



Curtin University

A-Z GUIDE FOR STUDENTS AT OFFSHORE LOCATIONS



Make tomorrow better.

WELCOME TO CURTIN UNIVERSITY



Congratulations on enrolling in a course at Curtin University. Curtin is an Australian leader in the delivery of offshore international education. Together with our partners in many different countries, we offer high quality educational programs designed to service the needs of students and industry. Regardless of where you study, you will receive the high standard of education and the international recognition associated with a Curtin degree.

This guide has been designed to help you familiarise yourself with the facilities available and your responsibilities as a Curtin student. Your main contact with Curtin will be via OASIS (Online Access Student Information Services, oasis.curtin.edu.au) and it is a condition of your enrolment that you log into OASIS at least once a week.

Official University correspondence sent to you via OASIS is delivered to the Official Communications Channel (OCC) on your Welcome tab. Not to be confused with Student Email, the OCC is a separate electronic message system designed to replace official letters traditionally sent by post to students.

Messages sent by OCC cannot be deleted and it is a condition of enrolment that all Curtin students check their OCC at least weekly. Curtin monitors if and when students read their official communications



STUDENT CHARTER

STUDENT CHARTER

For a copy of the student charter, visit students.curtin.edu.au/rights/student_charter.cfm

Curtin University values its students and recognises the importance of the overall student experience. With this in mind, the University is committed to providing a welcoming, supportive and safe environment, conducive to learning, research and the development of individuals who display the Curtin values of integrity, respect, fairness and care.

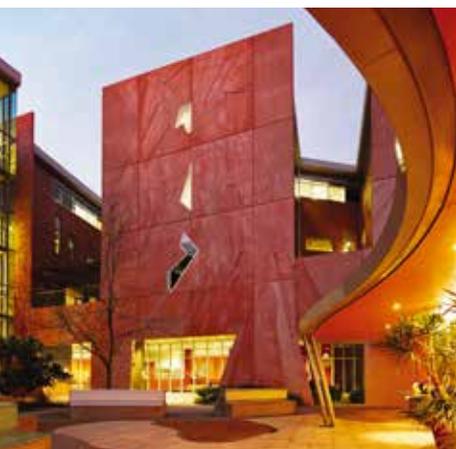
To achieve this, the University undertakes to:

- ensure students have access to all relevant laws, University Statutes, rules, by-laws, the University's Guiding Ethical Principles, policies and procedures relating to their rights as a student
- provide support services which take into consideration the requirements of all students
- provide a study environment free from unlawful discrimination, bullying or harassment
- provide a safe environment for study, research and other university related activities, and to observe all relevant legislation
- embrace and recognise diversity
- ensure the availability of core units and other course requirements to enable program completion within reasonable timeframes
- provide accurate and accessible information about all relevant aspects of a course including unit learning outcomes, content, assessment and timetables in a timely manner before the start of each study period
- provide reasonable access to staff to discuss program matters, address concerns and complaints, and ensure timely fair and constructive assessment of work

- provide appropriate facilities and equipment to support student learning
- ensure that students have representation on University committees to enable participation in decision making
- ensure students have opportunities to provide feedback on unit quality, teaching performance, support services and facilities
- ensure that any campus related disruption that may affect students during their course of study is kept to a minimum and is communicated in a timely manner
- recognise the legal rights of students including those relating to intellectual property and privacy.

Students also have responsibilities and are expected to:

- inform themselves of, and comply with, all relevant laws, University Statutes, rules, by laws, the University's Guiding Ethical Principles, policies and procedures relating to their rights as a student
- participate constructively in the learning experience
- be aware of course and unit requirements and their individual academic progress.
- behave in an appropriate manner within the learning environment, showing respect for both staff and fellow students at all times
- embrace and recognise diversity
- use University facilities and services in an honest and responsible manner
- recognise that cheating, plagiarism and fabrication or falsifications of data are not acceptable
- adhere to the proper use of copyright material.



ORIENTATION CHECKLIST

- Become familiar with OASIS, particularly the Official Communication Channel (OCC), and set up your Curtin email address to receive Curtin news and information
- Familiarise yourself with the orientation information in OASIS
- Check you are enrolled in the correct units (check your enrolment advice). Also available via eStudent (accessed through OASIS)
- Register your classes with your local Curtin provider to plan your semester timetable
- Attend orientation sessions at your local Curtin provider, including academic events, campus and library tours, and find out at which venues your classes will be held
- Explore your local Curtin provider's clubs and associations.

INDEX

Academic Integrity	4	eStudent	17
Academic Misconduct	4	Examinations	17
Academic Status	4	FAQs	17
Academic Support	5	Forms	17
Academic Transcript	6	Grading	17
Administrative Fees and Charges	6	Graduation	17
Alumni	6	Integrity and Standards Unit (ISU)	18
Ask Curtin – FAQs	6	Leave of Absence (LoA)	18
Assessment	6	Library	18
Australian Higher Education Graduation Statement (AHEGS)	8	Not For Degree Studies (NFD)	19
AWOL (Absent Without Leave)	9	OASIS (Online Access Student Information Services)	19
Blackboard	9	Orientation	21
Census Dates	9	Plagiarism	21
Changing Course	9	Printing/Photocopying/Design Services	21
Changing Personal Details	9	Post-entry Language Assessment (PELA)	22
Clubs and Societies	10	Refund of Tuition Fees	22
Conflict Resolution	10	Results	22
Copyright	10	Sanctions	23
Counselling Services	10	Security and Safety	23
Course Completion	11	Semester Weighted Average	23
Credit for Recognised Learning (CRL)	11	Special Late Withdrawal	23
Curtin Careers & Employment Centre (CCEC)	12	Student Feedback	23
Deferred and Supplementary Examinations	12	Student Identification (ID) Cards	24
Definitions	12	Student Number	24
Disability Services	12	Supplementary Assessment	24
Diversity	12	Transcript	24
Document Fees	13	Transfer	25
Email Access	13	Tuition Fees	25
English Language Support	13	UniEnglish	25
Enrolments	13	Withdrawal (from Units)	25
Enrolment Variation	14	UniEnglish	25
Equal Opportunity	16	Withdrawal (from Units)	25

ACADEMIC INTEGRITY

See Plagiarism

The University is committed to providing students with academic help and support where possible. The following web site contains information on how to avoid plagiarism by providing the steps you need to take in order to appropriately cite and reference your work at Curtin. The web site also provides helpful exercises in academic writing. Visit academicintegrity.curtin.edu.au/global/studentbook.cfm

ACADEMIC MISCONDUCT

The rules for dealing with an issue of academic misconduct (listed below) are available at the following website under Statute 10 – Student Disciplinary Statute policies.curtin.edu.au/legislation/internallegislation/statutes_rules.cfm

Academic Misconduct is conduct by a student that is dishonest and unfair in connection with any academic work, such as:

- during any exam, test or other supervised assessment activity
- in relation to the preparation or presentation of any assessed item of work or
- in relation to the conduct of research or any other similar academic activity.

Examples include:

- presenting copied, falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work
- including in the student's individual work material resulting from significant assistance from another person, if that assistance was unacceptable according to the instructions or guidelines for that work
- assisting another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work
- cheating or plagiarising

Further information is also available in the **Assessment and Student Progression Manual**

policies.curtin.edu.au/policies/az_index.cfm#P

ACADEMIC STATUS

Normally, all students commence their course with an Academic Status of Good Standing. However, less than satisfactory academic performance will result in a review of the status to either Conditional or Terminated. **The academic status notification will be communicated to you via the OASIS Official Communication Channel (OCC).**

Good Standing: the student is achieving satisfactory course progress and is permitted to continue in the course and re-enrol.

Conditional: the student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under such conditions as may be determined by the Head of School.

Terminated: the student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course or re-enrol in the course without approval from the Academic Registrar.

You are strongly recommended to check online for possible changes to this policy concerning Academic Status.



Visit examinations.curtin.edu.au/students/status.cfm

Request for review of terminated status

Students who are placed on an academic status of Terminated must submit an appeal on the appropriate application form **within 20 working days of being notified of their Termination status via OASIS Official Communication Channel (OCC).**

A working day is defined as all days Monday to Friday, including all State, country and religious observances. Exceptions include the five-day Easter observance – i.e. Good Friday to Easter Tuesday (inclusive), and the 14-day University Christmas/New Year break – i.e. from the Monday of the first week until the Sunday of the second week (inclusive).

Full details regarding the appeal process are available at

students.curtin.edu.au/rights/appeals/academic.cfm

ACADEMIC SUPPORT

The Learning Centre offers a wide variety of learning support programs designed to enhance the academic performance of students at all stages of their university studies. Students are strongly encouraged to use the relevant online information packages available online.

Visit learningcentre.curtin.edu.au for more information.

Study Skills Time Management: Includes managing your time efficiently to complete all tasks on time, with minimal personal stress

PowerPlus Writing Programs:

- **The Little Red Writing Book: Better Sentences** Includes sentence structure, punctuation, grammar, syntax and writing powerful sentences for academic and professional success. **The Little Blue Writing Book: Essays** Includes guidelines, formulae, hints and tips for writing successful essays.
- **The Little Gold Grammar Book: Good Grammar** Includes the finer points of English usage, including verb tenses, prepositions, the article, adverb clauses and word order. **PowerPlus Academic Integrity:** Includes providing and understanding of academic integrity, including note-making, quoting, paraphrasing, synthesising and referencing.

The Learning Centre welcomes your feedback. As the Centre's resources are always growing, students are encouraged to email the Centre with suggestions for additional online resources.

Library

Curtin University Library's online and face-to-face information skills programs help students acquire the necessary skills to successfully identify what information they need, locate information effectively and critically evaluate information sources.

The Library's services include:

- interactive tutorials covering core information skills – from understanding and locating resources on reading lists, to analysing assignment topics and developing search techniques to find the right information for your assignments.
- library guides (LibGuides) – containing a range of learning tools that allow you to develop your research and study skills, and provide a gateway to library resources most relevant to your area of study.

- referencing LibGuides – providing you with fast access to referencing formats and examples.

Visit library.curtin.edu.au

Help with English

See **UniEnglish** and **PELA**

The Curtin Business School Communication Skills Centre provides helpful online guidance for communication and academic study skills support. Students are strongly encouraged to utilise the online materials under:

- High Flyers: The titles include 'Case studies: analysing and evaluating', 'Qualities of good academic writing', 'Report writing: structure and content' and 'Managing time'.

Visit business.curtin.edu.au/communication for more information.

ACADEMIC TRANSCRIPT

A full complimentary Academic Transcript is given to all graduating students following the conferral of their degree by Council. Graduates must register through the Graduations Online Registration System via OASIS to receive their Academic Transcript. Graduates may choose to receive their documents at a Graduation Ceremony or have the document mailed to them. If you register to have your Academic Transcript mailed, it will be sent to your preferred mailing address (as registered in OASIS).

Non-graduating students who require an official Academic Transcript are able to purchase it online via OASIS. You are also able to print an unofficial Academic Transcript (academic eRecord) through eStudent.

If you have a sanction or exclusion placed on your record (e.g. outstanding fees, library fines), you will not be able to access your results or receive your Academic Transcript until you have cleared the sanctions or exclusions.

ADMINISTRATIVE FEES AND CHARGES

For a list of fees and charges for official Curtin documents, visit http://fees.curtin.edu.au/document_fees.cfm

See the section on **Enrolment variations** in this guide for fees associated with late course/unit changes.

ALUMNI

Your relationship with Curtin does not end when you complete your degree. Upon graduation, you become a Curtin alumnus, joining over 190,000 Curtin graduates worldwide.

Staff at Alumni Relations are committed to ensuring alumni remain connected to the global alumni network. They facilitate a variety of activities that can open up opportunities to Curtin graduates both onshore and offshore.

For more information about Alumni Relations visit alumni.curtin.edu.au

ASK CURTIN - FAQs

Ask Curtin is a university-wide on line self-service consisting of FAQ (frequently asked questions) on a wide range of topics. There are two separate versions:

- Ask Curtin for current Curtin students is relevant to current studies and can only be accessed by current Curtin students through OASIS, through oasis.curtin.edu.au on the 'Welcome' tab.
- Ask Curtin for future students and visitors is a public interface and is available from the Future Students website. Visit futurestudents.curtin.edu.au

ASSESSMENT

Includes assignments and final end-of-term examinations. In some units, there is also a mid-term examination.

Appeals against assessment

A student may appeal against any formal assessment which contributes to the final result for a unit, and may seek assistance and advice in preparing an appeal. For

details of the process, visit students.curtin.edu.au/rights/appeals/assessment.cfm

Appeals against assessment do not incur a fee and must be lodged within ten working days of the date the mark for the assessment task was notified to the student. It is important students understand an appeal can result in the assessment mark being adjusted either up, down or remain the same. The application form is available on the Curtin website link above.

For non-academic grievances/complaints see the section on Conflict Resolution in this guide.

Assessment Extension

An Assessment Extension interim result is the formal approval by the Board of Examiners for a student to complete an outstanding assessment task for a unit at a later date. Outstanding assessment tasks can include an examination, assignment or other work.

Assessment Extension is not automatic. Students may be permitted by the relevant Board of Examiners to defer an examination or other assessment where there are circumstances outside of their control. In such cases:

- the student's overall performance may be taken into account in giving permission to defer an examination
- applications for assessment extension on

health grounds or as a result of extenuating (not predictable) circumstances must be submitted no later than five working days after the examination or after the due date of the assessment. Where appropriate, medical certificates should be attached to the application

- dates of deferred examinations are listed in your course materials.

A student who does not sit for the scheduled deferred examination has no claim to a further examination (unless exceptional circumstances apply). An Application for Assessment Extension must be lodged with your local Unit Coordinator BEFORE the due date of the assessment task/exam. An application may be accepted up to five working days after the date or due date of the assessment task where you are able to provide an acceptable explanation as to why you were not able to submit the application prior to the assessment date. Your documentation must be submitted along with the Application for Assessment Extension form located at students.curtin.edu.au/administration/forms.cfm

Continuous assessment

Assignments are set by your lecturers at regular intervals. You must submit the assignments by the deadlines or get approval from the local lecturer for late submissions. Extensions for assignments will only be granted in special circumstances such as illness.



Supplementary assessment

If you fail a unit, a supplementary examination or other form of further assessment may be granted at the discretion of the Board of Examiners where they believe a second chance is warranted. You will be notified of the supplementary examination date by OASIS Official Communication Channel (OCC). Your academic record and personal circumstances will be taken into account. No written application for supplementary examinations will be considered.

Guidelines for a supplementary examination are:

- the student has attempted all required assessment tasks for the unit
- the student's semester weighted average must be at least 50 per cent
- the marks obtained for the unit must be between 45 per cent and 49 per cent and
- the student's past academic record warrants them being given the opportunity to demonstrate achievement of the learning outcomes.

A supplementary assessment is represented by an 'X' interim result. The additional assessment task could be an examination or assignment or other work. Students must not make any other arrangements during

the supplementary/deferred assessment period which would prevent them from completing an assessment. A student who does not sit for a scheduled supplementary examination in a unit is not able to make a request for a further examination/assessment (unless exceptional circumstances apply).

Also, see **Results**

Further information is also available in the **Assessment and Student Progression Manual**

policies.curtin.edu.au/policies/az_index.cfm#P

AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT

A Higher Education Graduation Statement (Graduation Statement) is a document provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications, and to promote international mobility and professional recognition of graduates.

A Graduation Statement will be issued to all graduates who have their award conferred by University Council on or after 1 November 2010.

Graduates must register through the Graduations Online Registration System via OASIS to receive their Graduation Statement. Graduates may choose to receive their documents at a Graduation Ceremony or have the documents mailed to them. If you register to have your Graduation Statement mailed it will be sent to your preferred mailing address (as registered in OASIS).

AWOL (ABSENT WITHOUT LEAVE)

Students who have not enrolled for a period of three months without an approved Leave of Absence will have their course status set to AWOL (Absent Without Leave). Students with this status will be no longer guaranteed a place in their course.

BLACKBOARD

Blackboard provides access to a broad range of resources and learning activities via the internet.

Online resources may include some or all of the following:

- course content: resources such as unit outlines, lecture notes, iLecture recordings and eReserve readings
- communication tools: discussion forums, blogs, wikis, Elluminate virtual classroom and email
- assessment: quizzes, tests and online submission of assignments
- internet resources: links to relevant websites.

To access Blackboard, log into OASIS, click on the My Studies tab and click on the link to Blackboard. Further assistance is available from the students tab within the Blackboard environment.

CENSUS DATES

You will often hear the term 'census date' referred to in relation to enrolment. A Census date is the date at which an enrolment is considered to be final. The census date is the date by which you must ensure your enrolment is correct. Any withdrawal you make after this date will incur a financial penalty and the unit will show a grade of 'WD' (Withdrawn) on your Academic Transcript. If you do not withdraw from the unit at all for the semester, the unit will show as F-IN (Fail-Incomplete/Insufficient Assessment) on your academic transcript.

Important dates

Please contact your local Curtin provider for

a confirmation of due dates for applications, enrolments, withdrawals, start dates and examination periods.

The dates for enrolling or withdrawal without penalty are the dates the formal request MUST be received at Curtin Bentley campus in Perth, or completed by midnight Perth time via eStudent. Where the application/withdrawal/variation is done via your local Curtin provider, the application must be received by them approximately two weeks prior to this date. Students should check with their Curtin providers for their final submission dates.

Census dates for all study periods are available at students.curtin.edu.au/administration/dates/census.cfm

CHANGING COURSE

Wanting to switch courses at your local Curtin provider is not uncommon, particularly in your first year. This is done at re-enrolment time through your local Curtin provider. An Enrolment/Change of Enrolment form is available at students.curtin.edu.au/administration/forms.cfm

You may need to reapply for credit as the new course may affect the credit granted for your existing course.

Upon approval (and as soon as tuition fees for the new course are paid, and you have accepted the offer by signing and submitting your enrolment form) you will be enrolled in the new course.

Changing Personal Details

General information on changing your name or address details is available at students.curtin.edu.au/administration/details.cfm

Changing your address

It is a requirement that the University always has your up-to-date contact (address/phone/email) details, both for your semester contact address and your permanent home address. Addresses can be updated via eStudent (accessed through OASIS).



Changing your name

Requests to change your name can be made by completing a Change of Personal Details form and providing original or certified copies of primary documentation (e.g. passport, birth certificate) to your local Curtin provider. Photocopies of certified copies are not acceptable. Change of personal details forms can be downloaded from the 'Quick Forms' channel on the 'My Studies' tab in OASIS.

CLUBS AND SOCIETIES

See your local Curtin provider for information on sporting, academic and social clubs.



CONFLICT RESOLUTION

A grievance is any real or perceived ground for complaint including (but not limited to) bullying, harassment and discrimination. Curtin provides a conflict resolution process that is based on the principles of transparency, confidentiality, efficiency, accessibility and no victimization. The conflict resolution process can be found in the Grievance Resolution Policy and Protocol at policies.curtin.edu.au

Where a student believes they have a genuine conflict, they should submit their grievance in writing to their local Curtin provider to resolve any issues. If the conflict is not dealt with to your satisfaction,

you are able to request your local Curtin provider to forward your grievance and any treatments to date to the relevant Curtin School for follow up. If a case is of a more severe nature, you are able to submit your grievance directly to the Integrity and Standards Unit.

For more information, see **Integrity and Standards Unit (ISU)**

For Appeals against assessment, see **Assessment**

COPYRIGHT

Curtin's copyright procedures apply for Australian-based students, as well as for materials prepared and copied in Australia. The regulations are detailed at policies.curtin.edu.au/policies/az_index.cfm and must be adhered to. Where copying is undertaken in a country other than Australia, students and staff must comply with the copyright law applicable in that country. Please check with your local Curtin provider as to the copyright laws that apply.

COUNSELLING SERVICES

Sometimes there are difficulties that are hard to discuss with family, friends or work colleagues, and you may desire an independent party to confide in. In these times, a professional counsellor may help you resolve problems and prevent future ones from developing.

The Counselling website (life.curtin.edu.au/counselling_services.htm) contains various useful resources, including tip sheets, information, articles and self-help links. You are also able to access advice and tips on surviving the challenges of being a student at Curtin University, including mental health and substance use. Each campus has its own arrangement in place for the provision of counselling for students. Check with your local Curtin provider regarding what services they offer.



COURSE COMPLETION

Once you have passed all the requirements of your degree, you will receive a Graduation Statement and Academic Transcript. These documents are particularly useful for inclusion in your Curriculum Vitae (CV) and may be requested by other educational providers, should you choose to pursue further study. Additional copies can be purchased online via OASIS (students.curtin.edu.au/administration/documents_request.cfm).

Graduation information will be sent via OASIS Official Communication Channel (OCC). For this reason, it is vital you continue checking your OASIS account, even after you finish your course. Once you complete your course, you will have lifetime access to OASIS.

CREDIT FOR RECOGNISED LEARNING (CRL)

Credit for Recognised Learning (CRL) is the process for assessing and granting credit given to a student towards their course, on the basis of previously completed work or studies. If you have previously undertaken studies at diploma or university level or believe your work experience or non-formal training meets the learning outcomes of some of your units you may apply for credit transfer.

Credit and exemptions are usually assessed on qualifications and transcripts submitted at the time of application. The University's policy on credit for recognised learning is to acknowledge a student's previous studies while at the same time ensuring that a student completes a sufficient number of units to grant an award.

Credit granted will be recorded on your academic record for the course either by an entry showing the total amount of credit granted (expressed in credit points) or by a statement of the individual units from which the student has been exempted.

Application for credit transfer

Application forms for Credit Transfer through CRL are available from your enrolling local Curtin provider or can be found at students.curtin.edu.au/administration/documents/Application_for_CRL.pdf

If you wish to apply for Credit Transfer, you need to lodge an application with supporting documentation which will need to be certified against the original, at the time of admission into the course of study. If lodging after your Application for Admission has been submitted, please see your enrolling local Curtin provider for relevant deadlines. If you have further queries on Credit Transfer or exemptions, contact your local Curtin provider.

CURTIN CAREERS & EMPLOYMENT CENTRE (CCEC)

The Curtin Careers & Employment Centre helps you maximise your investment in your education and the Centre is equipped to work with you from your first year of study to beyond graduation. Our purpose is to work with you in all aspects of career planning and development: from discovering what you really want to do, to putting you in touch with employers and refining your job search skills.

You can connect with us in several ways, including email, phone or Skype. We suggest you start by emailing us at careers@curtin.edu.au – make sure you provide your Curtin Student ID, details of your course, where you are studying, a short summary of the nature of your enquiry and your preferred contact method (if you would like to connect with us via phone or Skype, please provide some preferred times). A Careers Officer will then contact you. You may then be referred to a more in-depth appointment with a faculty specific Career Development Consultant.

We also suggest reading our faculty specific resources on our website. Visit life.curtin.edu.au/careers.htm



Increasingly, employers are looking for graduates with more than just great marks. They want someone who is passionate and enthusiastic about their chosen industry, a graduate who can think creatively and use their initiative to solve problems and most importantly a future employee who can plan and develop their own career. It is never too early or too late to start thinking seriously about your career. Contact the Curtin Careers & Employment Centre throughout your studies for ongoing support.

DEFERRED AND SUPPLEMENTARY EXAMINATIONS

See **Assessment**

DEFINITIONS

Visit handbook.curtin.edu.au/definitions.html for definitions of terms.

DISABILITY SERVICES

Curtin provides a range of services and facilities for students with disabilities. Advice and assistance is available for students with disabilities on all Curtin campuses through Disability Services. Students with a disability have a right to receive reasonable adjustments if requested to assist in their studies. In most cases appropriate medical documentation is required to support a request for a reasonable adjustment.

For more information please visit life.curtin.edu.au/disability_services.htm or contact your local Curtin provider.

DIVERSITY

Curtin recognises, respects and values the diversity of its students, staff and the Curtin community. The University's Diversity policy and supporting procedures outline Curtin's commitment to valuing diversity and cultural sensitivity in teaching and all other areas of the University's operation. It recognises and builds on the many different cultures that make up the Curtin community. For more information visit the Ethics, Equity and Social Justice website eesj.curtin.edu.au



DOCUMENT FEES

See **Administrative fees and charges**

EMAIL ACCESS

Your student email account is accessed via OASIS. To access your email, click on the 'Email Inbox' link in the 'My Email' channel on your OASIS 'Welcome' tab. Your email account is for your own personal use, and is often used by tutors and lecturers to contact students, or for your Faculty to send information that may be of interest to you. When emailing the University, it is strongly recommended that you use your student email account, as some areas of the University will not communicate with a non-Curtin email address for privacy and security reasons.

ENGLISH LANGUAGE SUPPORT

See **UniEnglish** and **PELA**

ENROLMENTS

Students are required to manage their own enrolment. Before attending the enrolment

session you are advised to take time to look through the unit options and electives available in your course. This forward planning will better prepare you for your enrolment session as well as saving you valuable time.

The University is progressively moving towards student self-management, with large numbers of current students re-enrolling online through the eStudent link in OASIS. Extensive instructions for enrolment and class registration are available in the 'Help' menu in eStudent. Contact your local Curtin provider for further information.

If you are a new-to-Curtin student you will receive information about how to enrol in your offer letter, with more comprehensive information about enrolment also available from the 'StartUp' sub-tab on the 'Welcome' tab once you've logged into OASIS.

Re-enrolling students

If you have completed a study period (e.g. semester, trimester) and are continuing in

the same course, you are considered to be a re-enrolling student. Before the start of each term, your local Curtin provider will advise you of the enrolment deadline. Students are responsible for their own enrolment. Check all forms and notices carefully and observe all deadlines. If you miss the enrolment deadline, you may accrue an A\$100 penalty for late re-enrolment (payable to Curtin via your local Curtin provider). For a full list of late fees visit fees.curtin.edu.au/late_fees.cfm

Online re-enrolment details are communicated through OASIS Official Communication Channel (OCC) via eStudent (accessed through OASIS) at some locations. If online re-enrolment or class registration is not available at your local Curtin provider you will be advised of the procedure to follow for a manual re-enrolment and class registration. For manual re-enrolment students are to provide:

- Curtin student ID Card
- enrolment form
- proof of payment of tuition fees

Students may only study units in which they are officially enrolled.

Confirmation of Enrolment

Students are responsible to check via eStudent (accessed through OASIS) that all units have been correctly enrolled. To check your enrolment:

- Log into OASIS
- Click on the My Studies tab
- Click on the 'eStudent' button
- Click the 'My Enrolment' tab
- Click 'View Current Enrolment' in the left hand menu. You can then view or email your enrolment details.

It is vital you check every detail for accuracy. Any errors or omissions should be reported to your local Curtin provider.

How Many Units/Credits Can I Enrol In?

- Full-time students may study a maximum of four units (between 75 or 100 credits)
- Part-time students may study a maximum of three units (75 credits)
- Students enrolled in summer period/school may study a maximum of two units (50 credits), depending on unit availability.

ENROLMENT VARIATION

If you need to change your enrolment (e.g. withdraw from a unit if you have failed a pre-requisite to enrol in another) can do this through eStudent in OASIS.

Before you amend your enrolment we recommend you consider your choice carefully. The decision to add or withdraw units not only has an impact on your workload, but also has an impact on other aspects of your enrolment.

Students should familiarise themselves with the various deadlines concerning enrolment.

Important dates are:

- date of the official start of study periods
- last date for application/offer
- census date (full penalty)
- last date for withdrawal (with penalty)

Note: changes to majors or courses will require your CRL to be reassessed. Please seek advice from your local Curtin provider to ensure your course/majors are available before applying.

Adding units: variations to your enrolment after the last offer/enrolment date is generally not permitted unless relevant approval has been sought and may incur a A\$100 administration fee, payable to Curtin via your local Curtin provider.

Withdrawal from units: the penalty and the effect on your academic transcript for late withdrawal are listed in the table on the right:

	ENROLLING	WITHDRAWAL EFFECT	
Significant Date	Availability	Penalty	Academic Transcript
Pre Start Date			
↕	Available	No penalty	No record of unit
Start Date			
↕	Available	50% of tuition fees paid OR Full tuition fees paid in respect of the unit will be retained as a credit towards the next study period of enrolment.	No record of unit
Last Offer/Enrolment			
↕	Available	50% of tuition fees paid OR Full tuition fees paid in respect of the unit will be retained as a credit towards the next study period of enrolment.	No record of unit
Census Date (full penalty)			
↕	Not available	No refund/no rollover of tuition fee.	WD
Last Date for Withdrawal (with penalty)			
↕	Not available	Not available – no refund/rollover of tuition fees	F-IN or X*
End of Study Period			
* F-IN or X (Fail-Incomplete or Supplementary assessment mark awarded for work completed) which will affect your Semester Weighted Average			

When lodging any form, please allow sufficient time for it to arrive in Perth before the cut-off dates.

Late fees

For information on late fees, visit fees.curtin.edu.au/late_fees.cfm or contact your local Curtin Provider.

Withdrawal under special circumstances

After the census date and up until the last day before exams, withdrawal from units is only possible upon completion of Application for Withdrawal Under Special Circumstances form. Withdrawals under special circumstances are assessed based on special circumstances. Students who need advice and assistance when seeking to apply for a withdrawal under special circumstances should speak to their local Curtin provider regarding the application. Failure to complete study requirements is not considered sufficient grounds for this type of withdrawal. Curtin may support a withdrawal under special circumstances application only after establishing that a deferred assessment is not appropriate.

Withdrawal Under Special Circumstances forms are available by visiting fees.curtin.edu.au/guidelines.cfm

EQUAL OPPORTUNITY

The University recognises the right of

individuals to be free from discrimination and harassment while engaged in activities undertaken as part of their enrolment as a student of the University.

Discrimination means denial of opportunities on grounds of sex, marital status, pregnancy, potential pregnancy, breast feeding, sexual orientation, gender history, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, family responsibility or family status.

Harassment consists of unwelcome, offensive, abusive, belittling, bullying or threatening behaviour directed at another person. It is usually based on some real or perceived difference such as sex, race or disability, which may lead to the person harassed being offended, humiliated, intimidated or disadvantaged.

Where a student believes they have a genuine case for discrimination, they should seek to resolve this with their local Curtin provider first. If this is not dealt with to the student's satisfaction, they can request their local Curtin provider forward their submission and details of any treatments to date to the relevant School for follow up.

Information on equity is available by visiting eesj.curtin.edu.au/faqs/index.cfm

For complaints or concerns, see **Integrity and Standards Uni (ISU)**

ESTUDENT

eStudent gives you online access to your official student record. It is available via the 'My Studies' tab inside OASIS. eStudent provides access to your contact details, enrolment, study plan information and your complete results history. In eStudent, you can also update your address, phone number and other personal details. For many courses, eStudent is also used for online enrolment and class registration. eStudent gives you access to your official student record at Curtin.

EXAMINATIONS

Centrally scheduled examinations are conducted during the University's official examination period. Personalised examination timetables (with details of venues and time) are published four weeks before the start of examinations via OASIS. Examinations are held during the day or the evening. It is the student's responsibility to be available for all examination sessions during the examination period.

Students will not be permitted to sit their examinations at alternative times for any reason, including travelling overseas and other commitments. However if a student:

- has two examinations scheduled at the same time, or
- has three or more examinations scheduled on one working day or
- has three examinations scheduled over a 24 hour period (based on the commencement time of the examination)

the student may be allowed to sit one of the examinations at an alternative scheduled time.

Students must take their student ID card with them to every examination.

Student access to examination scripts

During the retention period, a student has right of access to all their examination scripts in the presence of a staff member on formal written request, in writing to the Head of School.

FAQS (FREQUENTLY ASKED QUESTIONS)

See Ask Curtin

FORMS

Many forms are available through OASIS and are referred to as **Quick Forms** as they pre-populate with your current recorded personal and course information to save you time. Quick Forms can be accessed through the 'My Studies' tab in OASIS. Visit students.curtin.edu.au/administration/forms.cfm

GRADING

Full details of the University academic grading system are available at examinations.curtin.edu.au/students/grading.cfm

GRADUATION

Graduation is the culmination of your hard work, study and experience at your local Curtin provider and a celebration of your academic achievement.

After your school approves your course completion, information on how to register to receive your Award Certificate, Academic Transcript and Graduation Statement will be forwarded to you as an official communication via OASIS. No hard copy letters will be sent via post, so ensure you continue to check your OCC via OASIS after completion.

Students must review their Award Certificate and confirm their name and address details via OASIS and register to either attend a graduation ceremony or have their documents mailed to their preferred mailing address by the published deadline.

For a step-by-step guide to graduation visit graduations.curtin.edu.au/graduate/how.cfm

Graduation ceremonies are held in Perth twice per year. Ceremonies are also held in a number of other locations throughout the year.

For details regarding graduation ceremonies held at international locations visit graduations.curtin.edu.au/ceremonydates.cfm



Students with sanctions relating to unpaid fees or fines cannot attend a graduation ceremony or receive their award certificate until the sanctions are cleared.

For more information, see **Sanctions**

Email Curtin Graduations (graduations@curtin.edu.au) or visit the website graduations.curtin.edu.au

INTEGRITY AND STANDARDS UNIT

The ISU has been established within the University to promote the ethical behaviour of students and staff, consistent with Curtin's Code of Conduct.

Students, staff members or members of the general public may, at times, have complaints or concerns regarding fellow students or staff members' decisions, actions or omissions. The ISU will receive these complaints or concerns and determine what action needs to be taken and by whom.

Complaints will be managed with common sense, respect and fairness, efficiency, confidentiality and in a manner that affords procedural fairness to all parties.



If you have a complaint or concern, you can lodge it with the ISU in one of the following ways:

- through the online complaints portal using the complaints form at <http://webforms.curtin.edu.au/isu/management>
- by email to complaints@curtin.edu.au
- in writing to: The ISU GPO Box U1987, Perth WA 6845
- by visiting the ISU Office in Building 100 at the Bentley Campus

For Appeals against Assessment, see **Assessment**

LEAVE OF ABSENCE

A leave of absence is a request to suspend your study for up to twelve months and to retain your place in your course during this period. If your request is approved, your rights as a continuing student are maintained. The form can be downloaded from:

students.curtin.edu.au/administration/forms.cfm

If you do not maintain continuous enrolment from one study period to the next and do not have an approved leave of absence, you will have your course status set as AWOL (absent without leave). Students with this status are no longer guaranteed a place in their course. If you fail to maintain continuity of enrolment, a possible consequence is that you will need to re-apply for admission to your course (or a later version of your course) and/or may need to undertake additional or alternate units in order to complete your course.

LIBRARY

To access any of the Curtin University Library's online services you will need to enter a Curtin ID and password. The Curtin ID is your student ID number and the set password is your OASIS password.

Library databases and reserve collection

Searching the library catalogue is the best way to find journal articles on a set topic. To find the most useful databases for your subject area, check the LibGuides under 'Study & Research Tools' from the Curtin library homepage. LibGuides are your gateway to library resources most relevant to your area of study. It is also recommended that you check the library's Reserve Collection, through the library catalogue, for online articles or books that are listed for your unit.

Your online library

You can access all of the library's online resources and services anytime, anywhere via library.curtin.edu.au

These include databases, online journals and newspapers, library interactive tutorials, referencing guides and past examination papers.

You can also ask questions online using the library chat or email service. If you are not sure how to find information for assignments or how to reference, try one of the online tutorials accessible from libguides.library.curtin.edu.au – the tutorials may be of help to first year students or people returning to study.

You can familiarise yourself with all the library services available to you through the Getting Started in the Library guide by visiting libguides.library.curtin.edu.au/getting-started-in-the-library



NOT FOR DEGREE STUDIES (NFD)

Not for Degree (NFD) units are offered as individual units within a non-award program and do not normally lead to a recognised qualification. This is also formerly known as an "Extension Studies". NFD studies do not guarantee a future place in a University award course and acceptance of an NFD Study Registration is dependent on approval by the School conducting the unit. Units can be taken internally and externally depending on availability. A maximum of 50 credits may be enrolled in simultaneously and cumulatively.

An individual enrolled in NFD units will have no right to continue studying beyond the period for which initial enrolment is approved. However, performance in units previously taken on an NFD basis may be considered in assessing an application for admission to a course leading to an award. Only units that have a formal pass result may be credited towards an award.

OASIS (ONLINE ACCESS STUDENT INFORMATION SERVICES)

OASIS is a secure web portal to electronic services provided to Curtin students. Curtin students log into OASIS more than 200,000 times each week.

Once you have activated your account for the first time, log into OASIS to access a range of services including:

- Official Communications Channel (OCC) – a secure electronic facility for sending official University communications to students – you are required to check this regularly as part of your enrolment conditions as a Curtin University student
- eStudent – providing access to your student record, enrolment details and results, as well as an avenue to update your contact/address details via OASIS, view enrolment details, study plan and results history (academic record)
- Student email – a web-based student email system you can use to communicate with staff and other students
- Learning support services, such as Blackboard
- My Library – online library services including databases, journals and articles, and referencing information
- Curtin news and events
- Access to information such as **examination timetables** (some local Curtin providers only)
- Co-Op Bookshop online ordering Sanctions Channel – details of any sanctions currently recorded against a student
- Graduation Ceremony Registration.

Note: the logins for these services will be synchronised with the OASIS username and password so if they are accessed through OASIS, a second login will not be required.

Detailed information regarding OASIS is available from oasis.curtin.edu.au

Do I have to use OASIS?

Yes. Curtin delivers official communications electronically via OASIS. It is your responsibility, and a condition of your enrolment, that you access OASIS at least once a week to read these communications. Preferably, you should access OASIS two or three times a week. Curtin monitors if and when students read their official communications. Access to OASIS will continue even after you finish your course

– which includes Graduation Ceremony Registration and lifetime email access.

When can I get access to OASIS?

OASIS is available to you from the moment you receive an official Curtin University offer to enrol in a course capable of leading to an award (e.g. diploma, degree) at Curtin. Additional services will be made available to you once you are enrolled and the level of access will vary depending on your enrolment status.

After completing your course at Curtin, you continue to have access to OASIS and your student email for life, however some OASIS services become unavailable after graduation. If you take an approved leave of absence, you will continue to have access to OASIS over your period of leave.

How do I access OASIS?

You can access OASIS using a web browser on any computer connected to the internet, anywhere in the world. Once you are enrolled at Curtin you will have access to computer labs on your local Curtin Provider's campus.

What if I can't access OASIS regularly?

If you are unable to regularly access OASIS due to a medical condition, disability, or some other compelling reason, you can apply for an eExemption from using OASIS (please note: eExemption will not be granted for slow internet connections). Requests for exemptions will be approved only in exceptional circumstances, and only where clear evidence of a genuine inability to access OASIS on at least a weekly basis is provided. To apply for an eExemption, complete an Application for eExemption online, by visiting students.curtin.edu.au/local/docs/eExemption.pdf

How can I get help with OASIS?

Once you have logged into OASIS you can find comprehensive OASIS Help by clicking on the help icon at the top right of each OASIS screen, or via the link oasis.curtin.edu.au/help/student/

ORIENTATION

Orientation is the official start of the academic year. Attendance is compulsory; it will provide you with the essential information you need to help you make the transition into uni life and begin your Curtin journey. Please contact your local Curtin provider for details on local orientation sessions.



Why you need to attend orientation

A lot of important information will be presented to you; you will be introduced to course and faculty information, see your local Curtin providers facilities and classrooms, learn about the support services available on campus and much more. Students who participate during orientation feel less overwhelmed and anxious about what needs to be done before classes begin. Students should check with their local Curtin provider regarding when their orientation is happening.

PLAGIARISM

Plagiarism means presenting the work or intellectual property of another person as one's own, without appropriate acknowledgement or referencing.

Plagiarism includes, but is not limited to:

- copying of sentences, paragraphs or creative products which are the work of other persons
- paraphrasing sentences, paragraphs or themes too closely
- using another person's work/s or research data without due acknowledgment
- submitting work that has been produced by someone else
- copying or submitting computer files, code or website content in whole or in part without indicating their origin
- submitting previously assessed or published work for assessment or publication elsewhere, without permission or acknowledgement and
- in the case of group projects, falsely representing the individual contributions of the collaborating partners.

The University regards any acts of cheating or dishonesty by way of plagiarism very seriously. There are strong penalties for breaches (including annulment of results or termination/ expulsion from the University). For more information, visit academicintegrity.curtin.edu.au

In particular, we recommend you take a look at the practical guide available at academicintegrity.curtin.edu.au/studentbook.html

Students (both undergraduate and postgraduate) can also obtain academic guidance and support from The Learning Centre by visiting life.curtin.edu.au/learning-support.htm

PRINTING/PHOTOCOPYING/DESIGN SERVICES

Check with your local Curtin provider for places on campus that offer printing, photocopying and/or design services.

POST-ENTRY LANGUAGE ASSESSMENT (PELA)

While all students must demonstrate a minimum level of English proficiency prior to commencing at Curtin, some students require post-entry English language development in order to successfully complete academic courses. All Curtin undergraduate degrees include communication skills content and a PELA of all commencing students occurs in the first week of core Communication Skills units. Students identified at risk on the PELA are required to attend a series of weekly one-hour, content-aligned, language focused tutorials, called SUCCESS. In most cases attendance in a prescribed minimum number of SUCCESS tutorials is linked to passing the associated communication skills unit.

REFUND OF TUITION FEES

To apply for a tuition fee refund, an 'Application for Refund' form must be completed and submitted to your local Curtin provider's Fees Centre.

- * In order for a refund to apply the request for withdrawal from a unit must be received in Perth by the census date. Where the request is submitted
 - online, via eStudent: claims must be completed no later than midnight Perth time on the census date
 - via an offshore local Curtin provider in hard copy: the request must be made on the correct form approximately two weeks prior to the census date in order to have it receipted in Perth in time. Students should check with their local Curtin provider as to when their request to withdraw must be submitted.

International Student Refund Agreement

Before submitting a refund application, please refer to the International Student Refund Agreement as penalties may apply. The agreement can be downloaded from http://fees.curtin.edu.au/documents/RefundAgreement_International_Students.pdf

Contact your local Curtin provider for more information.

Request for a Review

If you are dissatisfied with the outcome of your refund request or WUSC request (withdrawal under special circumstances); a written appeal can be made to your local Curtin provider. Contact your local Curtin provider for further information.

RESULTS

Final unit results can be viewed by students through OASIS. Results will be withheld where a student disciplinary action is pending or course assessment remains outstanding by the lecturers.

Results reported on the Academic Transcript include both grades and percentage marks.

Also see Academic transcript and Course completion

SANCTIONS

Sanctions are imposed when payment is outstanding for and not limited to

- tuition fees/late fees
- library fines

If you do not pay your fees and debt to your local Curtin provider by the required due date, a sanction will be placed on your student record. This sanction prevents access to your results and you will be unable to receive your official testamur or graduate until the debt is paid. Students with sanctions are also not able to re-enrol or change courses until the debt is cleared. Once the sanction has been paid it will be removed from your record within 24 hours. Students can check if they have sanctions recorded against them via the 'Sanctions Channel' in OASIS.

For enquiries about sanctions, you should contact your enrolling Curtin provider.

SECURITY AND SAFETY

A safe environment requires individual awareness of safety and security issues. Students should recognise and avoid any potentially risky situations and report suspicious behaviour to your local Curtin provider's security services. Always carry your Curtin Student ID card for identification.

Securing Your Property

Never leave personal belongings unattended, whether you are in a laboratory, library, etc. regardless of how long you will be gone, even a couple of minutes as unwatched articles invite thieves. If someone attempts to steal your property, don't physically resist. No amount of money or property is worth the risk of serious injury.

SEMESTER WEIGHTED AVERAGE

A semester weighted average is a calculation of a student's average of results (given a final percentage mark) for any units, over a study period. The calculation is based on the mark and value of the credit

weighting for each unit assessed in the study period.

SPECIAL LATE WITHDRAWAL

See Enrolment variation

These forms should be completed, signed and submitted to your Local Curtin provider with all supporting documentation attached. If your application is successful you will still be liable for any fees incurred for the unit(s) and 'WD' (Withdrawn) will be recorded on your Academic Transcript.

Note: If you withdraw from all units in your first year of study, you may not be entitled to retain your place in that course.

STUDENT FEEDBACK

Curtin University is committed to continual improvement in the quality of the teaching and learning experience. In order to do this we seek your honest and accurate feedback via surveys, both for the course overall as well as for each individual unit:

- the annual course survey (CASS) is completed online in August each year via OASIS
- eVALUate surveys for each unit are online through OASIS eVALUate at the end of the study period in which you undertook the unit.

All responses are confidential and are not traceable back to individual students in any way. The use of a student ID to login (online survey) is required only to identify the local Curtin provider and course where the response has originated.

The information will allow Curtin University to respond to feedback and continually improve on the services and quality of the teaching experiences for all students.

CASS

Curtin Annual Student Satisfaction (CASS) survey is an annual survey about your experience with the services and facilities, teaching and learning quality, appropriateness of the course material as well as resources and market responsiveness offered to you as a



Curtin student. Results identify areas where students are satisfied and where improvements can be made. To find out how Curtin has responded to student feedback visit planning.curtin.edu.au/mir/response.cfm

The survey is available via OASIS and the Curtin homepage every August-September
eVALUate

eVALUate is Curtin's online system for gathering and reporting students' perceptions of their learning experiences. You can give feedback about your unit and your teachers using two separate surveys:

- The eVALUate unit survey asks students their perceptions of what helps and hinders their achievement of unit learning outcomes, their motivation and engagement, and their overall satisfaction with the unit.
- The eVALUate teaching survey asks students to give feedback to participating teachers on their teaching effectiveness.

You will be sent an Official Communications Channel (OCC) message when eVALUate opens (if available at your local Curtin provider), followed by reminder emails if you have not submitted your survey. To participate in the online survey, you will need to login into OASIS and select the tab to see the eVALUate channel. Click on the 'eVALUate now' link next to each unit to complete the unit survey. You may continue onto the teaching survey if the link is visible.

For more information visit evaluate.curtin.edu.au

Note: eVALUate may not be available at all Curtin providers. Please check the link above to see if you have access.

STUDENT IDENTIFICATION (ID) CARDS

All currently enrolled students will be sent a Student Identification (ID) Card. There is no charge for your first card; however, there is a replacement fee if you lose it. The student ID card is valid for the duration of your

studies. Students are required to verify their identity at examinations by showing the student ID Card to invigilators.

Please ensure you provide a passport-sized photo at the time of application to Curtin via your local Curtin provider.

Note: A Student ID Card is NOT proof of enrolment. Students should carry their ID Card at all times when on campus.

STUDENT NUMBER

Your Curtin student number is allocated on your original Letter of Offer. Keep it confidential. You will also be asked to write your student number on all enrolment, amendment, change of address forms and correspondences with Curtin, as well as all assignments and examination papers. The number is also needed for logging into OASIS. Once a student number has been assigned to a student, it will remain with that student.

SUPPLEMENTARY ASSESSMENT

See **Assessment**

TRANSCRIPT

See **Academic transcript**

TRANSFER

Subject to unit availability, students may be able to transfer to a different Curtin provider. A list of Curtin course providers and Curtin campuses can be found by visiting <http://about.curtin.edu.au/campus-locations/>

Please check with your local Curtin provider for advice on the transfer process.

TUITION FEES

You are responsible for ensuring all tuition fees are paid by the due date. Any enquiries about tuition fees should be addressed to your local Curtin provider.

Failure to pay study period tuition fees on time (for example, because of funds being held in a fixed term deposit account) may result in sanctions and/or late fees placed against your enrolment.

Also, see **Sanctions**

Fee calculation

Tuition fees are calculated and charged on a single study period basis. For an estimate of your course's tuition fees, contact your local Curtin provider.

Other student charges and levies

Some courses require payment of incidental fees for items such as accommodation costs or material costs for project work, etc. Students should check with their local Curtin provider regarding these.

Enrolment variations

Payment must still be made by the due date, even if enrolment is set to change. If a unit is added after your enrolment form has been processed additional monies owed must be paid at the time of amendment.

UNIENGLISH

UniEnglish is an online tool to help you analyse your strengths and weaknesses in using the English language so you can decide whether you would benefit from English support programs. It is primarily aimed at students who come from backgrounds where English is not the main language of communication.

UniEnglish consists of three sections: use of English/reading, listening and writing. It is voluntary, free of charge, and provides instant results online. It is accessible from any computer with internet access. For more information visit the UniEnglish website at unienglish.curtin.edu.au

WITHDRAWAL (FROM UNITS)

See **Enrolment Variations**

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WITHDRAWAL (FROM UNITS)

See **Enrolment Variations**

Contacts

Curtin University – Bentley Campus

CBS International – Curtin Business School

Building 408

Phone: +61 8 9266 4091

Email: CBSInternational@curtin.edu.au

Web: business.curtin.edu.au

Faculty of Health Sciences

Building 400

Phone: +61 8 9266 3685

Email: CurrentStudents@health.curtin.edu.au

Web: healthsciences.curtin.edu.au

Faculty of Humanities

Building 209

Phone: +61 8 9266 9296

Email: himo@curtin.edu.au

Web: humanities.curtin.edu.au

Faculty of Science and Engineering

Building 314

Phone: +61 8 9266 4600

Email: ssse@curtin.edu.au

Web: scieng.curtin.edu.au

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