

STANDARD PEI-STUDENT CONTRACT

BETWEEN

Curtin Education Centre Pte Ltd

AND

< *NAME OF STUDENT* >

< *ID:* >

KEY POINTS OF PRIVATE EDUCATION INSTITUTION (PEI) – STUDENT CONTRACT

Dear Student,

The PEI-Student contract is an important legal agreement between the PEI and you.

The PEI is required to explain to you the contents of the contract in English and if necessary, in your native language too. If available, you can also request for the translated contract in your native language.

IMPORTANT – TAKE NOTE

- a) Do not make payment before signing the contract
- b) Sign two original copies of the contract. You retain one original copy after signing.
- c) No amendments are allowed on the contract after signing unless both the PEI and you sign beside the amendments made

The contract is divided into different sections. Below is a list showing you where all the key information can be found in the different sections.

Ensure that all the key information listed below are provided for in the contract which you intend to sign with the PEI. You should only sign if you are clear and satisfied with the contract.

Section 1 – Course Information and Fees.

- a) The course details you intend to study in. It must show when the course begins, and when it ends, and the course full schedule.
- b) Name of the organisation which develops and awards the qualification, and the expected date of receiving your qualification
- c) The course fees and payment schedule (with exact payment dates) stated in Schedule 2.1, and payable miscellaneous fees in Schedule 2.2

Section 2 – Refund Policy

- a) The PEI's refund policy is clearly stated in Clause 2.4. You must be comfortable with this refund policy before signing the contract.
- b) You can receive full refund of course fees and any payable miscellaneous fees if any of the events under Clause 2.1 occurs
- c) There is a cooling-off period of at least 7 working days for maximum refund in Clause 2.5. You can receive maximum refund stated in Clause 2.4 if you withdraw from the course within 7 working days after signing the contract.

Section 3 – Fee Protection Scheme (FPS)

- a) Find out how your fees are protected under FPS and how you can pay your fees.
- b) Escrow - pay fees only to your PEI's escrow bank and no one else, including your PEI and agent, if applicable.
- c) Insurance - check that the insurance period begins from the date that you pay your course fees to the PEI (and not the date that your course begins).
- d) Clause 3.2 shows the maximum instalment amount that you need to pay

Section 4 – Medical Insurance Scheme

You would be covered by medical insurance arranged for by your PEI.

Section 5 – 11

These sections contain additional information to guide you on what to do and where to go if you have a problem with your PEI, how to apply for a Student's Pass, what to expect when your PEI changes ownership/management, and other relevant matters.

I, _____ [*name*], hereby acknowledge that on this _____ [*date in DD/MM/YYYY format*], the PEI has brought to my attention the details of the PEI-Student contract and I fully understand the content and my rights.

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

Name of Student:

Name of Parent or Legal Guardian:

NRIC / Passport No:

**PEI-STUDENT CONTRACT BETWEEN
PRIVATE EDUCATION INSTITUTION AND STUDENT**

Contract Number: _____

This Contract is dated 15/12/2010 (DD/MM/YYYY) and made between:

- | | | | |
|-----|--|---|---------------------------------|
| (1) | Full Name of Private Education Institution (“PEI”) | : | Curtin Education Centre Pte Ltd |
| | Unique Entity Number (UEN) | : | 200804822R |
| | CPE Registration Number (where applicable) | : | _____ |
| | EduTrust Certificate No. (where applicable) | : | _____ |
| | Address | : | 90-92 Jalan Rajah Singapore |
| | | : | 329162 |
| | Contact Number | : | +65 6593 8000 |
| | | | |
| (2) | Full Name of student (“Student”)^ | : | _____ |
| | as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student | : | _____ |
| | Passport Country of Issue (where applicable)* | : | _____ |
| | NRIC Number (for SC/PR) / Passport Number and | : | _____ |
| | Student’s Pass Number (for international student)* | : | _____ |
| | Nationality | : | _____ |
| | Date of Birth (DD/MM/YYYY) | : | _____ |
| | Address (Singapore Residence) | : | _____ |
| | | : | _____ |
| | Address (Overseas Residence, for international student) | : | _____ |
| | | : | _____ |
| | Contact Number in Singapore (for SC/PR and international student) | : | _____ |
| | Contact Number in Home Country (for international student) | : | _____ |
| | | | |
| (3) | Full Name of Parent/Legal Guardian*# | : | _____ |
| | (if Student is under eighteen (18) years of age) | : | _____ |
| | NRIC/Passport Number* | : | _____ |
| | Passport Country of Issue (where applicable)* | : | _____ |
| | Nationality | : | _____ |
| | Occupation | : | _____ |
| | Address | : | _____ |

Contact Number : _____

- * Please delete as appropriate.
- ^ References to **“Student”** in this Agreement shall be deemed to include references to the student’s parent or guardian, as the case may be.
- # Every international student is required to provide the particulars of his/her guardian to the school for contact purposes. The guardian should be a Singapore Citizen/Singapore Permanent Resident above eighteen (18) years old or the parent of the international student if the parent is working/staying in Singapore. The student is required to report any change in guardianship to the school immediately.

1. COURSE INFORMATION AND FEES

1.1 Name of Course:

Course applied for (the **“Course”**) : Bachelor of Commerce

The PEI hereby confirms that the Course and its content have been permitted by the Council for Private Education and other relevant authorities.

1.2 Full-time or Part-time Course : Full Time

1.3 Date of Course Commencement and Completion:

Date of commencement of the Course
“Course Commencement Date” :

Date of completion of the Course
“Course Completion Date” :

1.4 Course Duration (in months) : 24 months

1.5 Course Details:

PEI shall set out in **Schedule 1** the details of the course including but not limited to:

- (i) Course entry requirement(s);
- (ii) Course learning outcome(s);
- (iii) Module synopses;
- (iv) Course schedule with modules and/or subjects;
- (v) Scheduled holidays (public and school) and/or semester/term break for course;
- (vi) Examination and/or other assessment period; and
- (vii) Expected examination results release date.

The PEI hereby confirms that it has verified that the Student has met the course entry requirement(s) and is informed of the course details stated in **Schedule 1** prior to signing this Agreement.

1.6 Type of Qualification:

Name of award to be conferred on the Student upon successful Course completion : Bachelor of Commerce

Type of award: Certificate / Diploma / Adv Diploma / Degree / Master / PhD*

Others (please specify):

1.7 Organization which Develops the Course : Curtin University of Technology

1.8 Organization which Awards/Confers the Qualification: : Curtin University of Technology

1.9 Expected Award Conferment Date : October

1.10 Student Arrival:
 Latest date on which Student has to commence residence in Singapore (applicable for international students) : No later than 5 days after the course commencement date

1.11 Course Fees:
 The course fees shall be apportioned as set out in **Schedule 2.1 (“Course Fees”)** and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein.

1.12 Miscellaneous Fees:
 In addition to the Course Fees, the miscellaneous fees set out in **Schedule 2.2** may be payable by the Student (the “**Miscellaneous Fees**”).

1.13 Payment of Course Fees and Miscellaneous Fees:
 The **Course Fees** set out in **Schedule 2.1** shall be paid on or before the dates specified therein as set out in:
 (i) Clause 3.3 if the PEI adopts an escrow account; or
 (ii) Clause 3.4 if the PEI adopts an insurance facility.
 All other fees payable (being the **Miscellaneous Fees** set out in **Schedule 2.2**) shall be paid to the PEI on or before the dates specified in **Schedule 2.2**.

1.14 Issue of Receipts:
 For every payment made by the Student to the PEI, the PEI shall issue a receipt to the Student including but not limited to the following:
 (i) Student’s name;
 (ii) Student’s identification number;
 (iii) Payment intention;
 (iv) Amount paid;
 (v) Payment breakdown;
 (vi) Date of payment;
 (vii) Course name; and
 (viii) Course identification number.

2. REFUND POLICY

2.1 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.

2.2 Withdrawal for Cause:

Subject to Clause 9, 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 this Agreement or fails to perform its obligation(s) under the circumstances in Clause 2.1 (i) to (iv).

2.3 Refunds for Withdrawal for Cause:

For circumstances under Clause 2.1, 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 Miscellaneous Fees*.

The PEI shall also, as soon as practicable after receiving the Student’s notice of withdrawal under Clause 2.2 (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 2.3.

2.4 Refunds for Withdrawal Without Cause:

Where the Student withdraws from the Course for any reason other than those set out in Clause 2.2 or Clause 9, the PEI shall, subject to Clause 3.5, 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 Clause 3):

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]	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

2.5 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 2.4 (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 Fees and any applicable bank administrative charges properly paid/payable under Clause 3). 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 5.4, 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** 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** has been brought to his notice. In the event that the notice in **Schedule 3** 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** 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 2.5 anytime before the notice in **Schedule 3** has been brought to the Student's attention.

This Clause 2.5 takes precedence over the PEI's refund policy stated in Clause 2.4.

2.6 Deemed Withdrawal:

A Student who transfers from the Course to another course with the PEI shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.4 shall apply save as otherwise agreed between the PEI and the Student.

2.7 Change of Course:

Further to Clause 2.6, 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.

3. FEE PROTECTION SCHEME (FPS)

3.1 PEI's Undertaking to have FPS:

The PEI hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the "FPS") by way of an escrow account / insurance facility*.

PEI-appointed FPS provider : LONPAC Insurance Pte Ltd

3.2 The PEI hereby undertakes to the Student that as stipulated under the FPS, the PEI shall collect fees in equal instalment amounts from the Student with each collection not exceeding the collection cap calculated according to the following formula*:

(i) EduTrust-certified PEI (12-month) $\frac{x}{z} \times 12 = (\underline{\hspace{2cm}})$

(ii) Non-EduTrust-certified PEI (6-month) $\frac{Y}{Z} \times 6 = (\underline{\hspace{2cm}})$
 (PEI is a member of the industry-wide course fee protection scheme under Enhanced Registration Framework)

(iii) Non-EduTrust-certified PEI (2-month) $\frac{Y}{Z} \times 2 = (\underline{\hspace{2cm}})$
 (PEI is not a member of the industry-wide course fee protection scheme under Enhanced Registration Framework)

where X is the total amount of the payable Course Fees set out in **Schedule 2.1**;

Y is the course fees under the Enhanced Registration Framework; and

Z is the total duration of Course (in months) as stipulated in Clause 1.4.

3.3* N.A

3.4* *[Where FPS is in the form of Insurance facility]:*

A copy of the master insurance agreement between CPE, HongKong and Shanghai Banking Corporation Insurance and Lonpac Insurance Bhd (the “**Master Insurance Agreement**”) and acceded to by the PEI for the purpose of insuring, among other things, the Student is available on the PEI’s website at www.curtin.edu.sg The Master Insurance Agreement sets out, among other things, the events under which HongKong and Shanghai Banking Corporation Insurance/Lonpac Insurance Bhd* shall indemnify the Student for Fees paid to the PEI.

[The Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein].

The PEI hereby undertakes that:

- (i) The cover under the Master Insurance Agreement shall be extended to the Student;
- (ii) The Student receives the certificate of insurance on the same day the Student pays the fee; and
- (iii) The insured period should commence from the fee payment date to at least the next payment date.

3.5 **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 Escrow Bank/Insurance Company* pursuant to a provision of this Agreement or the Master Escrow Agreement/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 Escrow Bank/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 Escrow Agreement/Master Insurance Agreement*.

4. MEDICAL INSURANCE SCHEME

4.1 **PEI’s Undertaking to provide medical insurance coverage:**

The PEI hereby 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.

PEI-appointed medical insurance provider: AXA Insurance Singapore Pte Ltd

SC/PR and non-Student’s Pass International Students (Opt out)

A SC/PR or a non-Student’s Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and if the Student opts out, he is to tick the box on the right and sign on the dotted line below the

Signature:

(To be signed by Legal Guardian if the Student is under eighteen (18) years of age)

5. GOVERNING LAW AND DISPUTE RESOLUTION

5.1 Governing Law:

This Agreement shall be governed by, and construed in accordance with, the laws of Singapore.

5.2 Grievance Procedure:

The PEI shall, within [5] working days of this Agreement and in any event no later than the Course Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student’s enrolment at the PEI.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by the PEI. Nothing in the student’s handbook or any other document provided by the PEI shall limit or restrict the Student from filing a complaint at any time with the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.3, or thereafter to file such legal proceedings against the PEI as the Student might deem fit.

5.3 Third Party Mediation:

In the event that the Student and the PEI are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and the PEI shall refer the dispute to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre for mediation prior to instituting any legal action or proceedings. The Student and the PEI hereby agree to such procedures and to pay such fees as the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) may prescribe from time to time for

the purpose of resolving their dispute.

5.4 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.

6. INTERNATIONAL STUDENTS (where applicable)

6.1 Student’s Pass Application: The PEI undertakes to use best efforts to assist the Student if he/she requires a Student’s Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student’s enrolment and immigration status, and doing all such things as may be necessary to procure the Student’s Pass on behalf of the Student.

6.2 Student’s Pass Not Transferable: The Student’s Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of the PEI. The PEI is under an obligation to inform the ICA of the Student’s withdrawal from, or completion of his/her course of study at the PEI, and the Student shall deliver to the PEI, within [7] working days of the Student ceasing to be a student of the PEI, the passport and Student’s Pass of the Student for cancellation of the Student’s Pass.

6.3 Withdrawing from the PEI: A Student who withdraws from the PEI to enrol with another school shall be deemed to have withdrawn from the PEI under Clause 6.2 and the provisions of Clause 6.2 shall apply.

7. CHANGE IN OWNERSHIP / MANAGEMENT

The PEI shall inform the Student in the event of any :

- (a) Change in ownership or shareholding structure of the PEI, and/or
- (b) Change in the management of the PEI.

The PEI shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected.

8. CONFIDENTIALITY

The PEI is committed to maintaining the confidentiality of all information provided by the student and undertakes not to divulge any of this information to any third party without the prior written consent of the Student.

9. 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.

10. PRECEDENCE TO OTHER AGREEMENTS

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between the PEI and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

The PEI shall not be allowed to enter into any other contractual agreement with the Student without the prior express written permission of the Council, and any agreements so executed shall be void, and any payments made by the Students thereunder shall be refunded to the Students in full. Students are advised, prior to signing any other agreements with the PEI, to ask to be shown a copy of the Council's written approval of such agreements.

11. MISCELLANEOUS

11.1 Indulgence, Waiver, etc.: No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.

11.2 Remedies: No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this agreement shall not constitute a waiver by such party of the right to pursue any other available remedies.

11.3 Severability of Provisions: If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall

be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

- 11.4 Successors and Assigns:** This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither the PEI nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, PEI shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council, irrespective of any consent or waiver by the Student.
- 11.5 Translations:** In the event of any conflict or inconsistency between any term of this Agreement (including the Schedules) in the English language and any translation thereof in any other language, the English language version of this Agreement shall prevail.

**SCHEDULE 1
COURSE DETAILS**

**SCHEDULE 1
COURSE DETAILS**

1) Course entry requirement(s)

English Language Test	Score
IELTS Academic (International English Language Testing System)	Writing and Speaking 6.0 Reading and Listening 6.0 Overall band score 6.0
TOEFL (Test of English as a Foreign Language)	550 paper based 213 computer based 80 Internet based (20 in each section)
GCE English Language O	Grade C6 or above.
English Literature A level	Grade E or above.
1119 English	Grade C6 or above
WA Tertiary Entrance Examination (TEE) English or English Literature	50%
Western Australian Universities Foundation Program (WAUFP) English (ELACS)	50%
English as a Second Language (ESL)	Pass mark varies each year (normally 60% or above)
Curtin University Test of English (CUTE)	C
South Australian Certificate Education in the subject of English as a Second Language	Score 11 or higher
Cambridge Certificate of Proficiency in English/ Cambridge Certificate in Advanced English	Grade C or better
Successful completion of one semester of full time study of a Bachelor degree course at an Australian university	
Successful completion of any Australia university English Language Proficiency Program of one semester (six months) full time in duration or more, that satisfy degree entry requirement at those universities	
Successful completion of Curtin's English Language Bridging Course	

Undergraduate academic entry requirements

Country	Undergraduate Degree
Australia	TER/UAI 70
Bangladesh, Nepal and Pakistan	Successful completion of a two year degree at a recognised institution; Completion of the Bangladesh Higher Secondary Certificate (HSC) with a minimum grade point average of 4.0 (70-79 per cent); Completion of a degree or bachelor level diploma at Tribhuvan University; Completion of the Higher Secondary School Certificate of Intermediate (Division one) from Pakistan with an average of 65 percent in four academic subjects, and at least 60 per cent in English
Canada	Completion of a Provincial High School Diploma with an average of 60 or better in Year 12, including a grade of 60 or better in Year 12 English (except Quebec where separate evidence of English competence is required).
China,	One year of a bachelor degree at a recognised University OR Completion of the

Taiwan, Macau	Chinese National University Entrance Examination (necessary minimum score is 436) or Universities and College Joint Entrance Examination, at a specified level for entry to a key university for a four-year degree program
Brunei, Mauritius, Hong Kong, Singapo re	Three 'Ordinary' level passes (minimum grade C) and two 'Advanced' level passes (minimum 5 points) in the General Certificate of Education (GCE).
India and Sub- Continent	All India Senior School Certificates with an average of 65 per cent in four subjects OR Higher Secondary Certificate or Indian School Certificate with an average of 65 per cent in five subjects.
Indonesia	Successful completion of one or two years of a bachelor degree at a recognised institution or SMU III with an average of 8.0 in four academic subjects from selected high schools.
International Baccalaureate	Completion of the full International Baccalaureate Diploma with a minimum of 24 points from six subjects at one sitting. Three of the subjects must be at the highest level.
Japan	Successful completion of one year of a bachelor's degree at recognised institution.
Kenya	Successful completion of the Kenya Certificate of Secondary Education (KCSE) with an average grade of B or better obtained in seven subjects (including a B or better in English, Kiswahili and Maths).
Korea	Completion of Academic Secondary School Certificate with a score of 300 (75 per cent) in the National University Entrance Examination or Successful completion of one or two years of a bachelor degree at a recognised institution.
Malaysia	Three credit passes at SPM level and two passes at STPM (minimum five points) and English competence OR Completion of the Malaysian Independent Chinese Secondary Schools Unified Examination (UEC) in at least five subjects with two 'A' grades and two 'B' grades and English competence.
New Zealand	Completion of the National Certificate of Education Achievement (NCEA) with a minimum of 42 credits at level three or above
Thailand	Successful completion of one year of a bachelor degree at recognised institution.
Vietnam	Completion of the Bang Tu Tai or Bang Tot Nghiep Pho Thing Trung Hoc with an average of at least 80 per cent in four core academic subjects OR successful completion of one year of a bachelor degree at a recognised institution.
Zimbabwe, Zambia, Tanzania	Three GCE 'Ordinary' level passes (minimum grade C) and two 'Advanced' level passes (minimum of six points).
All Other Countries	Contact Curtin Singapore.

2) Course learning outcome(s)

Accounting Major	The program is designed to provide students with a comprehensive understanding of accounting and the associated fields of auditing, finance, business law and financial management. It equips graduates for a professional accounting career in commerce, industry and government or public practice.
Accounting & Finance Major	The program is designed to provide students with a comprehensive understanding of accounting and a broad understanding of the field of finance. The accounting area covers all facets of accounting including both management accounting and financial accounting, auditing, information systems and financial reporting. The associated finance areas covered include corporate finance, financial institutions, financial

	markets and various aspects of the financial services industry.
Finance & Marketing Major	The program is designed to provide students with a comprehensive understanding of the finance field and also a broad overview of the important aspects of marketing. The finance areas covered include corporate finance, financial institutions, financial markets whilst marketing covers the important areas of the demand for products and services, distribution strategies, product promotion, analysing behaviour of competitors and customers and designing product campaigns.
Management & Marketing Major	The program is designed to provide students with a foundation of knowledge, insights and abilities required of managers in a wide range of sectors, industries and functions. In addition the double major covers important aspects of marketing including the demand for products and services, distribution strategies, product promotion, analysing behaviour of competitors and customers and designing product campaigns.
Marketing Major	The program is designed to provide students with a comprehensive understanding of marketing and prepares students to organise and control marketing activities efficiently in a highly competitive and volatile environment. The areas covered in marketing include the important areas of the demand for products and services, distribution strategies, product promotion, analysing behaviour of competitors and customers and designing product campaigns.
Marketing & Advertising Major	The double major covers important aspects of marketing including the demand for products and services, distribution strategies, product promotion, analysing behaviour of competitors and customers and designing product campaigns. In the advertising section of this course the areas covered include business processes underpinning advertising whilst also providing an insight and appreciation for the creative elements of advertising
Marketing & Public Relations Major	The program enables students to gain an understanding of the related fields of marketing and public relations. It is designed to provide students with an understanding of the linkages between marketing products and services and the importance of their acceptance by the public. Students study the principles and processes of both marketing and public relations to meet increasing workplace demands for an understanding of both disciplines.
Logistics and Supply Chain Management Major	The program is designed for those students who are interested in pursuing careers in the management of logistics or its related areas such as transport, supply chain management, distribution, purchasing, inventory management and customer service and retailing and information linkages to industry.
Management & Human Resource Management Major	The program is designed to provide students with an understanding of the related fields of management and human resource management. The double major covers important aspects of management including a foundation of knowledge and abilities required by managers in a wide range of industry sectors. In the human resource management section, students gain foundation knowledge in areas of human resource management and its importance in industry and commerce.

3) Module synopses

Accounting (Auditing) 300	An overview of assurance and ethics, independence and corporate governance. Understanding of the company audit process including audit planning - the concepts of materiality and audit risk. The evaluation and testing of internal control systems and substantive audit testing of transactions and balances. The finalisation of the audit and audit reporting.
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Accounting (Decision Analysis) 308	Theory, analysis and interpretation of management's strategic decisions relating to governance, corporate social responsibility, profitability and risk as disclosed in annual reports. Case studies in comprehensive statement analysis.
Accounting (Financial) 250	Accounting for business transactions. Topics include: the objective of general purpose financial reporting, the definition, recognition and measurement of financial statement elements; selected international financial reporting standards.
Accounting (Financial) 260	Accounting for business transactions in a corporate context, involving single entity and group structures. Topics are based on international financial reporting standards.
Accounting (Managerial Control) 301	Organisational strategy and management control systems - pricing and product decisions, relevant costing, responsibility accounting, transfer pricing and performance measurement systems.
Accounting (Managerial) 201	The elements of manufacturing cost and cost concepts. Costing methods. The influence of activity on cost behaviour. Budgeting for planning and control.
Accounting (Systems) 204	Exploration of typical accounting information systems application such as sales, billing, inventory and general ledger. How these subsystems interface with one another, and the principle inputs, processes, files, outputs and controls associated with them. Major themes throughout the course include: objectives and procedures of internal control, typical business documents and reports, and system documentation - use of data flow diagrams, flowcharts and other documentation techniques.
Accounting 100	Introduction to business structures and start-up options. Development of a strategic plan. Cost volume profit analysis and assessment of special orders. Appraisal of capital investments using capital budgeting. Preparation of cash budgets and loan schedules. Preparation and interpretation of financial statements. Accounting for basic transactions, (GST) and end-of-period adjustments. Investigating the methods and motivations for earnings management.
Advertising (Account Planning) 340	This unit aims to establish an understanding of Account Planning and to build essential skills critical for Account Planners such as the ability to gather consumer insights, to synthesis insights gathered, to develop a creative brief from the findings to achieve clients' objectives and to inspire the creative team. The key marketing ingredients are extracted from all areas of marketing subjects such as segmentation, branding, IMC, qualitative marketing research and students taught to amalgamate these ingredients to uncover and pitch 'the big idea' to inspire the creative team.
Advertising (Campaign Development) 391	This is a campaign unit that guides students through the processes involved in developing and implementing an integrated marketing communication campaign. Specifically, students apply previously taught concepts in their Advertising Major to develop a synergistic communication plan for an industry based client. Students develop an advertising plan and have the opportunity to pitch/sell their ideas to the client and as part of this hands-on process, students justify their communication and media recommendations. Throughout the unit, students are also exposed to industry guest speakers and are provided with career mentoring to further develop their career focus and industry understanding prior to graduation.
Advertising (Cross Cultural) 300	This unit introduces students to cultural differences across national markets that impact on the communications and advertising environments in different countries. As part of this unit, students are given a relevant case study and are required to conduct a cross cultural in-depth interview from which they are expected to extract a creative execution relevant to each of two selected cultures.
Advertising (Media Planning) 250	This is a specialist media unit that introduces students to the terminology and workings of the role of media within the advertising context. As part of this unit, students develop a media plan and have the opportunity to pitch/sell their media solution to an imaginary client.
Advertising	Introduces students to the fundamentals of advertising within a marketing

(Principles) 211	environment. The unit covers materials including ethics in advertising, consumer behaviour in advertising, target marks and segmentation, account planning and research, the creative aspects of advertising including art direction and copywriting as well as the different facets of media (mainly print, broadcast and online media).
Advertising (Strategic) 310	This is a strategic unit which explores the theories behind and processes involved in developing and implementing integrated marketing communication campaigns. Specifically, students learn about the rationale for selecting a given creative and media strategy as a result of comprehending the linkages with brand positioning, audience processing, semiotics, elaboration likelihood and hierarchy of effect objectives. Student learning of these linkages is enabled through application of these theories to an industry based client where students engage in a hands-on task to develop an advertising plan that consists of analysis and rationale for having selected a given creative and media strategy. Students are able to use their theoretical knowledge to justify and provide rationale for their creative and media recommendations.
Analytical Marketing 201	Topics include: data analysis and cross tabulation, forecasting, time series models, regression models and qualitative models. Financial analysis: net present value and effective rate. Decision analysis: multi-criteria analysis and decision trees. Linear programming and formulation of problems only.
Brand Management 260	This unit extends on the various aspects of advertising and marketing and applies these concepts to a brand equity perspective. The topics will be built around the product/brand management decisions and through seminars, case analyses and a brand audit project. The unit examines specific advertising and marketing topics related to building, measuring, and managing brand equity. Specifically, the unit examines various brand management decisions and the strategies and tactics to build measure and manage brand equity. These include (a) direct and indirect measures of brand equity, (b) structures of desired brand knowledge (c) choice of brand elements (d) development of supporting marketing programs, (e) introduction of new products naming, corporate perspectives and (f) management of brands over time and geographical boundaries.
Business Capstone 301	This unit is a problem-based learning activity that encourages teams to apply their business knowledge within a competitive simulated business environment. Teams are assigned to a company operating an electronic sensor industry. Companies have to consider what is happening within their industry, why changes take place, and make decisions that lead to successful outcomes. Managing these companies requires teams to make a wide range of decisions, including which markets to emphasise, what types of research and development to conduct, how to effectively - market products, manage staff facilities and a sales force, finance operations and manage production facilities. The simulation provides an opportunity to practise strategising. Teams are expected to maximise their full potential by taking advantage of individual team member strengths. Responsibilities have to be assigned. An agreement or contract describing the expectations of each team member must be obtained. The result is determined by team performance. However, it is essential that no matter how a team performs, the team continues to make a good faith effort to improve. The efforts of individuals can and will be tracked to ensure equitable outcomes.
Business Ethics 300	In this unit students will examine ethical issues that arise within business management and will be asking questions and discussing ethical and moral dilemmas that arise in business contexts. Students will learn and apply critical thinking skills related to the practice of business within the framework of societal values. These skills include the ability to perceive the ethical implications of a situation, engage in sound moral reasoning and develop practical problem solving strategies.
Business Information Systems 100	This unit provides an overview of business information systems (BIS), information communication technologies (ICT) use in business and other organisations, different types of BIS and ICT, their role in organisations and their contribution to organisational success. This introductory unit explains how ICT can be used appropriately to develop



	BIS that effectively support, enable and enhance business and organisational processes. An introduction to the different activities and tools used to develop, maintain and operate effective BIS is provided.
Business Law 100	An introduction to law with a business focus. Students examine the nature and sources of law in Australia and other international legal systems. Key aspects of civil law as they relate to business are explored with a particular emphasis on contract law.
Business Statistics 201	Descriptive statistics including data representation and statistical measurement. Probability, including discrete and continuous distributions. Sampling methods and techniques. Inference using the normal, t, chi-square and F distributions. Simple linear and multiple regression. Other topics in basic statistics.
Communication in Business 100	Communication in Business 100 introduces students to the principles of effective communication in the academic and professional business contexts. The unit has a four part commencing with the theoretical underpinnings of business communication and its application, essential academic communication skills, general communication issues and, finally, communication in the professional business context.
Consumer Behaviour 201	Introduces the role of consumer behaviour and how it is shaped by the social and cultural environment and the psychological foundations. The unit in essence focuses on the decision processes in consumption behaviour in different buying situations. This develops the student's ability to integrate marketing processes at a higher level. For marketers, an understanding of how a consumer selects, purchases, uses and disposes of products and services is pertinent to successfully managing the marketing function. Concepts drawn from various disciplines such as psychology, economics and anthropology are also examined.
Economics 100	Key principles of economics, the gains from trade, theory of demand and supply, elasticity and its application, government policies such as price controls and taxes, consumer and producer surplus, externalities, public goods and common resources, costs of production, firms in competitive markets, monopoly and oligopoly.
Entrepreneurship 300	The unit is research and theory-based but practice-oriented. Utilising fieldwork interviews with real-life entrepreneurs it aims to ensure that students are fully aware of the issues and challenges associated with the tough business realities of being an entrepreneur. This is achieved by examining and analysing the characteristics of the entrepreneur and their new and/or growing business.
Environmental Issues in Business 201	This unit gives students an introduction to contemporary environmental issues relevant to managers of today's and tomorrow's organisations. It will help students understand current environmental problems and in this context learn about corporate responsibilities and possible business responses.
Finance (Corporate) 307	Information asymmetry and signalling, agency theory, capital markets and sources of funds, capital budgeting under uncertainty, capital structure, dividend policy, the market for corporate control and corporate governance.
Finance (Derivative Securities) 312	Theoretical foundations of derivative securities, financial forwards and futures, forward rate agreements (FRAs) and interest rate swaps, introduction to options, Black-Scholes Greeks, Black-Scholes European option pricing, binomial American option pricing, other Greeks, term structure of volatility, strike structure of volatility, exotic options and structured products.
Finance (International) 302	Quotations in foreign exchange, spot, forward and cross rates, international finance parity conditions, risk in an international context, foreign exposure management and measurement, hedging tools and specialised instruments, international diversification, universal hedging, international debt and equity and Euromarkets.
Finance (Introductory) 201	A broad introduction to the area of finance. Topics include: introduction and objective of financial management, Australian capital markets, sources of debt and equity finance, financial statement analysis, financial maths, investment decision; evaluation methods and cash flow determination, and leasing, current asset management; inventory, accounts receivable and liquid assets.
Finance	Introduction to the concept of share valuation, concept of risk and return and

(Managerial) 212	application to portfolio theory, pricing of risky securities, evaluation of investment proposals, concept of cost of capital, corporate finance policy including capital structure and dividend decisions, mergers and takeovers and valuation and application of derivative securities.
Finance (Portfolio Management) 301	This unit covers the essential theories and their application to the practice of security analysis and portfolio management. Concepts discussed include mean-variance analysis, portfolio optimisation, asset pricing theory, market efficiency, security analysis, fixed income portfolio management, portfolio risk management using derivatives and portfolio performance evaluation techniques. Students will also be provided with an awareness of the on-going developments, and controversies in this area of Finance.
Finance (Principles) 215	Objectives of financial management, financial mathematics, investment decisions (evaluation methods), investment decisions (cash flow determination), Australian capital markets, cost of capital, capital structure, leasing, risk and return, introduction to portfolio theory and the capital asset pricing model (CAPM) and introduction to options and futures.
Finance (Quantitative Techniques) 203	Functions, simultaneous equations, differentiation, optimisation, matrix algebra, descriptive statistics, sampling and probability, introduction to distributions and random variables, hypothesis testing and regression analysis.
HRM (International) 303	Explores the impact of the global environment on the management of human resources; examines processes of expatriation and repatriation in multinational organisations and the impact of cultural and country differences on human resource policies and practices.
HRM (Introduction) 200	Core Human Resource Management (HRM) functions and concepts and how these may be applied to practice. Current HRM theory and practice. Human resource problems in the workplace, solutions to real-life issues and problems.
HRM (Learning and Development) 212	Examine theory, principles and practices associated with adult learning in the workplace; conducting a learning needs analysis; evaluating learning and development activities and the impact thereof; designing and delivering development workshops.
HRM (Performance & Conflict Management) 302	Provides a conceptual foundation of the key issues in performance and conflict management as well as an overview and critical analysis of the methods and tools used in organisations. The unit also provides a forum within which to discuss and analyse the issues.
HRM (Remuneration and Rewards) 301	This unit examines concepts and theories related to the management of total rewards systems in organisations. The importance of remuneration in reinforcing an organisations culture. International trends on reward management and employee benefits and incentives for retention strategies and productivity gains will be examined. Job evaluation and techniques for managing performance of employees.
HRM (Selecting and Promoting Staff) 311	The planning and development of staffing systems that are ethical and professional to estimate the quality and quantity of human resources required to meet strategic business objectives of organisations. Examining advantages and disadvantages of internal and external recruitment and analysing and evaluating appropriate selection methods and techniques to align with business objectives and culture in attracting and retaining the best human resources.
Industrial Relations (Asia-Pacific Perspectives) 302	This unit provides a comparison of the HRM and industrial relations frameworks and processes in a number of countries. There will also be a focus on the historical, social and economic aspects of each country, as well as an examination of the roles of the principle parties and the bargaining processes.
Industrial	IR theories. Negotiation and bargaining. The role of the parties in the IR framework:

Relations (Singapore) 201	management, government and employees. The NTUC. The historical context. Collective bargaining. Wage determination. Future challenges.
Integrated Marketing Communications 202	This is an introductory unit which explores the importance of marketing communication, the concepts underlying effective marketing communication and the skills needed to create simple integrated marketing communication (IMC) campaigns. Students are introduced to simple market research procedures that can be used to derive customer segmentation and brand positioning strategies. They are further exposed to procedures used by marketers to integrate this information with campaign objectives in order to create, execute and lastly evaluate an IMC campaign. Each element of the marketing communication mix is explored in detail to demonstrate how each might contribute to IMC campaigns. A hands-on task to develop and recommend a marketing communication creative for one element of an existing IMC campaign consolidates the ideas and skills gained.
International Management 375	A study of comparative perspectives and emerging issues within an intercultural or cross-national environment.
International Marketing 250	Covers topics related to the international marketplace, multi-national, global and transnational corporations and international trading companies. Knowledge is gained in world organisational or regional trade, trade blocks and international marketing opportunities and developed and less developed country counter trade.
Law (Business Organisation) 222	The notion of legal personality. The law relating to sole traders, cooperative enterprises, partnership, associations, secret commissions and joint ventures. Introduction to trusts and franchise agreements. Agency law and the duties and liabilities of principal and agent. Registration and protection of business names. An in-depth coverage of the law governing corporations with an introduction to the principles of corporate governance.
Law (Public Relations) 211	Introduction to law. Defamation. Injurious falsehood, passing off. Trade Practices Act 1974 (Cth). Privacy. Professional negligence. Contempt of court. Contempt of parliament. Media and advertising regulation. Censorship. Copyright.
Macroeconomics 200	This introductory level course introduces students to the economist's way of understanding key macroeconomic issues such as inflation, unemployment and economic growth. This is achieved by developing a simple model of the macro economy (the aggregate demand and supply model) and using this model to explain the factors causing these economic phenomena. Part of the course is devoted to developing an understanding of monetary and fiscal policy and how they can be used to influence the economic outcome. Other topics covered include the exchange rate, Classical and Keynesian approaches to macroeconomics and the Phillips curve model.
Management 100	Introduces management concepts and examines the present status and future directions of this growing field of study. Specifically, the development of management thought and practices are analysed, along with organisational behaviour concepts and issues. The future of management is considered in the light of social responsibility, international implementations and new directions.
Managing Change 300	The unit examines the theoretical and practical perspectives used as a framework to identify change. The change strategy, tools and measurement of change are analysed.
Marketing - Professional Practice 300	The unit deals with the strategic role of marketing within not for profit organisations. The syllabus covers: acquiring and using marketing information, ethics and professionalism, presentation skills in not for profit consultancy, developing and launching new offerings, working with the private sector, attracting human resources, generating funds, campaign development, value propositions, managing communication strategies and marketing evaluation
Marketing	Exposure to fundamental marketing concepts being used within a range of industries,



100	and a clear insight into how these concepts are being applied by practitioners in the real world. Introduction to the marketing discipline through topics such as consumer behaviour, marketing research, product planning, and promotion planning, distribution planning, product and service pricing. This unit also assists students to gain an understanding of the influence external environments have upon firms.
Marketing of Services 311	Services possess several unique characteristics that require a distinctive approach to marketing strategy - both in its development and execution. A focus on the unique characteristics of the service environment, adapting marketing management concepts to the service business context, identifying and analysing the various components of the extended services marketing mix, discussing key issues concerning the management and measurement of service quality and customer satisfaction. Understanding the critical role of service personnel and customers with respect to service delivery, service failure and service recovery. Examination of relationship marketing. Appreciation of the overlap in marketing, operations and human resource functions in service organisations to gain exposure to key operations, management strategies and tools (flow charting and yield management strategies), and human resource management issues (internal marketing).
Marketing Research 200	Introduction to the scientific method and technology of marketing research, the application of market research data to resource key marketing and strategic decisions, and the professional skills of winning and serving a research client. A hands-on market research project for a real business client consolidates the ideas and skills gained.
Microeconomics 200	This intermediate level unit further develops students' understanding of a variety of topics in Microeconomics such as utility and preference, consumer choice, production and cost, the firm and industry, market structure, game theory, factor markets and distribution of income, market failure, asymmetric information, externalities and public goods.
Operations and Materials Management 301	Examining operations and materials management as part of the supply chain. Topics cover the components/activities of operations and materials management, incl. Manufacturing Resource Planning (MRPII) and all its elements [e.g. production plan, MPS, MRP, capacity planning, PAC], demand forecasting and purchasing, inventory management, warehouse management, distribution management, managing work in progress (WIP), physical distribution, process design, Just-in-time (JIT), lean production and total quality management
Optimisation and Simulation 301	This unit provides an introduction to computer-based optimization and simulation models for decision making. The emphasis is on models that are widely used in diverse industries and functional areas. Information has come to be recognized as a critical resource, and models play a key role in deploying this resource, in organizing and structuring information so that it can be used productively. The aim of the course is to help students become intelligent consumers of these methods. To this end, the course will cover the basic elements of modelling - how to formulate a model and how to use and interpret the information a model produces. The course will attempt to instil a critical viewpoint towards decision models, recognizing that they are powerful but limited tools.
Organisational Behaviour 200	Consideration of the impact made by individuals, groups and structure on behaviour within organisations of all kinds. Application of the knowledge gained in improving the effectiveness of organisations. The topics reflect consideration of individuals and behaviour at work, how people form groups, behaviour in those groups, and the mutual influence between individuals, and groups and organisations.
Public Relations (Consultancy) 300	A strategic communications unit, from a consultancy perspective, focusing on topics such as sponsorship, event management (including risk management & program evaluation), monitoring and evaluation, time and project management, ethics and professionalism. Also included are client services, negotiation, mediation and selling skills in the context of pitch letters and client presentations. The key distinguishing feature of the unit is the involvement of a real life client. There is a strong focus on the



	contribution consultants make to the overall strategic objectives of their clients.
Public Relations (Corporate) 360	Corporate communication management. The role of corporate public relations in the strategic management of organisations. Stakeholder management and corporate social responsibility. Corporate reputation, branding, identity, and image. Measurement and evaluation in corporate public relations. Integrated communication. Internal communication, change management, and corporate culture. Issues management and public affairs. Crisis communication management.
Public Relations (International) 340	An introduction to the skills and concepts needed to practise public relations successfully in today's global business environment. The unit builds an awareness and understanding of cross-cultural communication in international public relations and develops an understanding of public relations and corporate communications in world economies and those of specific regions, such as the Asia-Pacific region.
Public Relations (Media) 250	The unit covers the principles and practice of media relations, and the place of media relations in the public relations management process. Students learn the skills, tools and planning needed to manage relations ethically with those in the media responsible for editorial content. Issues and crisis management with local, national and international media. Mass versus specialist media, controlled and uncontrolled media and how to select the right tools for the job. The impact of the rise of social media. How to plan, manage and evaluate media relations strategies. Writing for the media, and organising media conferences. Giving radio and television interviews and training media spokespersons. How to plan, manage and evaluate media relations strategies. Writing for the media, organising media conferences, communicating under fire, crisis media relations and facing the media. Giving radio and television interviews and training media spokespersons.
Public Relations (Principles) 201	An introduction to the principles and practice of public relations. The history and evolution of public relations. The importance of ethical practice. Identifying publics and the need for public relations programs. Planning and managing these programs and evaluating their effectiveness. Managing relations with relevant publics and applying the range of communication processes needed. The major specialist areas of public relations.
Public Relations (Professional Practice) 393	Public Relations (Professional Practice) 393 is a compulsory internship unit within the PR stream, which is part of the accreditation requirements by the Public Relations Institute of Australia. The major requirement is for students to spend a minimum of one month full-time, or part-time equivalent, working with an employer in a public relations capacity. One month is defined for the purposes of this unit as 20 working days. The work experience may be undertaken during the semester, during the break prior to the semester in which the student is enrolled in the unit or by a combination of the two. Students will be required to prepare a detailed report on their experiences including samples of work undertaken, an analysis of the organisation and the role of public relations within it, discussion of key public relations issues encountered, recommendations to the employer on the organisation's public relations policies and practices, and an up-to-date curriculum vitae including reference to the completed internship.
Public Relations (Techniques) 220	Introduces students to common techniques used by PR professionals and their application. Particular emphasis on developing strong, effective writing skills. Covers media relations techniques such as media releases, fact sheets, backgrounders. Also includes speech writing, an introduction to desk top publishing planning and development (newsletters and brochures), web page content and social media techniques. The unit aims to equip students with knowledge about each technique and provides opportunities to demonstrate their ability to apply the techniques via weekly classroom tutorial briefs and assignments.
Quantitative Modelling 201	The topics to be covered in this unit will include quantitative modelling, linear programming, financial modelling, transportation, transshipment and assignment problems, network flow models, project management and decision analysis.



Retail Marketing and Distribution 311	Retail marketing and marketing channels. Retail information systems, channel behaviour, channel operations, channel management, distribution planning, wholesaling, retail consumers, products, site evaluation, merchandising and promoting goods, personal selling, images and atmosphere. Research, audit and the future of retailing. Transportation, warehousing and physical distribution systems.
Sales Management 230	Detailed investigation of the sales management process. It balances the practical and academic while providing a foundation for understanding the sales management function or building a marketing career. Issues covered include the sales process, recruiting, compensation, training and sales force design.
Strategic Management 313	This unit focuses on the practice and concepts of strategic management through the introduction of appropriate theoretical models and frameworks. The central issue of the unit is the achievement of competitive advantage: internal and external drivers of competitive advantage, the link between strategy formulation and implementation, the role of strategic leadership in formulation and integrating strategy.
Strategic Marketing 310	Advanced unit aimed at developing strategic decision making skills with particular reference to marketing. This unit presents the philosophy of integrating market planning into the strategic planning process to cope with an ever changing and challenging business environment characterised by unparalleled technological developments and intensifying competition. Strategic market planning enables managers to undertake a process of market analysis and identification that will determine what business direction it wants to achieve, and how to proceed in a systematic way to turn specific opportunities into profitable businesses. This unit presents a set of normative procedures, which may be utilised to generate a varied range of innovative strategic options and provides a basis for choosing a rational programme for action.
Strategic Procurement 302	Strategic Procurement is designed to enable participants to develop a general appreciation of supply management as a strategic influence and contributor to organizations' competitiveness. The content of the unit introduces supply management, the concepts of supply organisations and structures and focus on some specific strategic supply management approaches and strategies, including buyer-supplier relationship, pricing and costing analysis, sourcing and global supply management, leadership in procurement, ethical and professional standards, supplier management and development
Strategic Supply Chain and Logistics Management 302	Management of Supply Chains for the organisation - organisational, functional and financial elements; using Supply chains to improve customer service and competitive advantage; financial control of the overall supply chain; SC decision making and business planning; critical elements of Supply Chain design and operations - logistics, transportation, warehousing, inventory management, material management, purchasing, order processing; designing and optimising logistics and supply networks including outsourcing and process design; setting up and managing supply and distribution channels; Supply Chain information and decision support systems; Supply Chain Master planning including demand forecasting; new Supply Chain challenges and opportunities - globalisation, e-business, new technologies, and corporate and social responsibilities.
Supply Chain Information Management 302	Supply chain, logistics & information management terms and concepts; using IS for competitive advantage; elements of information systems - architecture, databases, functions and processes; cross-functional information systems and SCM, integrated IT interaction model & implications for supply chain systems; electronic commerce & SCM; IS for decision support in SCM; business processes and positioning for effective supply chain/logistics; Global aspects of IT & logistics management; strategic IS planning & implementation issues; be familiar with the functions of a representative information system
Taxation 331	The primary aim of this unit is to introduce students to the Australian Income Tax system and legislation, a taxation unit which aims to give a basic understanding of the

	practical application of income tax law to a wide variety of business and financial activities.
Law (Banking) 255	Deregulation. Bills of exchange. Cheques and payment orders. Payment systems. Banker and customer relationship. Lending securities. Financial lending.
Finance (Analysis) 206	Working with and building financial models on computer spreadsheets; integration of finance theories with spreadsheet techniques; utilising concepts such as financial mathematics, capital budgeting and risk management; evaluating shares, companies and projects on spreadsheets; financial statement analysis, introduction to the design of spreadsheet-based financial models.
Bank Lending 306	Credit risk assessment techniques for consumer and small business lending; analysis and interpretation of financial statements and how these impact on credit risk assessment; credit risk management practices; setting lending policy guidelines; the use of credit scoring and expert systems in the analysis and interpretation of credit risk; the reasons for loan failures.
Finance (Personal) 220	A practical overview of the investment structures and issues. Coverage includes superannuation, debt management and gearing, annuities and pensions, housing, impact of taxation, personal risk management and insurance, estate planning, stocks and bonds, managed funds, real estate, professional compliance issues and financial planning processes.
Finance (Instruments and Markets) 300	An overview of the financial system including financial institutions and markets, the banking sector and non-bank financial institutions. This includes the equity, corporate debt, government debt and foreign exchange markets and derivative markets and risk management.
Banking Practice and Management 301	Understanding the Australian financial environment, the financial statements of banks and measuring their overall performance. Applying the principles of asset, liability, and capital management, as well as managing loans and the loan portfolio. Hedging and pricing with derivatives and international banking.
International Trade and Banking 305	This unit deals with selective issues of international risk and international risk management faced by businesses and banks operating in a global market place. There is a particular focus on aspects of country risk, foreign exchange risk and credit risk. A theoretical and conceptual basis is introduced, along with consideration of practical, market-based measures which are available to assess and manage the risks involved. The evolution of the international monetary system and the globalization of financial services (emphasising international banking and offshore financial markets) provide the context for the study of risk. Recent developments in international financial markets are considered, including problems in banking systems in the East Asian region.
Asian Management 301	Asian Management 301 considers management practices and issues in the Asia Pacific region. Each country in the Asia Pacific region has unique and valuable commercial, economic, legal, political and socio-cultural institutions, cultural values, and therefore management practices and systems. After the introductory topics exploring Asian cultural and ideological influences upon management systems in Asia, the unit focuses on state-owned enterprises in China, the overseas Chinese family businesses in East and South East Asia, large corporations in Japan and the Republic of Korea and emerging multinationals from China and India.

**Normal Progression**

312107	Accounting Major	234906	Accounting & Finance Major	235020	Finance & Marketing Major
10987	Accounting 100	10987	Accounting 100	10987	Accounting 100
11011	Business Law 100	11011	Business Law 100	11011	Business Law 100
1234	Economics 100	1234	Economics 100	1234	Economics 100
311353	Communication in Business 100	311353	Communication in Business 100	311353	Communication in Business 100
10830	Business Information Systems 100	10830	Business Information Systems 100	10830	Business Information Systems 100
10848	Management 100	10848	Management 100	10848	Management 100
10850	Marketing 100	10850	Marketing 100	10850	Marketing 100
10993	Business Statistics 201	310606	Finance (Quantitative Techniques) 203	2806	Finance (Introductory) 201
305228	Accounting (Financial) 250	305228	Accounting (Financial) 250	11001	Macroeconomics 200
11013	Accounting (Managerial) 201	11013	Accounting (Managerial) 201	2807	Finance (Managerial) 212
12607	Finance (Principles) 215	12607	Finance (Principles) 215	9764	Consumer Behaviour 201
10841	Law (Business Organisations) 222	10841	Law (Business Organisations) 222	3822	Sales Management 230
305229	Accounting (Financial) 260	305229	Accounting (Financial) 260	8931	Microeconomics 200
10804	Accounting (Systems) 204	10804	Accounting (Systems) 204	11038	Finance (Corporate) 307
11041	Taxation 331	11041	Taxation 331	9807	Marketing Research 200
	Elective	8931	Microeconomics 200	12613	International Marketing 250
10989	Accounting (Auditing) 300	10989	Accounting (Auditing) 300	9753	Finance (Portfolio Management) 301
11014	Accounting (Managerial Control) 301	11014	Accounting (Managerial Control) 301	10820	Finance (Derivative Securities) 312
	Elective	9753	Finance (Portfolio Management) 301	1866	Retail Marketing and Distribution 311
	Elective	11038	Finance (Corporate) 307	3900	Strategic Marketing 310
309875	Accounting (Decision Analysis) 308	309875	Accounting (Decision Analysis) 308	9754	Finance (International) 302
12034	Business Capstone 301	9754	Finance (International) 302	4375	Marketing of Services 311
	Elective	10820	Finance (Derivative Securities) 312	12593	Marketing - Professional Practice 300
	Elective	12034	Business Capstone 301	12034	Business Capstone 301



235016	Management & Marketing Major	312102	Marketing Major	234925	Marketing & Advertising Major
10987	Accounting 100	10850	Marketing 100	10850	Marketing 100
11011	Business Law 100	11011	Business Law 100	11011	Business Law 100
1234	Economics 100	1234	Economics 100	1234	Economics 100
311353	Communication in Business 100	311353	Communication in Business 100	311353	Communication in Business 100
10830	Business Information Systems 100	10830	Business Information Systems 100	10830	Business Information Systems 100
10848	Management 100	10848	Management 100	10848	Management 100
10850	Marketing 100	10987	Accounting 100	10987	Accounting 100
10852	Organisational Behaviour 200	9764	Consumer Behaviour 201	11016	Integrated Marketing Communications 202
9764	Consumer Behaviour 201	3822	Sales Management 230	9764	Consumer Behaviour 201
3822	Sales Management 230	9807	Marketing Research 200	3822	Sales Management 230
304440	Environmental Issues in Business 201		Elective	12613	International Marketing 250
9807	Marketing Research 200		Elective	12632	Advertising (Principles) 211
12613	International Marketing 250	12613	International Marketing 250	12989	Advertising (Media Planning) 250
10835	International Management 375	1866	Retail Marketing and Distribution 311	12592	Brand Management 260
4436	Human Resource Management (Introduction) 200		Elective	3900	Strategic Marketing 310
3900	Strategic Marketing 310		Elective	9807	Marketing Research 200
12953	Entrepreneurship 300	3900	Strategic Marketing 310	1866	Retail Marketing and Distribution 311
1866	Retail Marketing and Distribution 311	4375	Marketing of Services 311	12634	Advertising (Strategic) 310
3522	Strategic Management 313		Elective	12990	Advertising (Cross Cultural) 300
12593	Marketing - Professional Practice 300		Elective	4373	Advertising (Account Planning) 340
11018	Managing Change 300	12593	Marketing - Professional Practice 300	12633	Advertising (Campaign Development) 391
303899	Business Ethics 300	12034	Business Capstone 301	12593	Marketing - Professional Practice 300
4375	Marketing of Services 311		Elective	4375	Marketing of Services 311
12034	Business Capstone 301		Elective	12034	Business Capstone 301
235023	Marketing & Public Relations Major	312100	Logistics and Supply Chain Management Major	300966	Management & Human Resource Management Major
10850	Marketing 100	10806	Analytical Marketing 201	11011	Business Law 100
11011	Business Law 100	10856	Quantitative Modelling 201	311353	Communication in Business 100
1234	Economics 100	11017	Optimisation and	13590	Industrial Relations



311353	Communication in Business 100	10847	Simulation 301 Strategic Supply Chain and Logistics Management 302	4436	(Singapore) 201 Human Resource Management (Introduction) 200
10830	Business Information Systems 100	11954	Operations and Materials Management 301	4437	Human Resource Management (Selecting and Promoting Staff) 311
10848	Management 100	13474	Supply Chain Information Management 302	4438	Human Resource Management (Learning and Development) 212
10987	Accounting 100	310741	Strategic Procurement 302	10835	International Management 375
10855	Public Relations (Principles) 201	12034	Business Capstone 301	9797	Industrial Relations (Asia-Pacific Perspectives) 302
9764	Consumer Behaviour 201			307183	Human Resource Management (Performance and Conflict Management) 302
3822	Sales Management 230			4434	Human Resource Management (International) 303
12613	International Marketing 250			12953	Entrepreneurship 300
10854	Public Relations (Techniques) 220			3522	Strategic Management 313
9807	Marketing Research 200			4439	Human Resource Management (Remuneration and Rewards) 301
10845	Law (Public Relations) 211			11018	Managing Change 300
10851	Public Relations (Media) 250			303899	Business Ethics 300
1866	Retail Marketing and Distribution 311			12034	Business Capstone 301
12593	Marketing - Professional Practice 300				
3900	Strategic Marketing 310				
3992	Public Relations (Consultancy) 300				
12596	Public Relations (International) 340				
4375	Marketing of Services 311				
12597	Public Relations (Corporate) 360				
3993	Public Relations (Professional Practice) 393				
12034	Business Capstone 301				



Banking and Finance		International Business	
10987	Accounting 100	10987	Accounting 100
10987	Business Law 100	10987	Business Law 100
1234	Economics 100	1234	Economics 100
311353	Communication in Business 100	311353	Communication in Business 100
10830	Business Information Systems 100	10830	Business Information Systems 100
10848	Management 100	10848	Management 100
10850	Marketing 100	10850	Marketing 100
12034	Business Capstone 301	9764	Consumer Behaviour 201
310606	Finance (Quantitative Techniques) 203	12613	International Marketing 250
10840	Law (Banking) 255	4434	Human Resource Management (International) 303
11001	Macroeconomics 200		Elective
2806	Finance (Introductory) 201		Elective
300956	Finance (Analysis) 206	10835	International Management 375
11040	Bank Lending 306	11039	International Trade and Banking 305
12970	Finance (Personal) 220		Elective
2807	Finance (Managerial) 212		Elective
8931	Microeconomics 200	9797	Industrial Relations (Asia-Pacific Perspectives) 302
11038	Finance (Corporate) 307	9986	Asian Management 301
12960	Finance (Instruments and Markets) 300		Elective
8553	Banking Practice and Management 301		Elective
9753	Finance (Portfolio Management) 301	3522	Strategic Management 313
10820	Finance (Derivative Securities) 312	12034	Business Capstone 301
11039	International Trade and Banking 305		Elective
9754	Finance (International) 302		Elective

5) Scheduled holidays (public and school) and/or semester/term break for course

Singapore Public Holidays

New Year's Day
 Chinese New Years
 Good Friday
 Labour Day
 Vesak Day
 National Day

School Break

Inter-trimester Break
 Mid-trimester Break
 Study Review Week



Hari Raya Puasa
Deepavali
Hari Raya Haji
Christmas Day

6) Examination and/or other assessment period

Examination period: one week after the last day of class of the trimester
Other assessment: refer to individual unit outline

7) Expected examination results release date

Approximately three weeks after the examination period

**SCHEDULE 2
BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES**

**SCHEDULE 2.1
COURSE FEES**

Fees Breakdown [shows the full breakdown of total payable course fees] @	Total Payable (S\$)
Course Fee	\$47,251.20
Administration Fee	\$150.00
Medical Insurance -Yearly	\$70.62
FPS insurance	\$507.95
(A) Total Course Fees Payable^#:	\$47,979.77
(B) No of Installments%:	Refer to clause 3.2
(C) Installment Amount (C = A/B)	NIL

@ Please delete fees not applicable and include other relevant fees payable by students.

^ The total course fees payable should be fully protected as required by EduTrust FPS.

The prevailing Good and Services Tax (GST) is excluded from the FPS.

% Please refer to Clause 3.2 for the imposed collection cap.

Installment Schedule	Payment by 12 / 6 / 2 month* Installment Schedule	
	Amount (S\$)	Date Due
1 st Semester	\$ 8603.77	
2 nd Semester	\$ 7875.20	
3 rd Semester	\$ 7875.20	
4 th Semester	\$ 7875.20	
5 th Semester	\$ 7875.20	
6 th Semester	\$ 7875.20	
(A) Total Course Fee (include GST)	\$ 47,979.77	

*Please delete as appropriate

**SCHEDULE 2.2
MISCELLANEOUS FEES¹**

Purpose of Fee	Amount (S\$) and When Payable
Late Payment Fee	\$160.00
Weekly Late Payment Fee	\$100.00
ICA Processing Fee [Renewal]	\$ 30.00
Airport Pick Up Fee	TBA
Accommodation Arrangement Fee	TBA

¹ Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.

SCHEDULE 3
STUDENT'S RIGHTS TO CANCEL AGREEMENT

SCHEDULE 3.1

1. You, the Student, shall have the right to cancel this Agreement within [7] working days from signing the Agreement, or within [7] working days from the date this notice has been brought to your attention, whichever is the later (the "Cooling-Off Period").
2. You are entitled to cancel this Agreement during the Cooling-Off Period for any reason, and are not obliged to give any reasons to the PEI for doing so.
3. You have to write to the PEI to cancel the Agreement within the Cooling-off Period. You may use the form provided below. You may send such Notice of Cancellation by email or fax to the following contacts, or leave a copy with the PEI administrative office.

PEI email address: admissions@curtin.edu.sg

PEI fax number: +65 6593 8001

PEI administrative office address: 90-92 Jalan Rajah Singapore 329162

4. You are advised to keep a copy of the email or fax confirmation slip. If the Notice of Cancellation is left with the PEI office, the PEI office is to acknowledge receipt of the Notice by signing on it and returning one copy of the Notice to you. If the PEI office does not do so, you are advised to inform the PEI immediately by writing to this email address admissions@curtin.edu.sg
5. Upon cancelling the Agreement, the PEI must refund you the monies paid in accordance to Clause 2.5 of the PEI-Student Contract.

I, _____ [name], hereby acknowledge that on this _____ [date in DD/MM/YYYY format], the PEI has brought to my attention my rights under the Cooling-Off Period and that I fully understand these rights.

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

Name of Student:

Name of Parent or Legal Guardian:

NRIC / Passport No:

**SCHEDULE 3.2
SAMPLE NOTICE OF CANCELLATION**

STUDENT'S RIGHTS TO CANCEL AGREEMENT

I, _____ [name], on this _____
_____ [date in DD/MM/YYYY format] hereby cancel the Student-PEI contract with
_____ [name of PEI],
_____ [reference
number or Course name, if any].

SIGNED by the Student

SIGNED by the Student's parent or legal
guardian (if the student is under eighteen (18)
years of age)

Name of Student:

Name of Parent or Legal Guardian:

Date:

NRIC / Passport No:

Date:

SIGNED by the PEI



Authorized Signatory of the PEI
Name: Phoebe Kee
Date: 12/15/2010

Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

Name of Student:

Date:

Name of Parent or Legal Guardian:

NRIC / Passport No:

Date:

SIGNED by Witness

Name of Witness:

NRIC / Passport No:

Date: