

2020

NAN TIEN INSTITUTE

Non-Award Student Guide



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WELCOME

Welcome to Nan Tien Institute (NTI)! NTI's non-award program is designed to allow students to study individual subjects without the long-term commitments, pre-requisite restrictions or assessment workload of our postgraduate programs.

Our highly flexible teaching structure means that you can choose to either:

- just attend the on-campus lectures, OR
- complete the pre-readings, on-campus lectures, and assessments.

Students who submit all the required assessments and complete a subject with satisfactory performance, can be eligible to receive a grade/credit points for the subject.

Students who are interested in pursuing further study with Nan Tien Institute can apply to have credit points obtained from non-award study contribute to a postgraduate award (pending eligibility and approval).

Students who complete non-award study with Nan Tien Institute are eligible to receive a **Certificate of Attendance** on completion of the subject.

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 Nan Tien Institute (NTI) staff and be directed to their lecture room.

Student support staff (Student Services, IT and Library) are available on the first day of each class to assist all new students, and 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.

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 (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.

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

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

TUITION FEES

Non-award students will be issued with an invoice (via email) for each subject they are enrolled in. Invoices are issued in **Week 1** of each subject, to the email address provided upon enrolment.

Please note that late payment of tuition fees may incur a late payment fee of \$50.00 per subject. Please contact the Student Services Office immediately if you have any concerns regarding the payment of your tuition fees.

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 relay 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 marks.

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 Studies

Mental Health Subject Enrolment form for students enrolled in Mental Health

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.

Driving

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

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.

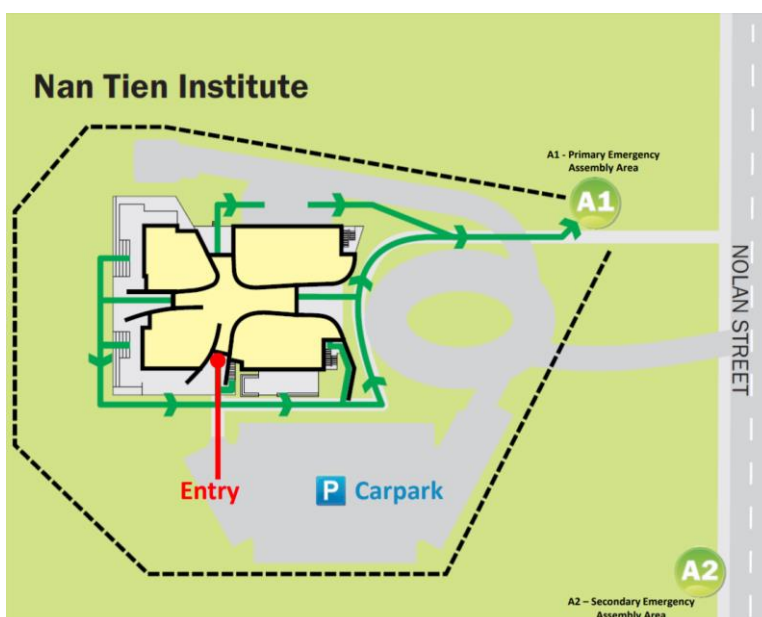
Phone 0402 776 712

Insight Security Patrol Car (24/7)

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

Phone 0416 276 313

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



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/>