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.

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

Nan Tien Institute prides itself on being a truly international organisation that provides international students with a safe, nurturing, and culturally understanding environment that encourages excellence. We look forward to having you join us in 2020!

KEY DATES 2020

	Start Date	End Date
Semester 1 2020	27-Jan-2020	28-Jun-2020
Semester Break	29-Jun-2020	12-Jul-2020
Semester 2 2020	13-Jul-2020	13-Dec-2020
Census Date	NTI determines a census date for each subject . Census date is the last day students can withdraw from a subject without academic or financial penalty.	

ON YOUR FIRST DAY

On the first day of class, students are encouraged to visit the **Reception Desk** (Ground Level) to meet members of staff and be directed to their lecture room. New students will also have their photo taken, and their Nan Tien Institute student ID issued.

Student support staff (Student Services, IT and Library) are available on the first day of each class to assist all new students, and to answer any questions they may have about studying at NTI.

Students have the opportunity to take a short tour of the Institute, and to get acquainted with the services and facilities offered on campus.

If students would like to arrange a visit to campus prior to the commencement of their course, they are welcome to contact Student Services directly to organise an appointment.

STUDENT RESPONSIBILITIES

If you are studying at Nan Tien Institute on a student visa, you must ensure that you:

- **immediately inform Student Services if your contact details change** (for example, your Australian residential address, email address, phone number etc.)
- **maintain Overseas Student Health Cover (OSHC)**. The Department of Home Affairs advises that international students who do not maintain their OSHC may have their visas cancelled.
- **maintain a full-time study load**, as per the conditions of your student visa. Please contact Student Services if you have any questions regarding subject enrolments or subject withdrawals.
- **do not exceed the work hours** as set out in the conditions of your student visa. Please refer to the [Department of Home Affairs](#) website for more information.

CHANGE OF DETAILS

As per the [ESOS Act](#) international students must update their provider of any change to their residential address. International students studying at Nan Tien Institute are required to immediately inform Student Services (via email) if they change their residential address whilst enrolled in their course.

International students must also update Student Services if their contact details change, such as their postal address, phone number, mobile number or personal email address. Students should inform Student Services of any changes via email, and as soon as the changes are made.

OVERSEAS STUDENT HEALTH COVER (OSHC)

The [Department of Home Affairs](#) advises that international students who do not maintain their Overseas Student Health Cover (OSHC) may have their visas cancelled. OSHC is designed to cover the cost of basic medical and hospital care for international students while they study in Australia.

OSHC is compulsory for international students (except Belgian, Norwegian and some Swedish students) and was introduced to ensure you have adequate health care cover during your stay in Australia. Without OSHC, you might have difficulty paying for medical treatment.

OSHC is provided by a number of different Australian health insurers. Please see visit the [Private Health](#) website for more information on health insurers who offer OSHC. Students can also find out more information on OSHC on the [Study in Australia](#) website.

CLASS ATTENDANCE

Each on-campus subject takes place over a total of five weeks. Subjects are typically* structured in the following way:

- Week 1** Pre-readings and assessments (can be accessed via NTiLearn and/or the NTI Library)
- Week 2** Five days of face-to-face lectures and other learning activities, on campus (9am to 5pm)
- Week 3 – 5** Self-study and completion of written assessments, supported by the lecturer and online resources.

*Some subjects may be scheduled differently, please always check the online timetable or learning guide to confirm lecture dates.

Students undertaking Applied Buddhist Studies subjects must attend eighty per cent (80%) of the lecture days held for each subject. Students who do not attend **at least 80%** of lectures will receive a Technical Fail (TF) for the subject.

ACADEMIC INTEGRITY

Plagiarism is the use of the words or work of another person without appropriate reference or credit given.

Copying work from any articles, websites, newspapers or any other source without proper attribution is considered a **serious breach of conduct**.

Nan Tien Institute uses TurnItIn to review all assignment submissions for plagiarism. You can access help with using TurnItIn via: <https://help.turnitin.com/Home.htm>

SERVICES AND FACILITIES

RECEPTION

Students can contact reception for all general enquiries, or to be connected with members of academic or operational staff. Students can also visit reception to receive their student ID card, return library books outside of library hours, and to receive a locker card.

The reception desk is open from 8.30am to 5pm, Monday through Friday, and is located on the Ground floor.

Receptionist Lin-Pin Chan
Phone (02) 4258 0700

STUDENT SERVICES

The Student Services Office provides assistance with course applications, course enrolments, subject enrolments and withdrawals, disability and wellness support, payment of tuition fees, and more.

Student Services is open from 9.00am – 4.30pm, Monday through Friday. Student Services is located on Level 2, Room 2.03.

Student Services and Academic Support Manager Veronika Penberthy-Groves
Student Services Officer Natalie Ziegelaar
Phone (02) 4258 0740
Email enquiry@nantien.edu.au

DISABILITY AND WELLNESS SUPPORT

At Nan Tien Institute, we want all our students to achieve both academic and personal success. NTI aims to support students with a disability or health condition by providing assistance to reduce the impact on their studies.

Students can make an appointment with the Student Services and Academic Support Manager to discuss any wellness concerns, for assistance with applying for reasonable adjustment 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

Nan Tien Institute's library provides an extensive Buddhist-based library collection (accessible to all students and members) and a quiet, contemplative space for students to study. The library is open from 9am to 5pm, Monday through Friday, and is located on the Ground Level.

Library Technician Jamila Choubassi
Phone (02) 4258 0744
Email library@nantien.edu.au

IT SUPPORT

IT support is available to all students who require assistance with matters related to IT Services. IT Support is located on Level 2, Room 2.03

IT Support Gavin You
Phone (02) 4258 0773
Email itsupport@nantien.edu.au

ACADEMIC SUPPORT SERVICES

Students who require additional support with academic writing (referencing, research and more) can contact Nan Tien Institute's Academic Support Advisor Dr Diana Kelly. Students can make an appointment by contact Dr Kelly via email.

Academic Support Advisor Dr Diana Kelly

Email d.kelly@nantien.edu.au

NAN TIEN TEMPLE AND PILGRIM LODGE

Nan Tien Temple is open to visitors from Tuesday to Sunday. Please note the Nan Tien Temple is closed to the public on Mondays. Please visit the Nan Tien Temple website for more information.

Students of NTI are eligible to receive a **20 per cent discount** on accommodation at the Nan Tien Temple Pilgrim Lodge. Guests staying at the Pilgrim Lodge can contact the reception desk for gate or bridge access outside Temple operational hours (Mondays).

Students can contact the Pilgrim Lodge directly to enquire about availability, or to make a booking.

Phone (02) 4272 0600

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

Email pilgrimlodge@nantien.org.au

Address 180 Berkeley Road, Berkeley NSW 2506

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 email Student Services.

MYMAIL

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

NTiLEARN

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

Please see the accompanying support guides (“Accessing the Student Portal” and “Navigating NTiLearn”) for more information.

FORMS

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

Subject Enrolment form Students enrolled in Health and Social Wellbeing, Applied Buddhist Studies, Humanistic Buddhism, Cross-Intuition Studies or Non-Award programs.

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

Subject Withdrawal form for students enrolled in any program who wish to withdraw from subjects.

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 understand the rights and responsibilities of all Nan Tien Institute students and staff. Some important policies include:

- Fees Charges and Refunds policy
- Assessment policy
- Academic Consideration policy
- Academic Integrity and Intellectual Property policy
- Student Grievance policy
- Student Misconduct policy.

LEARNING AND ASSESSMENT GUIDE

Subject Learning and Assessment Guides are available for each subject. These guides provide detailed information about each subject, including:

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

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

STUDENT HANDBOOK

Students can consult the [Student Handbook](#) for more further information on Nan Tien Institute, including course details, entry requirements, fees, subject details, services and facilities. Students can access the latest copy of the Student Handbook via the Nan Tien Institute 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 the password below:

Nti1234567

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

NAN TIEN INSTITUTE CAMPUS

Nan Tien Institute's campus is located at **231 Nolan Street, Unanderra NSW 2526**

GETTING TO CAMPUS

Train

The closest train station to Nan Tien Institute campus is Unanderra train station. It is a comfortable 20-minute walk to campus, or a short bus ride. Please see <https://transportnsw.info/> for more information.

Bus

Bus route number 34 stops outside the gates of Nan Tien Institute (Nolan Street entrance). Bus 34 also stops near the Unanderra train station. Please visit <http://www.premierillawarra.com.au/index.html> for bus timetables and bus route maps.

Opal Card

Opal cards are smartcard tickets that you keep, top up and reuse to pay for travel on New South Wales public transport. Please visit the Opal website for more information on how to buy and use an Opal card <https://www.opal.com.au/>

Driving

Nan Tien Institute campus has ample free parking on site, accessible via the Nolan Street entrance.

LOCAL SERVICES

SERVICE	CONTACT DETAILS
Emergency – Police, Fire, Ambulance	Phone 000 (anywhere in Australia)
Dapto Medical Centre	Address Princes Hwy, Dapto NSW 2530 Phone (02) 4262 4555
Wollongong Medical Centre	Address 237-241 Crown St, Wollongong NSW 2500 Phone (02) 4254 2600
Wollongong Hospital	Address Crown St, Wollongong NSW 2500 Phone (02) 4222 5000
Guardian Pharmacy Unanderra	Address 120 Princes Hwy, Unanderra NSW 2526 Phone (02) 4271 1020
Woolworths Unanderra (Supermarket)	Address 4-8 Tannery St, Unanderra NSW 2526
Illawarra Taxi Network (Local)	Phone (02) 4254 2111
Unanderra Post Office	Address 31 Central Road, Unanderra NSW 2526 Phone (02) 4271 1398

SAFETY AND SECURITY

ON-CAMPUS SECURITY

Nan Tien Institute Reception

If you have a safety or security concern during business hours, please contact reception.

Phone (02) 4258 0700

Insight Security

For after-hours (16:30 to 04:30) assistance on campus, please contact Insight Security directly.

Phone 0402 776 712

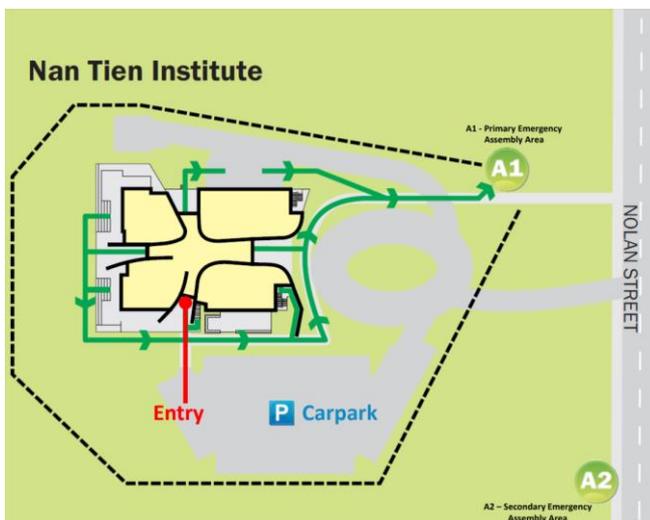
Insight Security Patrol Car (24/7)

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

Phone 0416 276 313

Australian Emergency Number

Students should alert security and call **000** in an emergency (for police, fire, or ambulance)



GENERAL SAFETY TIPS

- Do not carry large amounts of cash
- Do not walk alone at night in strange areas, especially along dark streets
- Do not leave valuable items lying around unattended
- Always stand or sit in well-lit areas if waiting for a bus or train
- Be careful when crossing the road - remember that driving is on the **left-hand side** in Australia.

BEACH SAFETY

- Always swim with someone else - never swim alone
- Always swim between the red and yellow flags - they indicate a safe swimming area.
- Be sure to obey the water safety signs and lifeguard instructions
- Visit: <http://beachsafe.org.au> for more beach safety information.

COUNSELLING/SUPPORT SERVICES

NTI OPTUM COUNSELLING SUPPORT (EAP)

Confidential support with everyday challenges and other problems including: depression, anxiety and stress, substance abuse, problems or conflicts at work, parenting and family issues.

Phone 1300 361 008

NATIONAL SEXUAL ASSAULT, DOMESTIC AND FAMILY VIOLENCE COUNSELLING SERVICE

24-hour support for anyone impacted by sexual assault, domestic or family violence and abuse. Confidential information, counselling and support service.

Phone 1800 RESPECT (1800 737 732)

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

LIFELINE

Free 24-hour crisis support and suicide prevention services.

Phone 131 114

CRISIS CARE

Telephone information and counselling service for people in crisis needing urgent help.

Phone (+61 8) 9223 1111

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/>

STUDENT WELLBEING HUB

A space for educators, parents and students to build safe, inclusive and connected school communities that promote wellbeing and learning.

Website <https://studentwellbeinghub.edu.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

LEGAL AID NSW - SYDNEY

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

Phone (02) 4228 8299

Fax 02 42294027

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

Address 73 Church Street, Wollongong NSW 2500

DX 27819 Wollongong

LAWACCESS NSW

LawAccess NSW is a free government telephone service that provides legal information, advice and referrals for people who have a legal problem in NSW.

Phone 1300 888 529

Website <http://www.lawaccess.nsw.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/>

PUBLIC INTEREST ADVOCACY CENTRE

The Public Interest Advocacy Centre is an independent, non-for-profit organization provides advice and representation to individuals and groups whose cases meet certain criteria, focusing on disadvantaged people.

Website <http://www.piac.asn.au/>

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>