



START YOUR JOURNEY

2017/18

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Undergraduate and
postgraduate guide
.....

curtin.edu.sg

Make tomorrow better.



CURTIN UNIVERSITY

Join a university that's ranked among the best in the world.

Ranked in the top two per cent worldwide by the 2016 Academic Ranking of World Universities, Curtin University offers its students a fresh, global perspective. We'll equip you with the skills and knowledge you'll need to solve the big challenges of tomorrow. Along the way, you will benefit from our award-winning teaching staff, industry-reviewed courses, modern facilities and extensive support services.

As Western Australia's largest and most multicultural university, Curtin is home to nearly 16,000 international students.

In addition to our flagship campus in Perth, Western Australia, we have campuses in Singapore and East Malaysia, and agreements to deliver courses at education institutions in Hong Kong, China, Malaysia, Mauritius, Sri Lanka, Vietnam and Indonesia. Regardless of the location you choose, you'll be well placed to launch or further your professional career.

INDUSTRY-RELEVANT COURSES WITH INTERNATIONAL RECOGNITION

Our courses are regularly reviewed by industry, business and government ensuring what you learn is relevant to today's changing global market. With many of our degrees backed by national and international accreditation, you'll graduate with the skills and knowledge that employers look for.

STUDENT-FOCUSED FLEXIBLE STUDY OPTIONS

Tailor your studies to your needs and transfer between campuses. Our flexible study options could give you an opportunity to experience the endless coast of Western Australia or life in cosmopolitan Singapore. With multiple academic and English entry pathways, and opportunities for eligible students to change campuses while studying, there's more than one way to start your Curtin journey.

**CURTIN
IS RANKED IN
THE TOP TWO
PER CENT OF
THE WORLD'S
UNIVERSITIES.**

Academic Ranking of
World Universities 2016



VISION 2030

A recognised global leader in research, education and engagement.

OUR MISSION

Transform lives and communities through education and research.

OUR VALUES

Integrity – to act ethically, honestly and with fairness

Respect – to listen, value and acknowledge

Courage – to lead, take responsibility and question

Excellence – to strive for excellence and distinction

Impact – to empower, enable and inspire





CURTIN'S SINGAPORE CAMPUS

Study in one of the world's most cosmopolitan cities and receive a quality education.

Curtin Singapore, established in 2008, gives students access to a flexible, superb education in one of the world's most cosmopolitan cities. Students at Curtin Singapore can expect to build life skills, join an international community and become part of a forward-thinking culture committed to sharing innovative ideas. Whether you study at Curtin Singapore or Perth, you can graduate with the skills to launch your career anywhere in the world.

TRIMESTER ACADEMIC YEAR

Curtin Singapore courses use the same curriculum as those offered at the Perth campus, with the added attraction of offering three trimesters a year, allowing you to complete your degree faster. Intakes usually start in February, July and November.

TRANSFER BETWEEN CURTIN CAMPUSES

We've made our campus transfer option an easier and more fulfilling experience with exciting opportunities for you to complete a part of your degree at our Perth or Sarawak campuses. With all of the campuses sharing the same course structure for the courses offered, switching between campuses can be just an application away. You also have the option to attend the graduation ceremony at any Curtin campus.

SMALL CLASS SIZES

Curtin Singapore's small classes ensure a supportive learning environment for all students. A better learning environment is encouraged by increasing interaction between lecturers and students, ensuring that personal attention is given to

each student, and allowing lecturers to identify and assist students who require extra help.

CREDIT FOR RECOGNISED LEARNING

Curtin Singapore also recognises previous studies and work experience, which may enable you to use your relevant prior learning to gain credit exemptions. Depending on the number of credit exemptions granted, you may be able to complete your degree in a shorter amount of time.

FLEXIBLE ENTRY OPTIONS

Courses at Curtin Singapore are as flexible and individual as the students who study them. Students who may not qualify for university entry can enrol at Curtin Singapore in the diploma pathways that lead to the degree programs. These pathway programs are offered on campus by Curtin College at Curtin Singapore.



CAMPUS LOCATION AND FACILITIES

Curtin Singapore is located 10 minutes from the central business district, with direct bus routes from the campus to three different Mass Rapid Transit (MRT) train stations at Toa Payoh, Novena, and Boon Keng.

Curtin Singapore Campus has a wide range of facilities that make student life more convenient and productive. Lifestyle facilities include on-campus food outlets, student lounges, gymnasium and basketball court, while academic facilities such as library, campus-wide wireless internet and computer labs support your learning experience.

COMMITTEE FOR PRIVATE EDUCATION

Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG) and governs private education in Singapore. Curtin Singapore fully supports the legislation and works strictly within the EduTrust

framework. Curtin Singapore has achieved EduTrust Certification and has put in place mandatory requirements such as fee protection scheme and the use of a PEI-Student Contract as required by the CPE.

FEE PROTECTION SCHEME

One important aspect of the EduTrust framework is the Fee Protection Scheme (FPS), which aims to protect students against the loss of tuition fees due to malpractice by the course providers. It is compulsory for both international and local students and serves to protect students' fees in the event that a private education institution (PEI) is unable to continue operations due to insolvency and/ or regulatory closure. Furthermore, the FPS protects students if the PEI fails to pay penalties or to return fees to students arising from judgements made against it in the Singapore Law Courts.

PEI-STUDENT CONTRACT

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

- clear definition of course details—course title, qualification awarded, course duration
- full disclosure of all costs for tuition/non-tuition fees
- clear definition of refund policy
- clear definition of dispute resolution mechanisms.

Curtin Singapore students, both local and international, will be issued with a comprehensive PEI-Student Contract upon submitting their Acceptance of Offer form.

For more information about the Committee for Private Education, EduTrust, Fee Protection Scheme and the PEI-Student Contract, please visit cpe.gov.sg



WHY SINGAPORE?



Ranked fourth best student destination in Asia.

The QS Best Student Cities 2017

SAFE, PROSPEROUS, MULTICULTURAL.

Get a great education from Curtin Singapore and enjoy the lifestyle of one of the world's most dynamic cities.

Singapore offers a unique concentration of different leisure experiences to enhance your education journey, from its distinctive cultures and dining experiences, to a vibrant arts scene and world class shopping venues.

From the big swanky malls in Orchard Road, Singapore's main shopping precinct, to the smaller boutiques in Haji Lane or Ann Siang Road, and even culture shopping precincts in Kampong Glam, Joo Chiat and Little India, Singapore has a variety of shopping choices throughout the island to suit all shoppers' needs.

ENJOY SOME OF THE WORLD'S BEST FOOD AND ENTERTAINMENT

A nation of food enthusiasts, the city's culinary landscape has evolved tremendously in recent years and has expanded in range and variety. Beyond the astounding variety of authentic street food, and emerging new and innovative dining concepts at an extensive range of price points, Singapore is also home to interesting venues that provide hands on culinary experiences. In Singapore, food forms a

central part of its culture and is always accessible no matter where you are.

Packed with concerts and exciting entertainment options, Singapore's vibrant events calendar means that there is always something to do on this sunny island. Annual highlights include the multicultural dance, music and visual feast at Chingay Parade and the spectacular fireworks finale at Marina Bay Singapore countdown party.

EASY ACCESS TO WORLD-CLASS ATTRACTIONS

With so many attractions, you'll appreciate having a reliable public transport system on hand. A network of trains and buses means the city's most popular destinations are no more than a few connections away.

STAY IN TOUCH WITH THE PEOPLE YOU LOVE

Since Singapore is located in the same time zone as cities like Malaysia, Hong Kong, Beijing and Kuala Lumpur, it's convenient to contact your loved ones while you study.

Alternatively, why not catch the next flight home? Singapore's international airport is well served by flights connecting the region with the world.



Frequent flights and a broad choice of airlines mean it couldn't be easier for you to visit home.

Curtin Singapore students not only have access to a quality education, but to a variety of cultural experiences unique to the garden city.

Ranked fourth best student destination in Asia by Quacquarelli Symonds Rankings in 2017, Singapore is a vibrant city where you'll find a harmonious blend of cultures, lifestyles and religions. The garden city is also well-recognised

for its financial infrastructure and was named the city with the best investment potential in the world by Business Environment Risk Intelligence (BERI) in 2015.

Transportation within Singapore is a breeze; all thanks to a well-connected public transport system and road network that enables easy access to Singapore's world-class attractions such as Singapore Zoo, Gardens by the Bay, Clarke Quay and Universal Studios, as well as excellent shopping opportunities. And with its stringent

law and low crime rate, Singapore is one of the safest cities in the world.

COST OF LIVING

Your day-to-day living costs will vary based on your tastes, interests and financial position. You should plan a budget to suit your needs, but make sure it is flexible enough to allow for changes. Singapore is a large city with a range of options to suit the lifestyle you choose. We recommend you budget between SG\$18,000 and SG\$30,000 per year to cover essential living expenses.



Gardens by the Bay



Haji Lane

UNIVERSITY LIFE, SERVICES AND SUPPORT

With so much to see, do and experience, university life can be an exciting and fulfilling experience. To ensure it's not a daunting one, Curtin offers a range of services and support programs to make your time at university enjoyable, inclusive and productive.

CAREER

Alumni

Join a thriving Curtin alumni and build valuable connections to help you succeed in today's competitive global market.

alumni.curtin.edu.au

Student Career Centre

The centre's staff will equip you with new skills and knowledge to improve how you communicate to future employers. The centre also connects you to the industry, allowing you to gain greater exposure as well as learn from the experience of working professionals. You can get in touch with the Student Career Centre to arrange an appointment with a career counsellor.

csc-enquires@curtin.edu.sg

COMMUNITY

Prayer facilities

The diversity of religious beliefs and convictions among students and staff at Curtin Singapore are supported. A prayer room is available for use.

Student Committee

A dedicated body of selected students who organise and hold activities for all students on and off campus. If you are interested in volunteering and be a part of the Student Committee, you can submit an email application.

studentcomm@curtin.edu.sg

Student activities

There is a wide range of activities provided, from trips to Gardens by the Bay and Universal Studios to adventurous expeditions such as kayaking and cycling at Pulau Ubin. If you are looking for something challenging, you can take part in the many competitions we organise,

such as pool, basketball and charity runs. Taking part in these activities allows you to have a good time, get to know fellow students and discover Singapore. You can even suggest new activities by getting in touch with Student Central.

campusevents@curtin.edu.sg

LEARNING

Orientation

A week-long introductory program can help you settle into life at university. The orientation is a compulsory session that will help you complete all administration and enrolment procedures before the start of trimester. You will also get important information about student and academic matters during orientation.

Student Central

A one-stop service for enquiries and assistance and the first port of call for all day-to-day administrative matters.

Library

With a comprehensive book and e-text selection, you'll be able to make use of the latest technologies to facilitate your learning.

library@curtin.edu.sg

Computer facilities

Access to computer laboratories is available during university hours.

Common study area

Study and discussion rooms create a conducive environment for self-study and group discussions. They are equipped with projectors for your presentation practice.

LIBRARY
FULL RANGE
OF CURTIN
UNIVERSITY
LIBRARY
E-RESOURCES





WELLBEING

Accommodation

We know how important safe, comfortable and convenient housing is for students, which is why we are here to help. Upon accepting your offer, you can request an accommodation booking form to explain your preference in advance. There are many accommodation options available, such as public Housing Development Board (HDB) flats, private apartments, and private or public hostels.

accommodations@curtin.edu.sg

Counselling services

Counselling is available to all Curtin Singapore students. It's an independent and confidential way to discuss issues of concern that may not be easily communicated with family or friends. The Curtin Singapore Counselling Service is free, confidential and available to all students. The service allows students to seek advice on academic matters, study and learning strategies, career and course changes, cross cultural and personal issues.

counselling@curtin.edu.sg

Grievance procedures

Curtin has official procedures in place to assist students in resolving concerns about academic and other matters which are set out in the Curtin Singapore Student Handbook. Complaints can relate to academic disputes, the behaviour of staff and other students, or anything else you feel has breached Curtin's Code of Conduct.

feedback@curtin.edu.sg

Disability or pastoral program

If you have a medical condition or a physical or learning disability, meet with our counsellors to discuss your needs so that we may be able to put in place an access plan to assist you during your studies.

counselling@curtin.edu.sg



ACCOMMODATION



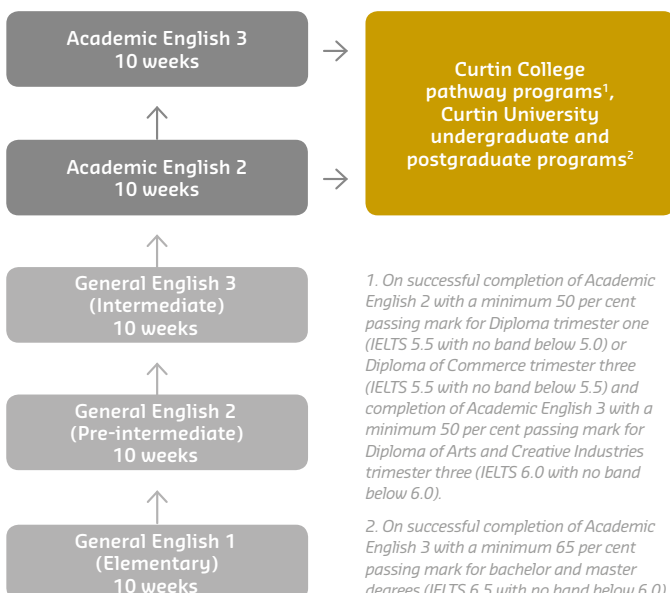
MULTIPLE AFFORDABLE
OPTIONS
AVAILABLE

ENGLISH LANGUAGE PROGRAMS

Navitas English is a part of Curtin Singapore and our programs provide you with English language proficiency for entry into Curtin University and Curtin College.

If you don't meet the University's minimum English entry requirement, you may enrol into Navitas English to improve your English language levels and get the best chance to succeed at Curtin. Study tours, corporate training and English for Special Purposes are also offered. As a Navitas English student, you'll have access to the Curtin Singapore campus facilities while studying in a friendly and supportive environment.

Our teachers are professionals with TESOL qualifications including CELTA, DELTA and Master qualifications and come from such countries as Australia, Canada, the United Kingdom and the United States.



DIPLOMA OF ENGLISH FOR ACADEMIC PURPOSES

The Diploma of English for Academic Purposes provides direct entry to pathway, undergraduate and postgraduate programs at Curtin Singapore. Students are taught at Curtin Singapore Campus and have full access to campus facilities.

The Diploma consists of five 10-week modules: three General English modules and two Academic English modules. Students can also take modules of the course without progressing along an Academic pathway.

GENERAL ENGLISH

The General English courses prepare students wishing to improve their all-round English language skills with real-world English skills that they can use anywhere; as well as prepare students for the Academic English modules. The three General English modules (GE1, GE2, GE3) can be taken on a stand-alone basis without progressing to the Academic English modules.

You will focus on the basic elements involved in English communication, i.e. the macro skills (reading, writing, speaking, and listening) and the language systems (vocabulary, grammar, and pronunciation). You will also be prepared to progress on to the Academic English modules.

Course assessments

You will be assessed on a continuous basis through a combination of progress tests, speaking and writing tasks and participation. You must obtain at least a 50 per cent pass in each assessment and an overall 80 per cent in GE1, 60 per cent in GE2 and 50 per cent in GE3.

Progress tests: 40%

Writing: 20%

Speaking: 20%

Observation & Participation: 20%



ACADEMIC ENGLISH

The Academic English courses provide direct entry to pathway, undergraduate and postgraduate programs at Curtin Singapore.

Study skills developed include:

- Academic study and assessment skills – You will be taught critical thinking, research techniques, exam skills and how to avoid plagiarism.
- Academic writing, reading, speaking, and listening skills – You will learn how to plan and write Australian-style academic texts such as research reports and essays. You will be taught how to read for context and expand your vocabulary, and also learn how to plan and deliver an academic seminar with appropriate grammar and vocabulary. You will also learn how to take notes in lectures and summarise the meaning.

Course assessments

You will be assessed through a combination of examinations, a research report, a research essay, a seminar presentation and/or a case study. You must obtain at least a 50 per cent pass result in each assessment. Only one assessment task may be resubmitted, and the maximum score for resubmitted tasks is 50 per cent.

STUDY TOURS

Study Tours allow visiting students the opportunity to join classes and interact fully with students from other countries or study in closed classes as preferred. Study Tour groups can join classes for up to four weeks on a Social Visit Pass.

In addition, study tour programs can be customised to include:

- General English (E.g. Conversational English)
- English for Special Purposes (E.g. Medical Technology)
- Seminar programs in conjunction with Curtin University (E.g. Business Management)
- Company visits to businesses in Singapore and
- Recreational and social activities (E.g. Sports activities, theme park visits, team building activities)

Class size

Maximum 19 students.

Weekly duration

20 contact hours and 4 hours of MyStudy (supervised self-study) per week.

Study Hours

Classes are held Monday to Friday with two different study schedules:

Morning schedule:

Lesson 1: 08:45 – 10:45

Lesson 2: 11:15 – 13:15

MyStudy: 14:00 – 15:00 (Monday – Thursday only)

Afternoon schedule:

MyStudy: 11:30 – 12:30 (Monday – Thursday only)

Lesson 1: 13:30 – 15:30

Lesson 2: 16:00 – 18:00





ENGLISH LANGUAGE PROGRAMS (CONTINUED)

Entry requirement

| GENERAL ENGLISH 1 | GENERAL ENGLISH 2 | GENERAL ENGLISH 3 | ACADEMIC ENGLISH 2 | ACADEMIC ENGLISH 3 |
|--|--|--|--|--|
| Navitas English Pre-entry Placement Test | A GPA of 80% or above from General English 1 | A GPA of 60% or above from General English 2 | A GPA of 60% or above from General English 3 | A GPA of 50% or above from Academic English 2 |
| - | IELTS (academic) 3.5 overall | IELTS (academic) 4.5 overall, writing 4.5, other bands 4.0 | IELTS (academic) 5.0 overall, writing 5.0, other bands 4.5 | IELTS (academic) 5.5 overall, writing 5.5, other bands 5.0 |
| - | TOEFL iBT 42 | TOEFL iBT 53, writing minimum 11 | TOEFL iBT 61, writing minimum 13 | TOEFL iBT 71, writing minimum 15 |

2017 intakes, duration and course fees

| COURSES | INTAKES | DURATION | FEE (SG\$) |
|--|---|-------------|----------------------------------|
| Diploma of English for Academic Purposes | 6 Feb, 24 Apr, 10 Jul, 25 Sep, 4 Dec | 10-50 weeks | 3,450 per module |
| Study Tour | Dates are flexible. Please contact Curtin Singapore. | 1-4 weeks | Please contact Curtin Singapore. |

Material fees for Diploma of English for Academic Purposes

| DURATION | FEE (SG\$) |
|-------------|------------|
| 1-10 weeks | 180 |
| 11-20 weeks | 225 |
| 21-30 weeks | 270 |
| 31-40 weeks | 310 |
| 41-50 weeks | 350 |

Note 1: Please contact Curtin Singapore for the refund policy that outlines the circumstances in which fees and payments may be refunded.

Note 2: Students applying for the Diploma of English for Academic Purposes course are required to purchase Fee Protection Scheme insurance and medical insurance. Refer to page 24 for more information.



ALTERNATIVE ENTRY PATHWAYS

A university with many pathways.

CURTIN COLLEGE

Curtin is dedicated to ensuring more students are given a chance to realise their potential. Curtin College's range of entry options makes it an open and accessible institution, serving the needs of a diverse range of students. Even if you don't meet the University's academic entry requirements today, Curtin College offers an option to transition straight into the second year of a Curtin bachelor program.

Transition straight into a Curtin degree.

Offering diploma programs, eligible Curtin College graduates will be offered entry into the second year of the corresponding bachelor degree at Curtin Singapore.

With intakes in February, July and November, the trimester system at Curtin Singapore means you may transition into the bachelor degree faster.

Supportive learning environment.

The qualified, friendly and committed staff provide a high level of personal support to all students, so your study at the college is not only academically successful, but also an enjoyable and memorable experience.

Students at the college are exposed to a variety of teaching methods designed to promote a stimulating learning experience. Lecturers provide you with a framework for each unit being studied, and ensure you acquire the relevant knowledge and skills for the chosen course.

Students are expected to take notes summarising key points and ask any questions they may have regarding complicated issues raised during the lecture. Lecture groups average between 20 and 30 students, with some much smaller. You are given the opportunity to study all units in further detail through tutorials.

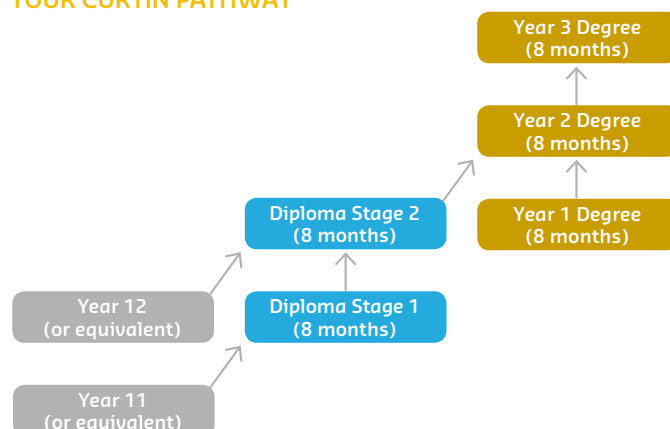
DIPLOMA OF ARTS AND CREATIVE INDUSTRIES

The Diploma of Arts and Creative Industries is designed to provide an entry pathway into year two of the Bachelor of Arts (Mass Communication) degree. This diploma covers topics in journalism, web communications and information management. Students completing the diploma will graduate with a broad range of skills in media and corporate communications.

DIPLOMA OF COMMERCE

The Diploma of Commerce is designed to provide an entry pathway into year two of the Bachelor of Commerce degree. This course places an emphasis on decision-making processes and other major aspects of management in the highly competitive business arena.

YOUR CURTIN PATHWAY



* Students progressing from Diploma of Commerce to Bachelor of Commerce (Management and Human Resource Management) are required to complete two additional units (four months).

Note: Refer to page 23 for more details on entry requirements.

Curtin College

in association with



Curtin University

BUSINESS

Through innovative, industry-connected courses and research, Curtin Business School develops internationally-focused graduates committed to excellence.

Get the competitive edge with an undergraduate or postgraduate degree from Curtin Business School (CBS) and launch or further your international career. Offering a comprehensive range of industry-linked business courses, CBS provides leading facilities, experienced lecturers and innovative research projects so you graduate career-ready.

Your classroom and practical experiences will further shape your global understanding as you complete real-life learning scenarios, assessments and industry projects in various cross-cultural teams.

AACSB Accreditation

Curtin Business School is recognised as an elite global business school through accreditation by the Association to Advance Collegiate Schools of Business (AACSB) International. Awarded to less than 5% of business schools



worldwide, AACSB accreditation is awarded to business schools that meet the strict standards of quality academic and professional excellence and is known, as the longest standing, most recognised form of professional accreditation an institution and its business programs can earn.

Worldwide employment opportunities.

Curtin's undergraduate and postgraduate business courses aim to expand your horizons, explore diverse environments and make you adaptable to varying business situations. The thriving business alumni consists of 72,000 graduates from more than 70 different countries, maximising your networking opportunities. CBS lecturers come from diverse teaching backgrounds, and many bring an international perspective to the classroom.

Curtin's graduates have gained employment in diverse professional roles and business areas across the globe. From negotiating industrial relations to analysing the stock

BACHELOR OF COMMERCE

Within the Bachelor of Commerce degree you can choose to study one area of specialisation (a single major) or two (a major combination). Either way, your degree will take the same amount of time to complete and you will graduate with a Bachelor of Commerce degree within three years

Note: Students studying the Diploma of Commerce at Curtin College or other approved business qualifications from polytechnic and other tertiary colleges may receive credit for recognised learning (CRL) for the common core units.

market, devising marketing strategies to designing business information systems, your degree can lead to varied and rewarding career paths internationally.

TOP 200

Curtin has global acknowledgment for its expertise, ranking among the world's top 200 universities for the academic fields of accounting and finance in the 2017 QS World University Rankings by Subject.





ACCOUNTING SINGLE MAJOR

This major is designed to provide students with a comprehensive understanding of, and competencies in, accounting and associated fields of auditing, taxation, business law and financial management. It meets the educational requirements of CPA Australia and Chartered Accountants Australia and New Zealand (CAANZ). It is recognised as being acceptable for associate membership of CPA Australia and the Institute of Public Accountants (IPA) and entry to the CAANZ graduate program.

An accounting qualification can go anywhere with you. It is valuable to organisations in many industries, and in many countries. Qualified accountants help individuals and businesses keep their finances on track. Accountants analyse, report and give advice on the financial dealings of organisations and individuals. They also advise on record-keeping and legal compliance requirements, prepare financial statements, conduct audits and analyse income and expenditure.

Career opportunities

This course can help you become a/an:

- accountant
- auditor
- business analyst
- tax advisor/consultant
- treasurer.

ACCOUNTING AND FINANCE DOUBLE MAJOR

This double major is designed for students who wish to become professional accountants and to specialise in corporate and institutional finance. You'll learn about accounting principles and investment evaluation. You'll decide how to fund activities and understand the roles played by financial markets and instruments. It is recognised as being acceptable for associate membership of CPA Australia, and the Institute of Public Accountants (IPA) and entry to Chartered Accountants Australia and New Zealand (CAANZ) graduate program.

Career opportunities

This course can help you become a/an:

- accountant
- auditor
- bank officer
- business analyst
- credit analyst
- financial dealer and broker
- finance manager
- financial planner
- investment banker
- tax advisor/consultant
- treasurer.

BANKING AND FINANCE DOUBLE MAJOR

This double major combination focuses on financial markets and institutions and developments in the financial sector. It gives students a working knowledge of the banking and financial system with a broad perspective of the environment of business. You'll study the developments of the financial sector and learn about the field of economics. You'll also learn about

investment evaluation, decide how to fund activities, and understand the roles played by financial markets and instruments. The major combination also covers the theory and techniques underlying financial management.

Career opportunities

This course can help you become a/an:

- bank officer
- financial dealer and broker
- finance manager
- financial planner
- insurance broker
- investment banker.

FINANCE AND MARKETING DOUBLE MAJOR

This double major is designed for students who are seeking careers in either the marketing or financial services sector, or who wish to combine the two. In this double major you'll gain a broad understanding of the structure and operations of financial markets, together with the theory and techniques underlying financial management. You'll develop the skills and knowledge needed to organise and control marketing activities efficiently in a highly competitive environment.

Career opportunities

This course can help you become a/an:

- bank officer
- credit analyst
- events coordinator
- financial dealer and broker
- financial planner
- insurance broker
- investment banker
- marketing officer
- market researcher
- product manager.



BUSINESS (CONTINUED)

INTERNATIONAL BUSINESS SINGLE MAJOR

This major combines units with an international focus drawn from a wide range of business disciplines. You can learn to analyse international markets, navigate your way around international business environments and may gain the personal attributes you need to be successful in international business, including working effectively in cross-cultural teams. This major is designed to provide students with an international orientation that is essential to a career in the current globalised business world.

Career opportunities

This course can help you become a/an:

- customs broker
- foreign affairs and trade officer
- importer and exporter
- international trade specialist
- international business development manager.

MANAGEMENT AND HUMAN RESOURCE MANAGEMENT DOUBLE MAJOR

The nature of supervisory positions continues to expand with an emphasis on human resource issues. This double major provides an overall understanding of management principles, together with the specialised human resource skills

needed by today's managers. You will study the critical areas of recruitment strategy and planning, learning and development, pay systems and rewards, performance management, workplace relations, remuneration and reward management. You can develop the knowledge and skills you need to initiate and develop strategies and programs to attract and engage a highly committed and proficient workforce, capable of succeeding in a global business environment.

Career opportunities

This course can help you become a/an:

- change management specialist
- human resources officer
- industrial relations officer
- trade union official
- training officer
- recruitment consultant.

MANAGEMENT AND MARKETING DOUBLE MAJOR

This double major combination caters for students who want an overall understanding of managerial competencies and the functional area of marketing. You will develop an understanding of two fundamental areas of business which can be applied to a broad range of industries and roles.

The management component focuses on key challenges facing managers such as the relationship

between people and the organisation, performance, change and innovation. You'll develop the skills of communication, problem solving, planning, organising, managing change and working cooperatively. The marketing component prepares graduates to organise and control marketing activities efficiently in a highly competitive market. This combination is ideal for a strategic and creative thinker who enjoys developing and engaging with teams and organisations.

Career opportunities

This course can help you become a/an:

- events coordinator
- management consultant
- marketing communications officer
- marketing officer
- market research analyst
- online marketing specialist
- product manager
- retail manager
- service delivery manager.

MARKETING SINGLE MAJOR

Marketing anticipates demands for products, services and ideas by analysing behaviour of competitors and customers, and designing products, promotion, pricing and distribution strategies. Marketing is one of the most important functions in a successful business.



To gain an advantage, companies must differentiate themselves from their competitors. They work out how they may persuade their target audience to buy their product or services. This major prepares students to organise and control marketing activities efficiently in a highly competitive and volatile environment.

Career opportunities

This course can help you become a/an:

- events coordinator
- market research analyst
- market researcher
- marketing communications officer
- marketing officer
- online marketing specialist
- product manager.

MARKETING AND ADVERTISING DOUBLE MAJOR

This double major emphasises marketing planning and strategy formulation, including strategies for advertising and integrated marketing communications. In marketing, you will learn to analyse the behaviour of competitors and customers to discover how marketing can predict customer demand for products, services or ideas.

Advertising is where art, science and technology collide. It uses storytelling to build brand engagement from social media to television and print. The

industry is fast-paced, exciting and highly innovative. A typical advertising agency is made up of five primary disciplines: account management, planning, media, production and creative. The disciplines work together to deliver effective communications across television, radio, magazines, newspapers, outdoor and online activity. This advertising major is accredited by the International Advertising Association (IAA).

Career opportunities

This course can help you become a/an:

- advertising account executive
- advertising and promotions executive
- advertising manager
- digital account manager
- media planner
- media sales executive.

LOGISTICS AND SUPPLY CHAIN MANAGEMENT SINGLE MAJOR

This major will equip you to oversee critical aspects of the supply chain and prepare you for employment in a variety of administrative or managerial roles in organisations operating in transport, purchasing, supply chain management, contract distribution, manufacturing, retailing, oil, gas and resources. Logistics and supply chain professionals are working behind

the scenes to ensure a smooth and constant work-flow. They manage the supply of goods and services from the point of origin (supplier) to its final destination (customer) in the fastest, safest and most cost effective way possible.

Career opportunities

This course can help you become a/an:

- importer and exporter
- inventory and supply officer
- logistics clerk
- operations manager
- procurement officer
- supply chain analyst
- transport administrator.

A group of students are sitting at desks in a computer lab, looking at their monitors. The room has large windows in the background showing greenery outside.

HUMANITIES

For creative minds.

Do you believe that a single idea can change the world? If you're a creative or innovative person, you'll feel at home studying one of Curtin's undergraduate or postgraduate humanities courses. You'll gain the skills and knowledge to evaluate ideas, think analytically and use your imagination to develop solutions to global problems.

BACHELOR OF ARTS (MASS COMMUNICATION) STREAM: JOURNALISM AND MARKETING

This course will enable you to think, study and work across more than one area in the rapidly expanding world of media and corporate communication. It will provide you with the key technological skills and knowledge for work in the corporate media and communication fields across a number of disciplines. Your learning in your chosen streams will be underpinned by core studies in the history, theory, ethics and critique of media, communication and information.

Entry requirements: successful completion of Diploma of Arts and Creative Industries. Graduates of polytechnics holding a relevant diploma may be granted maximum exemptions into the second year of the Bachelor of Arts (Mass Communication). Students with other tertiary qualifications from recognised institutions may also be eligible for exemptions and are encouraged to contact Curtin Singapore for assessment.

Career opportunities

This course can help you become a:

- communications officer
- copywriter
- journalist
- marketing officer
- media liaison officer
- media placement coordinator
- media presenter.

AMONG THE WORLD'S BEST

In 2016, Curtin was ranked in the top 150 universities in the world for communication and media studies.
2016 QS World University Rankings by Subject





INVEST IN A POSTGRADUATE QUALIFICATION

MASTER OF INTERNATIONAL BUSINESS (MIB)

Ranked sixth in Australia by the prestigious Eduniversal Masters Ranking in 2015/16, the Curtin University MIB focuses on strategy, management, decision making and business in the Asia-Pacific region, giving graduates the skills and knowledge needed for a managerial career in global business.

MIB builds a solid basis for managing international companies and their operations and gives an in-depth knowledge into managing a company beyond its national borders. MIB study also helps graduates to better manage people in multicultural environments, even if their company does not have international operations.

In this course, you will study international marketing, management and human resource management. You will explore world business and international law, covering international agreements and contracts, multinational enterprise, international business practices and supranationalism. You will examine strategies and operations, transnational business trends and compare management systems in different countries. This course will also cover strategic management, focusing on alliances, partnerships and networks in a global environment.

Entry requirements: a bachelor degree in a related discipline OR a bachelor degree in any discipline and relevant substantial work experience OR a graduate certificate in a related field.

Minimum English language entry requirement: IELTS 6.5 (no band less than 6.0) or equivalent.

Career opportunities

Graduates generally find employment in the intermediary managerial level of companies with an interest in or focus on international activities.

MASTER OF SUPPLY CHAIN MANAGEMENT

Ranked second in Australia by the prestigious Eduniversal Masters Ranking in 2015/16 and accredited by Chartered Institute of Purchasing and Supply, this course is designed for professional logistics specialists who are interested in significantly advancing their career in the area of logistics and supply chain management. The course will meet the needs of those professionals with technical and supervisory skills in logistics and supply chain management.

You will be introduced to the principles of logistics management, considering logistics as the management of the flow of goods and services in profit and non-profit organisations. You will explore some typical logistics activities including transportation, material and inventory management, distribution, customer service, information systems and order processing.

You will also study transportation as part of the logistics process, exploring transport economic theory. Topics in materials and inventory management and the enhancement of logistics management with information technology are also examined.

Entry requirements: a bachelor degree in a relevant discipline OR an undergraduate degree in any discipline AND a minimum of five years relevant workplace learning OR a relevant Graduate Certificate.

Minimum English language entry requirement: IELTS 6.5 (no band less than 6.0) or equivalent.

Career opportunities

Graduates generally find employment in management roles within private and public organisations, utilising logistics and supply chain management.



INVEST IN A POSTGRADUATE QUALIFICATION (CONTINUED)

GRADUATE CERTIFICATE IN PROJECT MANAGEMENT GRADUATE DIPLOMA IN PROJECT MANAGEMENT MASTER OF SCIENCE (PROJECT MANAGEMENT)

Project management is a distinct professional discipline, with its own body of knowledge, skills, tools and techniques. In this course you will examine project management and its processes, including history, definitions, attributes, body of knowledge, objectives and success.

You'll explore the characteristics and activities of the project life cycle, along with the functions of planning, organisation and control. You'll consider cost and value management processes within a project environment, including methods and techniques of estimating, budgeting and controlling. Time management is also a focus of this course, covering time programming and scheduling, line of balance, time estimating, constraints, resources, control monitoring, analysis and reporting.

Students can choose to study the first four units of the 11 unit program and exit with a Graduate Certificate, or first eight units and exit with a Graduate Diploma.

The Master of Science (Project Management) program is accredited by the prestigious Project Management Institutes's Global Accreditation Centre (GAC).

Entry requirements: any bachelor degree from a recognised university OR no bachelor degree but five years of management level work experience (graduate certificate only).

Minimum English language entry requirement: IELTS 6.5 (no band less than 6.0) or equivalent.

Career opportunities

Curtin's project management courses offer a broad approach to project management, so you can apply your learning to a wide range of industries, including construction, engineering, education, health, commerce, information technology, and research and development.

MASTER OF BUSINESS ADMINISTRATION (GLOBAL)

This MBA (Global) is designed for business in the new millennium. This program combines core business knowledge, analytical skills and global practice.

This program aims to support your transition from university to the workplace and you can take the MBA (Global) directly after completing a bachelor degree in any discipline. This degree is designed to assist students who aspire to senior/executive positions within the work force or to commence their own businesses. You will learn to work independently and in teams, in concert with industry professionals and University lecturers with extensive research and industry knowledge.

In this course you will gain leadership and management skills that may help you understand a variety of cultural business practices and you will also gain insight from an international study tour at Curtin Perth campus.

Entry requirements: a recognised bachelor degree in any discipline with a minimum course weighted average of 60%.

Minimum English language entry requirement: IELTS 6.5 (no band less than 6.0) or equivalent.

Career opportunities

Graduates generally find employment in the intermediary managerial level of companies with an interest in or focus on international activities.



BURSARIES AND SCHOLARSHIPS

To assist students in their studies, Curtin Singapore offers a range of bursaries and scholarships that provide financial support to students.

CURTIN SINGAPORE OR NAVITAS FAMILY BURSARY

Curtin Singapore and Navitas offer financial support in the form of family bursaries. A bursary applies where two or more students from the same family study with Curtin or a Navitas member institution. The first family member can be studying with Curtin Perth, Sarawak, Singapore or a Navitas member institution at the same time as other family members, or may have previously studied with any Curtin campus or Navitas member institution. The family bursary is only granted to the second and subsequent family members who study with Curtin Singapore. For the purpose of this bursary, a family member is defined as a husband, wife, brother, sister, mother, father, son, daughter or stepchild.

The Curtin Singapore or Navitas Family Bursary is equivalent to 10 per cent of the tuition fee for the first attempt at units or courses in the program of study (for example, a diploma [first 8 units only], undergraduate or postgraduate program, excluding the English program). This amount is credited to the eligible student's tuition fee account each trimester, with the amount being relevant to the number of units undertaken in that trimester. The bursary does not apply to additional units or repeat units that may also be undertaken.

MERIT SCHOLARSHIP

Scholarships are part of Curtin Singapore's commitment to rewarding academic excellence and enabling students from all backgrounds to realise their potential, to graduate with strong practical skills and achieve their goals. Qualified recipients will be notified by the Admissions office along with the course offer letter.

Contact Curtin Singapore for more details about bursary and scholarships requirements, and policy.

Note: the Navitas Family Bursary is not applicable to English language program or any component of any English language program offered by Navitas member institutions. Diploma programs may also be known or registered as an undergraduate pathway, or University pathway program. Certificate programs may also be known or registered as Foundation Studies. The Navitas bursary applies to students studying at BCUIC, Curtin College, Curtin Singapore, CRIC, Deakin College, EIBT, EIC, Eynesbury, FIC, HIC, ICM, ICP, ICRGU, ICWS, La Trobe University Sydney Campus, La Trobe Melbourne, LBIC, Macquarie City Campus, PDIC, PIBT, QIBT, SAIBT, SIBT, Navitas at FAU, Navitas at UMass Boston, Navitas at UMass Dartmouth, Navitas at UMass Lowell, Navitas at WKU and Navitas at UNH only.



Curtin Singapore

INTAKES AND ENTRY REQUIREMENTS

ACADEMIC CALENDAR

Trimester 2017*

| | TRIMESTER 1A 2017 | TRIMESTER 2A 2017 | TRIMESTER 3A 2017 |
|---------------------|----------------------------|-------------------|-------------------|
| Applications close | 2 weeks before orientation | | |
| Orientation week | 20 Feb | 3 Jul | 30 Oct |
| Trimester commences | 27 Feb | 10 Jul | 6 Nov |
| Trimester closes | 23 Jun | 20 Oct | 9 Feb 2018 |

Trimester 2018*

| | TRIMESTER 1A 2018 | TRIMESTER 2A 2018 | TRIMESTER 3A 2018 |
|---------------------|----------------------------|-------------------|-------------------|
| Applications close | 2 weeks before orientation | | |
| Orientation week | 19 February | 2 Jul | 29 Oct |
| Trimester commences | 26 February | 9 Jul | 5 Nov |
| Trimester closes | 22 June | 19 Oct | 8 Feb 2019 |

Navitas English 2017

| COURSE | INTAKES |
|--|--------------------------------------|
| Diploma of English for Academic Purposes | 6 Feb, 24 Apr, 10 Jul, 25 Sep, 4 Dec |

* Application closing dates, orientation dates and the trimester dates are subject to change and may vary depending on the course.

ADMISSION

For admission to Curtin, applicants must satisfy minimum academic entry as well as English competency requirements. Entry is competitive and levels higher than the minimum may be required for admission to some courses. A list of the common academic entry requirements can be found in the table on page 22.

ENGLISH ENTRY REQUIREMENT

As all courses are taught in English, applicants will need to meet Curtin's English language requirements. Any one of the tests in the table on the following page will be accepted as satisfying Curtin's language requirement, however, some courses may require a higher score for English.

Students who do not satisfy the English language requirements can choose to undertake an English language course at Navitas English Centre.

CREDIT FOR RECOGNISED LEARNING

Curtin recognises students' relevant prior studies or work experience, allowing some students to finish their degrees in a shorter period of time. Credit for Recognised Learning (CRL, also known as advanced standing) allows students to take advantage of and be rewarded for their previous studies.

ACADEMIC ENTRY REQUIREMENTS

| COUNTRY | DIPLOMA (STAGE 1) | DIPLOMA (STAGE 2) | BACHELOR |
|---------------|---|--|--|
| Australia | Year 11 with minimum average of 50%. | ATAR 50 OR equivalent Foundation Year grades. | From ATAR 70. |
| Brunei | Brunei Cambridge General Certificate of Education Ordinary Level (GCE O Level) with four passes. | Two points from two GCE Advanced Level (A Level) subjects OR one point from GCE A Level subject and one point from GCE Advanced Subsidiary Level (AS Level) subject. | Three GCE O Level grade C and five points from two A Level subjects. |
| China | Senior Middle two (Gao Er) with minimum average of 70% OR Hui Kao with minimum average of 60%. | Senior Middle three (Gao San) with minimum average of 70% from four academic subjects. | Successful completion of the National College Entrance Examination (NCEE or also known as Gao Kao) and obtain an aggregate of the required individual subjects which is equivalent to 67% of the overall maximum score, or a grade of 322/480, 422/630, 503/750, 543/810 or 603/900. |
| Hong Kong | Form 5 with a minimum average of 50%. | Hong Kong Diploma of Secondary Education (HKDSE) with minimum 10 points from four Category A subjects. | HKDSE minimum 15 points from the best five subjects with minimum grade 4 in English Language. |
| India | India Senior School 10+1 with minimum average of 50%. | India Senior School 10+2 with minimum average of 55%. | Successful completion of the Indian School Certificate (ISC) awarded by Council for the Indian School Certificate Examinations (CISCE) with an average of at least 65% from the best four subjects with at least 65% in English OR all India Senior School Certificate awarded by the Central Board of Secondary Education (CBSE) with an average of 65% in five subjects with at least 65% in English. |
| Indonesia | Ijazah Sekolah Menengah Atas (SMA) 2 with minimum average of 7.0. | SMA 3 with minimum average of 7.0 (school exam) and completion of UNAS (national exam). | Successful completion of SMA (Certificate of Completion from Academic Senior Secondary School) with minimum average of 8.0 and minimum average of 8.0 from the Surat Keterangan Hasil Ujian Nasional (SKHUN) (Certificate of Graduation) |
| Korea | High School Year 2 with Rank 5. | High School Year 3 with Rank 6. | Completion of High School Diploma with a score of 300 (75%) in the National University Entrance Examination (College Scholastic Ability Test) (CSAT). |
| Malaysia | Sijil Pelajaran Malaysia (SPM), Form 5 OR Malaysian Unified Examination Certificate (UEC) with minimum four passes. | Sijil Tinggi Persekolahan (Malay medium) (STPM) with minimum CGPA/NGMP of 2 from two relevant subjects (no grade less than C or NGMP 2.00) OR two points from two General Certificate of Education Advanced Level (GCE A Level) OR one point GCE A Level and one point GCE Advanced Subsidiary Level (AS Level) OR UEC with two grade B and two grade C. | Two STPM passes with minimum one grade B and one grade C+ and three SPM credit passes OR UEC with 20 points aggregated from the best five selected academic subjects. |
| Myanmar | Matriculation Examination with minimum average of 55%. | Cert IV from YIUS or EduLink. | Successful completion of two years full-time study of a three years Bachelor degree (in in arts, economics, commerce and management, foreign languages, and science (including computer science)) at a Section 1 Higher education institution listed on AEI CEP OR Successful completion of one year full-time study of a four years Bachelor degree (in community health, education, law, nursing, paramedical sciences, pharmacy, technology (including computer technology and nautical technology)) at a Section 1 Higher education institution listed on AEI CEP. |
| Singapore | General Certificate of Education Ordinary Level (GCE O Level) with minimum four passes. | Two points from two GCE H2 Level subjects OR one point from GCE H2 Level subject and one point from GCE H1 Level subject. | Five points from two GCE H2 Level subjects and grade C or better in GCE O Level English or English Literature. |
| Taiwan | Senior Middle 2 (Gao Er) with minimum average of 60% from five subjects. | Senior High School Diploma with minimum average of 70% | Successful completion of a diploma from a recognized Junior College. |
| Thailand | Matayom 5 with minimum GPA 2.5. | Matayom 6 (or Certificate of Secondary Education) with minimum GPA 2.0. | Successful completion of one year full-time study of a four years Bachelor degree at one of the Section 1 Higher Education institutions listed on AEI CEP OR successful completion of one year full-time study of a four years Bachelor degree with at least Grade of 3.0 (or Good or Grade B) out of 4.0 at one of the Section 2 Higher Education institutions listed on AEI CEP. |
| United States | High School Diploma (HSD) with minimum GPA 2.0. | HSD & SAT with minimum score of 1300 OR American College Test (ACT) with minimum score of 17. | A United States High School Diploma or a High School Diploma based on a US curriculum with an average grade of B or better in year 12 and a combined score of at least 1090 out of 1600 in the Evidence based Reading and Writing and Math in the SAT from the same sitting, with a minimum of 510 in Evidence based Reading and Writing and 500 in Math component. OR a composite score of 24 or better in the American College Test (ACT). |
| Vietnam | Year 11 with minimum average of 6.0. | Year 12 (Tot nghiep Trung hoc Pho thong) with minimum average of 6.0. | Completion of the Bang Tu tai or Bang Tot nghiep Pho thong Trung hoc (Vietnamese Upper Secondary School Graduation Diploma) with at least 8.00 in the score for graduation evaluation (Provisional High School Graduation Certificate). |

Note: students from countries not listed should contact Curtin Singapore for further details.

MINIMUM ENGLISH LANGUAGE ENTRY REQUIREMENTS

| ENGLISH LANGUAGE TEST | DIPLOMA (STAGE 1) | DIPLOMA (STAGE 2) | BACHELOR / MASTER |
|--|----------------------------|--|--|
| IELTS (International English Language Testing System) | 5.0 | 5.5/6.0* | 6.0 |
| - Writing and Speaking | 5.0 | 5.5/6.0* | 6.0 |
| - Reading and Listening | 5.5 | 5.5/6.0* | 6.5 |
| - Overall Band Score | | | |
| TOEFL (Test of English as a Foreign Language) IBT | 46 (no band below 15) | 59 (no band below 18) / 59 (no band below 21)* | Overall: 79 Reading: 13 Listening: 13 Speaking: 18 Writing: 21 |
| Pearson Test of English Academic | 42 (no score less than 36) | 50 (no score less than 42) / 50 (no score less than 50)* | 58 (no score less than 50) |
| GCE O Level English/SPM 1119 English | Grade C | Grade C | Grade C |
| GCE A Level English/General Paper | Grade E | Grade E | Grade E |
| Hong Kong Diploma of Secondary Education (HKDSE) English as a core subject | Grade 4 | Grade 4 | Grade 4 |

* Minimum score for Curtin College Diploma of Arts and Creative Industries trimester 3.

Note: results from IELTS, TOEFL and Pearson are valid for two years. Some courses require higher IELTS and TOEFL scores.



FEES 2017

The tuition fees (shown in Singapore dollars) are based on a normal full-time workload of 100 credits or four units per trimester unless otherwise stated. The tuition fee is calculated and charged on a trimester basis.

INDICATIVE TUITION FEES (SG\$)

| COURSE | FULL-TIME DURATION | NUMBER OF TRIMESTER/PAYMENT INSTALMENT | TOTAL INDICATIVE COURSE FEE |
|---|--------------------|--|-----------------------------|
| Diploma of Arts and Creative Industries (Stage 1) | 8 months | 2 | 13,400 |
| Diploma of Arts and Creative Industries (Stage 2) | 8 months | 2 | 17,280 |
| Bachelor of Arts (Mass Communication) | 1 year 4 months | 4 | 34,560 |
| Diploma of Commerce (Stage 1) | 8 months | 2 | 13,400 |
| Diploma of Commerce (Stage 2) | 8 months | 2 | 17,280 |
| Bachelor of Commerce (Single or Double major) | 2 years | 6 | 51,840 |
| Master of International Business | 1 year | 3 | 32,256 |
| Master of Supply Chain Management | 1 year | 3 | 32,256 |
| Graduate Certificate in Project Management | 4 months | 1 | 11,080 |
| Graduate Diploma in Project Management | 8 months | 2 | 22,160 |
| Master of Science (Project Management) | 1 year | 3 | 33,240 |
| Master of Business Administration (Global) | 1 year 4 months | 4 | 46,080 |

NON-TUITION FEES (SG\$)

| FEE | INTERNATIONAL STUDENTS | LOCAL STUDENTS | PAYABLE |
|-----------------------------------|------------------------|------------------|-----------|
| Administration fee | 500 | 150 | Once only |
| Medical insurance* | 46.01 | 46.01 | Annual |
| Fee Protection Scheme insurance** | Course dependent | Course dependent | Once only |

* Medical insurance will cover students admitted to a hospital or who require surgical procedures. The policy will reimburse hospital charges and covers only treatments in Singapore restructured hospital and B2 ward class only. Local students can opt out of the medical insurance if students can provide proof of adequate medical insurance coverage.

** The Fee Protection Scheme (FPS) aims to protect students' paid fees in accordance with a master insurance policy, standard student contract and the Curtin Singapore refund policy.

Note 1: All fees are inclusive of seven per cent GST.

Note 2: The tuition fees (shown in Singaporean dollars) are based on a normal full-time workload of 100 credits per trimester unless otherwise stated. Trimester fees may vary depending on number of units taken. Course changes will attract fee rates applicable at that time. A student should expect that the indicative trimester course fee, as shown on the letter of offer, might vary from the actual tuition fee according to the units (subjects) undertaken. The indicative fee is a guide as to what the actual tuition fee will be, because the actual tuition fee is not calculated until enrolment is completed. To calculate the actual course fee, you can refer to the unit (subject) fee that is listed at curtin.edu.sg (refer to the 'Fees and charges' section of the menu). All fees listed are indicative and subject to annual increases.



REFUND POLICY

FOR NEW STUDENTS – DIPLOMA, UNDERGRADUATE AND POSTGRADUATE.

Total refund

Where an offer of a place is withdrawn, a visa denied or Curtin Singapore is unable to provide a course, all tuition fees are fully refundable.

Partial refund

After accepting an offer of a place, new students who become unable to take up the offer can receive a refund of 95 per cent of tuition fees paid if they give at least 70 days notice prior to the course commencement date.

New students who give less than 70 days notice before the course commencement date will receive a refund of 90 per cent of tuition fees paid.

New students who withdraw from their enrolled course no more than 28 days after the course commencement date will receive a refund of 50 per cent of tuition fees paid for that trimester.

New students with an initial enrolment greater than 75 credits in the trimester, who subsequently reduce their study load to 75 credits for any reason prior to the census date*, will receive a credit of the tuition fees paid in respect of the unit/s from which they have withdrawn. The credit shall be used towards future studies in Curtin Singapore.

No refund

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

FOR CONTINUING STUDENTS – DIPLOMA, UNDERGRADUATE AND POSTGRADUATE.

Total refund

Continuing students who, after completion of the enrolment process, subsequently withdraw from their course prior to the commencement of the trimester, will not incur a fee liability.

Partial refund

Continuing students who completely withdraw from their course prior to the census date* will receive a refund of 50 per cent of tuition fees paid for the trimester.

Continuing students with an initial enrolment greater than 75 credits in the study period, who subsequently reduce their study load to 75 credits for any reason prior to the census date*, will receive a credit of the tuition fees paid in respect of the unit/s from which they have withdrawn. This credit shall be used towards future studies at Curtin Singapore.

No refund

Continuing students who withdraw from a course or units after the census date* are not eligible for a refund. Please note that it is the student's responsibility to ensure

that when a refund is requested, the appropriate withdrawal from a course/unit form has been lodged with Curtin Singapore.

Appeal against refund

In the event that a student is dissatisfied with the outcome of the refund, a written appeal can be made to the finance office at Curtin Singapore.

** Census date is approximately four weeks after the start of class. Visit curtin.edu.sg for exact dates.*

FOR NEW STUDENTS – ENGLISH

Total refund

Where an offer of a place is withdrawn, a visa denied or Curtin Singapore is unable to provide a course, all tuition fees are fully refundable.

After accepting an offer of a place, new students who become unable to take up the offer can receive a refund of 100 per cent of tuition fees paid if they give at least 28 days notice prior to the course commencement date.

Partial refund

New students who withdraw from their course with less than 28 days notice before the course commencement date will receive a refund of 90 per cent of tuition fees paid.

No refund

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



APPLICATION PROCESS

The following information is relevant to you if you are applying directly to the University. If you are using the services of a Curtin registered agent, you should lodge your application via the agent and contact them for any queries throughout the admission process.

1. APPLY

APPLY ONLINE

Visit apply.curtin.edu.sg

Documents to be submitted with the application:

- Certified copies of all your previous qualifications (e.g. academic transcripts, grading system descriptions and award certificates).
- English language entry requirements such as academic IELTS and TOEFL (if applicable).
- Identification documents (e.g. NRIC, working pass, or passport).
- Evidence of change of name (if applicable).

Certified documents

- Signatures on certified copies of transcript(s) and award certificate(s) must be dated and accompanied by an ink imprint stamp/chop from the following accepted authorities:

- i. an authorised Curtin representative
- ii. Curtin International staff member
- iii. a person of authority at the issuing institution (e.g. registrar)
- iv. Justice of the Peace
- v. Commissioner for Oaths/Declarations
- vi. any notary public.

English translation

- Certified copies of your transcript(s) and award certificate(s) in the original language (if issued in a language other than English) must be provided with English language translated copies from the following accepted authorities:
 - i. an official and accredited translator
 - ii. a person of authority at the issuing institution.

2. AWAIT YOUR OFFER

- Assessment of your application takes one to two weeks.
- If we require more documents to assess your application, they will be requested from you.
- Assessment of your application will be delayed until we receive these documents.

CREDITS FOR RECOGNISED LEARNING (CRL)

- We will not be able to assess CRL for previous studies without an application and certified copies of all your academic transcripts/ statement of marks and award certificates to date.
- CRL is granted at the discretion of the school/faculty.



3. RECEIVE YOUR OFFER

Your offer package consists of:

- Letter of Offer
- Acceptance of Offer form
- Student's Pass application forms (application for international students)

4. ACCEPT YOUR OFFER

STEPS TO ACCEPT YOUR OFFER

- **Step 1**
Read your Letter of Offer carefully, ensuring your name, course title and semester are correct.
- **Step 2**
Meet all conditions on your Letter of Offer.
- **Step 3**
Local students
Submit your Acceptance of Offer form to admissions@curtin.edu.sg to make an appointment with an Admissions Officer for signing of Standard PEI-Student Contract and payment.

International students

Submit your Acceptance of Offer form, Student's Pass application forms and other required documents to admissions@curtin.edu.sg. You will receive the Standard PEI-Student Contract through email and an Admissions Officer will arrange a call with you while you are still in your home country to ensure that you have fully understood all contract clauses before signing the contract. Upon signing the Standard PEI-Student Contract, please submit a copy of the signed contract to Curtin Singapore before you proceed to pay any course fees. Proof of payment with the student's name must be email to finance@curtin.edu.sg for any course fees paid to Curtin Singapore from overseas countries.

5. APPLY FOR YOUR VISA

International students

- Your Student's Pass will be applied by the Admissions Office.
- The Student's Pass application takes approximately two to four weeks.
- Upon approval, your In-Principle Approval (IPA) letter will be sent to you through email.
- The duration of your Student's Pass will vary depending on your course.

Available in alternative formats on request.

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For important updates to the information in this publication, including the latest course and fee information, please visit curtin.edu.sg

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Curtin University CRICOS Provider code 00301J

Curtin Education Centre ERF No: 200804822R (20-05-2014 to 19-05-2018)

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CUSG161205-1033 0417_AW

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Curtin Singapore

90 and 92 Jalan Rajah
Singapore 329162

Tel: +65 6593 8000

Fax: +65 6593 8001

Email: info@curtin.edu.sg