



Curtin Singapore

STUDENT HANDBOOK 2011

Degree and Masters Students

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WELCOME TO CURTIN SINGAPORE

Welcome to Curtin Singapore.

This Student Handbook is a guide for you throughout your student life at Curtin Singapore. It has been designed to give you the necessary information you will need as a student inclusive of information on support services available on the campus.

It is important you carefully read this handbook as it is **your** responsibility to ensure you are familiar with its contents.

The value of your campus experience depends upon the effort and commitment you make to both your studies and your campus life.

We trust that your time at Curtin Singapore will be an enjoyable and rewarding one, both in terms of academic achievement and personal development. Remember, once you graduate, you will be a lifelong member of the esteemed body, the Curtin Alumni.

Congratulations on choosing to be part of the Curtin Singapore community.

Professor John Neilson
Pro Vice-Chancellor
Curtin Singapore

CURTIN SINGAPORE

VISION, MISSION & VALUES

OUR VISION

Curtin Singapore aspires to be a preferred international provider of higher education in the region by 2020

OUR MISSION

Curtin Singapore is committed to the provision of high quality and diverse academic programs which meet the education needs of the wider community

OUR CORE VALUES

Integrity

Being consistently honest and trustworthy in all activities

Respect

Having regard for self and others

Fairness

Ensuring just decisions through open decision-making

Care

Acting to ensure the welfare of others

CURTIN SINGAPORE CULTURE STATEMENT

The overall culture at Curtin Singapore is centred on the provision of a high quality, relevant higher education within the stated core values of Curtin Singapore.

The core values are:

- Integrity – consistent, honest and trustworthy,
- Respect – regard to self and others
- Fairness – Open and just decision making
- Care – Ensure the welfare of others.

Staff will at all times maintain the educational interests of the students in high regard and continually provide high standards of service, both internally and externally, within the core values of Curtin Singapore.

Students will be expected to comply with the rules and regulations of Curtin Singapore and its external education partners and maintain a high level of application to their studies.

Students and staff will be expected to be aware of the Mission, Vision and core Values of Curtin Singapore.

ACADEMIC GOALS CURTIN SINGAPORE

Curtin Singapore will:

1. provide an outcomes focussed approach to excellence in teaching and learning.
2. provide an intellectually challenging and engaging teaching and learning environment.
3. work with our students to develop and inspire expertise and innovation.
4. prepare graduates with attributes appropriate for their discipline.
5. prepare graduates for life-long learning in a global economy.

CURTIN SINGAPORE ACADEMIC BOARD

The Curtin Singapore Academic Board consists of distinguished members from the academic field. The Academic Board ensures the academic quality of every course at Curtin Singapore.

Chair

Professor John Neilson

Pro Vice-Chancellor
Curtin Singapore

Members

Professor David Wood

Deputy Vice Chancellor, International
Curtin University

Professor Robyn Quin

Deputy Vice-Chancellor, Education
Curtin University

Professor John Wood

Executive General Manager, University
Programs
Navitas Limited

Dr Maria Fiocco

College Director and Principal
Curtin College

CURTIN SINGAPORE EXAMINATION BOARD

The Curtin Singapore Examination Board ensures the integrity of examination administration and the processes are in accordance with appropriate academic standards.

Chair

Professor John Neilson

Pro Vice-Chancellor
Curtin Singapore

Members

Professor David Wood

Deputy Vice Chancellor, International
Curtin University

Professor Robyn Quin

Deputy Vice-Chancellor, Education
Curtin University

Professor John Wood

Executive General Manager, University
Programs
Navitas Limited

Dr Maria Fiocco

College Director and Principal
Curtin College

Semester 2		Summer Semester	
KEY DATES 2011	5, 11 & 13 July	Enrolments & Orientation	24 & 31 October and 2 November
	18 July	Start of Class	8 November
	22 July	Last date to enrol in a unit (by 12pm)	11 November
	12 August	Census Date - Last date to withdraw from a unit without penalty (by 12pm)	2 December
	12 to 16 September	Mid-Semester Break	N/A
	23 September	Last date to withdraw from a unit with penalty (by 12pm)	30 December
	17 to 21 October	Study Review Week	30 January to 3 February 2012
	24 October to 4 November	Final Examinations	6 to 11 February 2012

CURTIN SINGAPORE CONTACTS/OPENING HOURS	Address	90 & 92 Jalan Rajah, Singapore 329162
	Telephone & Fax	+65 6593 8000 / +65 6593 8001 Security Guard : + 65 6593 8070
	Emails	Academic : academic@curtin.edu.sg Admissions : admissions@curtin.edu.sg Feedback : feedback@curtin.edu.sg Finance : finance@curtin.edu.sg IT Helpdesk : itsupport@curtin.edu.sg Student Administration : studentadmin@curtin.edu.sg Student Services : studentservices@curtin.edu.sg
	Internal Phones	Located at corridors on every floor of each block
	Reception & Finance Counter	Monday – Friday : 8.30am – 6.00pm Closed – Saturday, Sunday & Public Holiday
	Student Central Hours	Monday – Friday : 8.30am – 7.30pm Closed – Saturday, Sunday & Public Holiday
	Library Hours (during semester ONLY)	Monday – Friday: 10.00am - 9.00pm Saturday – 10.00am - 3.00pm Closed – Sunday & Public Holiday
	Computer Laboratory B1.4 (during semester ONLY)	Monday – Saturday : 8.00am - 10.00pm Closed – Sunday & Public Holiday
	Common Study Room (during semester ONLY)	Monday – Saturday: 8.00am - 10.00pm Closed – Sunday & Public Holiday
	Students' Lounge	Monday – Friday: 8.00am – 9.00pm Closed – Saturday, Sunday & Public Holiday
Gymnasium	Monday – Friday: 10.00am – 8.00pm Saturday – 10.00am – 1.00pm Closed – Sunday & Public Holiday	

ACCESS TO IMPORTANT INFORMATION

Important information is made available to students via the Oasis, Official Communication Channel Email and Blackboard as follows:

1. OASIS - Online Access to Student Information Services

OASIS is a secure web portal to electronic services provided to Curtin Students.

Once logged into **OASIS** you will have access to a range of services including:

- Official Communications Channel (OCC)
- Student email
- eStudent (Your student record, including your personal details, enrolment details and results)
- Learning support and services such as the library and Blackboard
- Sanctions Channel (display any sanction currently recorded against a student)
- Curtin news and events

ACCESS TO OASIS:

Go to www.oasis.curtin.edu.au

NEW STUDENTS

As a new user, you must activate your account before you will be able to use **OASIS**. Please 'Activate Your Account' as show in the instructions below. Students will be guided through a step-by-step process on Orientation day on how to activate Oasis and the Class Registration system.

You will use your Student Number, eg 13546765 as your log in number. The password is your date of birth, in the format **ddmmyyyy**

Once your account has been activated when you first log in you must read the terms and conditions and click the **I Accept** button in order to gain access to a range of electronic services.

The screenshot shows the OASIS user login interface. At the top right, there are links for 'Contact us | Help' and the 'oasis' logo. The main content area features a 'User Login' form with two input fields: 'Curtin ID' and 'Password', followed by a 'LOGIN' button. Below the form, there are links for 'Forgot your password?' and 'Activate your account'. A callout box with a left-pointing arrow highlights the 'Activate your account' link, with the text 'SELECT ACTIVATE ACCOUNT IF A FIRST TIME USER'. Below the login form, there is a section for 'this week's events.' with a calendar for 'Fri - 28 September' and 'e-news daily.' at the bottom.

If you have difficulty accessing OASIS or your email, please submit a web support form via Contact Us found on the top right hand corner as shown above.

2. Official Communication Channels

Curtin delivers official communications electronically (OCC) via **OASIS**. It is your responsibility to access **OASIS** regularly in order to read these communications. You should be accessing OASIS at least weekly and preferably two or three times per week. Curtin monitors if and when students read their official communications. Once you have enrolled, you will have access to **OASIS** and its services.

If you are terminated from your course or withdrawn, your **OASIS** access will be terminated. After completing your course at Curtin, you will be able to access OASIS for 12 months from date of completion.

3. Email Access

Your student email account is accessed via OASIS- www.oasis.curtin.edu.au. To access your email, click on the Email Inbox and My email channel in the Welcome Tab.

Your email account is for your own personal use, and is often used by lecturers to contact students, or for Curtin Singapore to send information that may be of interest to you. When emailing the University, students are required to use their student email account, as numerous areas of the University will not communicate with a non-Curtin email address for privacy and security reasons.

All emails sent from the University regarding essential unit information for example exam timings, unit offerings, class cancellations etc will only be sent to your student email account. It is recommended that you check this account every day.

Students shall receive a 10GB email quota and are allowed attachments up to 20MB. Where it can be demonstrated that you fulfil your course requirements and you require a greater quota, increases can be requested.

4. Blackboard

Blackboard is Curtin's centrally supported Learning Management System. It is provided to assist students in their studies. Log in to OASIS to access Blackboard where you will have access to your unit materials including lecture notes.

Access to Blackboard

To access Blackboard please click on the link to Blackboard under My Studies & Evaluate tab, in your OASIS account.



COURSE INFORMATION

5. Recognition of Prior Learning (RPL)

Students who have previously undertaken studies at diploma or university level may apply for Recognition of Prior Learning. RPL or exemptions are usually assessed on qualifications and transcripts submitted at the time of application.

If you wish to apply for RPL, you need to lodge an application supported with transcripts and relevant unit outlines to Student Central. The application form can be downloaded from <http://www.curtin.edu.sg/current-students/forms.cfm>

6. Enrolment Variation

As a full-time student, you must be enrolled in four units in each semester unless you have less than four units to complete your course or have prior approval from the Pro Vice-Chancellor on the basis of academic intervention, compelling or compassionate grounds.

For a part-time student, you must be enrolled in a maximum of two units in each semester unless you have less than two units to complete your course or have prior approval from the Pro Vice-Chancellor on the basis of academic intervention, compelling or compassionate grounds.

Online enrolment of units takes place prior to start of each semester via Oasis and Class Registration.

Curtin Singapore reserves the right to cancel or withdraw units at its discretion and only due to unforeseen circumstances.

It is your responsibility as a student to check that your enrolment is correct and arrange to have it updated if it does not accurately reflect your situation.

UNIT ADDITION

If you wish to add another unit to your enrolment, you may do so online or by lodging an Enrolment/Change of Enrolment form at Student Central. These forms are available at Student Central on Level 1, Block D.

The last day to add an unit for a semester is the first Friday of each semester. No addition of units will be accepted after this day.

UNIT WITHDRAWAL

If you wish to withdraw from a unit, you may do so by lodging an Enrolment/Change of Enrolment form. These forms are available at Student Central on Level 1, Block D. All forms must be lodged at Student Central.

The last day to withdraw from a unit without incurring financial and academic penalty is the semester census date. Academic penalty of a grade 'WD' and no refund of fees are applicable for unit withdrawal after census date. Please refer to the Refund Policy section contained in this handbook.

WITHDRAWAL UNDER SPECIAL CIRCUMSTANCES

Withdrawal Under Special Circumstances are only accepted under exceptional circumstances. Failure to complete study requirements is not considered sufficient grounds for this type of withdrawal. Withdrawal Under Special Circumstances Application forms are available at Student Central or at <http://www.curtin.edu.sg/current-students/forms.cfm>. These forms should be completed and returned to Student Central. If your application is successful you will still be liable for any fees incurred for the unit(s) and 'WD' (Withdrawn) will be recorded on your Academic Transcript.

Note: If you withdraw from all units in your first year of study, you may not be entitled to retain your place in that course. Withdrawing from units will reduce your load and have Student's Pass and sponsorship implications for international students.

7. Unit Outlines

Unit Outlines provide information on unit contents, assessment procedures, resource requirements and contact details of lecturers/unit coordinators where applicable. Retaining all unit outlines is important for any future references. Unit outlines are available electronically via BlackBoard through Oasis to all students at the commencement of each semester.

8. Enrichment Classes

One of Immigration & Checkpoints Authority's (ICA) regulations states that an international student holding a Singapore Student's Pass is required to attend classes for a minimum of 3 hours per day from Monday to Friday (except on Public Holiday or during term break).

Curtin Singapore arranges daily enrichment classes for all international students to attend. An international student must attend enrichment classes in the following circumstances:

- a) If a student does not have a class scheduled on a particular day.
For example, student has 3 hours class on every Monday to Thursday but none on Friday, student must attend 3 hours of enrichment class on every Friday instead.
- b) If a student has less than 3 hours class on a particular day.
For example, student has a 1 hour tutorial class on every Monday, student must attend enrichment class on Monday to top up the remaining 2 hours in order to meet the 3 hours per day requirement.

Please note that enrichment classes are compulsory for all international students. Attendance will be monitored and will form part of ICA's 90% attendance requirement for all international students. Warning letters will be issued to students who fail to meet this requirement. Please refer to the Attendance section contained in this handbook for implications on cancellation of Student's Pass.

9. Census Date

You will often hear the term 'census date' referred to in relation to enrolment. The census date is the date by which you must ensure your enrolment is correct. From this date you are not permitted to change your enrolment except for withdrawing from a unit. If you withdraw after this date you will incur a financial liability and the unit will show on your Academic Transcript with a grade of 'WD' (Withdrawn).

Census Dates for the upcoming semesters are as follows:

Semester 2, 2011	-	Friday, 12 August 2011
Summer Semester 2011	-	Friday, 2 December 2011

10. Change of Major

After commencing on the course, a student may feel that the choice of major undertaken is not suitable due to personal or academic reasons. The student may consider applying for a Change of Major by submitting a request via the Change of Enrolment Form to Student Central.

Approval of an application is determined by Curtin University and exemptions are re-assessed based on the new major.

Following an approved Change of Major from Curtin University:

- You will be informed of the new study plan of the new major for your final consideration and confirmation
- Upon your email confirmation, update your current study plan units to the new major
- Terminate your existing Student Contract and reissue a new Student Contract
- Cancel your existing Student's Pass and submit to ICA your application together with fees for a new Student's Pass (for international student)
- Email you a confirmation on your Change of Major
- Advise you on any applicable fee adjustment to the Fee Protection Scheme (FPS)

Should you inform us on your decision not to change your major after receiving the new study plan, no updates will be made to your current study plan and an email confirmation will be sent to you.

11. Leave of Absence

Curtin Singapore allows students to apply for Leave of Absence, up to a maximum period of 12 months, in the case of one of the following situations:

- a) no available unit for study in a semester
- b) unable to continue studies in a semester due to valid reason/s or require a semester study break

A completed Leave of Absence form has to be submitted by the census date of the semester to Student Central. Decisions on such requests will take into account all information provided, circumstances leading to a request as well as regulatory requirements. An academic and financial penalty may apply, depending on the time the request is submitted. Leave of Absence approval for an international student holding a Student's Pass will be on a case basis subject to exigencies.

If you are under the age of 18 years, you are required to obtain parent or guardian's consent prior to submission.

Following approved Leave of Absence, Curtin Singapore will:

- Cancel your current enrolment
- Terminate your existing Student Contract
- Cancel the Fee Protection Scheme (FPS) where applicable, and your Student's Pass (for international students)
- Email you a confirmation of your approved Leave of Absence

At the approaching end of your approved Leave of Absence, you are required to email Curtin Singapore on your intention to resume studies. International students must email 6 weeks before expiry of Leave of Absence period and submit a new Student's Pass application form.

12. Transfer

A student may request for a transfer between Curtin campuses, subject to conditions. Approval of an application is determined by Curtin University and is assessed based on good academic record. An interview session will be conducted prior to the processing of the Transfer of Campus form.

If you are under the age of 18 years, you are required to obtain parent or guardian's consent prior to submission.

Following approved Transfer of campus, Curtin Singapore will:

- Terminate your existing Student Contract
- Cancel the Fee Protection Scheme (FPS) where applicable, and your Student's Pass (for international students)
- Refund any applicable fees in accordance with the Refund Policy, upon receipt of the Application for Refund of Fees form
- Email you a confirmation on your transfer approval

Please note that after approval, the new campus of transfer will email the required formalities to you.

13. Withdrawal

If a new student wishes to withdraw from the course prior to course commencement they should notify Curtin Singapore in writing. Where a current student wishes to withdraw, they should make an appointment with an Academic Services Officer. An interview session will be conducted prior to completion of the course withdrawal form.

If you are under the age of 18 years, you are required to obtain parent or guardian's consent prior to submission.

Following approval of course withdrawal, Curtin Singapore will:

- Cancel your current enrolment
- Terminate your existing Student Contract
- Cancel your Student's Pass (for international student)
- Refund any applicable fees in accordance with the Refund Policy, upon receipt of the Application for Refund of Fees form
- Email you a confirmation of your course withdrawal

14. Terminating or Cancelling

Curtin Singapore has the right to terminate or cancel a student's enrolment in response to serious misbehaviour or misconduct. Please refer to the Code of Conduct and Refund policy sections contained in this handbook for academic and financial penalties that may apply.

15. Course Completion and Graduation

COMPLETION

The maximum period allowed to successfully complete all units of a given enrolled course is 10 years. This is inclusive of any approved Leave of Absence taken during the course of study.

GRADUATION

A Graduation ceremony is held for all students who have completed an undergraduate or postgraduate course.

Even though you may have completed your course, graduation is not automatic: a formal application is required. It is your responsibility to ensure that you submit an Intention to Graduate form to the Student Services Manager. This form can be found at www.graduations.curtin.edu.au. Curtin Singapore graduation ceremony is usually held in the month of September or October each year.

The 2011 Graduation Ceremony for Curtin Singapore will be held on **Friday, 21 October 2011**.

Students are also offered the choice of participating in other Curtin graduation ceremonies where available. Ceremonies are usually held yearly in:-

Hong Kong	October/November
Sarawak	May
Sydney	April
Perth	February/March and September/October

ACADEMIC INFORMATION

16. Attendance

It is your responsibility as a student to attend all lectures and tutorials. Please bring a copy of your timetable to all classes, especially in the first couple of weeks of the semester to ensure that you are attending the correct lectures and tutorials.

Failure to attend the correct lectures and tutorials will result in your attendance not being recorded for that week.

Students are expected to arrive on time for classes and remain throughout for each lesson. Attendance will not be recorded if a student is more than 15 minutes late for class.

Attendance Requirement for Students

Local

Students are required to maintain a minimum 75% attendance for each enrolled unit. Students who fail to obtain the minimum attendance requirement will not be eligible to sit for the final examination regardless of previous work submitted.

International

International students are expected to remain on campus from Monday to Friday for at least 3 hours each day. Students are therefore required to attend enrichment classes on the days when they have no classes or classes with less than 3 hours. Attendance will be recorded for enrichment classes.

International students must achieve a minimum attendance requirement of 90% (including enrichment classes). Curtin Singapore shall inform the Immigration & Checkpoints Authority of Singapore when an international student's attendance is below 90% or has failed to attend classes for a continuous period of 7 days or more. This may lead to cancellation of your Student's Pass.

Absence Justification

When a student is absent from class due to valid reasons, for example medical conditions, he/she is required to obtain a medical certificate for that day and complete an Absence Justification form. Only an original medical certificate, issued by a Singapore registered medical practitioner, is deemed as valid and it must accompany the Absence Justification form and be submitted to Student Central within 7 days.

Curtin Singapore reserves the right at its sole discretion to reject absence reasons that are invalid or non-justifiable.

In Singapore, it is a legal offence to present forged documents to support reasons for absence.

17. Academic Integrity

Academic integrity is essential to the foundation and ongoing work of any academic community, including those who manage, research, teach or study in that community.

There are a number of ways in which students may breach academic integrity including cheating, interfering with the learning of others and plagiarising.

Plagiarism

Plagiarism means presenting the work or property of another person as if it were one's own without appropriate acknowledgment or referencing. Plagiarism constitutes academic misconduct and may be penalised accordingly.

Plagiarism includes:

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

Curtin Singapore regards any act of cheating or dishonesty by way of plagiarism very seriously. There are strong penalties for breaches including annulment of results or termination from Curtin Singapore.

The following website contains information on how to avoid plagiarism by providing the information you will need to appropriately cite and reference your work. It also provides helpful exercises in academic writing: <http://academicintegrity.curtin.edu.au/global/studentbook.cfm>

18. Academic Misconduct

Academic misconduct means acting dishonestly or unfairly in connection with any examination or other assessment task, or other academic work.

19. Assessments

Each unit at Curtin Singapore is assessed throughout the semester. The type of assessments for each unit is described in the unit outline. Assessments may include assignments, tests, online assessments, mid-term tests and final examination.

Assignments must be submitted with an Assignment Coversheet at Student Central. The Assignment Coversheet can be downloaded from <http://www.curtin.edu.sg/current-students/forms.cfm>

Students are expected to submit each assessment on or before the due date and time. Failure to do so will result in penalty. An assessment submitted more than 7 days late will not be marked.

Please refer to your unit outlines or lecturers for all submission dates. It is the student's responsibility to be aware of all submission dates.

Assessment extensions may be allowed in some units. This information is indicated on the unit outline.

Student may apply for an assessment extension before the due date. Assessment extensions may be granted for valid and justifiable reasons or if the unit coordinator is satisfied that the student's circumstances warrant a valid extension. For example:

- Student illness, injury or medical condition, supported by a valid medical certificate
- Family issues (for example family injury, illness or bereavement, etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitment to assist with community service activities
- Unavoidable and unexpected work commitments (for example, relocation)

20. Moderation of Assessments

Assessments are subject to moderation. Moderation is a quality review and assurance process which supports the assessment setting and marking activities of lecturers. It involves the unit coordinator undertaking a review of selected papers to ensure the assessment marking is valid and reliable.

In some cases a grade of an assessment or examination may change following moderation to conform to the marking standards of the assessment.

21. Collection of Assessments

The Academic Services Officer will notify students on the collection of marked assignments when it is due to be returned. Students are required to produce their Multi-Purpose Student Card for identification when collecting the assignment.

Please note that all assignments are to be collected either in person for individual assignment or by a group representative for group assignment.

22. Examinations

The examination timetable is released 4 weeks prior to the examination period. It is the students' responsibility to make themselves aware of the location, time and length of the examination.

Examinations may be scheduled on any day or evening during the examination period, with the exception of Sundays. Students should not make commitments to any other activities during this period.

Students may be required to sit for two scheduled examination papers in a day but shall not be made to take more than two examinations in one calendar day. There will always be a break between examinations taken on the same day.

If a student has an examination clash after the publication of the examination timetable, a Request for Alternative Examination – Clash form is to be completed and submitted at Student Central within one week. An appropriate alternative examination arrangement will be arranged.

If you miss an exam due to ill health or other extenuating circumstances, please contact an Academic Services Officer through Student Central. An Application for Deferred Assessment form must be completed and submitted at Student Central with a valid medical certificate.

Please check the examination rules for a list of what you can and cannot bring to an examination. Your unit outline or Blackboard may also specify if you are allowed to bring any study aids/ books/ notes to an examination. If you are unsure, please check with your lecturer.

Students must familiarise themselves with the Examination Rules and Conduct.

Examination Rules and Conduct

During the Examination:

1. Students are required to obey all instructions given by an examination supervisor for the proper conduct of the examination.
2. Students shall be permitted entry to the examination room on instruction from the examination supervisor.
3. Unless otherwise directed by the supervisor, students must place all mobile phones (switched off), textbooks, notes etc. inside their bags, which are to be closed and placed under their desk, between their feet – **NOT UNDER THEIR CHAIR OR IN THE AISLE.**
4. Any student whose mobile phone rings during an examination may be fined such an amount as approved by Curtin University.
5. No food or drink, with the exception of bottled water, shall be consumed in the examination venue.
6. **"NO ID, NO EXAM"**. All Curtin Singapore students are required to produce their Multi-Purpose Student Card in all examinations and must place the card on their desk where it may be clearly seen by supervisors.
7. Upon entering the examination venue, students may complete the cover page of the answer booklet but must not otherwise make any notes or begin writing in the answer booklet until advised by the supervisor.

8. No student shall:
 - Be admitted to the room after the first hour has expired
 - Leave the room until one hour of the examination has expired
 - Leave the room during the last fifteen minutes of the examination
 - Be re-admitted to the examination room after they have left unless, during the full period of their absence, they have been under approved supervision
 - Be left unsupervised or unattended at any time
9. If for any reason the examination commences late, the students shall not be disadvantaged. The full reading time and duration shall not be reduced.
10. A mandatory reading time of ten minutes shall apply for all examinations, irrespective of the duration of the examination. This reading time is additional to the specified duration time of the examination paper.
11. During reading time, students may write notes. Where the students may write notes, will be indicated on the front cover of the examination paper. If the examination paper is also to be used to write answers, the students may be provided with additional coloured paper (enclosed with examination materials). Please ensure students write their name and ID number on the coloured paper and it is collected and returned with the answer booklet/examination script(s).
12. During an examination a student shall not:
 - Communicate with any other student
 - By any improper means obtain, or endeavour to obtain assistance in their work, give, or endeavour to give assistance to any other students or commit any breach of good order
 - Behave in such a manner as to disturb other students
13. If a student is found in possession of any unauthorised material during an examination, this may be deemed as misconduct and they may face disciplinary action. After the unauthorised material has been confiscated, the student shall be allowed to continue the examination. In order to maintain ideal conditions for all other students, no discussion will be entered into. The student's answer booklet should be kept separate and submitted to the area organising the examination with a written report on all observations made by the supervisor. The student shall be allowed the opportunity to submit in writing their account of the incident.
14. Students requiring a supervisor's attention should raise a hand until attended.
15. If students think that there is an error or omission in the examination paper they shall report this to the supervisor. All reasonable efforts will be made to contact the Examiner to clarify the issue. In the absence of the Examiner, the student shall make suitable notations in their answer booklet. The supervisor shall provide no ruling.
16. If an answer booklet is provided to the student for use during the examination, all students **MUST** hand in an answer booklet with their completed personal details on the front cover irrespective of whether or not the student has attempted any section of the examination paper.
17. Where a student has been provided with additional answer booklets or paper for notes, all booklets and paper must be collected at the conclusion of the examination.
18. At the conclusion of the examination, all students must remain seated until all answer booklets and attendance cards have been collected and counted by the supervisors. Students must wait to be excused by the supervisor.
19. Discussion between supervisors during an examination should be restricted to that which is necessary for the proper conduct of the examination and should be held as far away from students as possible, so that the students are not distracted.

23. Supplementary Assessment

If you fail a unit, a supplementary examination or other form of further assessment may be granted at the discretion of the Board of Examiners where they believe a second chance is warranted.

No written application for supplementary examinations will be considered.

Guidelines for a supplementary examination are:

- The student's semester weighted average must be at least 50% and;
- The marks obtained for the unit must be between 45 and 49
- Only one supplementary examination granted per semester

Check your results on OASIS to see if you have been granted a supplementary examination for any failed units. This will be denoted by an "X" interim grade on your results list. If awarded a supplementary examination, students must sit this examination at the scheduled time and will not be permitted to defer the examination under any circumstances.

Students will be advised of the dates of the supplementary examinations at least 1 week prior to the start of the examination period. Students must not make any other arrangements during this period, which could prevent them from completing these assessments.

Supplementary examinations are marked out of 100. Unless otherwise specified, a pass in the supplementary assessment is a mark of 50 or more. If you pass a supplementary examination, you will receive a PX grade. If you fail, your original mark will stand.

24. Deferred Assessment

An Application for Deferred Assessment must be lodged with Student Central before the due date of the assessment. The only exception is where your personal circumstances (e.g. illness) have prevented this. Such requests will only be accepted where the student is able to supply documentation that clearly supports his or her explanation within 5 working days of the due date of assessment.

Approval for deferred assessments is not automatic. Students may be permitted by the Board of Examiners to defer an examination where specific criteria are met.

Criteria for Deferred Assessment

Student must satisfy the Unit Coordinator and Board of Examiners that the reason for not completing the assessment task was due to exceptional circumstances outside his or her control.

Circumstances that may warrant approval of deferred assessment include, but are not limited to:

- Student illness, injury or medical condition, supported by a valid medical certificate
- Family issues (for example family injury, illness or bereavement, etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitment to assist with community service activities
- Unavoidable and unexpected work commitments (for example, relocation)

Students will be advised of the outcome of their application for deferred assessment during the final examination results. A "DA" interim result is the formal approval by the Board of Examiners for a student to complete an outstanding assessment for a unit at a later date.

Students will be advised of the dates of the deferred examinations at least 1 week prior to the start of the examination period. Students must not make any other arrangements during this period, which could prevent them from completing these assessments.

A student who commits to other arrangements that prevents him or her from completing a deferred assessment is not entitled to another opportunity to complete the deferred assessment and will forfeit the rights to a deferred assessment. No deferrals of deferred examination will be granted under any circumstances.

25. Results

The latest examination results can be viewed by students through OASIS approximately 3 weeks after the examination period. Examination results will be withheld where a student disciplinary action is pending or course assessment remains outstanding. Please log in to <http://oasis.curtin.edu.au>

Results reported on the Statement of Academic Record include both grades and percentage marks.

University Grading System

The table below represents the grading system used at Curtin Singapore. The grades and mark range seen below will correspond with the grades that you will see on e-Student when you view your results.

Final Grade	Mark Range		Interim Grades	
10	Pass – Mark of 100	High Distinction	X	Outstanding Supplementary Assessment
9	Pass – Mark of 90-99	High Distinction	DA	Deferred Assessment
8	Pass – Mark of 80-89	High Distinction	OA	On-going Assessment
7	Pass – Mark of 70-79	Distinction	GNS	Grade Not Submitted
6	Pass – Mark of 60-69	Credit		
5	Pass – Mark of 50-59	Pass		
F	Fail – Mark of 0-99	Fail		
PC	Conceded Pass			
PX	Pass after Supplementary Assessment			
FX	Fail after Supplementary Assessment			
F-IN	Fail – Incomplete/ insufficient Assessment			
ANN	Result Annulled due to Academic Misconduct			
WD	Withdrawn late			

Semester Weighted Average

A Semester Weighted Average (SWA) for all students is the calculation of the student's average mark for all units studied in a semester.

26. Academic Status

All students commence their course with an Academic Status of Good Standing. However, less than satisfactory academic performance will result in a review of the status to either Conditional or Terminated.

Good Standing

The student is achieving satisfactory course progress with a Semester Weighted Average (SWA) of 50 or higher and is permitted to continue in the course and re-enrol.

Conditional

The student has a SWA of less than 50 or failed 50% or more of the units they were enrolled in the semester. The student is permitted to continue in the course and re-enrol under conditions as determined by the Pro Vice-Chancellor. However, if a student does not achieve a SWA of 50 or more in the following semester, the student's recommended status will be Course Terminated.

Students on Conditional status may be required to study only 3 units in the following semester. Students are encouraged to meet with an Academic Services Officer to receive appropriate academic counselling.

Terminated

The student has not achieved satisfactory course progress and is terminated from the course. Students that are on a status of Terminated have had a status of Conditional and a current SWA of less than 50 or failed 50% or more of the units they were enrolled in the semester.

Termination may also occur if a student has been on Conditional status at least once previously within the course and failed a core unit for a second time or failed to satisfactorily complete a practical or clinical placement for a second time.

The student is not permitted to continue in the course or re-enrol in the course without approval from Curtin University.

An international student on a Student's Pass who has been terminated from course will be reported to Immigration & Checkpoints Authority of Singapore (ICA) for cancellation of his/ her Student's Pass.

27. Appeals

Academic Status Appeals

Students terminated from a course due to failure to achieve satisfactory course progress, have a right of appeal against that decision.

The Appeal Against Decision to Terminate from Course (Not Achieving Satisfactory Course Progress) form must be submitted within 28 calendar days of the date of the Official Communication advising you of your course termination. Appeals must be sent or delivered to Student Central.

All appeals must be accompanied by appropriate documentation. Failure to provide documentation may result in the appeal being rejected.

The outcome of the appeal should be communicated to the student within 8 weeks of the lodgement of the appeal to Curtin Singapore.

Assessment Appeals (Single Assessment Task)

Step 1 – Initial Request for Review

Any student who feels the mark awarded for an assessment task is unfair or incorrect should in the first instance raise their concern with the appropriate lecturer responsible for marking the work.

Where this seems warranted, the lecturer or Unit Coordinator will arrange for the work to be re-marked and the outcome notified to the student.

Step 2 – Formal Appeal

If after going through this process, the student is still dissatisfied with the mark awarded, the student may lodge a formal appeal.

The Appeal Against Assessment form must be completed and submitted to Student Central. The appeal must be lodged within 14 calendar days of the date the mark for the assessment task was notified to the student.

Assessment Appeals (Final Examination)

Step 1 – Initial Request for Review

Any undergraduate student with a level 1 unit who is dissatisfied with the marks awarded for the final examination assessment should in the first instance make an appointment to see an Academic staff to raise their concern.

At the appointed time, the Academic staff will review the examination paper with the student. If there is no error in the marking, addition of marks or other error, the student will be advised they do not have grounds for any further appeal.

Step 2 – Formal Appeal

If after going through this process, the student is still dissatisfied with the response from the Academic staff, the student may lodge a formal appeal on the Appeal Against Assessment form.

Student lodging a formal assessment appeal must demonstrate the grounds on which they feel they were unfairly assessed.

The appeal must be lodged within 14 working days of the publication of the final results.

The Office of the Pro Vice-Chancellor will forward the formal appeal to Curtin University for review.

Once a response on the appeal has been received from Curtin University and approved by the Curtin Singapore Examination Board Appeal Sub-Committee, the student will be advised of the outcome of the formal appeal.

The outcome of the formal appeal should be communicated to the student within 8 weeks of the date of lodgement of the formal appeal.

The following procedures are to be followed where:

- a) an undergraduate student with a level 2 or 3 unit is dissatisfied with the marks awarded for the final examination assessment.
- b) a postgraduate student is dissatisfied with the marks awarded for the final examination assessment.

Step 1 – Initial Request for Review

Any student who is dissatisfied with the marks awarded for the final examination assessment should in the first instance raise their concern with the Unit Coordinator from Curtin University. The Unit Coordinator's email is found on the unit outline. If a response is not received within 7 days, the student should see an Academic Services Officer with a copy of the email for inquiry.

Step 2 – Formal Appeal

If after going through this process, the student is still dissatisfied with the response from the Unit Coordinator, the student may lodge a formal appeal on the Appeal Against Assessment form.

Student lodging a formal assessment appeal must demonstrate the grounds on which they feel they were unfairly assessed. A copy of the email from the Unit Coordinator must be attached to the appeal form. No appeal form will be accepted if the Unit Coordinator's email response is not attached.

The appeal must be lodged within 14 working days of the publication of the final results.

The Office of the Pro Vice-Chancellor will forward the formal appeal to Curtin University for review.

Once a response on the appeal has been received from Curtin University and approved by the Curtin Singapore Examination Board Appeal Sub-Committee, the student will be advised of the outcome of the formal appeal.

The outcome of the formal appeal should be communicated to the student within 8 weeks of the date of lodgement of the formal appeal.

FEES AND FINANCE

28. Tuition Fees

Students are responsible for ensuring that all tuition fees are paid by the due date. Payment made after the due date is subject to a late payment fee of \$160 plus a weekly late payment fee of \$100. Any enquiries about tuition fees should be addressed to the Finance Department through the Finance Counter.

All fees are payable in Singapore dollars only.

CURTIN SINGAPORE PAYMENT OPTIONS:



By Mail: Cheque payable to Curtin Singapore

Postal Address: 90 and 92 Jalan Rajah
Singapore 329162

Please write your student ID number, mobile number and the name of unit(s) you are paying for, on the back of the cheque.



By Credit Card:

Please come in person to the Finance Counter with your Multi-Purpose Student Card and your credit card (Visa or MasterCard).



Overseas Telegraphic Transfer or Local Internet Transfer:

Account Name : Curtin Singapore
Name of Bank : Citibank
Account Number: 0850303029
Branch : Singapore
Bank Code : 7214
Branch Code : 001
Swift Code : CITISGSG

Please state your student ID number in the reference field and fax or email a copy of the transfer application to Curtin Singapore office on +65 6593 8001 or finance@curtin.edu.sg.

Please advise Curtin Singapore Finance Department immediately when the funds have been direct deposited into the bank account. Please ensure you keep the receipt and present it to Curtin Singapore Finance Department as proof of payment.

Tuition fee payments are only accepted for the number of units enrolled in the semester.

29. Non-Tuition Fees

NON-TUITION FEES

	<u>SGD</u>
Fee Protection Scheme Insurance*	As stated in the Student Contract
Annual Medical Insurance Premium*	\$ 46.01
Administration Fee for international students*	\$500.00
Administration Fee for local students*	\$150.00

MISCELLANEOUS CHARGES (non-refundable)

ICA Processing Fee [Renewal]	\$ 30.00
Multi-Purpose Student Card*	\$ 10.00
Multi-Purpose Student Card Replacement*	\$ 10.00
Late Payment Fee*	\$160.00
Weekly Late Payment Fee*	\$100.00
Annual Campus Parking Permit	\$ 10.00
Semester Campus Parking Permit	\$ 4.00
Replacement of Lost Campus Parking Permit	\$ 10.00
Black & White photocopying (per page)*	\$ 0.10
Colour photocopying (per page)*	\$ 1.00

Ring Binding Charges

10mm*	\$ 1.50
12mm*	\$ 1.80
14mm*	\$ 2.00
16mm*	\$ 2.50
Rebinding (without materials)*	\$ 1.00

Laminating Charges

A4 (210mm x 297mm)*	\$ 1.50 per piece/page
A3 (297mm x 420 mm)*	\$ 3.00 per piece/page

* Inclusive of 7% GST

PRINTING OF OFFICIAL DOCUMENTS (OPTIONAL)**

	<u>AUD</u>
Letter of Completion	\$ 15.00
Transcript	\$ 15.00
Transcript (additional)	\$ 4.00
Award Certificate	\$100.00

Issue of receipts

An official receipt is issued by Curtin Singapore for every payment (other than photocopying, ring binding and laminating charges) made by students. The receipt indicates the total amount paid with a detailed breakdown of what the payment is for. Student is to collect the official receipt for each payment.

** Request and payment for printing of official documents are to be made directly to Curtin University.

30. Over and Undercharging Policy

Curtin Singapore is committed to the avoidance of over or undercharging.

Detailed breakdown of course fees, including non-tuition fees are clearly defined in the Standard Student Contract and payment schedule.

31. Refund Policy

Private Education Institution (PEI) refers to Curtin Singapore, for the purpose of the Refund Policy.

1.1 **Notification and Arrangement**

PEI shall inform the Student immediately within three (3) working days if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

The PEI shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

1.2 **Withdrawal for Cause:**

Subject to Clause 1.8, the Student shall be entitled to immediately withdraw from the Course by giving written notice to the PEI of his/her intention to do so if the PEI is in breach of any of its obligations under the Student Contract or fails to perform its obligation(s) under the circumstances in Clause 1.1 (i) to (iv).

1.3 **Refunds for Withdrawal for Cause:**

For circumstances under Clause 1.1, the PEI shall, within seven (7) working days after notifying the Student, refund to the Student:

- (i) The entire amount of the Course Fees; and
- (ii) The Non Tuition Fees.

The PEI shall also, as soon as practicable after receiving the Student's notice of withdrawal under Clause 1.2 (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated in this Clause 1.3.

1.4 **Refunds for Withdrawal Without Cause:**

Where the Student withdraws from the Course for any reason other than those set out in Clause 1.2 or Clause 1.8, the PEI shall, subject to Clause 1.9, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable under Fee Protection Scheme):

% of [the aggregate amount of the fees paid under Course Fees and Non Tuition Fees]	If Student's written notice of withdrawal is received
[100%- SGD \$550]	("Maximum Refund") More than [70] days before the Course Commencement Date
[90%]	Before, but not more than [70] days before the Course Commencement Date
[50%]	After, but not more than [28] days after the Course Commencement Date
[0]	More than [28] days after the Course Commencement Date

1.5 Cooling-Off Period

The PEI shall provide the Student with a cooling-off period of [7] working days after signing this Agreement. Within these [7] days and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to the PEI and receive the Maximum Refund amount stipulated by the PEI under Clause 1.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any PEI administrative charges which are stipulated in the Miscellaneous charges and any applicable bank administrative charges properly paid/payable under Fee Protection Scheme). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 1.10, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

The PEI shall also bring to the Student's notice Schedule 3 of the Student Contract by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that Schedule 3 of the Student Contract has been brought to his notice. In the event that the notice in Schedule 3 of the Student Contract has not been brought to the Student's attention, the cooling-off period of [7] working days shall only commence from the date that Schedule 3 of the Student Contract has been brought to the Student's notice, and the Student has acknowledged the same. The Student shall have the right to withdraw from the Course and receive a refund as stated in this Clause 1.5 any time before the notice in Schedule 3 of the Student Contract has been brought to the Student's attention.

This Clause 1.5 takes precedence over the PEI's refund policy stated in Clause 1.4.

1.6 Deemed Withdrawn:

A Student who transfers from the Course to another course with the PEI shall be deemed to have withdrawn from the Course and the provisions of Clause 1.4 shall apply save as otherwise agreed between the PEI and the Student.

1.7 Change of Course:

A fresh PEI-Student Contract under this format shall be executed between the PEI and the Student for any change of Course, whether with the same PEI or otherwise.

1.8 FORCE MAJEURE

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:

- (i) The PEI is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against the PEI (or, any partner of the PEI if the PEI is a partnership); and
- (ii) The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of the PEI, or the happening of anything of a similar nature under the laws of Singapore.

1.9 No Double Claim:

For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from the PEI or the Insurance Company* pursuant to a provision of this Agreement or the Master Insurance Agreement* in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against the PEI or the Insurance Company* for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Insurance Agreement*.

1.10 Jurisdiction:

The parties hereby irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement which cannot be settled successfully through the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) and that, accordingly, any legal action or proceedings arising out of or in connection with this Agreement ("Proceedings") may be brought in those courts and the parties irrevocably submit to the jurisdiction of those courts PROVIDED THAT nothing in this Clause shall limit the right of any party to take Proceedings in any other court of competent jurisdiction nor shall the taking of Proceedings in one or more jurisdictions preclude that party from taking Proceedings in any other jurisdiction, whether concurrently or not.

1.11 Withdrawal of a unit:

Where a student withdraws from a unit before census date, no fee liability is incurred. Any fees paid in respect of the unit will be retained as credit towards the next semester. Should a student request a refund of the tuition fee associated with the withdrawn unit, the refund policy applies to the withdrawn unit.

1.12 Misconduct or fraudulent or forged material presented:

In the event of misconduct or fraudulent or forged material is presented, no refund will be granted.

- 1.13** This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Singapore's consumer protection laws.

Special Circumstances

In special circumstances the Pro Vice-Chancellor or nominee may vary the amount of any refund provided. If a larger refund is approved, an administration fee (up to SG\$550) may still be charged.

Refund Procedure

Students may apply for a refund by submitting an Application for Refund form to the Finance Counter. The form is available from Student Central. An application for refund will normally be processed within 7 working days from the date a complete application is received by the Finance Counter. Please note that the omission of pertinent information or relevant documentation will delay the processing of the application.

The student refund will be made via cheque or electronic funds transfer to the bank account nominated on the application form.

IT INFORMATION

32. IT Support

For all IT support, please email ITSupport@curtin.edu.sg.

Password reset service is available at the Library and Student Central.

Internet Usage

Wireless Internet access is available on campus ground.

To access computers on campus you will require a username and password. To access the wireless network you are required to log on to the campus computers (in the library or computer lab at B1.4) or Oasis first. For subsequent access this step is not required, unless you request your password to be reset.

Your username will be your 8 digit Curtin Singapore student ID number. When you first log into a computer, your password will be your date of birth in the format YYYYMMDD.

For example if your date of birth is 2nd June 1981, you will log in as follows:

Username: 14044115

Password: 19810602

Students will be required to change their password after they log on for the first time.

Curtin Singapore regulates the use of internet by recording how much each user downloads via a quota system. Generally, all downloads are free of charge. There is however a limit placed on the internet usage per student per week (500MB). If you reach your weekly internet quota, your internet speed will be throttled (meaning they will load at a much slower rate).

Examples of websites that can use your download allocation quickly are:

- Chat rooms
- New websites that change their content automatically
- Video streaming
- Audio streaming
- Music Downloads
- Downloading banned contents

If there is a need to increase your internet quota, kindly email your request to itsupport@curtin.edu.sg. Kindly take note that all requests will be subject to a review and approval on a case by case basis.

Students are not allowed to connect personal laptops and notebooks to the Ethernet/LAN cable (the orange coloured network cable connected to campus PCs). If a laptop is found connected to the Ethernet/LAN cable, IT will not hesitate to **ban** the laptop from connecting to both the wireless and the non-wireless networks.

If you have any questions pertaining to your access and internet connection on campus, do not hesitate to email ITSupport@curtin.edu.sg.

33. Appropriate Use of Internet & Email

The IT facilities are provided by Curtin Singapore to students as tools to assist in their learning. These systems, including all equipment and contents (however stored) are the properties of Curtin Singapore.

Misuse of electronic communication systems may result in disciplinary action. The form and severity of such action will depend on the circumstances, but may include monitoring of use, loss of access, suspension or expulsion from Curtin Singapore. The following are examples of prohibited use:

- Accessing, storing or communicating obscene or offensive material, for example any inflammatory, pornographic or violent material or any message, joke or form which violates any law or harassment such as racial or sexual harassment or creates an intimidating or hostile study environment.
- Use of the Curtin Singapore's communications system for personal commercial benefit, including setting up or running a business.
- Accessing, storing or communicating confidential Curtin Singapore material or information.
- Accessing, storing or communicating material in a way that violates Curtin Singapore's or any other person's copyright or other intellectual property rights.
- Communicating personal views on social, political, religious or other matters for purposes unrelated to study with Curtin Singapore.
- Transmitting of chain letters or petitions, spamming etc.
- Communicating any information or material that could damage the reputation of Curtin Singapore or any other person, including information or material which degrades or criticises the motives or ethics of any person.
- Communicating anonymously or under any name other than your own.
- Wagering or betting.
- Accessing or attempting to access another person's website or system without their permission.
- Curtin Singapore is not responsible for technical problems associated with any web-based E-mail services.

Privacy and Confidentiality

- Monitoring of electronic communication systems is limited to duly authorised investigations by the IT and Facility Manager or delegated personnel.
- Curtin Singapore's IT and Facility Manager is authorised to monitor and log details of E-mail and Internet usage by students to monitor compliance with Curtin Singapore policies and legal requirements.
- Curtin Singapore's senior management team or delegates have authority to access these logs with respect to students within their area or responsibility.
- Curtin Singapore abides by legislative and regulatory requirements to ensure the privacy and confidentiality of student information. In particular, Curtin Singapore will use its best efforts not to disclose the contents of any E-mails or browsing logs to any third party, unless required by law to do so, or with the consent of the student.

LIBRARY

34. Library

OPENING HOURS

During semester	
Monday - Friday	10 am – 9 pm
Saturday	10 am – 3 pm
Sunday & Public Holiday	CLOSED
During mid-semester break	
Monday - Friday	10 am – 6 pm
Saturday	10 am – 3 pm
Sunday & Public Holiday	CLOSED
During inter-semester break	
Monday - Friday	10 am – 6 pm
Saturday, Sunday & Public Holiday	CLOSED

Opening hours are subject to change and notices on changes will be displayed at the entrance doors.

Note: Library counter services will be unavailable 30 minutes before the library closes. Photocopiers and computers will be turned off 15 minutes prior to closing.

35. Library Services and Facilities

Library Notices

Students will receive library notice via Official Communication Channel (OCC) through OASIS. Please check the library communications regularly and keep your contact details updated.

Enquiries

Library staff at the library counter are available to assist students at all times, including how to use the library services, electronic resources or help with finding information for their studies.

Loans

Students must present a current Multi-Purpose Student Card to borrow books or use library facilities and services.

Student may borrow 1 reserve book and 2 other books from open shelf collection.

Please visit the library for more information on:

- Library fines
- Renewing items
- Reserving an item

Photocopying/ Printing

Two card-operated networked photocopying cum printing machines are available for students' use during library operating hours. The copying and printing account access card is the Curtin Singapore's Multi-Purpose Student Card. Students can place credit to their cards at the library counter.

Photocopying/printing costs are based on printing one (1) A4 page. Printing on both sides (duplex) costs the same as printing two (2) pages.

Charges	
Black and white	S\$0.10 per side of A4
Colour	S\$1.00 per side of A4
Black and White	S\$0.20 per side of A3
Colour	S\$1.50 per side of A3

To avoid jamming the printers, please wait until the printer/copier has stopped processing before removing your print/copy job. Your print job does not take priority over anyone else's so please wait patiently for the machine to finish. Users are obliged to observe the Singapore Copyright Act when making photocopies.

Binding/laminating

Library has the equipment to bind and laminate documents for you. *Visit the library for more information on binding and laminating services.*

Ring Binding	
8mm	S\$1.50 per document
12mm	S\$1.80 per document
14mm	S\$2.00 per document
16mm	\$2.50 per document
Rebinding	\$1.00 per document
Lamination	
A4 (210mm x 297 mm)	S\$1.50 per pc
A3 (297mm x 420 mm)	S\$3.00 per pc

Group Discussion Room

Three Group Discussion Rooms are available for students' use. Groups must have at least 2 members in order to be eligible to use the rooms. Booking of the Group Discussion Rooms may be made at the Library Counter.

Computers

17 computers in the Computer Lab B1.4 and 15 computers in the library for word processing, internet surfing, emailing and other general software applications are available for students' use during operating hours. Users can login to the computers using their student ID number and password.

Common Study Room

The Common Study Room is for students to do their studying and revision during operating hours. Please respect other users in this room by lowering your voice, keeping to brief conversations and not having food or drinks in this room.

Information Skills Workshop

Information Skills Workshop is an overview of basic library skills such as how to use library catalogue (OPAC) to locate library items & etc. For enquiries about the workshop, please email library@curtin.edu.sg

36. Electronic Resources

Students may access the Electronic Resources remotely from Curtin University Library website at <http://library.curtin.edu.au>. Students need to use Curtin ID and password to access the E-Resources.

The E-Resources consist of:

• Pass examination papers	• E-Reserve
• Ebooks	• Referencing guide
• Electronic journals	• Gecko
• Online database	• Espace

To learn how to use the E-Resources, students can register for the “Information Skills Workshop” short course at the library counter.

37. Library Code of Conduct

Curtin Singapore aims to provide a safe and pleasant place for students to study. The following library codes of conduct are necessary in order to protect the rights of individuals using the library and preserve library materials and facilities from harm and damage. Conduct of library users include but not limited to:

- Behaviour or language that is disruptive, abusive, insulting, harassing or threatening to library users or staff is not permitted.
- A quiet study atmosphere is expected in all areas of the library except for the Group Discussion Rooms. Any noise or activity that disturbs the concentration of other users (including noise from conversations, cell phones, etc.) is considered inappropriate. Messaging on your cell phone in the library is acceptable, but phone conversations should be conducted outside the library.
- Food and beverages are not permitted in the library. This rule is necessary to prevent rodent and insect infestations, and to provide a healthy, clean and conducive environment.
- Academic work in the library is always the priority.
- Computers are provided for users as a tool to assist in their learning and study. The workstations are being used for instructional and research purposes.
- Mutilation and theft of library materials are serious offenses. Offenders will be penalised and payment must be expected to cover the cost of replacing lost or damaged resources.
- All library textbooks are not to be taken into any test venues for all assessments, such as quizzes, presentations, tests, etc. During examination period, all textbooks on loan will be strictly used in the library ONLY.
- Copyright rule should be strictly observed by all users when making copies of library materials.
- Reservation of seats in the library is not permitted.
- Personal belongings should not be left unattended. The library will not be responsible for any loss or damage to personal belongings. Books and other materials left unattended may be removed by library staff and taken to Library Counter.
- The library has a security system and Close Circuit TV to safeguard library materials and property. If the alarm sounds when a student is exiting the library, the student must return to the Library Counter and present his or her bags, books and other items for inspection.
- Library counter services end 30 minutes before the library closes. Copiers and computers are turned off 15 minutes prior to closing.

Violations of the Code may result in the temporary removal or permanent ban of the violator from the Library at the sole discretion of the Library. Library staff may require a user to leave the library for noncompliance so as to ensure the safety of others. Campus security staff may be summoned if a violator refuses to leave the library.

INTERNATIONAL STUDENTS

38. Important Information

International students who wish to pursue full time studies in Singapore must apply for a Student's Pass.

All Student's Pass holders are required to abide and comply by Immigration Checkpoints & Authority of Singapore (ICA) regulations at all times. The penalties for breaching the rules and regulations of ICA are severe and may result in the termination of the Student's Pass. Some of these regulations are :

- Students cannot pursue another course with a different education institution simultaneously or study at a different institution other than the one indicated on the IPA letter
- Students are not permitted to hold another pass such as Employment Pass, Long Term Pass, etc.
- Students must meet a minimum attendance requirement of 90% per month and not be absent from a class for a continuous period of 7 days without valid reason or notice. Curtin Singapore will report to ICA any student who breach this regulation. Please also refer to section under Enrichment Classes.
- Students are strictly not allowed to engage in any form of paid or unpaid employment or business or work illegally. This will result in immediate cancellation of the Student's Pass.
- Students are also strongly discouraged from involving in any anti-social or illegal activities, including administrating, trafficking or consumption of any controlled drugs.
- Students are not permitted to remain in Singapore when the Student's Pass expires. This will result in overstaying which is punishable by law.

Student's Pass Renewal

Students are required to fill up the Student's Pass Renewal form at least 3 weeks before the expiry of the Student's Pass. The completed form together with the payment for ICA processing fee must be submitted at Student Central.

It is the student's responsibility to ensure that the Student's Pass is renewed on time. Curtin Singapore will not be responsible if the Student's Pass expires or is rejected by ICA due to late renewal.

Student's Pass Cancellation

International students are required to surrender their Student's Pass within 7 days from the date of cessation or termination of their course. Please surrender your Student's Pass together with a completed Student's Pass Cancellation form to Student Central. A Notification for Cancellation of Student's Pass will be emailed to you, stating the short duration you are permitted to stay in Singapore following the cancellation.

If you fail to surrender your Student's Pass as instructed above, you will be deemed to be residing unlawfully in Singapore and will be liable for a fine, failing which you will be charged in court.

Curtin Singapore will also inform ICA to cancel the Student's Pass when a student:

- Has been absent from class for a continuous period of 7 days
- Attendance is below 90%
- Has no enrolment in a particular semester

Lost of Student's Pass

International students who have lost their Student's Pass are required to apply for a replacement within 14 days from the date of loss. Student is required to call in person at ICA Student's Pass section with the following documents:

- Valid passport (at least 6 months' validity) and a photocopy of the personal particulars page
- A letter from Curtin Singapore stating that the applicant is currently a registered student
- Form 16 duly completed and signed by the applicant
- Police report

Update of Address and Contact Information

New students need to provide Curtin Singapore with updated current address and contact number within 7 days of arrival in Singapore. For any subsequent change in address and/or contact number, students must update Curtin Singapore within 7 days of the effective change.

Singapore Laws and Regulations

All Curtin Singapore students, especially International students on Student's Pass, **must** take note of Singapore Laws and Regulations. Please refer to given summary handout and / or website of the Attorney General's Chambers' Singapore Statutes Online at http://statutes.agc.gov.sg/non_version/html/homepage.html for the full list.

GENERAL INFORMATION

39. Council For Private Education And Fee Protection Scheme

Private Education Industry

Driven by the rising demand for lifelong learning and upgrading of knowledge and skills, the private education sector has grown rapidly in tandem with the public education sector. Private Education Institutions (PEI) play an important role in providing a wide range of education programmes as an alternate option for Singaporeans who wish to upgrade and for international students who wish to pursue an education in Singapore.

Council for Private Education

Established under the Private Education Act in 2009, the Council for Private Education (CPE) is a statutory board empowered with the legislative power in ensuring that PEIs maintain high quality regulatory standards as well as sound business practices. The Council also formulates and oversees implementation of initiatives to regulate and develop the sector, with the Ministry of Education (MOE) retaining responsibility for setting policies in the sector. Under the Act, CPE has implemented two schemes, namely the mandatory registration requirement under the Enhanced Registration Framework (ERF) and a voluntary quality assurance scheme called EduTrust.

The ERF scheme aims to ensure that a PEI who offers private education leading to an award in any degree, diploma or full-time certificate, is of a certain quality standard in order to protect the interest of students. The EduTrust certification is awarded to a registered PEI who has achieved the stipulated standards in the areas of management of the school, provision of educational services and financial health. A PEI must be EduTrust certified in order to enrol international students, as it is one of the pre-requisites of the Immigration and Checkpoints Authority (ICA) of Singapore for the issue of Student's Pass. The EduTrust certification is awarded as follows:

EduTrust Star	-	4 years
EduTrust	-	4 years
EduTrust (Provisional)	-	1 year

Curtin Singapore is registered and proud to have been awarded the EduTrust certification of 4 years.

For further detailed information on CPE, please visit the website at www.cpe.gov.sg.

EduTrust Certificate Scheme Standard Student Contract

The EduTrust Certificate Scheme Student Contract is a legally binding contract between Curtin Singapore and Curtin Singapore students that embodies the following mandatory requirements:

1. Clear definition of course details - course title, pre-requisites, qualification awarded, course duration
2. Full disclosure of all costs for tuition/non-tuition fees
3. Commitment to Fee Protection Scheme (Curtin Singapore has adopted the FPS Insurance scheme for its students)
4. Clear definition of refund policy
5. Clear definition of dispute resolution mechanisms

Curtin Singapore students, both local and international will be issued with an EduTrust Certificate Scheme Standard Student Contract upon enrolment into a course.

CPE Student Services Centre

The CPE Student Services Centre is a student focused initiative by the CPE to offer a convenient one-stop comprehensive support to students choosing to study at any PEI in Singapore. The support ranges from assisting future students who intend to study in Singapore to offering current students support if they encounter problems during their course of study.

The CPE Student Services Centre is open from Monday to Friday between 9:30am to 6:00pm and is located at:

1 Orchard Road (YMCA International House), #01-01 Singapore 238836

Tel: (65) 6592 2108

Fax: (65) 6338 2718

E-mail: CPE_CONTACT@cpe.gov.sg

Website: <http://www.cpe.gov.sg/>

Fee Protection Scheme (FPS)

Curtin Singapore adopts the Fee Protection Scheme (FPS) to provide full protection of all fees paid by the students. All students who are enrolled with Curtin Singapore will have to purchase the FPS. Students are advised to check all issued receipts and Certificate of Insurance to ensure accuracy of information printed and fees paid. Students are also able to check and monitor the status of their protected fees at CPE's official website via www.cpe.gov.sg.

Medical Insurance

Curtin Singapore confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

Curtin Singapore's appointed medical insurance provider is **AXA Insurance Singapore Pte Ltd.**

40. Lecturer Evaluation

Lecturers' evaluation is conducted at the end of each semester by students to provide feedback to lecturers. Students are encouraged to provide constructive feedback. The evaluation is treated with confidentiality and results are used to identify areas where improvement is required.

41. eVALUate

eVALUate is Curtin's online system for gathering and reporting student feedback on their unit learning experiences.

The eVALUate survey is administered online at the end of each semester. Students are notified by an Official Communication Channel (OCC) message through OASIS. Students are also reminded to evaluate their units when the eVALUate logo appears on the Curtin Singapore home page.

42. CASS (Curtin Annual Student Satisfaction Survey)

Curtin Annual Student Satisfaction (CASS) Survey gives students the opportunity to tell us about their experience with the services and facilities, teaching and learning quality, appropriateness of the course material as well as resources and market responsiveness offered to them as a Curtin student.

Each August you are invited to complete the CASS Survey via the Official Communication Channel (OCC) in OASIS. Results are used to identify areas where students are satisfied as well as areas where improvement can be made.

43. Confidentiality and Security Policy

Curtin Singapore is committed to maintaining the confidentiality of the student's personal information and pledges not to divulge any of the student's personal information to any third party without the prior written consent of the student.

44. Policies & Procedures

Please log on to www.curtin.edu.sg for all Curtin Singapore's policies and procedures. You can view information regarding the campus's legislation, policies and procedures and protocols from this website.

45. Student's Responsibility

As a student of Curtin Singapore, you are part of the Curtin community and as such, have certain responsibilities. You will be required to comply with all relevant laws, University Statutes, rule, by-laws, policies and procedures. You must be aware of information on course requirements and academic progress and recognise that cheating, plagiarism, fabrication or falsification of data and the improper use of copyright material is not acceptable.

You will participate constructively within Curtin Singapore's learning environment and act at all times honestly and responsibly in relation to academic matters and the use of campus facilities. You will also be expected to behave in a manner showing respect to both Curtin staff and students, be sensitive to Curtin staff and students' rights and responsibilities and to embrace diversity.

Illegal drugs and alcohol are not allowed on campus premises. The possession of illegal drugs is a criminal offence and any student caught in possession of illegal drugs on campus premises will be reported to the police.

Irresponsible behaviour on the part of the student may lead to student being :

- asked to leave a room or any campus premises by an authorised Curtin Singapore staff member;
- reported to the relevant Government department;
- suspended from activities for a period of time determined by the Director of Academic Services or Student Services Manager; or
- expelled from Curtin Singapore. Students who break Curtin Singapore rules will be given appropriate verbal and written warning before being expelled. A student who is expelled from Curtin Singapore will not receive a refund of remaining fees.

46. Student Counselling Service

The Curtin Singapore Student Counselling Service is free, confidential and available to all students. The counselling staff provides advice on academic matters, study and learning strategies, career and course changes, cross cultural issues and basic personal crisis and depression issues. The counselling staff is available on every Wednesday and Friday (except Public Holiday) from 2.30pm to 5.30pm. An appointment has to be made at Student Central at Block D, Level 1.

47. Student Support Services

One-stop Enquiry and Help Services

Student Central is the first point of call for all day-to-day student administration, including admissions, official documents, examinations and graduations. Our dedicated staff at Student Central will direct you to the relevant staff/department for further assistance if required. Student Central is located at Block D, Level 1 and operates from Monday to Friday between 8.30am and 7.30pm.

Student Activities

The Student Services Department conducts activities for students to encourage participation of students in making their life on campus more interesting. Activities such as basketball, cycling, movie screening, heritage tours and other indoor and outdoor activities are on-going. Students may also volunteer their services via the Student Volunteer Form.

Students' Lounge

Students are welcome to chill out at the Students' Lounge at Block C, Level 1. Students' lounge is opened from Monday to Friday between 8.00am and 9.00pm.

Accommodation

The Student Services Department provides assistance to students who need accommodation whilst studying at Curtin Singapore. Students requiring accommodation are to enquire at Student Central or email studentservices@curtin.edu.sg.

Orientation

Orientation happens in the week prior to the start of classes each semester for all new students. A lot of information will be presented to give students the best possible start. It is the perfect opportunity to become familiar with the campus facilities and learn about student support services. There are also social events to help you make friends and have some fun.

Enrichment Classes

Curtin Singapore offers enrichment classes daily specially catering to international students. A variety of programs are offered to allow students to explore academic study skills, professional development or resume writing techniques.

48. Disability Services

If you have a medical condition or disability that impact on your studies or any other aspect of campus life, you can contact the Student Services Manager to discuss your needs. The Student Services Manager at Curtin Singapore can be contacted through Student Central. Curtin Singapore offers general assistance with study needs, alternative format materials (eg audio tapes), assistance with parking and physical access and access to library support services, as well as other case basis assistance. Curtin Singapore may also make alternative exam arrangements to cater for individual needs, if required. Students will need to provide supporting medical documentation. Arrangements need to be made well in advance of your exam date.

49. Code of Conduct

Library

Please refer to the Library Code of Conduct section contained in this handbook.

Academic

Please refer to Academic Misconduct section contained in this handbook.

Harassment

Curtin Singapore should be a pleasant environment for both students and staff to encourage the effectiveness of work and learning. Harassment consists of unwelcome, offensive, abusive, belittling, or threatening behaviour directed at staff members and students. Some forms of harassment are considered unlawful, most especially sexual harassment. Curtin Singapore will consider disciplinary action in cases of harassment. Students subject to any form of harassment by any individual or group of individuals are advised to report the matter in confidence to the Student Services Manager.

Anti-Discrimination

Curtin Singapore does not welcome discrimination on the basis of sex, race, religion or disability. Any student who feels they have been discriminated against on these grounds should contact the Student Services Manager.

Copyright

As a student at Curtin Singapore you are subject to the provisions of the Republic of Singapore Copyright Act (Chapter 63) 2006 and are also obliged to abide by the University's policies and requirements on copyright.

Students who deliberately disregard policy and copyright requirements will be liable to disciplinary action and may risk prosecution by individual copyright owners.

The possession and use of unauthorised copies of study materials is an offence under Singapore law. Students are not permitted to bring unauthorised copies of textbooks or study materials onto the campus.

Unauthorised copies of textbooks will not be permitted into the library or into classrooms on the campus. In addition, unauthorised copies of textbooks will not be permitted to be taken into the examination venue. Any student found in possession of unauthorised copies will have the copy removed and may be liable for prosecution.

Refusal of Enrolment

Where evidence of any criminal conviction, misbehaviour, or incapacity on the part of a person/student is discovered and it is agreed that the safety or ability of staff/students to pursue their lawful activities within Curtin Singapore would be prejudiced if that particular person were enrolled or allowed to continue as a student of Curtin Singapore, Curtin Singapore may:

- refuse to enrol or
- cancel the enrolment.

Cancellation of Enrolment

Curtin Singapore may cancel the enrolment of any student:

- who has gained admission to Curtin Singapore by misrepresentation, by falsification of documents or by other fraudulent means, or
- who has failed to fulfil the normal requirements for admission or enrolment, or
- for any act of grave misconduct associated with the academic program and their delivery of Curtin Singapore.

Eating or Drinking

Eating or drinking in any classroom, lecture theatre, tutorial room, Library, Common Study Room or Computer Labs is prohibited. This will help to keep these areas clean and comfortable for all students. Please ensure that rubbish is put in the bins provided.

Unauthorised Audio and Video Recording

No unauthorised recording of audio or video of all activities, lectures and tutorials is allowed.

Mobile phones

Mobile phones must be switched off or in silent mode at all times during class or while you are in the Library.

Smoking

Curtin Singapore is a smoke-free campus.

Smoking is only allowed 5 metres away from the main gate or side gate of the campus.

Alcohol

Alcohol is not allowed to be sold or consumed on campus.

Gambling

Any playing of game of chance or gambling is not allowed on campus.

50. Post-graduation Opportunities

Curtin Singapore provides advice on courses upon graduation and students may approach our Student Central staff at Block D, Level 1 for onward assistance. Post-graduation employment opportunities are also available via our Career Portal link on our website www.curtin.edu.sg.

51. Parking on Campus

Parking is available on campus for all students at the designated car parks. A parking permit is required to be displayed at all times when the vehicle is parked on campus.

Parking permit rates are:

- Annual pass - \$10
- Semester pass - \$4
- Replacement for lost parking permit - \$10

Any parked vehicles without a valid parking permit displayed will be considered parking illegally and will be wheel clamped. The parking permit can be purchased from Student Central and motorists are to declare on the agreed terms of the Traffic & Parking Rules of Curtin Singapore.

Road Safety and Responsibilities of Road Users on Campus

Curtin Singapore would like to strongly remind all motorists using the campus roads to exercise caution at all times.

The campus roads and designated parking areas are used by staff, students and the public. As such, care and safety should be of utmost importance for every user. Please note that reckless driving or speeding which will result in endangering other road users will be reported to the proper authorities.

The average speed limit on our campus roads and car parks is 30 km/hr and 10km/hr respectively. This speed limit indicates the maximum speed that motor vehicles are allowed to travel on campus grounds and motorists should continue to exercise their judgment and adjust their speeds accordingly where necessary, to ensure their safety and that of other road users. We should not exceed the speed limit of our vehicle or the road, whichever is the lower.

Speeding remains one of the main causes of accidents. Driving or riding beyond the stipulated speed limits increases the likelihood of serious injuries in the event of an accident. Life is precious. Use the roads responsibly. For more on road safety guides, please visit the following website :

http://www.onemotoring.com.sg/publish/onemotoring/en/on_the_roads/road_safety/speed_limits.html

All motorists are to ensure that the road safety guidelines are strictly adhered to at all times.

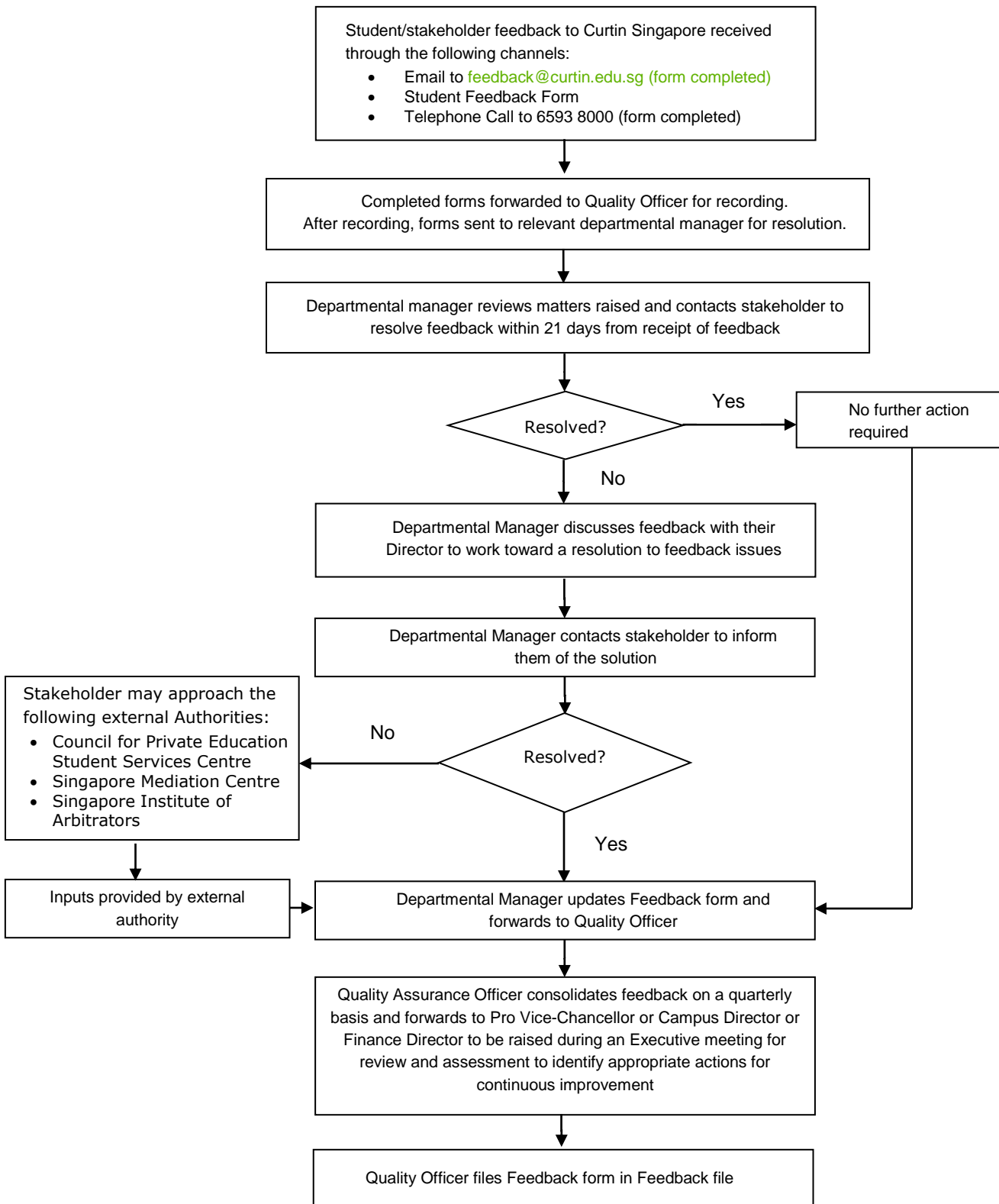
52. Feedback Management

Curtin Singapore has a feedback system that allows students to raise any issues of concern with regards to their studies and life on campus. Surveys are also conducted every semester for feedback on issues ranging from facilities to academic and all current students of Curtin Singapore are encouraged to complete this survey within the time period.

A grievance is any real or perceived ground for complaint including (but not limited to) bullying, harassment and discrimination. Curtin Singapore provides a conflict resolution process that is based on the principles of transparency, confidentiality, efficiency, accessibility and no victimisation.

A Feedback form is available for students who may wish to raise ad-hoc issues of concern. This form is to be submitted to Quality Assurance through Student Central.

Feedback Management



53. Lost Property

Curtin Singapore would like to advise all students to exercise extra care of their personal belongings, particularly in the canteen, library and computer labs. Laptop, mobile phone, wallet, USB, multi-purpose student card, etc. should not be left unattended at all times. The replacement fee for the multi-purpose student card is S\$10.

If you lose any item please check the area you last had your missing items. If they are not there please report to Student Central.

Should you on the other hand find any lost item, please hand all lost property to Student Central or to the Security Guard after office hours.

54. Fire Emergency Procedures

In the event of an emergency, a staff member will direct any persons to their assigned assembly points to follow the fire emergency procedures in a quick and orderly manner. A successful evacuation will rely on students and staff following the procedures below.

Upon hearing of the Fire Alarm Bell:

- Be aware of an emergency situation occurring
- Keep calm
- Evacuate the classroom/office
- Evacuate via the nearest safe exit or fire stairs
- DO NOT use the lifts
- Proceed to the designated assembly points
- DO NOT re-enter the building until directed by an Authorised Personnel.

CALL 995 for any emergencies.

55. Disclaimer Notice

This handbook is intended to assist students in Curtin Singapore and the information is provided in good faith.

All information printed herein, including all Fees, Refund Policy, FPS Scheme, Medical Insurance, Examination and Academic matters, etc. are correct at the point of printing.

Curtin Singapore reserves the right to make any change and update to this handbook's contents, as and when such changes and/or updates are made available.

56. Campus Map



Curtin Singapore
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Singapore 329162
Tel: +65 6593 8000
Fax: +65 6593 8001
Email: info@curtin.edu.sg
Web: curtin.edu.sg

curtin.edu.sg