Curtin Malaysia

“Your journey begins here”
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Student Charter and Health & Safety in Campus
STUDENT CHARTER

Curtin University values its students and recognizes the importance of the overall student experience.

With this in mind, the University is committed to provide a welcoming, supportive and safe environment, conducive to learn and research and the development of individuals who display the Curtin values of Integrity, Respect, Fairness and Care.

To achieve this, the University undertakes to:

1. Ensure that students have access to all relevant laws, University Statutes, rules, by-laws, information about the University’s values and signature behaviors, policies and procedures relating to their rights as a student.
2. Provide support services which take into consideration the requirements of all students.
3. Provide a study environment free from unlawful discrimination, bullying or harassments.
4. Provide a safe environment for study, research and other University related activities and to observe all relevant legislation.
5. Embrace and recognize diversity.
6. Ensure the availability of core units and other course requirements to enable program completion within allowable timeframes.
7. 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.
8. Provide reasonable access to staff to discuss program matters, address concerns and complaints; and ensure timely fair and constructive assessment of work.
9. Provide appropriate facilities and equipment to support student learning.
10. Ensure that students have representation on University committees to enable participation in decision making.
11. Ensure students have opportunities to provide feedback on unit quality, teaching performance, support services and facilities.
12. Ensure that any campus related disruption that may affect students during their course of study is kept to minimum and is communicated in a timely manner.
13. Recognize the legal rights of students including those relating to intellectual property and privacy.

Students also have responsibilities and are expected to:

1. Inform themselves of, and comply with, all relevant laws, University Statutes, rules, by-laws, the University’s values and signature behaviors, policies and procedures relation to their rights as a student.
2. Participate constructively in the learning experience.
3. Be aware of course and unit requirements and their individual academic progress.
4. Behave in an appropriate manner within the learning environment, showing respect for both staff and fellow students at all times.
5. Use University facilities and services in an honest and responsible manner.
6. Recognize that cheating, plagiarism and fabrication or falsifications of data are not acceptable.
7. Embrace and recognize diversity.
8. Adhere to the proper use of copyright material.

This Student Charter was developed in partnership between the University and Curtin Student Guide and was approved by Academic Board on 27 June 2008.
Health and Safety in Campus

Curtin Malaysia’s safety policy and objectives apply equally to its student, employees, Visitors, contractors and other third parties in work for, and/or associated with the Curtin’s activities. Curtin holds that the safety and health of its employees and students will contribute positively to the University’s over-all efficiency and effectiveness and in line with legislative requirements.

Curtin Malaysia shall carry out its operation in such manner as to:

- Ensure a safe working and study environment
- Ensure the health and safety of the students, employees and contractors within the areas of its operations
- Protect and to ensure the health and safety of members of the public
- Prevent loss and damage to property resulting from its activities
- Safeguard the conservation of the natural environment
- Comply with and adhere to applicable laws and regulations

Please report any of the following as soon as possible:

- Injuries/illnesses: events that cause an illness or injury requiring medical attention
- Near-misses: events that do not cause injury but have the potential to do so
- Hazards: anything that has the potential to cause ill health or injury
- Other incidents including environmental, property damage, spills etc.

All health and safety issues should be brought to the attention of the University by contacting

Tel: 085 44 3939 ext.: 4304 or Email: studentaffairs@curtin.edu.my
Office of Student Affairs
The development of the Office of Student Affairs is a strategic initiative to meet the needs of growing campus with an expanding base of racial and culturally diverse community of students. Here at Curtin, Student Affairs is a one stop centre for a range of programmes, services and assistance to all students on and off campus, to foster personal growth, academic excellence and cross-cultural understanding. The Office function is also to support the safety and wellbeing of University’s Community through the provision of a centralised, coordinated and educative approach to identifying, assessing, reporting and managing notification of inappropriate behaviour. The Office covers the following areas:

Health Division

Counselling Services

The University Counselling service is a free and confidential service, which is available for all students. The counselling staffs possess the relevant background and training in psychology, counselling and/or social work. Our Counsellors and Psychologists provide support for study and learning strategies. The service aims to enhance self-understanding, personal development and to empower individuals to cope with their problems, stress, and all issues pertaining to the mental wellbeing of students.

Why do we need counselling?

Counselling is a process at which a counsellor meets with students, aiming to enhance their self-understanding and personal development, to empower them to cope with their problems and stress, to facilitate their adjustment resulting from upheavals in life and to assist them in making healthy life changes.

Sometimes we reach a point where we are unable to find solutions on our own. Not being able to find a solution to a problem simply means we are human. Psychological upset and painful feelings are normal reactions to intense or abnormal events and are part of the natural healing process. Counselling can help facilitate this healing process.
We are prepared to assist in a variety of personal development areas. Common concerns include - but are not limited to - the following:

- Puzzling, distressing feelings
- Self-defeating behaviours
- Low self-confidence
- Academic problems
- Getting along with others
- Marital/relationship discord
- Dealing with children/colleagues
- Career related issues
- Decision-making dilemmas
- Feelings of depression or anxiety
- Stress reduction and relaxation
- Time and task management
- Grief and loss

Individual counselling provides you with an opportunity to talk with a personal counsellor/psychologist about anything you wish and to get help in resolving conflicts, solving problems, handling crisis situations, making decisions, and developing better coping skills. Students are occasionally referred off campus to appropriate community resources. Our trained counsellors and psychologists are available to help you work through personal concerns and learn new strategies of dealing with stress. You can explore a variety of concerns that may prevent you from functioning at your optimum levels and achieving your personal goals. The services also provide self-help material and external links for information in the Curtin website.

**Disability Services**

The University supports and encourages full participation of Curtin community with disabilities and/or medical condition in all aspects of University life. This free and confidential service is available for prospective and enrolled students of the University as well as for all staff members.
Disability at Curtin includes
- Mental illness/psychiatric disabilities
- Learning disabilities
- Medical condition
- Physical disabilities
- Intellectual disabilities
- Sensory disabilities
- Temporary disabilities, illnesses or injuries

Core functions of Disability Services
- Facilitate and provide services and support for students and staffs with disabilities
- Support staff in meeting the needs of students with disabilities
- Promote an inclusive and accessible environment ay Curtin

Available services
- Advice and information for students and staff
- Alternative examination and assessment arrangements
- Support study needs
- All other support determined on case to case basis

Exceptional Circumstances

The University carefully guards privacy and confidentiality. Under Counselling and Disability Service the Office has identified exceptional situation as occasion that may warrant a need to breach confidentiality and they should arise require immediate notification to the relevant organisation. Notification of these will not necessarily directly lead to a breach of confidentiality. Each case will be considered individually in the best interest of the client.
Health Centre

Students may walk in for consultation and medical assistance at our Health Centre where qualified medical personnel provide assessment for various health-related issues as well as referrals to external health care specialists. A minimum charge for prescription is applicable. The medical personnel also provides education and advice on public and international health concerns, lifestyle risk evaluation and assessment, blood glucose checks, blood pressure checks, measurements for BMI and other medical enquiries.

Health Centre Opening Hours: Monday-Friday
9.00 am - 1.00 pm & 2.00 pm - 4:00 pm

Campus 24 hr Emergency Hotline:
Emergency Response Team= 085 44 3930 or 085 44 3999
International Division
International Office

The International Office is the focal point for Curtin’s international students, drawn from over 45 countries all over the globe. We offer an extensive range of support services to ensure that our international visitors make the most of their time on campus and in the natural beauty of Miri and the surrounding area.

Acting as a home away from home, we are there for international students from the moment they arrive: We assist with airport reception, medical checks, insurance and opening a bank account. In addition through the course of your stay, our staff will assist you with visa applications and renewals and dealing with your on-going needs. We also provide information and coordinate student exchange, campus transfer and study abroad programs.

Finally, the International Office hosts an exciting calendar of events focussed on integrating internationals with the wider student body as well as promoting tourism within both Sarawak and Malaysia. Please stop by our office between 8:30 am and 4pm, Monday to Friday or connect with us on our Facebook page at https://www.facebook.com/student.services.CurtinMalaysia/ for updates.

Please note
Collection of passport from International Office is STRICLY during office hours ONLY.

Student Visa/Pass Application & Renewal Policy

All International students are required to have a valid Student Pass. Applications for Student Pass and visa for international students have to be successful before entering Malaysia.

Under Section 8(3) (b), the Immigration Act 1959/63 (Amended 2002); persons with communicable / contagious / dreaded diseases shall not be permitted to enter or stay in Malaysia. Subject to a ‘medical clearance’ from an approved local medical practitioner, only then the Student Pass / Multiple Entry Visa will be granted.

Under Section 15(1) (c), the Immigration Act 1959/63 (Amended 2002); the penalty for overstaying (i.e. remain in Malaysia after the expiry of visa / Student Pass) will be: a fine of not less than RM10, 000.00 or imprisonment of not more than 5 (FIVE) years or BOTH.
**Please note**

It is the STUDENT’S responsibility to ensure that his/her student pass is valid. Extensions need to be organized at least **3 months** before the expiry date at the International Office.

International students studying in Malaysia under a Student Pass are not eligible for employment unless otherwise approved by Malaysian Immigration Headquarters.

If an international student does not attend classes for 3 consecutive days, the International Office may curtail/cancel his/her student pass, where action appropriate action will be taken by University.

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**Important Information about Overstaying**

You are **OVERSTAYING** if you remain in Malaysia with an expired Student Pass or without a Student Pass. Overstaying is an unlawful entry or presence in Malaysia and is a serious offence under the Malaysian Immigration law. Under Section 57 Immigration Act 1959/63 (Act 55), you are liable to a fine not less than RM 10,000 and/or imprisonment for a term not exceeding 5 years if found guilty of the offence. You should ensure that your Student Pass remain valid while you are studying at Curtin. You are also required to take necessary precautions to keep your passport safe at all times.

**Group Hospitalization and Surgical Insurance (GHS)**

It is compulsory for all International students to purchase the Group Hospitalization and Surgical Insurance subject to yearly renewal. This scheme is **MANDATORY** to all international students between the ages of 17 and 45. Students will be given a member ID card and enjoy the benefit of cashless hospital admission. The card can be collected from the International Office approximately 4 weeks after your arrival. Further information on the insurance scheme is available on the International Office website.

**Transfer to Perth Campus**

The International Office provides assistance to students who wish to transfer and continue their studies at Curtin Perth. Students are guided through the application, acceptance and Student Visa application processes. A Pre-departure Briefing will be conducted by a Curtin Perth representative.
Airport Reception Service (ARS)

The International Division also provides airport reception services for new students who are commencing their first semester at Curtin Sarawak. University representatives will meet students at airport and transfer students to their confirmed campus accommodation.

This service is offered to students who have made accommodation booking arrangements with Housing Services. We do not transfer students to private accommodation or hotels. As conditions apply to the airport reception service, please contact our office at id@curtin.edu.my to confirm if this service is available to you.

You will need to book your own accommodation if your accommodation on campus has not been arranged or confirmed. Please ensure that you have all evidence of your confirmed accommodation bookings with our Housing Services before your departure to avoid disappointment.

Please visit the International Students website for airport reception arrangements.

How do I book the airport reception service?

To use the airport reception service, please complete our online Airport Reception Service form once your travel details are finalized. Confirm your flight number, arrival time and accommodation details before completing the form. Your application will not be processed without these details.

• Complete all sections of the form and submit a minimum of five working days prior to departure.
• You must provide confirmation of your accommodation on the form in order to receive this service.
• No requests will be processed on Saturday, Sunday or public holidays. Please check our observed public holidays here. Any Airport Reception Booking Forms sent on these days will be processed the next working day during business hours.

Bringing a Spouse, Dependant or Family Member

The Airport Reception Service is also available for student’s accompanying guest. If you will be arriving with accompanying guests, please fill in the particulars of your guests in the ARS form. Please be advised that our transport service will only provide one-way trip to a Curtin accommodation. A separate arrangement has to be made from the Curtin accommodation to their hotel.

Our reception service does not include hotel transfers. You have to make your own arrangement at the airport for transfer to your hotel.
Suggested hotels in Miri:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragon Hotel</td>
<td>+60 85 662211</td>
</tr>
<tr>
<td>M Boutique Inn (Permy)</td>
<td>+60 85 432399</td>
</tr>
<tr>
<td>M Boutique Inn (Bintang)</td>
<td>+60 85 418299</td>
</tr>
<tr>
<td>Mega Hotel</td>
<td>+60 85 432432</td>
</tr>
<tr>
<td>Meritz Hotel</td>
<td>+60 85 417888</td>
</tr>
<tr>
<td>Imperial Hotel</td>
<td>+60 85 431133</td>
</tr>
<tr>
<td>Imperial Palace Hotel</td>
<td>+60 85 437799</td>
</tr>
<tr>
<td>Grand Palace Hotel</td>
<td>+60 85 428888</td>
</tr>
<tr>
<td>Miri Hotel</td>
<td>+60 85 421212</td>
</tr>
<tr>
<td>Chemara Boutique Hotel</td>
<td>+60 85 663666</td>
</tr>
<tr>
<td>Pullman Hotel</td>
<td>+60 85 323888</td>
</tr>
<tr>
<td>Kingsley Hotel</td>
<td>+60 85 423988</td>
</tr>
</tbody>
</table>

What If My Flight Detail Change?

If this happens, you must notify us immediately and at least three working days before your scheduled departure date to Miri. Please email your new flight details to id@curtin.edu.my or call the International Division at 085-630 100. We do not guarantee that our transport service is available for last minute changes; in the event of unavailability of our transport, you need to make your own transport arrangement at the airport to campus.

How do I identify the Curtin representative at the airport?

Our representative will be carrying a Curtin sign. It is important that you look for this sign so our representative can identify you.

DO NOT LEAVE THE AIRPORT WITH ANY INDIVIDUAL UNLESS HE/SHE PRODUCES PROPER IDENTIFICATION AS THE UNIVERSITY'S NOMINATED REPRESENTATIVE.
Academic Calendar
ACADEMIC CALENDAR & PUBLIC HOLIDAYS

Academic Calendar can be found at this link: http://current.curtin.edu.my/academic-calendar/

Public Holidays for can be found at this link: http://current.curtin.edu.my/academic-calendar/publicholidays/
Useful Definitions

**Academic Transcript** Alternative way of describing a Statement of Academic Record (SAR). This is the formal notice of your results for the courses you have studied.

**Amendment** Following an initial course enrolment, a student may alter or amend their enrolment by either adding or withdrawing units within the required dates.

**Census date** The last date a student can add, change or withdraw from units/course without penalty.

**Core Units** Compulsory units that must be completed within your course or stream.

**Course** A sequence of unit leading to a degree or associate diploma. For example “Bachelor of Commerce (Accounting and Finance)”

**Credits** This is the value given to any unit. As a rough guide, units are usually allocated 50, 25 or 12.5 credits depending on how much work and contact hours are involved.

**Curtin Annual Student Satisfaction Survey (CASS)** Run in September each year it is an on-line survey offering you the opportunity to tell the University about your experiences at Curtin.

**Deferment** The postponement of the commencement of studies by students new to Curtin.

**Deferred Result** In special circumstances such as illness, a unit result may be deferred for up to six months. This provides the student with additional time to complete the unit requirements (e.g. submission of work or sitting an exam).

**Electives** Approved units to broaden your horizons or extend your personal interest areas.

**Enrolment** This is the record held by the University of the course and units in which you are enrolled for each semester in the current academic year.

**Enrolment advice** A statement (on paper) acknowledging the receipt and acceptance of your initial enrolment and any enrolment amendments.
eVALUate Enables students to give online feedback on their units and is run via Online Access to Student Information System (OASIS) in the last 5 weeks of each semester (for degree and postgraduate students only).

Leave of Absence (LOA) The approved temporary suspension of studies in a course already commenced.

Major A series of units combined to satisfy the University’s requirements in an area of specialisation and includes at least two units at final year level.

Recognition of Prior Learning (RPL) Recognition by the University of work you have completed elsewhere. The extent of the credits you receive towards your course is expressed as number of credits.

Statement of Academic Record A formal notice of your results for the course(s) that you have studied.

Student Status Your academic standing in a Course, i.e. Good Standing, Conditional, Terminated. (It appears at the end of the record against your Course Weighted Average)

Study Package A generic term to describe what the University teaches, i.e. courses, units, majors, minors, thesis and streams.

Study plan a plan specifying your present, past and intended enrolment in units and course (for degree students only)

Study period/Semester A period of time a unit is available: e.g. Semester 1

Unit A subject (part of a course) usually completed in one semester.

Unit Exemption On the basis of having completed a comparable unit elsewhere, you are not required to complete a particular unit that is part of the enrolled course.

Withdrawal A request to formally cease study in a unit/course.
Three Administrative Things I Must Do

1. **Ensure that your enrolment is correct.** It is your responsibility to ensure your enrolment is correctly recorded and to take action if it is not. If your enrolment is not correct at a census date (see page 18 for an explanation of what a census date is) there can be serious consequences. You may be liable for fees for a unit/course you are not attending or you may not be given results for one that you are. It is absolutely essential you check that your enrolment is correctly recorded before it is too late to change it. Remember that errors do sometimes occur with recording enrolments so you need to be alert to anything that may not be right with yours. Please check the census date for particular semester/term from the Academic Calendar (page 17).

2. **Pay your fees and lodge forms by deadlines.** These deadlines are essential to enable the University to operate effectively. If you ignore the deadlines, you will almost certainly be charged a late fee even if your form is accepted. But missing a deadline may have even more significant consequences. For example, your application to change an enrolment (or even re-enrol the following year) may not be accepted. Make sure you know the various deadlines and comply with these to avoid late fees and problems with your enrolment (refer to the Academic Calendar for all deadlines).

3. **Check Online Access to Student Information System (OASIS) (and the OCC (Official Communications Channel)) regularly (for degree and postgraduate students only).** The University uses the OCC (Official Communications Channel) within Online Access to Student Information System (OASIS) to send you important information regarding administrative and academic matters. Many of these are important reminders about deadlines or outstanding issues relating to your enrolment or studies. If you do not access Online Access to Student Information System (OASIS) regularly, you will miss seeing these messages. Remember that it is a condition of enrolment at Curtin that all students access Online Access to Student Information System (OASIS) regularly to read the Official Communications Channel (OCC) (unless specifically exempted) or you will miss out on seeing general announcements and other useful information. Note that the Official Communications Channel (OCC) is not Student Email. This is a separate service provided within Online Access to Student Information System (OASIS). You may also receive messages from lecturers, tutors and other students via email so logging in to Online Access to Student Information System (OASIS) to see these messages is also important.

Students are also required to use the Curtin Student Email provided to you for any correspondence between Curtin staff members, including lecturers. Your student email (studentID@student.curtin.edu.my) is the official email for students in this campus. This is to ensure authenticity of the senders and to ensure reliable delivery of the emails between staff members and students. Any email sent via other accounts will not be entertained. This applies to all students who are enrolled with Malaysia Campus.
### Student Services Department

Student Services Department is the gateway to other services within the University. This Department is predominantly the first contact that a prospective student has with the University. The Student Services Department is a one-stop centre that provides integrated services in collaboration with the relevant departments and schools to give students the support and assistance they need.

The Student Services Department provides the following assistance to our students:

<table>
<thead>
<tr>
<th>Admissions Office</th>
<th>Enrolments Office</th>
<th>Examinations Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applications Enquiry</td>
<td>• Semester Enrolments</td>
<td>• Central Examinations</td>
</tr>
<tr>
<td>• Offer letters</td>
<td>• Leave of Absence Application</td>
<td>• Exams Timetable</td>
</tr>
<tr>
<td>• Update Student Profile</td>
<td>• Withdrawals Application</td>
<td>• Supplementary and Clash Examinations</td>
</tr>
<tr>
<td></td>
<td>• Add/Drop units</td>
<td>• Assessment Extension Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Request for transcripts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appeals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Results</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loans and Scholarships Office</th>
<th>Student Pass</th>
<th>Graduations Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PTPTN Applications</td>
<td>• New Application and Renewal of Malaysian (Non-Sarawakian) &amp; International Student Pass</td>
<td>• Certificate of Completion (Foundation and IEP program only)</td>
</tr>
<tr>
<td>• Scholarships Applications</td>
<td></td>
<td>• Graduation ceremony registration</td>
</tr>
<tr>
<td>• GPA/CGPA calculation</td>
<td></td>
<td>• Awards</td>
</tr>
</tbody>
</table>

### International Division Office

- Airport Reception Services
- Transfer to Perth
- International Student Welfare & Events
- Insurance

**Office hours**: 8.30am – 4.00pm Monday to Friday  
**Email address**: student.services@curtin.edu.my  
**Telephone no**: 085 630 100  
**Website**: [http://studentservices.curtin.edu.my](http://studentservices.curtin.edu.my)  
**Facebook**: [https://www.facebook.com/student.services.CurtinMalaysia/](https://www.facebook.com/student.services.CurtinMalaysia/)
### Student Services Administrative Fees and Charges

#### Chargeable letters/transcript/certificates:

<table>
<thead>
<tr>
<th>Documents</th>
<th>Charges (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation letter (for opening bank account, PTPTN, YAYASAN, MARA, PLKN etc.)</td>
<td>RM 10.00 each</td>
</tr>
<tr>
<td>EPF Withdrawal Letter</td>
<td>RM 10.00 each</td>
</tr>
<tr>
<td>Reprint of Foundation Certificate</td>
<td>RM 50.00 each</td>
</tr>
<tr>
<td>Request for Letter of Offer (additional copy)</td>
<td>RM 10.00 each</td>
</tr>
<tr>
<td>Replacement of Student ID Card (lost ID)</td>
<td>RM 50.00 each</td>
</tr>
</tbody>
</table>

#### Documents/services that are provided free of charge:

<table>
<thead>
<tr>
<th>Documents</th>
<th>Charges (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certify documents (documents are provided by requester)</td>
<td>Free</td>
</tr>
</tbody>
</table>

#### Other chargeable services:

<table>
<thead>
<tr>
<th>Services</th>
<th>Charges (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax</td>
<td>RM 1.00 per page (Local)</td>
</tr>
<tr>
<td></td>
<td>RM 5.00 per page (International)</td>
</tr>
</tbody>
</table>

*Note: We have a 3 working days processing policy for all request for documents.*
Privacy Act

At Curtin University, the privacy of our students, staff and the people we deal with is very important to us. Most of the information that the University collects in order to provide the services that it does, is “personal information”.

As an Australian University, Curtin complies with the provisions of the Federal Privacy Act 1988 and the Information Privacy Principles issued pursuant to this Act. Information in Privacy Principles No 11 makes it illegal to provide a third party (this includes a parent or guardian) with personal details of a student.

A student’s written consent is needed before releasing information on his educational records to person (s) outside the University, except as provided for by law and for directory information such as name, address, dates of attendance and degrees earned. Of course, different provisions apply to students under 18. This policy is applied to all Curtin students for both the Perth and Miri Campuses.

Admissions

Certified Documents

What is a “certified document”?
A photocopy of an original document – cited and signed by an authorised officer as a true representation of the original.

Who can certify my documents?
Documents can be certified by a:
• Curtin representative
• Justice of Peace
• Commissioner for Oaths/Declarations
• Notary Public or An Academic Registrar of the institution that issued the transcripts

If your letter of offer is conditional upon Student Services sighting the original documents or receiving certified documents of your qualifications etc., it will remain a Conditional Offer until the Admissions Office has sighted the original or received the certified documents of your relevant qualifications.
Student with conditional offer due to certified documents have to submit their certified documents to Admissions Office during orientation.
Please be advised that photocopies of certified copies are not acceptable. We also do not accept certified copies sent through email or fax.

Failure to submit the required documents by the stipulated deadline will result in your enrolment being cancelled on the census date of the semester.

**Student ID Card**

A student identification card will be issued to all new students at the time of registration. This card is valid for the duration of your studies.

<table>
<thead>
<tr>
<th>Important!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take good care of your Student ID card. Replacement fee of RM50 will be charged for lost or damaged card.</td>
</tr>
</tbody>
</table>

You must have a card to:
- Prove of your identity as a Curtin, Malaysia Campus student.
- Obtain a Curtin Malaysia student car sticker
- Access library borrowing services, computer, labs, etc.
- Attend University examinations

**Changing Name**

Changing name is not allowed unless your name was misspelt on the system or there was an error when you submit your application form. We will only accept your official name as stated in your Identity Card or Passport. To change your name, you are required to provide original documentation such as your passport or birth certificate.

Graduating students MUST ensure that your name is spelt correctly on your record. Should you notice that your name was misspelt, you will need to complete the Change of Name form to have your name changed prior to completion of your course. If you request to change your name after your award has been conferred, a fee will incur.
Change of Contact Details

It is your responsibility to ensure that the mailing address and telephone numbers kept on the university records are accurate at all times. You can get your address details and contact numbers updated by contacting Student Services Department (student.services@curtin.edu.my).

Please ensure that you keep the Admissions Office informed of your current semester’s telephone contact and address. This ensures that we can contact you with important correspondence such as your semester fee invoices.

Change of Course (Degree and Foundation students only)

If you wish to change your course, please submit an application form to Admission Office (Counter 2) at Student Services Department.

To safeguard your position within the University, you should re-enrol by the due date in the old course while waiting for the outcome of your application to change course.

The last date to change course is on the Friday, first week of class commencement (last date to add units).

Credit for recognition learning (CRL)

Credit for recognized learning (CRL) is a credit or advanced standing given for a student towards a course of study, on the basis of previously completed work or studies appropriate to the course of study. If you have previously passed post-secondary level subjects, or have work experience relevant to your current course, you may be eligible for Credit for recognized learning (CRL).

CRL given to you will be added to your academic record. As a result of the units or credit you are awarded you may need to amend your enrolment therefore it is important that you submitted requests for RPL as early as possible in your first semester at the University.

For further information on CRL please visit
Ministry of Higher Education (MOHE) Compulsory Subjects (MPU) For Degree students only

In order to graduate, **ALL STUDENTS MUST** complete and pass the following compulsory units:

- Malaysian Student
  - Tamadun Islam dan Tamadun Asia
  - Hubungan Etnik
  - Leadership, Innovation and Critical Thinking
  - National Language A (for those who did not get credit for Bahasa Melayu at SPM level) & (exemption from Leadership, Innovation and Critical Thinking)
  - Human Rights
  - Team Leadership and Community Service

- International Student
  - Bahasa Melayu Komunikasi 2
  - Malaysian Studies 3
  - Leadership, Innovation and Critical Thinking
  - Human Rights
  - Team Leadership and Community Service

National Language (may request for advance standing if student has obtained **CREDIT** in Bahasa Melayu in SPM)

Graduating students will not be receiving their awards/certificates should these units are still outstanding in their academic records.

**Person in Charge**

The Admissions Officers would love to see you, but sometimes they may have meetings and may not be available. It is recommended you always make an appointment.

**Email** : admissions@curtin.edu.my
Enrolments

Before the start of each semester/term you are required to enrol in the units stated in your course structure and pay the fees for all the units that you will be studying for that semester/term. Approximately one month before the new semester begins, all students will receive an invoice stating the total fees for the semester/term and full payment must be made before the due date for each semester/term.

Enrolment Deadlines

Curtin has two (2) standard study periods for Degree and Foundation (Semester One and Semester Two). Intensive English programme has 4 standard terms per year (Term 1, Term 2, Term 3 and Term 4). Masters programmes by coursework are either conducted in 3 trimesters per year (Trimester 1, Trimester 2, and Trimester 3) or by semester depending on the programme.

The enrolment dates for standard study periods are listed below.

Important dates are also available from the following website: http://current.curtin.edu.my/academic-calendar/
Checking and Confirming your Enrolment

Regardless of whether you are enrolling for the first time, adding units or withdrawing from units, you are responsible for ensuring your enrolment record at Curtin is accurate. That means you must check you are enrolled in the correct units/course or that you are not enrolled in any units/course, as the case may be. Inaccurate enrolment will affect your academic record and your fee liability. For example, if you withdrew from a unit however the unit still appears on your academic record you will be liable for the fees and you will get a fail grade on your record for the unit.

To confirm that an enrolment for the next semester is accurate, Foundation students can view your enrolment and print an Enrolment Advice via Miri eStudent. You will be able to view and print and Enrolment Advice from there.

For Degree students, you can view your enrolment and print an Enrolment Advice via your Online Access to Student Information System (OASIS) login and following the links to eStudent. You will be able to view and print and Enrolment Advice from there. Student Services Department will NOT issue any Enrolment Advice to degree students.

If you are experiencing any difficulties logging in, please contact OASIS Central for support. The link is available from the webpage.

Please check your Enrolment Advice Slip carefully; it is your responsibility to ensure that your enrolment is correct. If you discover any error on your enrolment advice slip, contact Student Services Department immediately.

Your Enrolment Advice will show your current enrolment and also the changes you have requested. These enrolment advices also show your name, your contact address, contact number and the title of your course.

Please also check that your name, address and phone number is accurate and do not lose your enrolment advice slip as this serves as a record of your enrolment.
Re-enrolling Students

If you have completed a semester/term of study and are continuing in the same course at Curtin, you are considered to be a re-enrolling student.

All degree re-enrolling students are required to do online enrolment through OASIS whereas all foundation and diploma students are required to complete the Enrolment/Change of Enrolment Form which is available at the Student Services Department or the website: http://www.curtin.edu.my/current/forms.htm.

All degree re-enrolling students are required to do manual enrolment by completing the Enrolment/Change of Enrolment Form for the following circumstances:

- Repeat the unit/subject more than one attempt
- Units with pre-requisite (this need to be waive and approved by the respective Head of Department)
- Overload for the semester

Enrolment/Change of Enrolment Form

Enrolment/Change of Enrolment Form is available at the Student Services Department or the website at http://www.curtin.edu.my/current/forms.htm. The respective Head of Department/Intensive English coordinator must authorise all completed forms and students MUST submit the forms to Student Services Department in person for processing.

Note: You are responsible to ensure that your form is duly signed by your respective Head of Department and submit it in person to Student Services Office.

A student who is unable to personally enrol may authorise someone else to act on his/her behalf. A copy of the written authorization letter signed by the student must be attached to the Enrolment/Change of Enrolment Form.

Enrolment Timelines: Please note that you are not automatically enrolled for the next semester. You must re-enrol during the stipulated re-enrolment period (refer to the Academic Calendar and Important Dates). Failure to re-enrol within the stipulated timeline will results in you not guaranteed a place in the units and your enrolment will be subjected to a late fee penalty.
Important!
Enrolment/Re-enrolment dates are available from the Academic Calendar and Important Dates.
http://current.curtin.edu.my/academic-calendar/
You will not be able to re-enrol if there is a sanction placed on your record.

Changing your Enrolment (Degree and Foundation students only)

After your initial enrolment you may want to add or withdraw from units. If you need to add or withdraw a unit, please check the Academic Calendar to make sure you do so within the prescribed timeframe. The deadlines are set to protect you as a student and to comply with government legislation and therefore flexibility is not an option.

Before you amend your enrolment, we recommend you to 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.

It is recommended that you seek for your Head of Department’s advice if you intend to change your enrolment.

Adding a unit or units

You have limited time to add units after the study period commences. The last date to add units are stated on the Academic Calendar - Important Dates.

Before you add units:

• Make sure you are not overloading your study commitments – seek academic counselling from your Head of Department as their permission is required if you choose to overload
• Make sure you have ample time to catch up on missed classes
• Make sure your new class timetable does not clash with your other units (we do not modify class timetable to suit individuals)
Withdrawing from a unit or units

You may withdraw units from your current enrolment without incurring penalties before the relevant census date. The last date to withdraw units (census date) are stated on the Academic Calendar - Important Dates.

Refer to census date information for further details.

Withdrawal under Special Circumstances (WUSC)

Withdrawal under Special Circumstances (WUSC) is available to assist students who are unable to continue studying when special circumstances outside their control have seriously disrupted their studies. Withdrawal under Special Circumstances (WUSC) are only approved under exceptional circumstances and students should seek academic counselling to assist on the application.

Please note that the student will remain liable for any fee incurred during the semester. To be eligible for a Withdrawal under Special Circumstances, the student:

• Must not have completed the requirements of the unit; and
• Must have been affected by circumstances that;
  o were beyond the student’s control; and
  o did not make their full impact until on or after the Last Withdrawal Date; and
  o make it impractical for the student to complete the unit in the given study period
• These circumstances may include:
  o A physical or psychological illness; or
  o Personal or family circumstances, including a death or illness of a close relative; or
  o A change in employment conditions.

Deadlines

Applications must be submitted to the Head of Department by the last Friday before the commencement of the examination period. Students are not permitted to withdraw once the examination period has commenced.

Guidelines for Submission

1) Applications must be assessed by relevant Head of Department/Intensive English coordinator and submitted to Student Services.
2) Student must submit original medical certificate and medical report.
3) If approval is granted, designated units will be withdrawn.
4) A result of ‘WD’ (Withdrawn) will be recorded on your student record.

Application for Withdrawal Under Special Circumstances forms is available from the website:
http://studentservices.curtin.edu.my/enrolments/withdrawal/
Change of Major (Degree and Foundation students only)

If you wish to change your major, you are required to complete the Change of Majors Forms and submitted it to Enrolment Section (Counter 2) at the Student Services Department. The last date to change major is on the Friday, first week of class commencement (last date to add units).

Terminated Students Seeking To Re-Enrol

Terminated degree or foundation students who wish to re-enrol for the next academic year/semester should lodge an appeal in writing to the Student Services within 20 working days after the publication of results. Please refer to Examinations information regarding Appeal Against Terminated Status.

Terminated Intensive English students who wish to re-enrol for the next term should lodge an appeal in writing to the Student Services within 5 working days of results being published.

If your appeal is successful, you must contact your Head of Department/Intensive English coordinator and discuss your conditions of enrolment, determine which units you need to be enrolled in and lodge the necessary Enrolment/Re-Enrolment Form at the Student Services Department by the due dates as stipulated in the Academic Calendar.

Leave of Absence (LOA)

Once you are admitted into a course, you are expected to study continuously, however we understand that because of unforeseen circumstance you may wish to take a break from study. A Leave of Absence is applicable in this instance.

A student must lodge a Leave of Absence Form which is available at the Student Services Department counter or the website: http://current.curtin.edu.my/ and is encouraged to consult the Enrolment Office at Student Services Department prior to formal application. Applications for Leave of Absence can be accepted up to the census date of the relevant study period in which leave is being requested. Applications submitted after census date should not be considered for Leave of Absence, but considered for withdrawal only.

If you withdraw from all units in a study period and you do not have an approved Leave of Absence, your course status will be changed to Absent Without Leave (AWOL). This applies to degree students.
A student who has not completed the first semester of study in the course is not entitled to a Leave of Absence. Additionally, a student should not have an outstanding deferred assessment when applying for a leave of absence.

International students are entitled to only a maximum of one semester of approved Leave of Absence from their course. “In accordance to Malaysian Immigration Act 1963 13(4) (b), international students are required to cancel their Student Pass Visa prior to leaving the University”. Your student visa will be cancelled if your Leave of Absence has been approved.

In the event that you need to take a medical leave or short leave, you must inform your School in writing. Please also attach your medical certificate to support your leave.

Withdrawal from a Course

If you wish to totally withdraw from Curtin, it is advisable for you to seek counselling from the Head of Department/Intensive English coordinator or the Counsellor before lodging a Withdrawal Form at the Student Services Department. Students MUST lodge a Withdrawal Form to officially withdraw from a course. Please refer to our Refund Policy for refund of course fee for total withdrawal.

For ALL International students, the International Division must sign the withdrawal form before submitting it to the Student Services Department. Failure to get the signature from the International Division may prevent your Security Deposit to be refunded.

Your student visa and pass will be cancelled once your withdrawal is processed. Please liaise with the International Division for cancellation prior to leaving Malaysia.

**Important!**
As a student at Curtin, you need to be aware that there are established deadlines for enrolment (including re-enrolment), for adding or withdrawing from units and for a range of other administrative actions.

Meeting a deadline means you have submitted the appropriate form with all essential parts completed (including any that require signatures) by 4.00 pm on the due date.

If you do not meet the specified deadline, do not expect your request to be accepted. In exceptional circumstances, it may be possible to accept a request after the deadline but subject to a late fee penalty.

Information on key dates including deadlines can be referred to in the Academic Calendar and Important Dates.
Person in Charge
The Enrolments Officer would love to see you, but sometimes she may have meetings and may not be available. It is recommended that you always make an appointment.

Email : enrolment@curtin.edu.my

Loans and Scholarships

Various scholarships are available for students studying at Curtin, Malaysia Campus. The scholarships are either provided by Curtin or by other private organisations. The Loans and Scholarships Office will alert you on any new scholarships opportunities available for your current semester on the website.

PTPTN (Perbadanan Tabung Pengajian Tinggi Nasional)

PTPTN is the largest loan provider for Curtin students. The organisation provides financial assistance to our students to pay for the semester tuition fees. The loans are reimbursed on a semester basis.

PTPTN can only be applied online from their website www.ptptn.gov.my. You must do the following before you start applying:
• Request for your Letter of Offer to Degree (upon completion of Foundation programme) from Student Services Office (Admissions Office)
• Open a CIMB saving account
• Open a SSPN account
• Buy a BSN Pin Number (for access to the online application form)
• Prepare all the documents as per CHECKLIST provided by Loans & Scholarships Section

Once your online PTPTN application is approved, you will be sent an Agreement via PTPTN website to be completed. You are required to follow instruction as per PTPTN checklist attached with your agreement. The completed Agreement MUST be submitted to the University within the stipulated timeline as stated by the Loans and Scholarships Office.

Note: PTPTN do not accept Agreement sent directly by the student. All submission must be through the respective university.

Refer to APPENDIX A – Financial Aids page 32

Information about available loans and scholarships is also available on the website:
http://scholarships.curtin.edu.my/
Person in Charge
The Loans & Scholarships Officer would love to see you, but sometimes he may have meetings and may not be available. It is recommended that you always make an appointment.

Email : loans.scholarships@curtin.edu.my

Examinations

At the beginning of each semester/term you will receive a Unit Outline from your lecturer for each of the units in which you are enrolled. Information contained in the Unit Outline includes assessment details for the Unit. Units may be assessed by either continuous assessments (assignments, progress tests, class attendance, participation in class, classroom work) or examinations conducted by teaching staff, by official centrally scheduled examinations run in the formal two-week examination period at the end of each semester/term, or by a combination of these assessment methods.

Important!
Students will only be assessed in units they are correctly enrolled.

Examination Timetable

A draft examination timetable will be published by the University Examinations Office 6 weeks prior to the examination period. Students have 1 week to provide feedback to their Unit Coordinator, if necessary.

A final timetable is published 4 weeks prior to the examination period on the Curtin Malaysia website and Current Latest News webpage. The final exam timetable with venue allocations designated by the student’s surname will be published approximately 2 weeks before the exams.

Students who fail to attend an examination because they misread the timetable or accept incorrect information on the timetable from another person, are not entitled to sit the examination at another time, and are not entitled to any other concession.

It is your responsibility to ensure that you have the correct dates and times for the examination of units in which you are enrolled. All students MUST be available for all their examination during the entire two weeks examination period. Queries concerning Examinations can be directed to the Examinations Office at Heron 1, ground floor Student Central or email examinations@curtin.edu.my.
**Degree programme** students can check the final exams timetable through Curtin Malaysia website/Perth campus website/OASIS. If you have 3 exams in one calendar day you must contact the Examinations Office to arrange for an alternative exam session **2 weeks** before the examination.

**Foundation programme** students can check the final exams timetable on the Curtin Malaysia website, Current Student Latest News webpage.

**Intensive English programme** students can check the final exams timetable from the Curtin Malaysia website, Current Student Latest News webpage.

**Master Degree by course programme** students will be informed of the examination schedule by the respective lecturer.

### Important!
Students with *Examination Clashes* (2 exams at the same date and time) must submit their request for an alternative exam session to the Examinations Office at least 2 weeks before the examinations.

**Examination Conduct**

• Students must obey the Supervisor's instructions throughout the examination.
• Students will be allowed into the venue five minutes prior to the commencement of the examination.
• All hats and caps are to be removed and placed in bags. Unless otherwise directed by the Supervisor, all unauthorised materials (e.g. mobile phones, textbooks, notes, etc), must be placed in bags at the front of the room or based on the instruction from the Exam Supervisor.
• Mobile phones or any other communication devices must be turned off and placed in the student’s bag prior to the commencement of the examination.
• If you do not have a bag, all unauthorised materials, including mobile phones, must be hand over to the Exam Supervisor and will be return back once the exam finish.
• If you are found to be in possession of a mobile phone or any other device (other than an approved calculator) capable of storing text or restricted information you will be subject to a **fine of RM 100**. A sanction, preventing you from viewing your academic results or graduating, will be placed on you student record until the fee is paid.
• If unauthorised material is found in your possession during an examination, you could face disciplinary action. *In possession* means on or next to your desk or chair, in or on your clothing, on your body, or in your wallet or purse.
• All students are required to be in possession of their Curtin Student ID card when sitting examinations. **NO ID, NO EXAM!**
• Students without their Curtin Student ID card will not be permitted entry into the examination venue and will be directed to Student Service Department, Heron 1 Ground Floor to obtain a new or replacement of Curtin Student ID card.
• Students may not start writing in the answer booklet until advised by the Supervisor. They can make notes during the reading time.
• If a student thinks there is an error or omission in the examination paper, they can bring this to the attention of the Supervisor, who will contact the Examinations Office for clarification.
• Students requiring material should raise a hand until attended.
• During the examination, students are not allowed to communicate amongst them, or in any improper way attempt to obtain assistance.
• Late students will not be allowed into the examination venue after the first hour has elapsed.
• Students may not leave the venue within the first hour and the last fifteen minutes of the examination.
• Students, who have left the examination venue, will not be allowed to return unless they have been under approved supervision for the period of their absence. (e.g. to go to the washroom)
• If during an examination the student is found in possession of unauthorised material they could face disciplinary action. 'In possession' means on, or next to the student's desk or chair, in or on their clothing, on their body (or in their wallet or purse).
• Irregular practices by a student may result in a fail grade and possible expulsion from the University.
• Students must hand in their examination script with their name written on it, even if they may not have completed any of the paper.
• Students may not leave the examination venue until advised by the Supervisor.
• If a student fell ill during the examination and cannot continue the exam, they must obtain a medical certificate and attach/submit it to the Examinations Office with a complete Assessment Extension application form.

**No ID No ENTRY!!!**

It is mandatory for all students sitting in all examinations at Curtin Malaysia Campus to be in possession of their **Curtin Student ID card** and only bring approved materials as stated in the Unit Outline or by the unit controller/lecturer into the Examinations venue.
Results

Units may be assessed by the following methods:
• Continuous assessment
• Examinations run by your School
• Centrally scheduled examinations (run in the formal two-week examination period at the end of each semester/term); or
• A combination of these assessment methods.

Final results are available through the following:

OASIS

• Degree and Master Programmes

Your result will appear with your Curtin Perth ID and your password. For first time login, use your birth date (dd/mm/yyyy) as your password. Always be reminded to keep your password confidential. If you are having trouble logging into your account, refer to OASIS Login Troubleshooter or contact OASIS Central for support from the website.

CURTIN MALAYSIA WEBSITE

• IEP Programme

Your result will appear with your Curtin Malaysia ID.

Student’s Movement to a higher level (Intensive English students only)

Students in Intermediate and Upper Intermediate level will proceed to the next level when they obtain a minimum of 50% in their average Final mark of the Integrated and Enrichment unit.
Students in the Intermediate and Upper Intermediate level, who pass with an average Final mark of 70% and above, are allowed to sit for a promotional test, held on the Friday of the examination week. If they pass, they can skip a level. **(Students are responsible for checking their results and contact the IEP coordinator before 5pm on the day the results are released)**

IEP Exit Test is administered for the Advanced Level students as their Final Examination paper. In other words, the students do not need to sit for any other external examination to qualify for the English language requirement for Curtin Sarawak. **Students are only allowed to repeat a level once.**

**NOTE:** If you have outstanding fees or library fines, a Sanction will be placed at your account and you will not be able to view your results. Please settle all outstanding fees or fines to avoid your result being barred. You can view your results 24 hours after payment is made.

**Important!**
You must check your own results online. Examinations Office will not provide results over the telephone or via email.

**Academic Transcript**

Academic Transcript is the official University record of a student's results and is printed on official University transcript paper. A full complimentary Academic Transcript will be sent by Curtin Perth to all Undergraduate and Postgraduate graduating students following the conferral of their degree by Council, which occurs in February and September each year. The conferral date and the award number will appear on the transcript from this date. Any transcript obtained prior to conferral will not contain this information. Your full Academic Transcript can also be printed through eStudent (Academic eRecord). Non-graduating undergraduate students who require an Academic Transcript (on official Transcript paper) can contact the Customer Service Unit (Curtin Perth) using the following contact details:
Phone: +61 8 9266 3399
Email: studentservicecentre@curtin.edu.au

Please note that this request is subject to charges by the University. Graduating Foundation students can obtain their Academic Transcript from the Student Services Office **4 weeks** after completion of their course.

Students who have a sanction or exclusion placed on their record (e.g. outstanding fees, library fines) will not be able to access their results or provided with an Academic Transcript until they have cleared the sanction or exclusion.
Academic Status

All students commence their course with an Academic Status of Good Standing. The Board of Examiner’s shall determine a student’s academics status at the end of each study period for each student enrolled in an award course.

**Good Standing** - The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol. The student obtains a SWA / total marks of at least 50.00 and passes more than 50% of enrolled units each study period.

**Conditional** - The student is at risk of not achieving satisfactory course progress but it is permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of Department. Student will be notified in writing if they are placed on Conditional status.

I. The student has attained a SWA/total marks of less than 50.00
II. The student has failed a core unit
III. The student has failed to satisfactorily complete a practical or clinical placement
IV. The student has failed 50% or more of the units the student was enrolled in

**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 to re-enrol in the course without approval from the Student Services. Degree/MBA students will be notified in writing via OCC if he/she is terminated from the course. Foundation/Intensive English students will be notified in writing via letters and email to student web mail MiriD@student.curtin.edu.my

• The student has a current status of Conditional and a current SWA/total marks of less than 50.00 or failed 50% or more of the units the student was enrolled in
• The student has been on Conditional status at least once and the student failed a core unit for a second time or the student failed to satisfactorily complete a practical or clinical placement for a second time
• Have failed to complete the course within the stipulated time or where ten years have elapsed since the initial enrolment in the course, whichever occurs first

**Degree and Foundation** students wishing to appeal against their academic status must submit an appeal **within 20 working days after the publication of results.**

**Intensive English** students must submit an appeal against academic status no later than **five (5) days after the official publication of final results.**
Semester Weighted Average (SWA) and Course Weighted Average (CWA)

A **Semester Weighted Average** is a calculation of a student’s average percentage mark for all Grade/Mark units in which the student is enrolled in any one study period.

The term Semester Weighted Average is used even if the study period is a Trimester or any other non-semester study period.

A **Course Weighted Average** is a calculation of a student’s average of results for Grade/Mark units for all units in a course, including units credited as Automatic Credit or Designated Credit.

The calculation is based on the mark and the credit value of the unit.

**Calculation of Semester Weighted Average (SWA)**

Calculation of the SWA includes:

- Marks for any Grade/Mark unit (including units that are Failed)
- Marks (if any) for any unit with a result of F-IN (Fail – Incomplete/Insufficient Assessment)
- Zero marks (0) for any Grade/Mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

**Calculation of Course Weighted Average (CWA)**

Calculation of the CWA includes:

- Marks for any Grade/Mark unit credited towards the course as Automatic Credit or Designated Credit
- Marks for any Grade/Mark unit (including units that are Failed)
- Marks (if any) for any unit with a result of F-IN (Fail – Incomplete/Insufficient Assessment)
- Zero marks (0) for any Grade/Mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

**Exclusions from Calculation of SWA and CWA**

- Pass/Fail Units
- Units recorded as a Withdrawal (WD)
- Units with an outstanding Supplementary Assessment (X)
- Units with an outstanding Deferred Assessment (DA)
- Units with an Ongoing Assessment (OA) interim result
**Equity Examinations**

**Equity Examinations - for Disability or Medical Reasons**
Equity examinations are run every semester/term for students who have a disability or a medical condition which would disadvantage them should they sit the examination in the usual way. If you think that you require an Equity Examination then please contact the University's Counsellor. You will need to provide appropriate medical documentation and apply as early as possible, after the final examination timetable is released. The deadline for making these arrangements is two weeks prior to the commencement of the Centrally Scheduled Examinations period.

**Equity Examinations - for Religious Reasons**
Students who, for religious reasons, are prevented from sitting an examination at the scheduled time may apply for an Equity examination. If you think that you require an Equity Examination for religious reasons please contact the Examinations Office for an appointment to discuss your requirements. You will need to provide appropriate documentation from your religious group. It is vital that you apply as early as possible. The deadline for making these arrangements is two weeks prior to the commencement of the Centrally Scheduled examination period.

**Supplementary Assessment**

Supplementary Assessment (an “X” interim result) is the formal approval by a Board of Examiners for a student to undertake an additional assessment task in order to provide an opportunity for the student to pass the unit. The additional assessment task could be an examination or assignment or other work. Approval for Supplementary Assessment should only be given where the Board of Examiners believe that taking into account a student’s academic record and personal circumstances, that providing the student with a second chance to pass the unit is warranted. **No written application** for supplementary assessments will be considered. Supplementary Assessment may be approved by a Board of Examiners for students who have attempted all assessments in a unit but have failed and received a mark of not less than 45%. Supplementary assessment may only be granted to students with Good Standing or Conditional academic status.

The Examinations Office will notify students, including the date, time and venue of the Supplementary Examinations through the Curtin Malaysia website, Current student latest news webpage. It is the responsibility of the students to find out the time frame for Supplementary Examination and in the event Supplementary Examinations are awarded, students should check the finalised Supplementary Examination timetable from the Curtin Malaysia website.

A student who commits to other arrangements that prevent him/her from completing a Supplementary Examination is not entitled to another opportunity to complete the Supplementary Assessment and will forfeit the right to Supplementary Assessment.

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#CMOWEEKROCKS  #CMOWEEKROCKS  #CMOWEEKROCKS
Where a student is granted a Supplementary Examination/Assessment in a unit, the result is recorded as an “X” (Outstanding Supplementary Assessment). For example - X-47.

If the student passes the Supplementary Assessment, the original mark shall remain the same; however the grade will be changed to PX (Pass After Supplementary Assessment), e.g. X-47 to PX-47.

If the student does not pass the Supplementary Assessment, the original mark shall remain the same; however the grade will be changed to FX (Fail after Supplementary Assessment), e.g. X-47 to FX-47.

Important!
Students with sanction on their records will NOT be allowed to sit for supplementary examinations and will forfeit the right to Supplementary Assessment.

Assessment Extension (previously known as Deferred Assessment)

Assessment Extension (a “DA” interim result) is the formal approval by a 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 or assignment or other work. Approval for assessment extension should only be given in circumstances where the specified criteria are met (see below).

Application for Assessment Extension

A student must apply for assessment extension on the form prescribed by the University. The student will normally be expected to lodge the form with your lecturer before the date or due date of the assessment task.

In exceptional circumstances, a request may be accepted up to 5 working days after the date or due date of the assessment task. Such requests will only be accepted where the student is able to provide their lecturer with a satisfactory explanation of why he or she was not able to submit the application for assessment extension by the date or due date of the assessment task.
Criteria for Assessment Extension

The Head of School (or nominee) must be satisfied that the reason a student was not able to complete an assessment task was due to exceptional circumstances beyond a student’s control. Circumstances that may warrant approval of assessment extension include, but are not limited to:

- Student injury, illness or medical condition of such significance that completion of the task was not possible
- Family issues (for example, family injury or illness, bereavement etc) that completion of the task was not possible
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitment to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (for example, relocation, changes to fly-in-fly-out schedules)

Documentation requirements

Where the grounds for applying for assessment extension are injury, illness or medical condition of the student (or a family member), the student may be required to provide a signed statement from a medical practitioner.

Where the grounds for applying for assessment extension are work commitment, a letter from the employer clearly supporting the student’s request is required.

In other situations, documentation appropriate to the circumstances will be required as determined by the lecturer or Board of Examiners.

Timeframe for Assessment Extension

The Head of Department or Board of Examiners shall determine the timeframe in which the student must complete the assessment extension task for which an assessment extension has been granted.

Assessment Extension should be finalised as soon as possible and preferably before the commencement of the student’s next study period. If the assessment extension cannot be completed before the commencement of the student’s next study period. Consideration should be given to the student’s study load in that study period.

Other than where exceptional circumstances exist, an assessment extension must be completed no later than the end of the next study period that the student would normally enrol in.
Conceded Passes

Conceded passes is normally granted by the Board of Examiners to students with good academic records. This is particularly suitable for a student with a good academic record in their final study period. A student may not be granted a conceded pass with a mark of less than 45% and may not be granted more than one conceded pass in any one study period.

A conceded pass is recorded on the Academic Transcript as a PC. For a Grade/Mark unit, the actual mark obtained is recorded on the transcript (e.g. PC-45).

Important!!!
A deferment is not automatic. A student must apply for Assessment Extension by submitting the Application for Assessment Extension application form together with appropriate documentation of the circumstances and submit all of the require to the respective school for approval.

Important!!!
Appeal for considered passes with final marks less than 45% will NOT be considered. Your overall results must also be satisfactory for the appeal to be considered.

Academic Status Appeal

Any student terminated from a course due to failure to achieve satisfactory course progress has a right to appeal against that decision. A student who is terminated from a course may choose to apply to change courses as an alternative to lodging an appeal.

The student has four options:
• Accept the termination decision and cease studying
• Accept the termination decision and apply to switch course
• Appeal against the termination decision and simultaneously apply to switch courses
• Appeal against the termination decision and make no attempt to switch courses

If you wish to appeal against your Conditional or Terminated status, you will need to put it in writing the reasons for your appeal. For further information on appeal please visit http://students.curtin.edu.au/rights/appeals/academic.cfm
Assessment Appeal

Students have the right to appeal an assessment that they believe it is incorrect. Reasons for doing so include:

- The grade given was not based on agreed assessment criteria. The way in which the work was assessed was not the same as indicated on the unit outline.
- The grade given was unfair, based on the stated criteria and quality of the work.
- Work handed in on time was not marked.

When a student receives notification of their grade/mark and they believe that there were circumstances beyond their control, which may have contributed to this and would like it reviewed they can formally appeal the grade/mark given.

If you wish to appeal against your assessment you need to put it in writing reasons for your appeal and forward it to the School within **14 calendar days** after the final results was published. Please ensure that you have read the Assessment Appeals Policy on the website before you proceed.

**Important!!!**

Appeal against Assessment can be made by filling in “Appeal against Assessment” application form which available at the Student Services Department and Curtin Sarawak website. Please refer to the Examinations website for more details on the appeal process.

University Grading System

Please refer to [http://examinations.curtin.edu.au/students/grading.cfm](http://examinations.curtin.edu.au/students/grading.cfm)

Academic Misconduct

Academic Misconduct means acting dishonestly or unfairly in connection with any examination or other assessment task, or other academic work. The penalties for acts of academic misconduct can be severe. Students may be terminated/expelled from the University or the results be annulled (ANN) if found guilty of academic misconduct.


Person in Charge

The Examinations Officer would love to see you, but sometimes he may have meetings and may not be available. It is recommended you always make an appointment.

Examinations Office: Mr Bradly Endes Kimun
Email: bradly@curtin.edu.my or examinations@curtin.edu.my
**Student Pass and Visa**

All Non-Sarawakian (West Malaysian, Labuan and Sabahan) students must have a valid Student Pass while studying in Sarawak. Student Services Office will assist the students with the application and renewal process.

The Student Pass must be applied through Student Services during the Orientation week.

Students need to provide the following documents and items for the Student Pass application.

- Passport (must be valid not less than 1 year)
- Student Pass Application Form (Borang IM.14-Pin.1/97)
- Two (2) Passport size photo
- Photocopy of Offer Letter
- Photocopy of results (New student - SPM etc, current student- academic e-record)
- Photocopy of I.C (front and back)

All International students must have a valid Student Pass while studying in Malaysia. International Office will assist the students with the application and renewal process.

Students need to provide and complete the following documents and items for the Student Pass application.

- Passport (must be valid not less than 1 year)
- Complete the Malaysian Medical Check up
- Paid the Student Pass & Multiple Entry Visa fees

**Person in Charge**

For further assistance please contact:

**Domestic Student Pass**
Email: [studentpass@curtin.edu.my](mailto:studentpass@curtin.edu.my)

**International Student Visa**
Email: [id@curtin.edu.my](mailto:id@curtin.edu.my)
Graduations

Although completion of your degree may still be a long way, it’s never too early to think about graduation. Graduation refers to the point when a student finishes his/her course of study and the University officially confers the degree to the student.

Your eligibility to graduate will be subject to you completing all requirements of your course. Once your course completion is approved, the Graduations Office will notify you about the Graduation Ceremony and will seek confirmation of your attendance at the Graduation Ceremony. If you are not attending a Graduation Ceremony, you can request for your award to be sent to you.

Graduations Office will send you a notification for online registration via OASIS following the release of your final examination results. You must respond to the notifications sent to you on your OASIS.

The online registration will request you to choose either to:
• Attend a ceremony OR
• Request for your Award to be sent by mail (you will not be eligible to attend any ceremony in the future if you choose this option)

You can check the Graduations website for the date and details on Curtin Malaysia Graduation Ceremony. Otherwise, you can check the Curtin Perth website for other alternative ceremonies.

How to Graduate from Your Degree Programme

All ENGINEERING students MUST submit the following documents together with the Intention to Graduate Form:

1) Certified true copy of First Aid Certificate
2) Certified true copy of Industrial Training Letter. Students are required to provide a letter from the company/companies they have worked with. The following details should be noted by the company on their business letterhead: brief statements of what duties were completed, and during of training.

Note: Please ensure that you have completed all required fields on the form before submitting it to our office.

Important!
Late applications may result in you not being able to attend your first choice of Graduation Ceremony.

#CMOWEEKROCKS  #CMOWEEKROCKS  #CMOWEEKROCKS
Award/Certificate

Post graduate, Undergraduate and Diploma students will receive their award from during the ceremony. Foundation graduates can obtain the Certificate of Completion from Student Services Office 4 weeks after results publication.

Vice-Chancellor’s List

The Vice-Chancellor’s List recognizes academic excellence and comprises students who have been selected on the basis of results from the top one percent (1%) of a course in a specified period (e.g. study period or calendar period) and achieved a SWA of 85.00 or higher.

The Vice-Chancellor’s List is applicable only to undergraduate courses.

Full information, including our Honour Roll listing all recipients can be found at http://vclist.curtin.edu.au

Deans’ List

Top scorer for each unit will receive a certificate and letter of achievement from their respective school to acknowledge their achievement.

Letter of Course Completion

A letter of course completion states the course you were enrolled in and that you have met all requirements of that course. This letter can be produced at any time after the final result publication date for the final study period in which you were enrolled.

Graduating undergraduate and post graduate students who wish to have a copy must request for the document via OASIS. The document is produced at a prescribed fee by Curtin Perth.

A Letter of Course Completion will be provided to graduating Foundation students by the Student Services Office at a prescribed fee by Curtin Malaysia.

Person in Charge

The Graduations Officer would love to see you, but sometimes they may have meetings and may not be available. It is recommended you always make an appointment.

Email : graduations@curtin.edu.my
Fees and Refund
Course Fee

All students are required to pay their course fee directly to the University. New students are required to pay the course fee stated in the Letter of Offer. Existing students will need to download your Course Fee Invoice from e-student and make full payment on or before the due date for each semester as stated on the Fee Invoice.

Below are the steps to download Fee Invoices:
Go to Curtin Sarawak Website at [curtin.edu.my](http://curtin.edu.my).
Click on E-Student and login using your User ID and Password.
Go to My Documents at the menu bar.
Choose Start Date (e.g. 01/12/2017) and End Date (e.g. 30/06/2018).
List of documents and invoices within the chosen time frame will appear in a table format.
Select Invoice Report and Click on View Attachments to open the file. You will have the option to either print it or save it.
Usually Fee Invoices will be available in:
4-5 weeks before commencement of class – for Foundation and Undergraduate Programs
2-3 weeks before commencement of class – for IEP, Summer School, Postgraduate by Coursework Programs
Fees are calculated on the basis of unit enrolment. It is the responsibility of students to ensure that your fee payment is received and cleared by the University before payment due date to avoid incurring a late payment penalty or having a financial sanction placed on your accounts and/or risk your enrolment being cancelled.
Fee Payment Options

- **JOMPAY ONLINE**

  Pay by JOMPAY through Internet or Mobile Banking from either your Malaysia’s Current Account, Saving Account or Credit Card. Remember to enter the University’s Biller Code according to the type of payment you made, and supply the requested information in Reference Fields:

  **Biller Code: 3533 (Type 1)**

  Payment for fee related to education (e.g. Course Fee, Course Fee Instalment, Late Enrolment Fee, Late Payment Penalty, GHS Insurance, Student Visa Stamp Duty)

  - **Biller Code: 3533**
  - **Ref-1:** Miri Student ID
  - **Ref-2:** Student Name

  JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

  **Biller Code: 1271 (Type 2)**

  Payment for Miscellaneous Charges such as Letter/Fee Statement Request, Parking Fine/Release of Clamping, Shop/Stall/Booth Rental & Utilities.

  - **Biller Code: 1271**
  - **Ref-1:** Miri Student ID/Invoice No.
  - **Ref-2:** Student Name/Payer Name

  JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

  For Student Housing payment Biller Code, please go to Student Housing Website. For guide on using JomPAY, please click here.

- **BANK TRANSFER/TELEGRAPHIC TRANSFER**

  **Bank Account Details**

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Curtin (Malaysia) Sdn Bhd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account No.</td>
<td>5110 1055 4408</td>
</tr>
<tr>
<td>Name of Bank</td>
<td>Malayan Banking Berhad</td>
</tr>
<tr>
<td>Bank’s Address</td>
<td>No. 112 Jalan Bendahara, 98000 Miri, Sarawak, Malaysia</td>
</tr>
<tr>
<td>Swift Code</td>
<td>MBBEMYKL</td>
</tr>
</tbody>
</table>
• **PAYMENT VIA REGISTERED MAIL/COURIER SERVICE**

Only cheque and bankdraft are accepted to be mailed through registered mail or courier service. Please mail it to:

**Curtin University, Malaysia**
Financial Services Department
CDT 250, 98009 Miri
Sarawak, Malaysia

The cheque/bankdraft should be made payable to Curtin (Malaysia) Sdn Bhd. and on the reverse side of the cheque/bankdraft, indicate these information:

– Student Name as per IC or passport
– Miri Student ID Number
– The University’s bank account name ‘Curtin (Malaysia) Sdn Bhd’ and bank account number ‘51101055 4408’

• **CREDIT CARD AUTHORISATION FORM**

Credit Card Authorisation Form can be downloaded [here](#). Please send the completed form to the University’s Fax No +60 85 443971 or e-mail to [finance@curtin.edu.my](mailto:finance@curtin.edu.my)

• **OVER THE UNIVERSITY CASHIER’S COUNTER**

<table>
<thead>
<tr>
<th>Location</th>
<th>On campus at Heron 1 Building (Ground Floor)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operation Hours</strong></td>
<td>8:30am – 4pm (Monday to Friday, except Public Holiday)</td>
</tr>
<tr>
<td><strong>Payment Mode</strong></td>
<td></td>
</tr>
<tr>
<td>– Cheque or Bankdraft</td>
<td></td>
</tr>
<tr>
<td>– Credit Card (Visa/ MasterCard)</td>
<td></td>
</tr>
<tr>
<td>– Cash (Only for miscellaneous charges and payment &lt; RM500.00 per day per student)</td>
<td></td>
</tr>
</tbody>
</table>
Fee Instalment Plan (FIP)

FIP is offered to Malaysian students only (new and existing), who are not study loan and scholarship holders, for all courses except HDR and IEP. You can download the FIP application form from [http://fees.curtin.edu.my/fee-installment-plan/](http://fees.curtin.edu.my/fee-installment-plan/).

The University shall levy a premium of 4% of the total course fee per semester/ trimester if students wish to participate in FIP. Students’ account with the University shall be debited with the said premium one week before the due date of the first installment. The rate of premium maybe changed from time to time at the absolute discretion of the University.

Students’ course fees plus premium are to be paid in 3 equal instalments within the duration of a semester. The FIP participation is only accepted by the University if the 1st instalment has been paid no later than the application due date or upon submission of the FIP form.

The said premium amount may be adjusted (increased or reduced) in the event of any addition / dropping of subjects within the specified deadlines published by the Student Services of the University.

Past due charges from a previous semester/ trimester cannot be included in the current FIP.

An additional late payment penalty of RM 50 for Foundation or RM 100 (Degree and Postgraduate) per installment will be imposed by the University for Instalment received after the due date. At the same time, access to certain campus facilities may also be barred including sitting for the final examination if students’ account remains outstanding.

Prior participation – A new application must be submitted every semester/ trimester. Participation in FIP does not carry over from semester to semester or trimester to trimester. Student must apply for the FIP every semester/ trimester.

Non-Payment of Fees or Charges

A late fee will be added for payments made after the due date. Your enrolment may be CANCELLED if course fee is not settled by the due date. Please refer to the Academic Calendar for exact dates.

Important: If you are sending your cheque/ bankdraft via post or courier, you must ensure the payment is received by the Cashier’s Office before payment due date.

Penalty charge will be incurred on returned cheques, due to technical error at RM10.60 (inclusive GST).
Refund Policy

Total Refund

A full refund of course fees, applicable to both new and re-enrolling students, will be made when:

– the institution is unable to conduct the course.
– a student visa is denied.
– a student fails to pass and is unable to re-enrol (this provision applies to fees paid in advance for the next semester).

Partial Refunds

Partial refunds of course fees will be made according to the following guidelines:

<table>
<thead>
<tr>
<th>Refund Rate</th>
<th>Intensive English Program</th>
<th>Foundation/Diploma Program</th>
<th>Degree Program</th>
<th>Postgraduate Program (Coursework)</th>
<th>Postgraduate Program (Research)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of the tuition fees</td>
<td>Prior to the commencement of classes</td>
<td>Prior to the commencement of classes</td>
<td>Prior to the commencement of classes</td>
<td>Prior to the commencement of classes</td>
<td>Prior to the commencement of the program</td>
</tr>
<tr>
<td>50% of the tuition fees</td>
<td>After commencement of classes but before census date</td>
<td>After commencement of classes but before census date</td>
<td>After commencement of classes but before census date</td>
<td>After commencement of classes but before census date</td>
<td>Not applicable</td>
</tr>
<tr>
<td>No refund</td>
<td>After census date</td>
<td>After census date</td>
<td>After census date</td>
<td>After census date</td>
<td>After the first day of enrollment</td>
</tr>
</tbody>
</table>

*Other General and Administrative fees are non-refundable.*

Application for Refund

Refund shall be made to the student or student’s parent / legal guardian. Refund request in cash and to third party are not allowed.

Credit balance in the student’s accounts due to overpayment of fees will be automatically carried forward by the University to offset against next semester’s course fee if student does not request for refund in writing.
Refund of Course Fees

Please note that withdrawal from units does not constitute grounds for refund of fees. Adequate documentary evidence must be provided to support the application for refund. Your application must be forwarded to the University’s Cashier Office.

Application for refund of overpayment of course fee will be generally processed after census date as published by the University every semester. The Financial Services will endeavour to complete the refund within 14 working days after census date or 14 working days from the date of receiving the Refund Application Form if the application is submitted after census date. However, if you chose payment mode of Telegraphic Transfer (TT), the refund process will takes 21 working days. Refund maybe delayed due to insufficient information, documentation or if the student is owing fees in other area of the University, e.g. student housing, library fines, etc.

Refund Application Form can be downloaded from http://fees.curtin.edu.my/refund-policy/.

Refund of University Housing deposits

Refund of student housing deposit(s) shall only be made when a student is moving out from student housing. Refund request shall be channeled to Housing Services and students must be aware that if checkout clearance is not completed satisfactorily, this will delay the refund process. The University reserves the right not to refund the deposit(s) in full if the student has outstanding fees in other area of the University.

Refund of Personal Bond or Security Deposit (applicable to international students only)

International student’s personal bonds or security deposits will only be refunded when he / she graduated or decided to withdraw totally from the University and where there is no outstanding fee in his / her account. The refund is contingent on cancellation of student pass / visa and proof of purchase of return air-ticket to student’s home country.

Penalties and Sanctions

Late Payment

Late payment penalty will be imposed by the University for payment received after the fee payment due date.

Important: If you are sending your cheque / bankdraft via post or courier, you must ensure the payment is received by the Cashier’s Office before payment due date.

Penalty charge will be incurred on returned cheques, due to technical error at RM10.60 (inclusive GST).

Late Fees

Various deadlines apply for unit enrolment and withdrawal. Students should ensure they comply with these deadlines as there is no guarantee that late applications will be accepted. Late fee also applies if course fees are not paid by the due date.
Late fees are outlined in the table below.

<table>
<thead>
<tr>
<th>Late re-enrolment in unit (where accepted)</th>
<th>RM100</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Late Payment Fees – Course Fee</strong> A late fee will be imposed for payment received after the fee payment due date, or failure to pay installment of course fee (if applicable) by an agreed due date for each installment. Fee payment due dates are stated in the Academic Calendar and application for Fee Installment Plan.</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fees – course fee (Foundation &amp; Diploma)</td>
<td>RM50</td>
</tr>
<tr>
<td>Late Payment Fees – course fee (Degree)</td>
<td>RM100</td>
</tr>
<tr>
<td>Late Withdrawal Fees (where applicable and where approved)</td>
<td>Up to RM500 per application</td>
</tr>
<tr>
<td>Late Visa Renewal Fees</td>
<td>RM100</td>
</tr>
</tbody>
</table>

Late fee will only be waived in exceptional circumstances. Documentary evidence supporting the appeal will be required accompanying the appeal letter.

**Non Payment of Fees or Charges**

A late fee will be applied to your student account for course fee payment received by the University after the payment due dates.

SANCTIONS will be applied to your student account when there are outstanding fees or charges. If you have a sanction on your account you will not be able to register for classes and re-enrolling, and access to academic and administrative services may be barred.

The sanction will also prevent access to results and academic transcripts, attendance to graduation ceremony and issuing of awards. If you are enrolled as an international student, your student visa is also at risk.

Once the fees or charges have been paid the sanction will be removed.

**With effect from Semester 2, Year 2011, by each study period’s census date**, if a student account remains outstanding and students fails to set up an alternative financial arrangement with the University, his / her enrolment will be cancelled by the University at the census date*.

For any enquiries on your outstanding fee status, please contact the University’s Accounts Receivable Office finance@curtin.edu.my

*Census date is the date at which an enrolment is considered final in a study period. These census dates are updated and published in the University’s website at http://www.curtin.edu.my/current/calendar.htm
**Special Document Charges**

The Student Services Department and the Financial Services Department (where applicable) is frequently requested to produce special documents for students. The following charges apply:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Statements of Results/ Transcript/ Receipts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Additional original copies (not applicable for Receipts)</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>– Photocopy</td>
<td>5.00</td>
</tr>
<tr>
<td>2.</td>
<td>Additional copies of individual letter advising a student’s status in the</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>University (includes enrolment status, recommendation letters, letters of course completion)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Replacement of ID Card</td>
<td>50.00</td>
</tr>
<tr>
<td>4.</td>
<td>Fee for faxing non-academic related documents, per page</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Local</td>
<td>1.60 *</td>
</tr>
<tr>
<td></td>
<td>– International</td>
<td>5.30 *</td>
</tr>
<tr>
<td>5.</td>
<td>Fee for photocopying documents, per page</td>
<td>0.53 *</td>
</tr>
<tr>
<td>6.</td>
<td>Re-issuance of certificate (including misspell of name on certificate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Foundation</td>
<td>RM 50.00</td>
</tr>
<tr>
<td></td>
<td>– Degree (Payable to Curtin Perth)</td>
<td>AUD 175.00</td>
</tr>
</tbody>
</table>

* Inclusive of GST

**Letter of Course Completion (Degree students only)**

A letter which states the courses you were enrolled in and that you have met all competencies of that course printed on University letterhead. This letter can be produced at any time after the final result publication date for the final study period in which you were enrolled.

A complimentary Letter of Course Completion will be sent from Perth to all graduating students with the Notification to Graduate, which occurs in the weeks following result publication.
Privacy Act

At Curtin Malaysia, the privacy of our students, staff and the people we deal with is very important to us. Most of the information that the University collects in order to provide the services that it does, is “personal information”.

As an Australian University, Curtin complies with the provision of the Federal Privacy Act 1988 and the Information Privacy Principles issued pursuant to this Act. Information in Privacy Principles No 11 makes it illegal to provide a third party (this includes a parent or guardian) with personal details of a student.

A student’s written consent is needed before releasing information on his educational records to person (s) outside the University, except as provided by law and for directory information such as name, address, dates of attendance and degree earned. Of course, different provisions apply to students under 18. This policy is applied to all Curtin students for both the Bentley and Miri Campuses.
The Library
The Library

The Curtin Library support staff and students in teaching, learning and research at Curtin University. This guide describes the services and facilities that are available at the Curtin University Library.

Opening Hours

<table>
<thead>
<tr>
<th>SEMESTERS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8.00 am - 8.00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00 am - 5.00 pm</td>
</tr>
<tr>
<td>Sunday &amp; Public Holidays (as observed by Curtin Sarawak Campus)</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTERS: Examination weeks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8.00 am – 2.00 am</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00 am - 6.00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>9.00 am – 5.00 pm</td>
</tr>
<tr>
<td>Public Holidays (as observed by Curtin Sarawak Campus)</td>
<td>8.00 am – 5.00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER BREAKS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8.00 am - 5.30 pm</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Public Holidays (as observed by Curtin Sarawak Campus)</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

- Opening hours are subject to change and notices of the changes will be displayed at the Library entrance and website.
- Library Staff will do shelving at 011.00 am and 3.00 pm every day.
- The library entrance will be closed 15 minutes before the closing time.
Library Collections

The Library provides a wide range of resources in-print and online. Full bibliographical records of the resources are accessible through Library Catalogue link (available at the Library website). Most of the collections support the University’s curriculum, and the material meets the general collection criteria in each discipline as stated in the unit outlines for the courses currently offered by the University. There are also materials to support areas in Research and Development, Teaching and Learning, Staff Development, and others related to community needs.

The collections are:
A. Audio Visual (AV) Collection
B. Borneo Collection
C. Closed-Reserve Collection
D. Open Collection
E. Reference Collection
F. Teaching & Learning (T&L)Collection
G. Periodicals
H. Students’ Final Year Project/Theses
I. Newspaper
J. Open Educational Resources
K. Electronic resources

Currently, all electronic resources are allocated by the Curtin Library and all staff and students of the Curtin University Sarawak campus have allocated access. This includes:
• Electronic journals
• Indexing journals
• Full-text databases
• E-book collections
• Electronic items for the reference collection. (i.e. e-reserve)

M. RESEARCH PAPERS

The research papers are collection of papers or articles presented and published by Curtin Sarawak Campus staff from year 2001 till present. The papers can be accessed by Curtin Sarawak Campus staff and students only. To view the full text:
Curtin Sarawak staff use their Curtin Sarawak ID and password.
Borrowing from the Library

The staff at the Enquiry and Lending Services Counter will be pleased to give advice on borrowing facilities, access to the books and, or any other aspect of Library use.

Your Curtin Sarawak student ID card is your library card. You **MUST** present your Student ID card every time you wish to borrow the library items.

Borrowing facilities are as follows:

<table>
<thead>
<tr>
<th>Collections</th>
<th>Library Users Category</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Collection</td>
<td>1. Foundation/IEP</td>
<td>8 books for 2 weeks</td>
</tr>
<tr>
<td></td>
<td>2. Undergraduates</td>
<td>10 books for 2 weeks</td>
</tr>
<tr>
<td></td>
<td>3. Postgraduates</td>
<td>15 books for 6 weeks</td>
</tr>
<tr>
<td></td>
<td>4. General staff</td>
<td>10 books for 1 month</td>
</tr>
<tr>
<td></td>
<td>5. Academic staff</td>
<td>20 books for 1 month</td>
</tr>
<tr>
<td>Teaching and Learning Collection</td>
<td>Academic Staff</td>
<td>1 semester</td>
</tr>
<tr>
<td>Closed Reserved Collection</td>
<td>1. Foundation/IEP</td>
<td>2-HOURS LOAN ONLY</td>
</tr>
<tr>
<td></td>
<td>2. Undergraduates</td>
<td>This collection consists of prescribed and recommended textbooks or essential texts stated in the unit outlines and recommended by the lecturers. Texts with high demand shall be placed under this collection as well. The identifier for this collection is the <strong>YELLOW DOT</strong> on the spine. This collection may be borrowed for 2 hours/overnight at a time.</td>
</tr>
<tr>
<td></td>
<td>3. Postgraduates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. General staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Academic staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3-DAYS LOAN ONLY</td>
<td>This collection study manual, lab manual, study guide and other texts that are not suitable for 2-hours loan period and not high in demand. Also consist of textbooks or reference texts as assigned by the Lecturer based on their requirement. The identifier for this collection is the <strong>RED DOT</strong> on the spine. This collection may be borrowed for 3-days.</td>
</tr>
<tr>
<td>Collection</td>
<td>Eligibility</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Borneo Collection</td>
<td>1.Foundation/IEP 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff</td>
<td>The collection consists of materials on Borneo with prefix &quot;BC&quot;. This collection could be borrowed for 7-days. Collection with prefix &quot;BC&quot; (with red dot) is strictly cannot be borrowed.</td>
</tr>
<tr>
<td>Audio Visual Collection (multimedia CD-ROMs, VCDs, DVDs, videotapes and audiocassettes)</td>
<td>1.Foundation/IEP 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff</td>
<td>3-days loan. Users can use AV Room to view the AV Collection.</td>
</tr>
<tr>
<td>Periodicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bounded Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspapers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s Final Year Project/ Theses collection</td>
<td>1. Undergraduates 2. Postgraduates 3. Academic staff</td>
<td>Non-circulating (circulating allowed only for LAN purposes)</td>
</tr>
</tbody>
</table>
Please note:

User is not allowed to transfer library materials borrowed by them to another user’s account. The transaction must be made at The Enquiry and Lending Services Counter.

Applications for renewals MUST be made in person.

Reservation

Items that are already on loan may be reserved. Reservation forms should be completed with full details of the item required and the name, ID No. and course name. The library staff will process the forms, and users will be notified when reserved items are available for collection.

Renewal and Recall of Library Books

Books are initially loaned for a period of two weeks and may be renewed for an additional two weeks when not required by other users. Application for renewals MUST be made in person. When a renewal is required for a third time, the item (s) MUST be presented at the Enquiry and Lending Counter. If the period of loan has already expired, renewal will be made only through the personal application of the borrower provided that there are no outstanding fines.

Penalties for Overdue Items

• As for items from RESERVED/RED SPOT COLLECTION,
  i. Reserved Collection for 2 hours loan
     The penalty for overdue items/returned late is 50 cents (RM0.50) per hour, per item.
  ii. Reserved collection for 3 days loan
     The penalty for overdue items/returned late is 50 cents (RM0.50) per day, per item.

• For other collections, the penalty for overdue items: returned late is 50 cents (RM0.50) per day, per item.
• Items that are not returned within 6 weeks of the date due are presumed lost. (Please refer to REPLACEMENT FOR LOST/DAMAGED ITEMS for details).
• Penalty must be paid, even if the items are returned. Borrowers with overdue items or unpaid fines may have their borrowing privileges suspended and their academic results will be withheld.
How to Avoid the Penalties?

• Check your library notices. All Curtin Sarawak staff and students will receive their library notices automatically from the Library Management Systems to their staff email/student email or personal email. Please check your library notices regularly, and keep your contact details updated.
• Check your overdue slips that are stamped inside the book when you borrow library items.
• Check your “My Account” at the Library Catalogue to keep track of the items you have on loan.
• Informed the library staff of any changes to your current address or contact details.
• Never ignore a library notice. If you receive incorrect details on the notice, contact the library staff immediately.

Replacements by Library

• Items that are not returned within 42 days of the date due are presumed lost and an additional notice is issued to cover the replacement cost of the item (i.e. the amount it would cost to purchase another copy), overdue fines that have accumulated plus the processing fee RM 20.00.

Replacement by Patrons

• Upon reporting the item lost, if the patrons intend to source the replacement for the item by themselves, they will need to notify the library within a week about the sourcing. If the items can be sourced locally, patrons will need to replace the book within one month from the date of the lost reported. If the item is being ordered from overseas or out of stock within the country, the procedure could take up to four months. Patrons are responsible for the processing fee of RM20.00 in addition to the replacement cost of item. The Library will impose the Replacement by Library's procedure for failure to fulfil the replacement within the period.

Replacement for Damaged Items

• Patrons will have to pay repair charges for damages done to the items borrowed. The library will send the item for repair, after which the patron will be notified as to the cost of repair. If the item is damaged beyond repair, the replacement charges will be levied as a lost item.
Facilities

To create an environment that meets the study and research needs of our campus community, The Library provided the following facilities:

Computers

The computers in the library can be used to access the library catalogue, electronic resources, internet and email. Word processing and other general applications (Excel, Power point etc) are available. Students are able to print using the photocopy machine. There are 24 desktops available for usage in the IT Room on the 1st floor and (8) all in one PCs at the ground floor.

Multimedia Rooms

• AV Room (Chancellery Building)
The AV Room is situated on the ground floor of the Chancellery building. The room can accommodate a group of 20 students at a time.

• TV Room (Chancellery Building)
The TV Room is situated on the ground floor of the Chancellery building. The room is equipped with an LCD TV and selected ASTRO channels are available during opening hours.

Study Spaces & Discussion/Group Study Rooms

Common Study Area
• The common study area is located on the ground floor, 1st floor and 2nd floor of the Chancellery building and the usage is based on Library opening hours for students. Tables and chairs are NOT to be moved from their place.

The Learning Commons (Heron 1; 1st Floor)

• This area is located at the 1st Floor of the Heron 1 building. The Learning Commons is open 24/7 for studying and revision. The air-conditioning at The Learning Commons will be based on The Library opening hours at Chancellery Building. However, mounted fans are readily available to those who wish extends their stay beyond the normal opening hours. To get to this area, the students have to use the spiral staircase. Usage of the lift is PROHIBITED whether to go up or come down from the 1st floor. Students are to be reminded on not to leave their belongings unattended to avoid any inconveniences. All tables and chairs are NOT to be moved from their place.
Discussion/Group study rooms

- The discussion rooms (Chancellery building, Ground & 2nd floor) and group study rooms (Heron 1; 1st floor) can be booked in advance. You can book to use a room for up to two hours per group per day. (No subsequent bookings on the same day allowed.) Bookings can be made up to two weeks in advance.

Location: Chancellery Complex (New Library building)
- 5 Discussion Rooms (max. 5 People)
- 2 Discussion Rooms (max. 6 People)

Location: HERON 1, 1st Floor (Old Library building)
- 4 group-study rooms (max. 5 people)
- 2 group-study rooms (max. 6 people)
- 1 group-study room (max. 8 people)
- 1 group-study room (max. 10 people)

The rooms’ usage can be bookable through the Online Booking Service System.

Other Services

Photocopying Service

1 Black and white photocopier (A4) is available at Ground Floor. The photocopy cards can be bought at the Enquiry and Lending Services Counter, Ground Floor for RM10.60 (inclusive GST). There are photocopiers on the 1st Floor and 2nd Floor where students can use as a printer and scanner as well.

Photocopying cost 10 cents per copy. Double-sided photocopying counts as two copies.
If you are having difficulties to use the photocopier, please get assistance from the library staff on duty.
Inter-Library Loans (ILL) and Document Delivery Services

**Interlibrary loans** involve Curtin borrowing the item from another library on your behalf. In most cases you will need to come to the Library to collect your interlibrary loan. You will need to return the borrowed item to Curtin Library by the due date so we can return it to its home library.

**Document delivery** involves Curtin Library obtaining a copy of a book chapter, journal article, conference paper, thesis and etc for you from another library. The copy will be supplied to you to keep.

For more information; [http://library.curtin.edu.my/interlibrary_loan.htm](http://library.curtin.edu.my/interlibrary_loan.htm)

Reference Services

Reference services support the university's teaching, learning and research activities, by assisting students and staff to build skills in accessing and utilizing the information effectively,

We are conducting the Information Skills Training which includes; how to access Library Catalogue, E-books, A-Z list of E-Journals, Past Year Exam Papers, espace, and Reference Resources on the Internet.

We answer to reference enquiries and provide hands-on assistance on how to access needed information based on patrons’ needs.

Further research support services are available at Reference Services on Level 1.

Check the [Information Training Timetable](http://library.curtin.edu.my/interlibrary_loan.htm) for a particular date and time of classes available. The classes will be conduct at Level 1, Library IT Room.

*To book a place in a class, please fill in a Training Request Form.*

For more information; [http://library.curtin.edu.my/reference_service.htm](http://library.curtin.edu.my/reference_service.htm)
Library Client Charter

We aim to promote and encourage the utilization of the Library’s resources, services and facilities to staff and students. This Charter sets out what you can reasonably expect from us and what we can reasonably expect from you.

Books, Journal and more

We will:

• Make it easy for you to recommend new books for the Library – by Suggest A Book Online, email, on paper, or by supplying a copy of your reading list. Our collection development policy is available on our website and Staff Portal.
• Order books you have recommended or notify you if there is a problem. Books are normally ordered within 5-10 working days and most orders are filled minimum in 1 to 2 months.
• Make newly received materials available quickly. Normally within 3 working days of arrival (books) or 1 day (journal).
• Provide online access to journals via Online databases and A-Z Lists of E-Journals
• Place recommended and required readings on Closed-Reserve Collection, normally within 5 working days of request.

We ask you to:

• Advise us at any items for teaching, learning or research that you think we should have in our collection.
• Lecturers: Advise us well in advance of any books you want students to read. Provide us with good quality copyright compliant copies of any chapters/articles you want to place on Closed-Reserve Collection or as Lecturer’s Notes.
• Report missing items so we can search for them and, if necessary, replace them.
• Comply with the terms and conditions of use of library items and with relevant University policies, procedures and codes of conduct.
Lending

We will:

• Use lending arrangements which meet your needs (e.g. renewals) and also meet the needs of others who need the items you have borrowed (e.g. recalls)
• Re-shelve quickly items which have been borrowed or used in-house within 24 hours.
• Check regularly to ensure the items have been shelved accurately. The whole collection is checked twice a year.
• Listen to your concern and take appropriate action.
• Respond promptly to your requests.
• Obtain items from non-Curtin libraries for staff, postgraduates and final year students normally within 14 days—faster if needed (Fees apply)

We ask you to:

• Take care of the library materials you use.
• Return the library materials on time, to avoid you being fines.
• Read and respond to library notices we send you.
• Keep your contact details up-to-date so that we can contact with you easily.
• Let us know if a problem occurs (e.g. you lose or damage a book) so we can make a mutually acceptable arrangement.
• Respecting the right of Library Users.

Environment

We will:

• Keep The Library opens at least 60 hours per week during semester.
• Provide a well-organized website of current information (http://library.curtin.edu.my)
• Provide 24x7 access to key electronic resources.
• Provide areas for group discussion and quiet study.
• Provide you with ready access to computing and printing facilities (including a wireless network and power outlets for laptops)
• Provide copying and printing services (Black & White and Colour). We top up copier paper at least 4 times per day and report malfunctioning copiers within 1 day.

We ask you to:

• Consider other Library users. Don’t bring in inappropriate food and drink.
• Treat our facilities and equipment with care and advise us of faulty so that we can repair them.
• Use our computers for scholarly purposes only and allow others fair access.
Services

We will:
• Provide you with a range of reference and enquiry services; in person, by telephone, e-mail and online.
• Handle in-person, telephone and online enquiries as they are received within an hour, and check e-mails regularly during The Library opening hours.
• Give instruction on how to identify and use resources using trained library staff, workshops, tours and online subject guides and tutorials.
• Work with academic staff to incorporate information literacy skills training into the classes.
• Offer you new methods of scholarly communication, e.g. espace digital repository for Curtin research.

We ask you to:
• Take advantage of the instruction we offer to make your study, teaching and research easier.
• (Academic/Student Groups): Contact us to arrange appropriate instruction for students.
• Accept our invitations to participate in new ventures in scholarly communication.
• Use “self-help” facilities where available.
• Treat us and your fellow library users with respect.
• Let us know if you have complaint, concern or suggestion for improvement by participating in Library Client Survey or fill in Suggestion Form.

Person in Charge

If you need further assistant, please do not hesitate to contact the Librarians.

Email : library@curtin.edu.my
ICT Department
Information Communication & Technology (ICT)

Curtin Malaysia ICT Department is responsible for the ongoing support and development of information and communication technologies at Curtin University.

Because Curtin is committed to being a world leader in innovation and excellence, ICT has improved service efficiency for staff and students by centrally coordinating all of our services. This has resulted in better support for the Faculties, more effective development and procurement of software and support systems across the campus, and a multiplicity of user benefits, including more efficient online IT assistance and information.

Conditions of Usage

The computing and networking facilities of the University are intended for teaching, learning, research and administration. Access is granted as a privilege to University students and the University reserves the right to restrict, deny or extend access to the facilities.

The University’s Information and Communication Technology (ICT) facilities are not to be used for commercial purposes or non-University-related activities, except as permitted by other University policies. The University has strict guidelines on the use of the ICT facilities.

The ICT administrator may suspend any person from using the computing and networking facilities if, after appropriate investigation, improper conduct has been established. Students are required to read and abide by the policies.

ICT Department is in charge of all the ICT equipment and services on the campus.

Location
IT Helpdesk Counter : IT Service Counter, HORNBILL 1
Technical Support, Operation, & Application : ICT Centre, HORNBILL 1

Business Hours
Monday – Friday : 8 AM until 5 PM
Saturday, Sunday & Public Holiday : CLOSED

General enquiries
Telephone : +6085 630200
Extension : 2827/2828/2829
Computer Labs

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Location</th>
<th>Lab Usage</th>
<th>Opening Hours (without access card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ICT Lab 1</td>
<td>Hornbill 1</td>
<td>OPEN 24-Hour</td>
</tr>
<tr>
<td>2</td>
<td>ICT Lab 2</td>
<td>Hornbill 1</td>
<td>FYP &amp; Postgraduate</td>
</tr>
<tr>
<td>3</td>
<td>ICT Lab 3</td>
<td>Hornbill 1</td>
<td>OPEN 24-Hour</td>
</tr>
<tr>
<td>4</td>
<td>RC 2</td>
<td>Falcon 2</td>
<td>OPEN 24-Hour</td>
</tr>
<tr>
<td>5</td>
<td>P2 - 103</td>
<td>Prinia 2</td>
<td>OPEN/Classes</td>
</tr>
<tr>
<td>6</td>
<td>P3 - 103</td>
<td>Prinia 3</td>
<td>OPEN/Classes</td>
</tr>
<tr>
<td>7</td>
<td>P3 - 104</td>
<td>Prinia 3</td>
<td>OPEN/Classes</td>
</tr>
<tr>
<td>8</td>
<td>P3 - 106</td>
<td>Prinia 3</td>
<td>OPEN/Classes</td>
</tr>
<tr>
<td>9</td>
<td>P3 - 107</td>
<td>Prinia 3</td>
<td>OPEN/Classes</td>
</tr>
<tr>
<td>10</td>
<td>P3 - 108</td>
<td>Prinia 3</td>
<td>OPEN/Classes</td>
</tr>
</tbody>
</table>

- There are ten computer labs in the campus, every computers are install with basic and engineering software except for RC 2 lab (without engineering software).
- ICT Lab 2 is designated for engineering final year students and postgraduate only.
- All 24-Hour computer labs are install with door access system, which will be automatically locked from 5 pm until 8 am, access only using door access card. Weekends/Public Holiday: Access only using door access card.
- During weekdays, from 8 am – 5 pm, computer labs are open to all without using door access card.
- Computer labs at Prinia 2 and Prinia 3 is open Monday – Friday: 7 am – 7 pm;
- Saturday, Sunday and Public Holiday: CLOSED. Labs are also use for classes.
Printing & Photocopy Services

Curtin Malaysia’s print management service, it is powered by YSoft SafeQ 5 software suite, allows students to securely print from computer labs and personal devices. It supports direct printing and web uploads. Documents are held in a secure holding queue until released to one of the campus release enabled MFDs.

All Multi-Function Devices (MFD), these machines incorporate scanning, copying and printing as a minimum, into a single device. Every photocopiers are installed with YSoft SafeQ Touch ID, and student able to release their print job using pin code or access card.

Pin code can be generated from YSoft SafeQ. Meanwhile access card is the available for purchase at Curtin Bookshop at price of RM5. All access card will have the access to 24-Hour computer labs and printing.

All guidelines are available online from Curtin website.

Photocopiers Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Printing Type</th>
<th>Paper Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT LAB 1</td>
<td>Black &amp; White / Colour</td>
<td>A4 &amp; A3</td>
</tr>
<tr>
<td>ICT LAB 3</td>
<td>Black &amp; White / Colour</td>
<td>A4 &amp; A3</td>
</tr>
<tr>
<td>RC 2</td>
<td>Black &amp; White / Colour</td>
<td>A4 &amp; A3</td>
</tr>
<tr>
<td>LIBRARY 1st Floor</td>
<td>Black &amp; White / Colour</td>
<td>A4 &amp; A3</td>
</tr>
<tr>
<td>LIBRARY 2nd Floor</td>
<td>Black &amp; White / Colour</td>
<td>A4 &amp; A3</td>
</tr>
</tbody>
</table>

Printing Charges

<table>
<thead>
<tr>
<th>Printing Type</th>
<th>Printing Prices (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Black &amp; White printing (A4 size)</td>
<td>0.10</td>
</tr>
<tr>
<td>Black &amp; White printing &amp; photocopy (A4 size)</td>
<td>0.10</td>
</tr>
<tr>
<td>Black &amp; White printing &amp; photocopy (A3 size)</td>
<td>0.20</td>
</tr>
<tr>
<td>Colour printing &amp; photocopy (A4 size)</td>
<td>1.00</td>
</tr>
<tr>
<td>Colour printing &amp; photocopy (A3 size)</td>
<td>2.00</td>
</tr>
</tbody>
</table>
Door Proximity Access Card for 24 hours Computer Labs

- The door access card is used to access 24-hour ICT labs in campus (Lab 1, Lab 2, Lab 3 and RC2) after 5 pm on weekdays, Saturday, Sundays and public holidays.
- The door access card can be purchased from Curtin Bookshop during office hours (from 8.30 am until 5 pm). The cost for door access card is RM 5.00 (for new & replacement card).
- IT Helpdesk will only log the student details in the system while the actual purchase needs to be done at the Bookshop counter.
- Students need to present the proof of payment to IT Helpdesk and will only receive the Door Access Card after one working day (24 Hours after purchase).
- Each door access card will expire at the end of the year, and is required to be renewed through the IT Helpdesk counter.
- One door access card is valid for one user account and cannot be shared with other users.

Server File Storage Quota

- Student will be given a quota of 30 MB.
- This network storage is referred to the Z:\ drive found in ‘My Computer’.

Webmail Inbox Quota

- STUDENT – According to Google (* The student webmail is hosted by Google)

**Important Note:** All Students to use the Student Webmail (@student.curtin.edu.my) for all official communication with CSM staff.

File Backups

- Users are advised to practice their own files backup for files that is located in the computer or the network storage.

Games & Peer to Peer File Sharing Programs

- Installation or use of games and peer to peer (P2P) file sharing programs is not permitted.

Unlawful Activity

- Unlawful activity, e.g. infringement of copyright, defamation, hacking, denial of service, breaching of proxy services, bypassing of proxy services, hosting of unauthorized services, downloading torrent files using P2P file sharing program etc. are NOT permitted.

#CMOWEEKROCKS
Door Access Card

Why Do You Need It?

1. To Access 24 hours Computer Labs After Office hours, Weekends & Public Holidays
   >> ICT Lab 1, 2 & 3

2. PURCHASE AT CURTIN BOOKSHOP
   New Access Card and Replacement: RM 5.00

3. Bring Purchase Receipt to ICT Helpdesk for Verification & Registration

4. Access Card Activated after 24 hours

5. Expiry Date
   End of the year.
   Renewal at ICT Helpdesk

Don't Share your Access Card

Genius Student
Work Hard
Work Smart
Respect
Build to Success

#CMOWEEKROCKS #CMOWEEKROCKS #CMOWEEKROCKS
Scanning

- Scanning is free of charge.
- Users may choose to scan in colour, greyscale, or black and white. Output formats include JPEG, TIFF, and PDF.
- Student can use any photocopiers in the computer labs, bookshop and library. Users can choose to scan to email or USB.
- At IT Helpdesk, user can use the portable scanner and login to ICT-Student Desk computer.

On-Campus Internet Access

- Wired internet connection is available in the Computer Labs. The connection is filtered, monitored and strictly for academic activities only.
- Wireless network connection is available in campus area except at Lakeside Hostel room.
- User can only connect max to 2 devices at a time. It is advisable to re-connect to Curtin Hotspot if you’re unable to browse Internet after 3 minutes.
- Every rooms at Lakeside are using wired internet connection. Users are required to bring their own LAN cable.


All users are bound by the rules and regulations stated in the ICT Policies & Procedures.

On-Campus Accommodation Internet Access

- This internet connection is of best-effort and is a courtesy service provided by the University.
- Refer to Housing Policy: [http://www.curtin.edu.my/sch_dept/ICT/policies.htm](http://www.curtin.edu.my/sch_dept/ICT/policies.htm) on rules and regulations, as well as the browser’s proxy settings.

Online Learning: Blackboard/Moodle

- Students can have access to Blackboard or Moodle to facilitate their learning and research. Report any problem regarding Blackboard to the lecturer who is teaching the unit.
Personal Information Technology Related Equipment

- The ICT Department is not responsible or obliged to service, troubleshoot, configure, setup, install, fix, and backup any of the user’s personal Information Technology equipment such as personal computer, Notebook or other Information Technology related equipment.
- Users are responsible to ensure that their equipment is compatible with the University.

HOW TO GUIDE

- Email, Telephone and Printer usage guidelines can be obtained from: http://www.curtin.edu.my/sch_dept/ICT/howtoguide.htm

Guideline Definitions

Please refer to http://www.curtin.edu.my/sch_dept/ICT/policies.htm

"CSM" means Curtin University, Malaysia.
"ICT" means Information and Communication Technology.
"Minor" means a person under the age of 18 years.
"Plagiarism" means presenting someone else's work as one's own.
"Staff member" means any person employed by Curtin and paid through the Curtin payroll system.
"Student" means any person enrolled as a Curtin student, or enrolled in any course in such a way that the person is granted access to Curtin's Information and Communication Technology facilities and services.
"The University" means the Vice-Chancellors delegated representative. For issues related to Information and Communication Technology, this means the IT Administrator, Information Technology Department.
"University Associate" means a person associated with Curtin, but who is not being paid through the Curtin payroll system.
"You" means a staff member, a student, or a University Associate.

Student Housing Internet Access Policy and Procedure

Quick Start: Using the Computer & Other ICT Facilities

Windows Login Account

All new students need to activate your Windows Login Account before you can access any Student Portals or connecting to Curtin Hotspot. Account activation only can be done on campus.

Username: 700012345 <StudentID>
Password: 010198Ab
DOB ddmmyy First two letters of your name

Username: Curtin Malaysia ID number
Password: DDMMYYXX [e.g. DOB: 01/01/1998, Name: Abraham]]
[Date of birth in (DD/MM/YY) format where Xx is the first two letters of your name – Uppercase & lowercase]

Your windows login password is required to meet the following minimum requirements:
• Minimum 8 characters
• Not contain the user’s account name or parts of the user’s full name that exceed two consecutive characters
• Contain characters from three of the following four categories:
  • English uppercase characters (A through Z)
  • English lowercase characters (a through z)
  • Base 10 digits (0 through 9)
  • Non-alphabetic characters (for example, !, $, #, %)

User must change their password upon their first logon to the system. Your Windows login password will expire 90 days after a change and you will be notified prior to the expiration. Please reset them before expiration so that there is no interruption in your access to the Curtin network.

If you need to reset the password you may either visit ICT Helpdesk or email to us at it.helpdesk@curtin.edu.my.

Change Password when required

Users can change their password anytime they want. Users will need to login before they are able to change their password. After logging into the system, press CTL+ALT+DEL and select Change Password button.

Log out/off from the system

Users must log out /off from the system each time after use. If you leave your account without logging off, you are allowing other users to misuse your login due to your negligence. Users’ are responsible in maintaining the confidentiality of their computer login information at all times.
Accessing Student Webmail

The student webmail is hosted in Google (cloud computing), which provides a platform for the students to communicate and collaborate with the academic staff.

You can access student webmail anytime by visiting [http://mail.student.curtin.edu.my](http://mail.student.curtin.edu.my) or [http://mail.google.com/a/student.curtin.edu.my](http://mail.google.com/a/student.curtin.edu.my) or by configuring an email client.

All official university communications sent to your official Curtin email address will be received in Webmail.

Login for first time user

Username: 700012345@student.curtin.edu.my  
Password: 010198Ab

DOB ddmmyy - First two letters of your name

Username: Curtin Malaysia Email Address  
Password: DDMMYYxx [e.g. DOB: 01/01/1998, Name: Abraham]

[Date of birth in (DD/MM/YY) format where Xx is the first two letters of your name – Uppercase & lowercase]

If you need to reset the password you may either visit ICT Helpdesk or email to it.helpdesk@curtin.edu.my

Note: You will be prompted to change your password if you access it for the first time.
Printing

Printer shortcut is automatically added once user login to the computer. The printer name is Toshiba_QUE. If you can’t find the printer link, user must add at least one printer before printing. To locate and connect to the network printers on campus, user needs to add the printer manually. User can find the guideline online: http://www.curtin.edu.my/sch_dept/ICT/howtoguide.htm#printer

Mobile Printing

With YSoft SafeQ, students are able to send their print jobs from smartphones, tables and laptops is as simple as sending an email with a document attached or uploading a file to a website, once its connected to Curtin Hotspot. URL: http://hamster.student.curtin.edu.my/m

Projector Booking

If you’re require to use a projector for academic presentation, student can make a request through their lecturer. The respective lecturer will make a booking on your behalf.

Any projector booking under Curtin Clubs, kindly submit your request thru email to it.helpdesk@curtin.edu.my, at least 7 days before the event.

SAVING location for YOUR DOCUMENTS OR FILES

Users can save their file/documents in the Z: drive or other external USB drives. Make sure you know the location of the file you saved. Students are not allowed to save any files in the C:\ or D:\ drive.

Home drive

Each student has a Home drive which is the Z: drive. Home drive is the disk storage located on the server. Delete unused or unwanted data when the Home drive storage quota has been exceeded.

Scan your files for viruses

Users are encouraged to scan their external disk drive for viruses. Before checking, users are also encouraged to check for the version date of the virus scanned in the PC.

Power Failure/ Trip

Sudden power failures resulting in PCs shutting down does occur. Due to this, users are advised to save their working document/file regularly as ICT personnel will not be able to retrieve any unsaved file.
Backups

Users are advised to backup their files to external media such as USB Drive/External Hard Drive to avoid losing files caused by viruses, corrupted files, power failures or any unforeseen circumstances.

Issues and Concerns Feedback

All issues and concerns should be channelled through the Student Council. ICT will work with Student Council in resolving student related matters. But should you have any concern that you wish to highlight personally, you may also arrange to meet with the ICT Manager.

Contact Us

The ICT Helpdesk is the campus's first contact point for ICT questions and issues. The ICT Helpdesk handles phone enquiries, emails and walk-in requests for services and support. To help us simplify the support process and track all the enquiries from our customers, students are required to launch a service ticket by completing the Trouble Ticket Express web form; http://amuse.staff.curtin.edu.my/tx/ttx.cgi

Alternative ways to contact the ICT Helpdesk for assistance include:
I. Calling the ICT helpdesk direct number +6085 630 200 or extension 2828/2827/2829 from 8:00 am to 5:00 pm Mon - Fri excluding public holidays, or
II. sending an email to it.helpdesk@curtin.edu.my, or
III. visit us at the IT Service Counter (next to the Learning Centre Building).
OASIS Online Access to Student Information Services
(For Undergraduate / Postgraduate Students)

Online Access to Student Information Services (OASIS) is a secure gateway to electronic services provided to you as a student at Curtin. Online Access to Student Information Services (OASIS) is available around the clock from any computer connected to the Internet, anywhere in the world.

Once you have logged on to Online Access to Student Information Services (OASIS) using our Student ID (Perth ID) and password, you will have access to a whole range of different services without the need to log on again to each one.

Online Access to Student Information Services (OASIS) Services

Here are just some of the services available through Online Access to Student Information Services (OASIS):

• **Official Communication Channel (OCC)**
  Official University correspondence is sent securely via Online Access to Student Information Services (OASIS). You should be checking this weekly.

• **eStudent**
  eStudent gives you access to current personal and contact details, enrolment and study plan information plus a complete result history for your course(s). This will provide you with a quick and easy way of ensuring that your information is up-to-date.

• **Curtin Provided Email**
  Each student is allocated a Curtin provided email address when their OASIS account is created, your student email account is a hosted service known as **Office 365** provided by Microsoft in cooperation with Curtin.

• **Sanctions Channel**
  Check to ensure you have no sanctions recorded against you for things like outstanding fees or overdue library books.

• **Library**
  Provides links to the online library catalogue, journal article databases and other resources.

• **Learning Management Systems**
  Direct access to Blackboard, Curtin’s e-learning software tools.

• **eVALUate**
  The new electronic way to assess your units.
Online Access to Student Information Services (OASIS) FAQ?

- **Must I use Online Access to Student Information Services (OASIS)?**
  Yes. It is a condition of enrolment that degree students activate and check Online Access to Student Information Services (OASIS) regularly. You will be sent official communications from the University via Online Access to Student Information Services (OASIS). It is your responsibility to access Online Access to Student Information Services (OASIS) regularly in order to read these messages. It is recommended you access the system at least once per week.

- **What if I cannot access Online Access to Student Information Services (OASIS) regularly?**
  You can apply for e-exemption. These will be approved only in exceptional circumstances and only where clear evidence of a genuine inability to access Online Access to Student Information Services (OASIS) on at least a weekly basis is provided (N.B. slow Internet connection is not an accepted reason).
  If an exemption is approved, the University will post official communications to your nominated address.
  Students who wish to apply for an exemption must complete an Application for eExemption form. The form can be downloaded from http://students.curtin.edu.au/local/docs/eExemption.pdf

- **What if my student status changes?**
  The following table outlines your access rights according to your course status.

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Access to Online Access to Student Information Services (OASIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admitted</strong> in an award course</td>
<td>Yes</td>
</tr>
<tr>
<td>Currently <strong>enrolled</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>Approved <strong>Leave of Absence</strong></td>
<td>Yes. For the duration of your leave</td>
</tr>
<tr>
<td><strong>Course Completed</strong></td>
<td>Yes. For a period of 12 months</td>
</tr>
<tr>
<td>Absent Without Leave (<strong>AWOL</strong>)</td>
<td>No</td>
</tr>
<tr>
<td><strong>Terminated</strong> (post appeal process)</td>
<td>No</td>
</tr>
</tbody>
</table>
• Logging in to Online Access to Student Information Services (OASIS)

First-time users will need to click on ‘Activate your account’ link on OASIS page to complete a number of steps to activate their Online Access to Student Information Services (OASIS) account. This includes agreeing to the Online Access to Student Information Services (OASIS) terms and conditions of use and setting a new password.

Need Help With Online Access to Student Information Services (OASIS)?

• Online Help
Online Access to Student Information Services (OASIS) offers an online help facility that provides answers to your most common questions. Once logged in, click on the Help option in the menu to view a list of online help topics.

• Online Access to Student Information Services (OASIS) Reference Guides
Quick reference guides are available on a range of Online Access to Student Information Services (OASIS) services by clicking the ‘OASIS Help’ link on OASIS page.

• Online Access to Student Information Services (OASIS) Central
If you have read and followed the instructions provided in this guide and still experience difficulties with Online Access to Student Information Services (OASIS), contact OASIS Central for assistance. OASIS Central can be contacted by telephone (Tel: +61 1300 222 888) or online Contact Form by clicking the ‘Contact Us’ link on OASIS page.

eStudent (Curtin Malaysia)

What is eStudent?
eStudent is a web application that gives you access to current personal and contact details, enrolment and study plan information plus a complete result history for your course(s). This will provide you with a quick and easy way of ensuring that your information is up-to-date.

Logging in to eStudent

First-time users will need to click on ‘forgot password’ link on eStudent page to fill a Request Password Reset form. Upon submission of the Request Password Reset form with valid information provided, a temporary password will be sent to your Curtin Malaysia student webmail.
What information can I view in eStudent?

- **Personal Details:** Your name, date of birth and formal name (the one that will appear on your Testamur)

- **Citizenship and Residency Details:** A summary of details recorded about your citizenship details as they relate to your studies.

- **Educational Background:** A summary of details of different educational levels you have attained.

- **Study Plan Details:** A study plan shows you the units of study for the course you are studying. Listed are the completed components, currently enrolled components and anything that is currently planned for future study to complete the course.

- **Current Enrolment:** This page will list all the components you are currently enrolled in. There is a link here where you can view and print an Enrolment eAdvice.

- **Result Details:** A full list of component results is displayed for each Course you have been associated with at Curtin. There is also a link here where you can view and print a complete Academic eRecord (transcript)

- **Fee Details:** Invoices can be download from My Documents.

What can I do in eStudent?

- In **eStudent** there is certain amount of information about yourself that you can request for change if you found the information is out dated.

- **Address Details:** All address details can be updated via eStudent. There are certain rules regarding what is appropriate for the different address types. Information about these rules can be found on the Address Details window.

- **Phone Details:** Home, work, mobile and fax numbers can all be recorded and updated as they change.

- **Student Provided Email Address:** Students are able to record an alternate email address, however this will not be the preferred email used by University staff to communicate with you.

- **Disability details:** This section allows you to indicate any disabilities that may apply to you. If you require support due to a disability and/or a medical condition, you need to formally seek assistance through the University Counsellors.
Blackboard (For Degree students only)

Blackboard is the online learning environment for Curtin students. You may access Blackboard through the Online Access to Student Information Services (OASIS) after you have logged in.
If you are having difficulties accessing anything within one of your Blackboard units, please contact your lecturer.
If you are having difficulties accessing Blackboard itself, please contact OASIS Central.

Moodle (Curtin Malaysia)

Moodle is an online Learning System provided for students and lecturers at Curtin Malaysia. This is a place where students and lecturer can interact with each others, interchange suggestions and ideas, and also getting learning materials from lecturers.

To log in please proceed to this link: http://moodle.curtin.edu.my

Login for first time:
Username: Curtin Malaysia ID
Password : date of birth (DD\MM\YY)

NOTE: For new students, please ensure that you have login to the campus PC for the first time, and have your default password changed. Otherwise, you will not be able to access Moodle.
Student Learning Support & Academic Misconduct
At Curtin, we are committed to learning and teaching excellence. We strive to create an engaging and learner-focused teaching and learning environment to prepare our learners in becoming future ready graduates. When you come to Curtin, remember that it is not to study alone. You are part of a learning community made up of faculty, staff and fellow students. Together, we support your academic growth and success.

Office of Learning and Teaching (OLT) at Curtin Malaysia helps you in your learning through the following programmes:

(1) UniPASS – University Peer-Assisted Study Session
(2) English Language and Academic Literacy Support Programmes
   a) SELL Programme - Science and Engineering Language and Literacy Programme
   b) LSM - Language Support Modules (for Business and Humanities students)

1. University Peer-Assisted Study Session (UniPASS)

UniPASS is a peer learning programme organised and coordinated by the Office of Learning and Teaching (OLT). Weekly group study sessions are run by selected trained senior students. These sessions provide a place where a trained senior student creates a non-hierarchical, non-threatening collaborative learning environment. The senior students are trained in facilitation techniques and do not re-teach content; instead they strive to enable students to become active and independent learners.

UniPASS targets units that have a history of difficulty for students and not by targeting at-risk students directly. This enables UniPASS to be inclusive and voluntary, avoiding any remedial stigma so that students at varying levels of achievement can integrate and aspire to improve.
Attend a study session

UniPASS can help save you time and take your grades to the next level by providing you with scheduled study sessions. These sessions give you the opportunity to study, discuss concepts, compare notes, develop strategies for studying and test your knowledge in small informal groups with the help of a peer facilitator who has excelled in the subject.

UniPASS doesn't replace lectures and tutorials. Research has shown that UniPASS is most effective for students who also attend all lectures and tutorials. To get the most out of the sessions, bring your lecture slides, notebooks, textbooks and any other study materials you have.

Benefits for learners:
✓ improve academic performance
✓ enhance study skills
✓ improve social integration
✓ enrich student experience
✓ build communication and teamwork skills

Find a UniPASS session for you

Curtin’s UniPASS program is available in selected units at Miri Campus. If UniPASS is running in your units, you'll be able to check the timetable of sessions on the Blackboard page for your unit. Look for the UniPASS link or checkout our OLT webpage http://olt.curtin.edu.my/support/unipass/

For enquiries about UniPASS programme, please contact Ms Annie Leong at:
tel: +60 85 44 3939 ext. 2546 or direct line +60 85 63 0046 or
e-mail olt@curtin.edu.my
2. English Language and Academic Literacy Support Programmes

Addressing the students’ needs in academic literacy and supporting them in this area is important to Curtin. Hence, the University has implemented a **Post-Entry Language Assessment (PELA)** within selected Year 1 Semester 1 modules:

- Engineering Foundation Principle and Communication (EFPC) for Engineering and Science students
- Communications in Business (CIB) for Business students
- Academic and Professional Communication (APC) for Media students

First year degree students are required to take PELA, which is part of a short written assignment in the respective unit (as above) regardless of their language background. Your unit lecturer will guide you and you need to submit the PELA which will be marked out of 10 marks. The results of the assessment are used to guide students to appropriate forms of academic language support where applicable.

For Engineering and Science students

- who get a PELA score of **five (5) or less** must attend and successfully complete the **Science and Engineering Literacy and Language (SELL)** Programme in Semester 2 before they are able to pass the EFPC unit besides fulfilling the other requirements of the unit.
- completing the SELL programme is also strongly recommended for students with PELA score between 5 and 6.5.

SELL Programme comprises **four (4)** two-hour modules as follows. Students need to complete all the four modules.

- Referencing, citing and plagiarizing
- Academic writing and paragraph structure
- Cohesion and coherence
- Editing, proofreading and common errors
For Business students

- who get a PELA score of **less than 5** must attend and successfully complete the **Language Support Modules (LSM)** in Semester 1 before they are able to pass the CIB unit besides fulfilling the other requirements of the unit.

The LSM Programme offers nine (9) **two-hour** modules as follows. Students need to complete any **four (4)** modules.

- Academic vocabulary
- Critical reading and thinking
- Note taking
- Presentation skills
- Editing, proofreading and common errors
- Redundancies and auxiliaries
- Referencing, citing and plagiarizing
- Cohesion and coherence
- Sentence mechanics

For Media students

- who get a PELA score of **six (6) or less** must attend and successfully complete the **SUCCESS Programme** in Semester 1 before they are able to pass the APC unit besides fulfilling the other requirements of the unit.

- completing the SUCCESS programme is also strongly recommended for students with PELA score of 6.5.

The SUCCESS Programme offers nine (9) one-hour modules as follows. Students need to complete any **seven (7)** modules.
All the above programmes are designed to improve student academic writing skills and are conducted by Mr Reginald Miller from the Office of Learning and Teaching (OLT).

Benefits for learners:

✓ able to produce grammatically correct, accurate, and concise reports, papers, and presentations will serve you long after you finish your Curtin education.

✓ ready to meet the expectations of your future employer

✓ improve your writing and literacy skills within your study discipline

✓ able to write reports and critiques, structure arguments, and communicate clearly in an academic style.

Details of the schedule's dates and times will be posted under the relevant units in the Blackboard menu or OLT website.

For enquiries about SELL, LSM and SUCCESS Programmes, please contact:

• Mr Reginald at tel: +60 85 44 3939 ext. 2625 or email reg@curtin.edu.my or

• Ms Annie Leong at tel: +60 85 44 3939 ext. 2546 or direct line +60 85 63 0046 or email olt@curtin.edu.my

You may also contact your unit lecturer for more information.
Academic Misconduct

At Curtin academic misconduct refers to conduct by a student that is dishonest or unfair in connection with any academic work. Academic work comprises all assessment activities including (but not limited to) examinations, tests, assignments, group work, projects, and presentations. Academic work also incorporates timeframes of before, during and after an assessment activity.

Curtin takes academic misconduct seriously and there are penalties for students found guilty of academic misconduct.

The Curtin University community upholds five core values:
• integrity,
• respect,
• courage,
• excellence, and
• impact.

These values align with the University’s principles of academic integrity.

At university, students are expected to demonstrate their own understanding and thinking using the information or ideas provided by ‘others’ to support and inform their work, whilst making due acknowledgement to the source. There are a number of ways in which students may breach academic integrity, including cheating, interfering with the learning of others and plagiarising. Depending on the type and extent of the breach of academic integrity it may constitute academic misconduct.

There are prescribed academic conventions students must learn and use to avoid plagiarising the work of others. Refer to Academic Integrity at Curtin – Student Guidelines for Avoiding Plagiarism at https://academicintegrity.curtin.edu.au/local/docs/StudentPlagiarismGuide.pdf for more information. It describes what plagiarism is, shows you how to appropriately use and acknowledge the work and information provided by others, and indicates what you can expect to happen if you do plagiarise.
Department of University Life
Department of University Life

In line with the main campus, Curtin University, Western Australia, University Life is established to create an environment where students of Curtin Sarawak not only learn practical and relevant skills critical to their success in graduate life beyond the University, but also gain additional skills and attributes emphasising service, social justice, ethical behaviour, leadership and entrepreneurship. These additional skills will equip them to become citizens valued in their community.

University Life aims to achieve the above objectives by creating an environment where staff and students are engaged in meaningful activities, both within and outside the University.

The following services are under the Department of University Life:

- Orientation and UniLife Services
- Careers and Alumni Services

Orientation

The team at UniLife Services handles orientation for all new-to-Curtin students. The purpose of orientation is to ensure that new students have a successful transition and integration into university life. We want new student experience to be the best it can possibly be! The orientation programme promotes introduction to faculties & academic matters, student support teams, opportunity on extra co-curriculum, leadership & entrepreneurship development and social activities. By attending orientation new students will be able to reduce their anxiety during the transition process, receive important materials and information, experience “uni-fun” and be absolutely ready to kick start their university life!
Person in Charge

If you would like to find out more about Orientation and other UniLife Services, you can email universitylife@curtin.edu.my or contact the following University Life team members.

Senior Officer : Ms Anita Drahman
Email : anita.d@curtin.edu.my
Extension : 44 3939 ext. 3065

Officer : Ms Mathilda May Brain
Email : Mathilda@curtin.edu.my
Extension : 443939 ext. 5025

Visit our link in the Malaysia website for more details on our department
Careers and Alumni Services

Career Services
Career Services should be your starting point for Career-related information, resources, programmes and opportunities. While our focus is on Final-year students, it’s never too early or too late to start planning your career. Career Services can offer support and advice at any stage. Please take some time to explore the services provided and think seriously about where you would like this University degree to take you.

Careers and Alumni Services
• Offers career guidance and assistance for planning, managing and developing your career
• Conducts workshops on a broad range of topics
• Provides you with the opportunity to make contact with potential employers, and investigates the range of employment opportunities available during your studies and upon graduation
• Supports your engagement in career and community development activities
• Helps you stay connected to Curtin University and alumni group

Important!
Students are encouraged to find their own placements, but will be assisted by the Career and Alumni Officer where necessary and/or appropriate.

Curtin Alumni
Upon graduation students automatically become a part of Curtin Alumni Association. Curtin Alumni offers services to graduates and has local chapters in Singapore, Malaysia and Hong Kong.

East Malaysian Chapter of Curtin Alumni and Friends
There are now over 500 Curtin graduates living in Sarawak, Malaysia. An East Malaysian Alumni chapter was established in 1999, with the aim of providing a range of services to foster strong professional and social networks among graduates, as well as promoting ongoing education opportunities.

For more information, please visit the Career and Alumni Services link under University Life Department in the Curtin Sarawak website or email careers@curtin.edu.my

Person in Charge
For assistance contact:

Career and Alumni Officer : Ms Baun Inu Pu’un
Email : baun@curtin.edu.my
Direct line : 085-443939; ext 3926

Career and Alumni Assistant Officer : Ms Catherine Jok
Email : catherine.j@curtin.edu.my
Contact no. : 085-443939; ext 3926
Housing and Recreation Services
Housing Services

We understand that living away from home can be a big challenge but we’ll help you to feel at home here at Curtin Malaysia.

You can find all the information you need in Housing Services pages http://housing-recreation.curtin.edu.my/housing-services/newapplicant/.

There are a lot of benefits to living in halls in your first year.

Peace of mind in security and safety arrangement
• Campus Accommodation have swipe card access system at main entrance and all our properties have comprehensive CCTV network and 24 hours campus security.

An extensive range of facilities
• Library, recreational facilities and launderettes (facilities depends on the respective residences)

Housekeeping Services
• Housekeeping services is available for common area (living room, corridor, toilet and shower)

Shuttle Bus Services
• Scheduled free shuttle bus services is available

Global Community
• Living on campus gives you the opportunity to interact with people from other countries.

Application Guide

1. Only NEW students who have formally accepted their offer to study full time in Curtin are eligible to apply.
2. Please e-mail housing@curtin.edu.my
   * Student Name
   * Curtin Student ID
   * MYR 50.00 non-refundable processing fee
3. Applicant will receive login access right via e-mail within 3 working days upon completion of Step 2.

Terms and Conditions

1. Allocation of rooms is strictly on first come first served basis and subject to availability
2. Accommodation is not guaranteed for the duration of your course. Please check with our office for details.
3. FULL rental fee are to be paid before check in
4. Student who has accepted the offer and later decided to cancel, will be subjected to a MYR 200.00 cancellation fee
5. Please read and understand Curtin Housing Rules & Regulations http://housing-recreation.curtin.edu.my/housing-services/current-resident/rules-regulations/ before proceed with your application
## Accommodation Options

<table>
<thead>
<tr>
<th>RESIDENCE</th>
<th>LAKESIDE APARTMENTS 1</th>
<th>LAKESIDE APARTMENTS 2</th>
<th>CURTIN VILLA</th>
<th>CURTIN WATER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROOM TYPES</td>
<td>Dormitory Flat</td>
<td>Apartment</td>
<td>Terrace-type Houses</td>
<td>Double Storey Terrace Type</td>
</tr>
<tr>
<td>NO. OF BEDS AVAILABLE</td>
<td>227</td>
<td>72</td>
<td>252</td>
<td>266</td>
</tr>
<tr>
<td>UTILITIES ALLOWANCES</td>
<td>RM50/ month</td>
<td>RM50/ month</td>
<td>RM37.50/ month</td>
<td>RM50/ month</td>
</tr>
<tr>
<td>INTERNET ACCESS</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>KITCHEN FACILITIES (REFRIGERATOR &amp; COOKING STOVE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LAUNDRY</td>
<td>Coin Operated</td>
<td>Coin Operated</td>
<td>Coin Operated</td>
<td>Coin Operated</td>
</tr>
<tr>
<td>PARKING</td>
<td>Free</td>
<td>Free</td>
<td>@RM25/Monthly</td>
<td>@RM20/Monthly</td>
</tr>
<tr>
<td>SECURITY &amp; SHUTTLE SERVICES</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DISTANCE TO CAMPUS</td>
<td>On Campus</td>
<td>On Campus</td>
<td>1 KM</td>
<td>3.5 KM</td>
</tr>
</tbody>
</table>
Checklist before departure

• Fully paid rental fee as stated in the Accommodation Offer Letter.
• Online acceptance of accommodation offer and “Tenancy Agreement”.
• Print out a copy of the Accommodation Offer Letter for check in verification.
• e-mail notification to housing@curtin.edu.my of your arrival at least 5 working days in advance.
• If you need Airport Reception Service (ARS), kindly make booking & submit your request at least 5 working days in advance
• Immigration Requirement (International/ West Malaysian) Please check details @ http://international.curtin.edu.my/our-department/student-visa/

Student who arrives before or after the working hours without prior consent from Housing Services will not be attended to.

Students are strongly advised not to arrive at their designated residences BEFORE the specified check-in date as the Housing Office cannot guarantee the availability of accommodation prior to the specified date.

Important Items to Pack

• Blanket, super single bed sheets and pillow case
• Personal computer
• Clothing : casual, comfortable
• Basic toiletries
• Cutlery and crockery
• Clothes washing pails, laundry basket, clothes hangers etc.,
• Electric voltage is 220-240v
• The type of power plugs used is the three square plug.
# Housing Calendar

## Housing Calendar 2018 – 2019

*All dates are in 2019, unless otherwise specified.*

| Degree Programme       | Summer  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1.5 months)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Open for Renewal</td>
<td>1 October 18</td>
</tr>
<tr>
<td></td>
<td>1 October 18</td>
</tr>
<tr>
<td></td>
<td>29 April</td>
</tr>
<tr>
<td>Renewal Closing Date</td>
<td>12 October 18</td>
</tr>
<tr>
<td></td>
<td>12 October 18</td>
</tr>
<tr>
<td></td>
<td>10 May</td>
</tr>
<tr>
<td>Released of Offer</td>
<td>26 October 18</td>
</tr>
<tr>
<td></td>
<td>26 October 18</td>
</tr>
<tr>
<td></td>
<td>24 May</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>09 November 18</td>
</tr>
<tr>
<td></td>
<td>09 November 18</td>
</tr>
<tr>
<td></td>
<td>07 June</td>
</tr>
<tr>
<td>Tenancy Period</td>
<td>01 Jan – 15 Feb</td>
</tr>
<tr>
<td></td>
<td>16 Feb – 15 Jul</td>
</tr>
<tr>
<td></td>
<td>16 Jul – 15 Dec</td>
</tr>
</tbody>
</table>

| Foundation Programme   | 2018 Trimester  
| (3 months)             |         |
|                        |         |
|                        |         |
| Open for Renewal       | 1 October 18 |
|                        | 1 October 18 |
|                        | 29 April  |
| Renewal Closing Date   | 12 October 18 |
|                        | 12 October 18 |
|                        | 10 May  |
| Released of Offer      | 26 October 18 |
|                        | 25 October 18 |
|                        | 24 May  |
| Payment Due Date       | 09 November 18 |
|                        | 09 November 18 |
|                        | 07 June  |
| Tenancy Period         | 01 Dec 18 – 28 Feb |
|                        | 15 Mar – 31 Jul |
|                        | 01 Aug – 15 Dec |

| Intensive English Program | Term 1  
| (3 months)               |         |
|                         |         |
|                         |         |
| Open for Renewal        | 1 October 18 |
|                         | 04 February |
|                         | 06 May  |
|                         | 05 August |
| Renewal Closing Date    | 12 October 18 |
|                         | 08 February |
|                         | 10 May  |
|                         | 09 August |
| Released of Offer       | 26 October 18 |
|                         | 15 February |
|                         | 17 May  |
|                         | 16 August |
| Payment Due Date        | 09 November 18 |
|                         | 25 February |
|                         | 27 May  |
|                         | 23 August |
| Tenancy Period          | 01 Jan – 31 Mar |
|                         | 01 Apr – 30 Jun |
|                         | 01 Jul – 15 Sept |
|                         | 16 Sept – 15 Dec |
Unacceptable Behaviours of Resident Living in Residence

The following behaviours are unacceptable in the Residence and are deemed to be serious breaches of rules.

1. Actions which are threatening, humiliating or degrading to another resident(s), visitors or staff
2. Harassment or discrimination in any form (be it sexual, racial, verbal or physical)
3. Self harm
4. Invasion of privacy (such as uninvited entry into a room of another resident)
5. Indecent behaviour, suggestions or exposure including display of sexually explicit or offensive material
6. Consuming, manufacturing, distributing/selling or possessing an illegal substance within the residential area
7. Possession of an offensive weapon within the residential area (including knives, pellet or air pistols)
8. Activities that endanger or potentially endanger residents/visitors/staff or activities which are latently dangerous by their very nature (such as climbing on building structure, security fences and roofs)
9. Interference with residential safety equipment, fire, telephone, security or locking systems (like giving keys/access cards to other persons or leaving entry doors open)
10. Unacceptable noise (such as slamming doors, disruptive visitors, loud music)
11. Drunk and/or disorderly behaviour where conduct negatively affects other residents/visitors/staff (through excessive noise, abuse, threats, intimidating behaviour or damage to property)
12. Deliberate damage to property within the Residence, including defacing any residential property or signs with graffiti
13. Refusal to follow a reasonable instruction from a Residential staff member or Curtin Security Team (including evacuation instruction)
14. Refusal to participate in maintaining the cleaning standards
15. Behaviour which in the Housing Officer’s opinion is considers unconducive to maintaining a living environment in which the rights of fellow residents are fully respected
16. Dishonestly and misrepresentation (like furnishing false information or identification to staff

These behaviours will not be tolerated and will result in disciplinary action. Please refer to Statute 10 for details.
Complaints and others requests

You may login to your housing portal to submit the following:

- Housing Services Request / Complaint Form
- Room transfer Request Form
- Unifi / Streamyx / Astro Installation Request Form
- Checkout Confirmation / Clearance & Deposit Refund Form
Married and Family Student Housing

Curtin Malaysia does not offer housing to married students and/or students with families. In order to keep expenses and stress to a minimum, married students and/or students with families are strongly advised not to bring their families until they have secured a suitable place to live.

Private Accommodations

Accommodation is an important consideration while you are living far from home. You should arrange for alternative accommodation before you leave your home country if you have not secured on campus accommodation for the duration of your course.

If you need assistance, please e-mail our office directly.

For Guides for searching Private Accommodation, please log on to http://housing-recreation.curtin.edu.my/housing-services/others/private-accomodation/

Person in Charge

The Housing Officer is always there for students to consult with. It is recommended you always make an appointment.

Housing Officer : Ms Ruth Ping
Email : housing@curtin.edu.my
Extension : 2577

Housing Services Office
Heron 1 (John Curtin Building) Ground Floor, Student Central
Curtin Malaysia
CDT 250
98100 Miri
Sarawak Malaysia

Operating Hours (All Year Round)
Monday to Friday
08:00 – 16:00
Tel : 085 44 3939
email: housing@curtin.edu.my
Sports & Recreation Services is committed to provide sporting and recreational opportunities on campus for staff, students and wider community. We offer a range of facilities from team sports and fitness classes to gym-based activities and more. Let’s get active and adopt a healthy work/life balance.

**Recreation Hall**
- Indoor Badminton Court
- Indoor Basketball Court/Indoor Netball Court
- Gymnasium
- Cardio Room
- Cardio Corner
- Table Tennis

**Multi-Purpose Hall**
- Futsal/Volleyball/Dodgeball

**Outdoor Facilities**
- Tennis Court
- Football Field
- Rugby Field
- Basketball Field
- Futsal Court
- Volleyball Court
- Sepak Takraw Court
- Cricket Pitch
Online Gym Membership Application and Rates

Gym Membership Fee (for both staff and student)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>RM 20.00</td>
<td>New Application only</td>
</tr>
<tr>
<td>Weekly Pass</td>
<td>RM 10.00</td>
<td>1st day of the week (Monday)</td>
</tr>
<tr>
<td>Monthly Pass</td>
<td>RM 35.00</td>
<td>1st day of the month</td>
</tr>
<tr>
<td>Semester Pass (6 months)</td>
<td>RM180.00</td>
<td>Semester 1 (01 January – 30 June)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester 2 (01 July – 31 December)</td>
</tr>
<tr>
<td>Annual Pass (12 months)</td>
<td>RM360.00</td>
<td>1st January – 31st December</td>
</tr>
<tr>
<td>Card Replacement Fee</td>
<td>RM 20.00</td>
<td>Any Loss &amp; Damage of member card</td>
</tr>
</tbody>
</table>

The membership fee is subject to change each year.
Facilities Booking

Only Curtin students and staff are eligible to book sports facilities. Bookings can be done online and are non-transferable.

### Online Facilities Booking and Rates

<table>
<thead>
<tr>
<th>Sporting Facilities</th>
<th>Gym Member Rate</th>
<th>Non-Member Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recreation Hall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Badminton Court</td>
<td>RM 3.00 per hour</td>
<td>RM 5.00 per hour</td>
</tr>
<tr>
<td>Indoor Basketball Court</td>
<td>RM 8.00 per hour</td>
<td>RM 10.00 per hour</td>
</tr>
<tr>
<td><strong>Multi Purpose Hall</strong></td>
<td>RM 8.00 per hour</td>
<td>RM 10.00 per hour</td>
</tr>
<tr>
<td><strong>Outdoor Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Court</td>
<td>RM 6.00 per hour</td>
<td>RM 8.00 per hour</td>
</tr>
<tr>
<td>Football Field</td>
<td>Free (must booked online)</td>
<td>Free (must booked online)</td>
</tr>
<tr>
<td>Rugby Field</td>
<td>Free (must booked online)</td>
<td>Free (must booked online)</td>
</tr>
<tr>
<td>Cricket Pitch</td>
<td>Free (must booked online)</td>
<td>Free (must booked online)</td>
</tr>
<tr>
<td>Basketball Court</td>
<td>Free (must booked online)</td>
<td>Free (must booked online)</td>
</tr>
</tbody>
</table>

Booking of Facilities

[Book Now](#)

Block Bookings for Club Training or Events

Clubs must submit their booking request to Student Council ([activities@curtin.edu.my](mailto:activities@curtin.edu.my)) at least 5 working days in advance.

The Sports & Recreation Office reserves the right to reject or cancel any bookings as it deems fit.
Rules & Regulations


Physical Fitness Services

Physical fitness test is useful if you want to measure your physical strength, agility and endurance. After the fitness test is done the Sports and Recreation Supervisor will advise on specific workout routine for you. Fitness test will include:

**CARDIO**

- 2.4km run or on treadmill/ field
- Beep Test
- Yoyo Test

**STRENGTH**

- 1RM Test
- Standing long jump
- Non-stop push ups
- 5 level sit ups

**AGILITY AND FLEXIBILITY**

- 4 times 10 sprint
- Sit and reach
- Shuttle Run
- Illinois Test

I’m interested to do the fitness test.

Please contact the Sports and Recreation rec@curtin.edu.my to make appointment for the fitness test.
Campus Facilities
Campus Facilities

Food Outlets
A large cafeteria housing a number of food stalls is part of the Student Services Complex. These food outlets provide a range of Asian, Malaysian and local foods for staff and students. All food outlets provide halal food and prices are reasonable. In addition, there is a cafeteria located at the Lakeside to cater for all students and staff.

Bookshop
Textbooks, stationery items, lab coats, Curtin T-shirts and University souvenir items are available for sale at the bookshop

Convenient Shop
Students are able to get light snacks and drinks, stationery items and general groceries are available here.

Parking
Student car stickers can be obtained from Security Office, Ground Floor (Heron 1). A speed limit of 30 km/h applies throughout the Campus. For details of the policies and regulations, please refer to section I – Campus Security Policy and Procedure.

Surau
Prayer facilities for followers of the Islamic faith are available on campus, providing Moslem students and staff with a place for daily prayer.

Student Mail
Students may ask for their mail to be directed to the University under the charge of the Office of General Administration. All student mails will be put in the pigeon holes located at the Mail and Courier Centre and students may check for their mail daily during office hours. The University is not responsible for any loss of mail.

Note: To find all the above facilities please refer to the campus map

Group Personal Accident (PA) Insurance
All Curtin students with active enrolment are covered under Group Personal Accident (PA) Insurance for:
Death : RM50,000 per person
Permanent Total / Partial Disablement: RM50,000 per person
Accident Medical Indemnity: RM5,000 per person

In the event that you are involved in an accident and need to make insurance claim, please inform the Loans and Scholarship staff immediately after the accident and submit all the necessary documents for processing.
Club and Associations
STUDENT CLUBS AT CURTIN MALAYSIA

Clubs are your gateway to the social side of your university life. It’s a great way to network, meet new people, and get involved in awesome events! All clubs on campus are registered bodies under the Student Council. Here’s a list of the available clubs under various categories, so check them out to find one (or more!) that suit you!

Nothing that catches your eye? Thinking of starting your own club? It’s easier than you think! Come drop by the Student Council office for details and information.

For more information, please email to: student.council@curtin.edu.my

### Special Interests Clubs
- Curtin Agricultural Club
- Curtin Art and Dance Club
- Curtin Board Game Club
- Curtin E-Sports Club
- Curtin Japan Pop Culture Club
- Curtin Korean Culture Club
- Curtin Music Club
- Curtin Malaysia Oratory and Debating Society
- Curtin Theatre Arts Club

### Academic Clubs
- Accounting Club Curtin Malaysia
- CPA Australia Student Charter
- Curtin Civil Society
- Curtin Malaysia Environmental Engineering Club
- Curtin Malaysia Finance and Investment Club
- Curtin Geology Club
- Curtin Malaysia IChemE Student Chapter
- Curtin IMechE Student Chapter
- Curtin American Chemical Society Student Chapter
- Engineers Australia Curtin Malaysia Student Chapter
- IEM Curtin University Malaysia Student Section
- Institute of Materials Malaysia Student Chapter (Curtin Malaysia)
- Society of Petroleum Engineers
- Programming Nation

### Sports Clubs
- Curtin Badminton Club
- Curtin Basketball Club
- Curtin Bowling Club
- Curtin Cricket Club
- Curtin Dive Club Malaysia
- Curtin Dodgeball Club – Curtin Grizzlies
- Curtin Malaysia Extreme Sports Club
- Curtin Football Club
- Curtin Futsal Club
- Curtin Netball Club
- Curtin Rugby Club
- Curtin Swimming Club
- Curtin Table Tennis Club
- Curtin Taekwondo Club
- Curtin Tennis Club
- Curtin Ultimate Frisbee Club
- Curtin Volleyball Club
- Curtin Wushu Taiji Club

### Religious Clubs
- Catholic Student Society
- Curtin Buddhist Fellowship
- Curtin Islamic Society
- Curtin Malaysia Life Club
- Varsity Christian Fellowship

### Social Clubs
- Curtin Indian Cultural Society
- Curtin Malaysia Leo Club
- Curtin Malaysia Social Ambassadors
Campus Security
CAMPUS SECURITY POLICY AND PROCEDURE

THE TRAFFICKING OF ILLEGAL DRUGS IS A SERIOUS OFFENCE AND CARRIES A MANDATORY DEATH PENALTY UNDER THE MALAYSIAN PENAL SYSTEM

SECURITY AND RULES & REGULATIONS

Main Gate Entrance

• All staff and student vehicles must display a current Curtin Logo car sticker, or ID cards have to be displayed to the Security Officer on duty to enter the campus grounds.
• All visitors, family members, contractors must obtain visitors’ pass at the Security booth prior to entering the University grounds.
• On Campus residents must submit their resident tags to the Security Booth if they leave campus grounds at night. Students are held responsible for the behaviours and actions of their visitors.
• All barriers at the main gate entrance shall be closed after 7.00 pm. Only staff and students that produce their identification tags shall be allowed after this period. Those without the tags are not allowed to enter the campus.
• Contractors are not allowed to enter the premises after 7.00 pm unless they have permission in advance from the relevant Department Head(s).
• Anyone transporting University property/materials without proper authorization must fill and sign the appropriate forms at the Security Booth
• No visitors are allowed into the campus premises after 12.00 midnight.
• Visitors must leave Accommodation Complex by 10:00 pm and campus grounds by 12:00 midnight.
• Acts of vandalism on campus grounds, which includes the Accommodation Complex, will be severely dealt with.
• Rough games such as football, cricket etc is only permitted on open fields. Students found to be playing such games in enclosed buildings will be dealt with through the Non-Academic Misconduct Panel.
Campus Food Court

- Smoking is strictly prohibited in the Campus Food Court. The overall purpose of the Food Court is for everyone to enjoy eating in a safe and healthy environment.
- Sales of tobacco products are prohibited on campus grounds.
- Ashtrays are not permitted inside University buildings.
- Managers and supervisors at all levels are responsible for the supervision of students, staff, contractors and visitors with regards to the University’s prohibition on smoking.
- Staff, students, contractors and visitors found smoking in prohibited areas shall be formally reported to the Non-Academic Misconduct Panel for further action.
- Transfer/relocation, either permanent or temporary, of Food Court furniture, equipment and/or fixtures is strictly prohibited unless prior permission/approval has been granted by Campus Services.

Main Office Heron 1

- Staff, students, contractors and visitors are not allowed to park or wait at the entrance of the main lobby or anywhere around the driveway.
- Students, contractors and visitors must display their ID cards and permit pass to the Security Officer on duty at the reception area before they enter the library or the 1st and 2nd floor offices.
- All staff, visitors, contractors and parents must sign in the logbook after office hours, or during weekends or public holidays at the lobby.
- Strictly no salespersons are allowed.

Campus Building and Classroom

- All assets and properties owned by Curtin University of Technology should be used and kept in its designated place.
- All signage must be followed. Disobeying/defacing such signage is an offence and subject to disciplinary action.
- Any disciplinary cases will be brought to the attention of the Non-Academic Misconduct Panel and the following actions will be imposed:
  - A warning letter will be issued to students for the first offence.
  - Parents/guardians will be notified of their misconduct.
  - For second offences, depending on the seriousness of the misconduct, the Non-Academic Misconduct Panel will impose a penalty.
- ID cards are mandatory for entrance into any of the University facilities.
- All hand-phones must be switched off or placed on silent mode while you are in the labs, or classrooms or library.
- Food and drinks are strictly not allowed in any teaching areas, library and labs.
- Throw all rubbish into allocated bins.
Land and Traffic By-Laws

• These by-laws shall apply within the boundaries of the University land and to all persons who are on University grounds.
• No person shall enter or remain on the University grounds without approval/permit unless he/she is a:
  o member of the Council of the University.
  o member of staff of the University or the Student Council.
  o student or an employee of a business established or conducted on the University grounds.
  o person pursuing a course of study at the University.
  o person who holds a permit authorizing him/her to enter or remain on University grounds and who has observed all conditions of the permit.
  o person who enters or remains on the University grounds in good faith for the purpose of visiting the University or for transacting lawful business or having lawful dealings with the University or with a person lawfully on the University grounds for business or other dealings, which has been approved by a proper authority of the University.
• No person shall throw or leave rubbish, refuse, paper, bottles, glass (broken or otherwise) or litter of any kind except in garbage bins.
• No person shall enter an area which is temporarily closed or where a notice prohibiting entry is displayed.
• No person shall, without authority, bring any animal onto the University grounds or engage in any form of gambling.
• No child under the age of fifteen years may enter or be taken into or be allowed to remain on the University grounds unless accompanied by an adult at all times.
• No person shall do or engage in any act or behave in any manner that is stated on the authorized signage on the University compound.
• No person shall obstruct any member of the Security personnel or member of the staff from the University in the discharge of his/her duties.
• An authorized person may remove any person who is committing or has committed a breach of any of these by-laws from the University ground.
• No person shall without authority drive a vehicle on the University grounds except on the established roadways or parking areas.
• No person shall drive a vehicle on the University grounds in a dangerous or careless manner or without reasonable consideration for other persons and vehicles in the vicinity.
• No person shall drive a vehicle at a speed exceeding 30 kilometres per hour as stated on the signage at a particular area or stretch of roadway. All traffic laws are to be observed at all times.
• No person shall without authority park a vehicle in a ‘NO PARKING” area or in a loading bay or other reserved places.
• No person shall park their vehicle without authority which will interfere with traffic or obstruct other vehicles; or park a motorcycle, scooter or bicycle on any roadway or other parking areas on which are marked parking bays for four-wheeled vehicles.
• The campus is a clamping zone. Any vehicle found parking illegally shall have their vehicle clamped by security staff. A fine of RM 50 shall be imposed and must be paid at the cashier counter of Prinia 1. The receipt should be produced to the security counter at John Curtin Building for release of the vehicle.
Thefts/Lost & Found

- All thefts or lost and found items are to be reported and/or handed in to the Security Office.
- Students can claim lost items from the Security Office. Proof of ownership and a description of the item is all that is needed to reclaim any lost item.

Curtin Emergency Procedures

Security Procedures

- For 24 hours EMERGENCY service, dial 443930.
- Emergencies will be relayed to the Police Department crew standby Officer situated at the Security.
- Office located at building Prinia 1. The University Campus Security Office is on duty 24 hours a day.
- Students and staff are encouraged to call Campus Security at any time if they feel unsafe or threatened.
- Practise vigilance and be aware of your own personal safety at all times.
- While Campus Security will try to ensure the wellbeing and safety of University students and staff, it is important to take some simple precautions yourself, especially if you are studying or working late at night. Always walk with a friend at night and stick to well-lit areas and main pathways.
- If you are on Campus after dark, move your car to a well-lit car park. You must remain vigilant to protect yourself from becoming a victim of crime.
- Always be prepared, be alert and be aware of the people around you. Educate yourself concerning prevention tactics; be aware of dangerous locations and situations such as walk ways, isolated parks and buildings, back streets, and poorly lit parking lots.
- If you see a suspicious character or stranger moving around the Campus, immediately take action and call 443930 or 3897; or directly call the Police Head Quarters Lutong tel. no. 085-655202.
- Emergencies will be relayed to the Security staff situated at Heron 1. The Campus Security is on duty 24 hours (Mon – Sun).

Important!
A person found breaking any rules and/or regulations will be issued warning letters and/or liable to a penalty not exceeding RM 100/-, to pay compensation for any damage caused to the University property, and/or be subjected to the University Non-Academic Misconduct policy.

Refer to APPENDIX B: OFFENCES AND PENALTIES
Evacuation Procedures

• On hearing a verbal emergency warning, collect your personal belongings and listen carefully for further instructions.
• On hearing an emergency evacuation signal (either an intermittent “hooter”) or verbal evacuation command, leave the building via the emergency exits
• **DO NOT RUN, DO NOT PANIC.** Move out carefully to the emergency site.
• Provide assistance to physically disabled persons, and help them to move to their pre-designated location or guide them to a safe place.
• All persons shall listen to and obey the instructions of floor or building wardens.

Emergency Orders

• Use escape stairways for evacuation (Do not use the lift.)
• Ensure that all switches and air conditioning including gas pipes (if any) are turned off when leaving the office / work place/accommodation.
• Ensure that all fire resistant doors are closed as you leave.
• Proceed downstairs using stairways and never go up to the rooftop.
• Do not carry anything during evacuation.
• Do not stop at any place or turn back.
• Report at the designated assembly area.
• If trapped with smoke, crawl and cover your mouth and nose with a wet towel.
• Follow the floor marshals’ / fire wardens’ instructions.
• If you find it difficult to escape, remain where you are and wait there until help arrives.
• If there is excessive smoke in the room, open or break a window using any objects, i.e. chairs, pipes etc.
• Floor marshals / fire wardens are the last persons to leave the floor under their supervision to ensure that no persons are trapped within the buildings.
• Staff / students are to follow the wardens to the respective zone for evacuation.
• All floor wardens will check all classrooms and toilets to ensure no staff or students are trapped before evacuating from the premises.
• Floor plans with marking of the zones and exits are located on all floors.
Medical Emergency Procedures

Immediately Dial “0” for the receptionist desk or security on 085-443930 if after office hours or directly call to the 24-hour medical emergency unit services: General hospital MIRI - Phone no. 085-420033.

Give your name / location / number of people involved, details of medical emergency, and await further instructions and advice.

Render whatever assistance you can. First priority is to save lives. If somebody is found unconscious or injured, keep clear the surrounding area so that there is clean breeze available.

First Aid must ONLY be given to the injured or unconscious person by trained personnel until relieved by the doctor.

Identify those with First Aid training on campus. **OTHERWISE, CONTACT CAMPUS SECURITY IMMEDIATELY** at 085-443930.

<table>
<thead>
<tr>
<th>Important: During medical emergencies –</th>
</tr>
</thead>
<tbody>
<tr>
<td>• make sure that you are not placing yourself in any danger</td>
</tr>
<tr>
<td>• assist in clearing the area surrounding the injured individual</td>
</tr>
<tr>
<td>• quickly assess the situation and find out what happened, the extent of the injuries, and the number of casualties involved</td>
</tr>
<tr>
<td>• DO NOT LEAVE AN INJURED PERSON ALONE, OR ATTEMPT TO MOVE HIM OR HER UNLESS THE SITUATION IS LIFE THREATENING</td>
</tr>
<tr>
<td>• delegate someone to contact Campus Security and notify them of the situation</td>
</tr>
<tr>
<td>• if the injured person is conscious, reassure him/her that help is on the way</td>
</tr>
<tr>
<td>• do not attempt to provide emergency first aid without proper training.</td>
</tr>
</tbody>
</table>
Fire Procedures

• Do not Panic, dial “0” for the receptionist or “3930” for security. Report your name, the location and details of the fire, and casualties if any.
• Alert other occupants by yelling “FIRE”.
• Attend to human life in danger.
• If appropriate, select the correct fire extinguisher and dispense the contents on the fire.
• If you are uncertain or are unable to extinguish the fire, leave via the fire escape exits. DO NOT USE LIFTS.
• Note: Obey the instructions of Floor Warden/Deputy warden.
• Do not endanger your life or the life of others. If in doubt leave the building or emergency areas immediately.
• It is the responsibility of every student, staff or contractors to become familiar with the location and correct use of all fire fighting equipment.
• Fire Safety Procedures and Fire Fighting Training are periodically conducted by Curtin University through Campus Services’ trained personnel.

Assault Procedures

• In an emergency, dial 44 3897 or 44 3935 Falcon 1 Campus Security Services.
• Do not wash, shower, change clothes or clean up in any way until after you have spoken to the police and/or undergone medical examination. You could destroy vital evidence.
• Do not drink alcohol or take tranquillizers or other drugs as you will have to give a clear description of what has happened.
• Try to remember everything you can about your attacker, and the location in which the assault took place.
• Remember, you are the victim. You have nothing to feel guilty or ashamed about. Police officers are aware that a person, who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy and as comfortable as possible for you.

Harassment Procedures

• In an Emergency –Dial No 3897 / 3930 (24 hour service)
• If you are being harassed on Campus, call Campus Security.
### APPENDIX C: OFFENCES AND PENALTIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Offence</th>
<th>First Offence</th>
<th>Second Offence</th>
<th>Maximum Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Offences</td>
<td>. Parking on grass areas &lt;br&gt;. Double parking (obstruction) &lt;br&gt;. Bus terminal / drop off zone &lt;br&gt;. Fire zones &lt;br&gt;. Walkways &lt;br&gt;. Parking behind LT201 &lt;br&gt;. Parking at entrance of AL100 &lt;br&gt;. Parking at Commercial area</td>
<td>Vehicle will be clamped and a fee not exceeding RM 50 will be imposed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism (Building and assets of the University)</td>
<td>. Signage &lt;br&gt;. Fire fighting equipment &lt;br&gt;. Windows, doors &lt;br&gt;. Causing fire hazards &lt;br&gt;. Removal of notices &lt;br&gt;. Computer equipment</td>
<td>Person/Persons will be reported to SSA office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking</td>
<td>. Food Court &lt;br&gt;. Walkways &lt;br&gt;. Public areas &lt;br&gt;. Classrooms &lt;br&gt;. Library &lt;br&gt;. Toilets</td>
<td>Person/Persons will be reported to SSA office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Offences</td>
<td>. Speeding (above the speed limit) &lt;br&gt;. Not wearing crash helmet &lt;br&gt;. Riding motorbikes along the walkways &lt;br&gt;. Driving or parking cars on walkways &lt;br&gt;. Making illegal right turn at small round about</td>
<td>Warning letter will be issued to the staff or student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td>Possession, use and / or selling of drugs</td>
<td>Relevant authorities will be notified. Expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Offence</td>
<td>First Offence</td>
<td>Second Offence</td>
<td>Maximum Punishment</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Campus and Student Accommodation</td>
<td>Alcohol, gambling, different sexes found in same bedroom.</td>
<td>Issue warning letter&lt;br&gt;If alcohol found in common area items will be confiscated.&lt;br&gt;Particulars will be recorded.</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter&lt;br&gt;Particulars will be recorded.&lt;br&gt;Registrars and parents will be notified</td>
<td>Disciplinary Panel will be informed offender(s) called in.</td>
</tr>
<tr>
<td>Student Accommodation</td>
<td>Misuse of utilities (leaving electrical appliances or air-con on while not in the room), causing fire hazards (leaving the cooking on until it burns)</td>
<td>Issue warning letter&lt;br&gt;Particulars will be recorded.</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter&lt;br&gt;Particulars will be recorded.&lt;br&gt;Registrars and parents will be notified</td>
<td>Disciplinary Panel will be informed and offender(s) called in.</td>
</tr>
<tr>
<td>Outside visitors brought in by student or staff</td>
<td>Outsiders damage or steal items in and around Campus. Student or Staff should be held fully responsible.</td>
<td>. Issue warning letter&lt;br&gt;Particulars will be recorded.&lt;br&gt;Relevant authorities will be notified.</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter&lt;br&gt;Particulars will be recorded</td>
<td>Disciplinary Panel will be informed and offender(s) called in.</td>
</tr>
<tr>
<td>Assaulting or Verbal abuse</td>
<td>Harming or verbally abusing another student or staff</td>
<td>. Issue warning letter&lt;br&gt;Particulars will be recorded.&lt;br&gt;Registrars and parents will be notified.</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter&lt;br&gt;Particulars will be recorded&lt;br&gt;Registrars and parents will be notified</td>
<td>Disciplinary Panel will be informed and offender(s) called in.</td>
</tr>
<tr>
<td>Littering</td>
<td>Throwing of any rubbish around the Campus premises other than the bins provided. This includes taking food/drink into classrooms contrary to Campus Policy.</td>
<td>Issue warning letter&lt;br&gt;Particulars will be recorded.</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter&lt;br&gt;Particulars will be recorded&lt;br&gt;Registrars and parents will be notified</td>
<td>Disciplinary Panel will be informed and offender(s) called in.</td>
</tr>
<tr>
<td>False Identification</td>
<td>In all the</td>
<td>Level I</td>
<td>Level II</td>
<td>Level III</td>
</tr>
<tr>
<td>Description</td>
<td>Offence</td>
<td>First Offence</td>
<td>Second Offence</td>
<td>Maximum Punishment</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Damage to plants and landscaping</td>
<td>Issue warning letter</td>
<td>Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter</td>
<td>Disciplinary Panel will be informed offender(s) called in.</td>
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<td></td>
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<td>Particulars will be recorded.</td>
<td>Particulars will be recorded.</td>
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<td>Registrar and parents will be notified.</td>
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<tr>
<td>Flammable</td>
<td>Damage to property</td>
<td>. Issue warning letter</td>
<td>. Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter</td>
<td>Disciplinary Panel will be informed offender(s) called in.</td>
</tr>
<tr>
<td>substances</td>
<td>. Fireworks.</td>
<td>Particulars will be recorded.</td>
<td>Particulars will be recorded.</td>
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<td></td>
<td>. Handmade fireworks</td>
<td></td>
<td>Registrar and parents will be notified.</td>
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<td></td>
<td>. Payment must be made within 5 working days.</td>
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<tr>
<td>Soliciting</td>
<td>Sales of products to staff or students and</td>
<td>Issue warning letter</td>
<td>Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter</td>
<td>Student - Disciplinary Panel will be informed and offender(s) called in.</td>
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<tr>
<td></td>
<td>unauthorized soliciting of donations.</td>
<td>Particulars will be recorded.</td>
<td>Particulars will be recorded.</td>
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<td></td>
<td></td>
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<td>Registrar and parents will be notified.</td>
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<tr>
<td>Pets</td>
<td>Bringing in of pets for keeping or selling</td>
<td>Issue warning letter</td>
<td>Issue 2&lt;sup&gt;nd&lt;/sup&gt; warning letter</td>
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<td></td>
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<td>Particulars will be recorded.</td>
<td>Particulars will be recorded.</td>
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<td>Registrar and parents will be notified.</td>
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<tr>
<td>Public Speaking</td>
<td>Speaking on political views or tarnishing another</td>
<td>offender(s) shall be removed from the premises of</td>
<td>Student - Disciplinary Panel will be informed and</td>
<td></td>
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<td></td>
<td>person’s name</td>
<td>the Campus.</td>
<td>offender(s) called in.</td>
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<td></td>
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<td></td>
<td>Registrar and parents will be informed.</td>
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<td>Staff to abide by the Conflict of Interest Policy</td>
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<tr>
<td>Children</td>
<td>Children under the age of 12 causing disturbance</td>
<td>A reminder – Children must be accompanied by their</td>
<td>The children will not be permitted in the Campus</td>
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<td></td>
<td>in and around the Campus</td>
<td>parents in and around the Campus</td>
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</table>

Registrar will be informed of all warning tickets issued imposed.