CURTIN SINGAPORE
where east meets west
where technology meets tradition
where you meet your future

Student Guide 2009
It is with pleasure that I welcome your interest in Curtin Singapore. At Curtin Singapore we offer a variety of undergraduate and postgraduate courses. Curtin courses are widely recognised for their practical and applied nature, a combination which enables graduates to be effective in the workplace upon graduation.

Curtin Singapore is strongly committed to innovative, modern teaching methods and maintenance of the highest academic standards. At Curtin Singapore you will find a caring community with staff dedicated to providing a stimulating and supportive learning environment. As a Curtin Singapore student you will be provided with a quality education that prepares you to live and work in the global environment.

Curtin Singapore is the newest addition to Curtin’s campuses around the world. When you choose Curtin Singapore you can be confident you are choosing a leading and internationally recognised education provider.

I look forward to welcoming you to Curtin Singapore.

Professor John Neilson
Pro Vice-Chancellor
Curtin Singapore
Curtin University of Technology

WHERE EDUCATION MEETS INDUSTRY

A degree from Curtin is recognised globally. Curtin graduates have the confidence and skills they need for successful careers in the modern international market.

Why Curtin?

Curtin aims to produce career-ready graduates with a passion for life-long learning and a commitment to serving the needs of the broader community. Courses have applied, practical subjects with a strong emphasis on industry links, which means students are able to work closely with companies in their chosen field, often securing employment before graduation.

Courses at Curtin are designed to best meet student and industry needs. The University does this by ensuring industry links, intercultural and Indigenous awareness and interdisciplinary study are embedded into each course.

Curtin is continuing to provide world-class teaching facilities in partnership with the biggest industry players to ensure that every graduate receives a diverse, challenging and rewarding education that is grounded in the real world.

Curtin Bentley

Curtin’s main campus is in Bentley, a suburb of Western Australia’s capital city, Perth. It is the largest and most multi-cultural university in the state, with Australia’s third-largest international student population. The University offers undergraduate and postgraduate courses across five faculties: The Centre for Aboriginal Studies, Curtin Business School, Science and Engineering, Health Sciences and Humanities. Curtin’s key strengths lie in health, energy and resources, business, technology and sustainability.

Curtin Sydney

Curtin Sydney is a recent addition to Curtin’s campuses around the world and gives students access to a flexible and superb education in one of the world’s most cosmopolitan cities. The campus is located in the heart of the Sydney central business district, allowing students to have access to a variety of cultural experiences unique to Sydney. Curtin Sydney continues the dynamic emphasis on innovative teaching methods, strong industry links and highly employable graduates that are synonymous with the Curtin name.

Curtin Sarawak

Curtin’s Sarawak Campus is the University’s first offshore campus, established in 1999 in partnership with the Sarawak Government. Located in Miri, Sarawak, the campus is the first foreign university campus in East Malaysia. Curtin Sarawak provides an exciting opportunity for students in the region as it establishes a direct link with the extensive resources in the Curtin network. Curtin Sarawak is a state-of-the-art campus with fully equipped laboratories and teaching facilities, which provide an ideal educational environment for students from Sarawak, other parts of Malaysia and further afield.

International emphasis

The University has a long-standing reputation in the international market and was a pioneer in the provision of international education, particularly in South-East Asia. The Curtin Singapore Campus continues this strong international focus.

Industry links

With 41,300 students from more than 105 countries, Curtin has established a worldwide reputation as a dynamic and stimulating place of learning. Committed to academic excellence, innovation and modern teaching methods, Curtin’s close links with business, industry, government and the community reflect its applied focus. These important links provide a valuable resource for the University as students are able to develop a real world approach to learning.

Professional partnerships

Curtin has important links, developed over many years, with our professional partners in Singapore: Marketing Institute of Singapore, Singapore Institute of Materials Management and the Singapore Human Resources Institute. Each of these organisations provides high levels of professionalism for their members, particularly with the benefit of their international perspective.

Supportive

Curtin’s student-centred approach ensures students will excel. Curtin offers convenient, high-quality services to meet just about every student need, including learning strategies, practical study skills and advice. The University’s commitment to its diverse student population is reflected in the flexible study options it offers across a wide range of disciplines. It is all part of Curtin’s commitment to delivering an excellent education.

Teaching excellence

Curtin’s growing reputation and success can be attributed to its high-quality teaching and research staff. The University is committed to the highest academic standards and cutting edge teaching methods. The confidence that comes from a quality education ensures Curtin graduates are in demand and well placed to pursue career opportunities around the world.
WHERE CUTTING EDGE MEETS CULTURE

Why study at Curtin Singapore?

Curtin Singapore gives students access to an excellent education in one of the world's most cosmopolitan cities. Students at Curtin Singapore enjoy first-rate facilities, high calibre staff, innovative teaching methods and links with industry practitioners. The Curtin Singapore Campus is located just outside the central business district within stimulating surroundings.

Curtin education in Singapore
Curtin Singapore is the newest addition to Curtin’s campuses around the world. This new campus makes a Curtin education even more accessible. Curtin Singapore continues the dynamic emphasis on innovative teaching methods, strong industry links and highly employable graduates that are synonymous with the Curtin name. When you choose Curtin Singapore you can be confident that you are choosing a leading educator that is recognised globally.

Our first undergraduate degree is the Bachelor of Commerce with a range of single and double majors in the following disciplines:
• Accounting
• Accounting and Finance (double major)
• Finance and Marketing (double major)
• International Supply Chain Management
• Logistics Management
• Management and Human Resource Management (double major)
• Marketing
• Management and Marketing (double major)
• Marketing and Advertising (double major)
• Marketing and Public Relations (double major)

At postgraduate level Curtin Singapore offers a Master of Accounting, a Master of Human Resources and a Master of Logistics and Supply Chain Management.

We intend to offer a number of undergraduate and postgraduate courses in other discipline areas.

By gaining a Curtin education in Singapore, students are exposed to the industry environment from the minute they arrive in Singapore. The courses offered by Curtin Singapore utilise the same structure and content as the Curtin Business School (CBS) at the main campus in Australia.

Enrich your life: cultural adventures in Singapore
Curtin Singapore students have access to a quality education as well as a variety of cultural experiences unique to the island city. From its beginnings as a humble trading post to the bustling metropolis it is today, Singapore is unique. A bridge between the East and the West for centuries, Singapore is a vibrant melting pot of ideas, cultures and people. Local in its perspective but global in its outlook, where age-old traditions and cutting edge innovations are celebrated, Singapore is a place brimming with unbridled energy and bursting with exciting events.

With its friendly and welcoming people, state-of-the-art infrastructure and something new happening every day, Singapore is easy to appreciate.

Chinatown
Hit the chaos and clatter of Keong Siak Road and its surrounds in Chinatown. Young Singaporeans are setting up stylish bars, restaurants, and funky boutique hotels. In Chinatown you will find some of Singapore’s best hawker food and most entertaining night life. It’s a walk that will take you past colourful shopfronts filled with Chinese medicines, tailors, homeware and charming souvenirs.

Little India
Little India is the focal point of Singapore’s Indian community. Its spice-scented streets beckon you to an abundance of ethnic jewellery, jasmine garlands and silk saris. From the large Thaikka Centre and Little India Arcade to the small provision shops, Little India is packed with interesting things to discover. During Deepavali (usually between October and November), the Indian Festival of Lights, Little India is transformed into a fairyland of gaily decorated, brightly lit streets bustling with shoppers. Witness also the faith of devotees during the colourful and ritualistic Thaipusam in January and February each year.

Colourful temples co-exist side by side with churches and mosques, parrot fortune tellers stationed by the five-foot way and tantalising scents of spices drifting out from restaurants.

Geylang Serai
Geylang Serai is the cultural heart of the Malay community in Singapore. At the Malay village, go back in time and discover the traditional kampung lifestyle of Malays in the 1950s and 1960s. Or experience traditional Malay arts and crafts like batik painting, kite-making and kampung games such as top spinning.

Sentosa
A slice of paradise right on Singapore’s doorstep, Sentosa offers a kaleidoscope of attractions and activities. Once you step onto the island, you will be mesmerised by the breathtaking beauty of the lush greenery peppered with exciting attractions. It’s a themed attraction, tropical resort, nature park and heritage centre all rolled into one.
WHERE ASIA MEETS THE WORLD

Living in Singapore

Live and study in one of the most cosmopolitan and picturesque cities in the world. Experience a vibrant arts culture, stunning scenery, superb shopping and a pleasant climate while you gain an internationally recognised university education.

A cosmopolitan lifestyle

If there is one word that best captures Singapore, it is unique. A dynamic city rich in contrast and colour, you'll find a harmonious blend of culture, cuisine, arts and architecture. Brimming with undisguised energy, this little dynamo in South-East Asia embodies the finest of both East and West.

The former British trading post and colony has carved a unique niche for itself in its two short centuries of existence, offering a vivid combination of ultra-modern skyscrapers, remnants of tropical rainforest and colourful ethnic urban areas.

Singapore is well known in the world as a melting pot of cultures, and for its religious tolerance.

Singapore's population of almost four million comprises 77 per cent Chinese, 14 per cent Malays, eight per cent Indians and one per cent Eurasians and people of other descent. The original inhabitants were Malay fishermen, but after the arrival of Sir Stamford Raffles and its establishment as a British trading post, Singapore became a magnet for migrants and merchants. Seeking a better life for themselves and their families, they came from the southern provinces of China, Indonesia, India, Pakistan, Sri Lanka and the Middle East. Each group has retained its own cultural identity while becoming an integral part of the Singapore community.

Language

There are four official languages in Singapore: Malay, Mandarin, Tamil and English. English is the language of business and administration, and is widely spoken and understood. Most Singaporeans are bilingual, and speak their native tongue as well as English. Malay is the national language.

Religion

With its ethnic mix also comes a diverse set of religions. Singapore’s skyline boasts the distinctive minarets of mosques, spires of gothic cathedrals, intricate figurines of Hindu temple gods and the distinctive roof architecture of Chinese temples. The main religions are Islam, Taoism, Buddhism, Christianity, Hinduism, Sikhism and Judaism.

Climate

Singapore experiences a tropical climate with hot, humid weather all year round. Daytime temperatures average 86°F (30°C) and humidity is usually above 75 per cent.

Cost of living

Living costs vary according to taste, interest and finances. Students and parents should set a budget based on individual needs with flexibility to allow for changes. Singapore is a large city with a range of options to suit the lifestyle you may choose to lead. Budget a minimum of S$9,089 - 18,000 per year to cover essential living expenses.

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>COST PER MONTH</th>
<th>SG$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (rent and utilities)</td>
<td>$300 - $800</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$200 - $320</td>
<td></td>
</tr>
<tr>
<td>Travel (public transport)</td>
<td>$20 - $80</td>
<td></td>
</tr>
<tr>
<td>Books and stationery</td>
<td>$30 - $60</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$200 - $240</td>
<td></td>
</tr>
<tr>
<td>TOTAL PER MONTH</td>
<td>$750 - $1,500</td>
<td></td>
</tr>
<tr>
<td>TOTAL PER YEAR</td>
<td>$9,000 - $18,000</td>
<td></td>
</tr>
</tbody>
</table>

Accommodation options

Singapore boasts a diverse range of options to suit all requirements and budgets. Students may choose to stay in hostels with the option of single or shared rooms. Renting a room or sharing an apartment with friends is another popular alternative. Students have the choice of renting government housing (Housing Development Board apartments), or private housing (landed property or condominiums).

A useful information guide on living in Singapore as well as accommodation options can be downloaded from the Singapore education website: singaporeedu.gov.sg/htm/res/res01.htm

• The standard of living in Singapore is among the highest in Asia.
• Cost of living is relatively low compared to Western countries.
• Known as the ’City in the Garden,’ Singapore’s lush parks and gardens make a great living environment.
• Singapore’s integrated transport system offers easy, fast and inexpensive transport to every corner of the city.
Small class sizes
Lectures at Curtin Singapore have a maximum of 80 students, in comparison to most Australian universities which average 300 to 400 students in their first year. Curtin Singapore’s smaller classes ensure a supportive learning environment for all students. A better learning environment is encouraged by: increasing interaction between lecturer and students; maximising interaction between students; ensuring that personal attention is given to each student; allowing lecturers to identify and assist students who require extra help and facilitating students’ highest academic achievements and cross-cultural experiences.

Location
The Curtin Singapore Campus 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. Singapore’s public transport system provides efficient, affordable and reliable transport to all parts of the island city.

CaseTrust for Education
Curtin Singapore has achieved CaseTrust for Education status and has adopted the Student Protection Scheme (SPS). The SPS aims to protect students’ paid fees in accordance with a NTUC Income Master Insurance Policy, CASE-recommended student contract and the Curtin Singapore refund policy. Achieving CaseTrust for Education status certifies that Curtin Singapore puts into place good quality student welfare practices and standards.

For more information on CaseTrust and SPS please visit the CaseTrust website: casetrust.org.sg

Excellent facilities
An ideal learning environment would not be complete without high-quality facilities. Students at Curtin Singapore have access to specially developed facilities with the latest audiovisual teaching equipment and first class computer technology with electronic and extended library services. A prayer room will be available for use by students on campus.

• Curtin Singapore offers a range of entry options and course structures to suit students’ individual needs.
• An additional summer semester allows students to fast-track their studies and complete their degree sooner.
• Small class sizes ensure students experience the best possible learning environment.

Curtin Singapore courses use the same structure and unit curriculum as those offered at the Bentley Campus.

A Curtin Singapore education
Curtin provides a superb international education and is committed to producing well-taught, flexible, creative and enterprising graduates. Curtin courses are distinguished by their variety, applied approach and relevance to the corporate world.

Curtin Singapore continues the Curtin philosophy of an innovative learning environment that produces graduates who are prepared, confident and globally valuable.

Managed by specialists
Navitas
Curtin Singapore is operated by Navitas. Navitas is a global educational group that enhances the Curtin Singapore educational experience with its extensive experience in providing quality services to students. The specialist management skills at Navitas compliment Curtin’s longstanding national and international reputation for the delivery of quality education. Students at Curtin Singapore will benefit from the commitment to excellence that is characteristic of Curtin University of Technology and Navitas.

Pro Vice-Chancellor
Curtin has appointed a Pro Vice-Chancellor who will live in Singapore and oversee all academic aspects of the Singapore Campus, which includes Curtin’s approach to teaching and learning. In addition, the Pro Vice-Chancellor will develop appropriate opportunities for strengthening industry involvement with the Singapore Campus.

Flexible entry options
Courses at Curtin Singapore are as flexible and individual as the students who study them. Students who may not automatically qualify for university entry can enrol at Curtin Singapore in the certificate and diploma programs. Curtin Singapore also recognises previous studies and work experience, allowing some students to take advantage of the relevant prior learning they have acquired. This may enable students to complete their degrees in a shorter period of time.

Fast-track with a summer semester
Curtin Singapore operates on a semester system with intakes in February and July. Students may fast-track their studies with a summer semester starting in November. Students have the flexibility to complete their studies faster or to extend their studies over a longer time period. However, all international students must be enrolled in full-time studies.

Curtin Singapore courses use the same structure and unit curriculum as those offered at the Bentley Campus.
Entry into Curtin Singapore is based on academic performance in combination with English proficiency. Forecast or preliminary results are accepted where appropriate. Students from countries not listed should contact the Admissions Office at Curtin Singapore for further details. Thesa entry requirements are a guide only.

Entry requirements

- English entry requirements
  Students can obtain a comprehensive list of English language requirements from the Curtin Singapore Admissions Office. Students who do not satisfy the English language requirements need to undertake an intensive English language course or alternatively may be offered the Mixed English program.*

- Postgraduate entry requirements
  International applicants must meet specific course entry requirements and provide evidence of English language proficiency as all courses are taught in English (refer to page 18 for course entry requirements).

Recognition of Prior Learning

If you have previously worked or studied in a relevant field you are encouraged to contact Curtin Singapore to discuss eligibility for recognition of prior learning. Your application for admission should include details of the course syllabus and certified copies of academic transcripts.

Minimum English language entry requirements

<table>
<thead>
<tr>
<th>ENGLISH LANGUAGE TEST</th>
<th>DIPLOMA</th>
<th>UNDERGRADUATE DEGREE</th>
<th>POSTGRADUATE DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS*</td>
<td></td>
<td>6.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Writing and speaking</td>
<td></td>
<td>6.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td>5.5</td>
<td>6.0</td>
</tr>
<tr>
<td>Overall band score</td>
<td></td>
<td>5.5</td>
<td>6.0</td>
</tr>
<tr>
<td>TOEFL</td>
<td></td>
<td>520/197</td>
<td>550/213</td>
</tr>
<tr>
<td>570/230</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTEFL</td>
<td>Grade C</td>
<td>Grade C</td>
<td>Grade C</td>
</tr>
<tr>
<td>Grade C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Year 12 English or Literature</td>
<td>50 per cent</td>
<td>50 per cent</td>
<td></td>
</tr>
<tr>
<td>Australian Year 12 ESL (English as a Second Language)</td>
<td>55 per cent</td>
<td>Normally 60 per cent</td>
<td></td>
</tr>
<tr>
<td>CUE (Curtin University test of English)*</td>
<td>Grade C</td>
<td>Grade C</td>
<td>Grade A</td>
</tr>
<tr>
<td>* Results for IELTS, TOEFL and CTEFL are valid for two years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic calendar 2008/09

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER</th>
<th>ORIENTATION</th>
<th>START OF CLASSES</th>
<th>LAST DAY OF CLASSES</th>
<th>STUDY REVIEW WEEK</th>
<th>EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>1st</td>
<td>3rd</td>
<td>26 - 28 November</td>
<td>1 December</td>
<td>13 February</td>
<td>16 - 20 February</td>
</tr>
<tr>
<td>2009</td>
<td>2nd</td>
<td>1st</td>
<td>4 - 6 March</td>
<td>9 March</td>
<td>29 May</td>
<td>1 - 5 June</td>
</tr>
<tr>
<td>2009</td>
<td>3rd</td>
<td>2nd</td>
<td>22 - 24 July</td>
<td>27 July</td>
<td>30 October</td>
<td>2 - 6 November</td>
</tr>
</tbody>
</table>

Undergraduate academic entry requirements

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>DIPLOMA</th>
<th>UNDERGRADUATE DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td></td>
<td>TBR/UK/65 or acceptable foundation year grades</td>
</tr>
<tr>
<td>Bangladesh, Nepal and Pakistan</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects (or H3) with 50 per cent average</td>
<td></td>
</tr>
<tr>
<td>Canada</td>
<td>Year 12 or Ontario Secondary Diploma with 55 per cent average</td>
<td></td>
</tr>
<tr>
<td>China, Taiwan, Macau</td>
<td>Senior Middle three (Sao Sap) with 70 per cent or better from four academic subjects</td>
<td></td>
</tr>
<tr>
<td>Brussels, Malaysia, Hong Kong</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Indonesia</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td>Minimum of 21 out of six IB Subjects (average 3.5 on 7 scale)</td>
<td></td>
</tr>
<tr>
<td>Japan</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Kenya</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Korea</td>
<td>Senior High School Diploma with an overall grade average of 2.8</td>
<td></td>
</tr>
<tr>
<td>Malaysia</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>New Zealand</td>
<td>Minimum three points from five subjects or two A-level with 55 per cent average</td>
<td></td>
</tr>
<tr>
<td>Singapore</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Thailand</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Vietnam</td>
<td>Year 12 or Phe Tong with grade 60 per cent average</td>
<td></td>
</tr>
<tr>
<td>Zimbabwe, Zambia, Tanzania</td>
<td>Minimum three points from two A-level or one A-level and two AS-level subjects</td>
<td></td>
</tr>
<tr>
<td>Other Countries</td>
<td>Curtin University Singapore</td>
<td></td>
</tr>
</tbody>
</table>

WHERE WE CAN MEET YOUR NEEDS

Entry requirements

- English entry requirements
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- Postgraduate entry requirements
  International applicants must meet specific course entry requirements and provide evidence of English language proficiency as all courses are taught in English (refer to page 18 for course entry requirements).

Recognition of Prior Learning

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Undergraduate programs

Curtin Singapore’s first undergraduate degree is the Bachelor of Commerce, with a number of majors so you can choose your specialisation. The course is renowned for the employability of its graduates.

Diploma of Commerce 307281

First Semester
Accounting 100
Economics 100
Business Law 100
Marketing 100
Second Semester
Business Information Systems 100
Management 100

Two electives* from:
Communication in Business 201
Business Statistics 101
Economics (Macro) 101
Law (Contract) 101
Accounting (Managerial) 101
*Curtin Singapore may not offer all elective units every semester

Bachelor of Commerce 130099

The Curtin Singapore Bachelor of Commerce degree is an internationally accredited business qualification with specialisations that can open the door to a wide variety of careers. The program is designed to provide professional business and management expertise, plus a range of life and professional skills.

COURSE DESCRIPTION
Students must successfully complete 24 units each year and a total of 600 credits. As an introduction to the fundamentals of business, and to help students choose their major, all first year students study a foundation of six common core units. The common core units include Accounting 100, Economics 100, Information Systems 100, Business Law 100, Management 100 and Marketing 100. Note: Some students with The Diploma of Commerce from Curtin or other approved business qualifications from technical, polytechnic and other colleges may receive recognition of prior learning for the common core units.

ENTRY REQUIREMENTS
Mathematics, with or without calculus, is desirable. Applicants without mathematics may still be considered. Students without the appropriate entry qualifications may undertake either the certificate or diploma courses also offered at Curtin Singapore.

PROFESSIONAL RECOGNITION
Graduates with a Curtin commerce degree have a competitive advantage in finding employment. Many graduates are in senior management positions in Australia and internationally. Curtin Business School programs are designed where possible to conform to the entry requirements of the relevant professional bodies students may seek to join after graduation.

Accounting major 230001

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. The Curtin Singapore Campus is currently undergoing assessment by the professional accounting bodies and accreditation is expected to be finalised shortly.

First semester
Accounting 100
Economics 100
Marketing 100
Business Law 100

Second semester
Communication in Business 201
Accounting (Managerial) 101
Business Information Systems 100
Management 100

Third semester
Business Statistics 101
Law (Business Organisation) 222
Accounting (Financial) 250

One elective from:
Economics (Macro) 101
Consumer Behaviour 102
Organisational Behaviour 200

Fourth semester
Accounting (Systems) 204
Accounting (Internal Reporting) 260
Two electives from:
Law (Marketing) 245
Marketing Research 200
Human Resources (Introduction) 200
Marketing Communications 211
Tourism Management 102

Fifth semester
Accounting (Auditing) 300
Accounting (Financial Control) 301
Finance (Principal) 215

One elective from:
Strategic Marketing 310
Entrepreneurship 300

Sixth semester
Taxation 331
Accounting (Decision Analysis) 308
Business Capstone 301

Accounting and Finance double major 234906

This double major is designed for students who wish to become professional accountants, and specialise in corporate and institutional finance. While all Curtin accounting programs are accredited by CPA, the Curtin Singapore Campus is currently undergoing assessment and accreditation for CPA will be finalised shortly.

First semester
Accounting 100
Economics 100
Marketing 100
Business Law 100

Second semester
Business Information Systems 100
Management 100
Communication in Business 201
Accounting (Managerial) 101

Third semester
Finance (Quart. Methods) 203
Accounting (Costs Packaging) 220
Accounting (Financial) 250
Law (Business Organisations) 222

Fourth semester
Accounting (Analysis) 206
Finance (Principles) 215
Accounting (Systems) 204

Fifth semester
Finance (Portfolio Management) 301
Finance (Corporate) 307
Accounting (Managerial Control) 301
Accounting (Auditing) 301

Sixth semester
Business Capstone 301
Accounting (Decision Analysis) 308
Accounting (External Reporting) 260
Taxation 331
Finance (International) 302

Finance and Marketing double major 235020

This course is taught in association with our partner MIS.

First and second semester
Accounting 100
Economics 100
Marketing 100
Business Law 100
Business Information Systems 100
Management 100
Economics (Macro) 101
Consumer Behaviour 102

Second semester
Economics (Growth and Fluctuations) 202
Finance (Introduction) 201
Business Statistics 101
Sales Management 230

Fourth semester
Finance (Managerial) 212
Economics (Markets) 203
Marketing Research 200
International Marketing 250

Fifth semester
Retail Marketing and Distribution 311
International Trade and Finance 305
Finance (Corporate) 307
Finance (Portfolio Management) 301

Sixth semester
Strategic Marketing 310
Business Capstone 301
Marketing of Services 311
Finance (International) 302

Management and Marketing double major 235016

This course is taught in association with our partner MIS.

First semester
Business Information Systems 100
Accounting 100

Second semester
Management 100
Marketing 100
Communication in Business 201
Consumer Behaviour 102

Third semester
Organisational Behaviour 200
Environmental Issues in Business 200
International Marketing 250
Marketing Research 200

Fourth semester
Human Resource Management (Overview) 200

Fifth semester
Marketing (Practical Practice) 300
Entrepreneurship 300
Retail Marketing and Distribution 311
Strategic Management 311

Sixth semester
Managing Change 300
Business Ethics 300
Business Capstone 301
Marketing of Services 311
Management and Human Resource Management double major 300966

This course is taught in association with our partner SHRI.

This double major provides students with the skills and qualifications needed to enter a career in management and human resource management. The nature of supervisory positions continue to expand with an emphasis on human resource issues. It provides an overall understanding of management principles together with the specialised human resource skills needed by today’s managers.

Prerequisites: Students wishing to complete this double major are required to complete the Singapore Human Resources Institute (SHRI) Diploma in Business and Human Resource Management. Please visit SHRI’s website: shri.org.sg for further information.

Upon completion of the diploma and meeting required English proficiency, students will be given direct entry into the second year of the Bachelor of Commerce (Management and Human Resource Management).

First semester
Accounting 100
Marketing 100
Business Information Systems 100
Business Law 100
Second semester
Management 100
Economics 100
Consumer Behaviour 201
Communication in Business 201
Third semester
Marketing Research 200
Sales Management 200
Integrated Marketing Communication 202
One elective

Fourth semester
Law (Marketing) 245
International Marketing 250
Public Relations (Principles) 201
One elective

Fifth semester
Strategic Marketing 310
Retail Marketing and Distribution 311
Internet Marketing 350
One elective

Sixth semester
Marketing of Services 311
Marketing Professional Practice 300
Business Capstone 301
One elective

Business Ethics 300
International Management 375

International Marketing 250

This course is taught in association with our partner IAA – one of the leading communications.

This program has been designed for those who are interested in pursuing careers in logistics related areas like transportation, physical distribution, warehousing, material and inventory management, purchasing, manufacturing, customer services, retailing and information linkages for industries.

Prerequisites: Students wishing to complete this degree are required to complete the Singapore Institute of Materials Management (SIMM) Diploma in Supply Chain Management and Advanced Diploma in International Supply Chain Management. Please visit SIMM’s website: simm.org.sg for further information.

Upon completion of the advanced diploma and meeting required English proficiency, students will be given direct entry into the third year of the Bachelor of Commerce (International Supply Chain Management).

First semester
International Marketing 250

Fourth semester
Law (Marketing) 245
Advertising (Media Planning) 250
Marketing Research 200
Brand Management 260

Fifth semester
Advertising (Account Planning) 340
Advertising (Strategic) 310
Advertising (Gross Cultural) 300
Retail Marketing and Distribution 311

Sixth semester
Strategic Marketing 310
Advertising (Campaign Development) 391
Marketing of Services 311
Business Capstone 301

Materials Management 201
Supply Chain Information Management 302
Decision Support 302

International Supply Chain Management major 230021

This course is taught in association with our partner SIMM.

This major has been designed for students who are interested in pursuing careers in logistics management and in logistics related areas like transportation, physical distribution, warehousing, material and inventory management, purchasing, manufacturing, customer services, retailing and information linkages for industries.

Prerequisites: Students wishing to complete this degree are required to complete the Singapore Institute of Materials Management (SIMM) Diploma in Logistics Management and Advanced Diploma in Logistics and Materials Management. Please visit SIMM’s website: simm.org.sg for further information.

Upon completion of the advanced diploma and meeting required English proficiency, students will be given direct entry into the third year of the Bachelor of Commerce (Logistics Management).

First semester
Analytical Modelling 201
Quantitative Modelling 201
Strategic Logistics Management 302
Optimisation and Simulation 201

Sixth semester
Materials Management 201
Supply Chain Information Management 302
Decision Support 302

Logistics Management major 300114

This course is taught in association with our partner SIMM.

This major has been designed for those who are interested in pursuing careers in logistics management and in logistics related areas like transportation, physical distribution, warehousing, material and inventory management, purchasing, manufacturing, customer services, retailing and information linkages for industries.

Prerequisites: Students wishing to complete this degree are required to complete the Singapore Institute of Materials Management (SIMM) Diploma in Logistics Management and Advanced Diploma in Logistics and Materials Management. Please visit SIMM’s website: simm.org.sg for further information.

Upon completion of the advanced diploma and meeting required English proficiency, students will be given direct entry into the third year of the Bachelor of Commerce (Logistics Management).

First semester
Analytical Modelling 201
Quantitative Modelling 201
Strategic Logistics Management 302
Optimisation and Simulation 201

Sixth semester
Decision Support 302
Materials Management 201
Location of Economic Activity 301
Business Project 393
Master of Accounting 196304

This course is taught in association with our partner SHRI.

Designed for managers, human resource and industrial relations professionals, and consultants wanting to develop and expand their knowledge, personal and professional skills in complex and changing organisational climates. The course features guided independent study, team projects and maximum use of information and communication technology.

COURSE DESCRIPTION
Students must successfully complete 12 units over three semesters.

ENTRY REQUIREMENTS
A bachelor degree, excluding accounting majors, from a recognised tertiary institution.

PROFESSIONAL RECOGNITION
This course is designed to meet the admission requirements of a number of professional accounting bodies including Certified Practising Accountants Australia (CPAA), the Institute of Chartered Accountants in Australia and the ACCA. To advance to the appropriate status within the professional accounting bodies, graduates must complete the required modules of the professional bodies and fulfill the experience requirements.

First semester
Accounting (Financial) 510
Economic Analysis and Asian Studies 550
Legal Environment 560
Accounting (Quantitative Methods) 516

Second semester
Finance (Principles) 515
Accounting (Corporate) 511
Accounting (Managerial) 530
Accounting (Information Systems) 531

Third semester
Law (Corporation) 564
Accounting (Theory and Issues) 512
Taxation 531
Auditing 551

Master of Human Resources 146504

This course is taught in association with our partner SHRI.

Designed for managers, human resource and industrial relations professionals, and consultants wanting to develop and expand their knowledge, personal and professional skills in complex and changing organisational climates. The course features guided independent study, team projects and maximum use of information and communication technology.

COURSE DESCRIPTION
Students must successfully complete 12 units over three semesters.

ENTRY REQUIREMENTS
1. A bachelor degree in business, economics or commerce, or an equivalent qualification from a recognised tertiary institution provided the specific discipline in the bachelor degree is different to that of the proposed professional master; or
2. A bachelor degree in a field other than business, economics or commerce, or an equivalent qualification from a recognised tertiary institution, or honours degree, or graduate diploma (in business, economics or commerce), or significant professional experience.

First, second and third semesters
Human Resources Management (Staffing Organisations) 563
Law (Industrial) 572
Conflict Resolution Process 561
Industrial Relations (Comparative) 562

Human Resources Management (Strategy) 562
Management Processes and Policies 560
Human Resources Management (Remuneration Management) 561
Human Resources Management (International) 565
Managerial Leadership 561
Cross Cultural Communication and Negotiation 580
Business Ethics 567
Human Resources Management (Learning and Development) 574

Postgraduate programs
WHERE HIGH QUALITY MEETS GREAT VALUE

Fees
Fees are set each year and are payable before the start of each semester.

Payment of fees
The initial fee rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the University Council. All fees, charges and accounts will be payable in advance as determined by Curtin Singapore. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating units.

Compulsory non-tuition fees for international students

<table>
<thead>
<tr>
<th>FEE</th>
<th>SG$</th>
<th>PAYABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Insurance</td>
<td>107</td>
<td>Annual</td>
</tr>
<tr>
<td>Administration Fee</td>
<td>267.50</td>
<td>Once only</td>
</tr>
</tbody>
</table>

# Inclusive of seven per cent GST.

Indicative student fees*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DURATION SEMESTERS</th>
<th>SEMESTER 1 (SG$)</th>
<th>SEMESTER 2 (SG$)</th>
<th>SEMESTER 3 (SG$)</th>
<th>SEMESTER 4 (SG$)</th>
<th>TOTAL COURSE (SG$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Commerce</td>
<td>All majors</td>
<td>2</td>
<td>7,490</td>
<td>1,740</td>
<td>5,750</td>
<td>11,540</td>
</tr>
<tr>
<td>Bachelor of Commerce</td>
<td>All majors</td>
<td>6</td>
<td>7,490</td>
<td>7,490</td>
<td>7,490</td>
<td>22,460</td>
</tr>
<tr>
<td>Postgraduate Programs</td>
<td>Accounting</td>
<td>3</td>
<td>9,095</td>
<td>9,095</td>
<td>9,095</td>
<td>27,285</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td>3</td>
<td>9,095</td>
<td>9,095</td>
<td>9,095</td>
<td>27,285</td>
</tr>
<tr>
<td></td>
<td>Logistics &amp; Supply</td>
<td>2</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>16,120</td>
</tr>
</tbody>
</table>

*Inclusive of seven per cent GST.

Student refund agreement

New students
Total refund
Where an offer of a place is withdrawn, a visa denied or the University is unable to provide a course, all tuition fees are fully refundable. If the offer was made on the basis of incorrect or incomplete information supplied by the applicant/student, the University reserves the right to retain 10 per cent of the tuition fee for one semester.

For prospective students with conditional offers, if conditions stipulated in the letter of offer cannot be met, all tuition fees are fully refundable.

Partial refund
New students who, after accepting an offer of a place, give at least 10 weeks’ notice prior to commencement of the semester that they are unable to take up the offer, will receive a refund of tuition fees paid, less an administrative fee of SG$550. New students who, after accepting an offer of a place, give less than 10 weeks’ notice prior to commencement of the semester that they are unable to take up the offer, will receive a refund of tuition fees paid, less 10 per cent of tuition fees for one semester.

New students who withdraw from their enrolled course after the commencement of the semester, but prior to the census date*, will receive a refund of 50 per cent of tuition fees paid for that semester.

New students with an initial enrolment greater than 75 credits in this semester, 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 units from which they have withdrawn. The credit shall be used towards future studies in the University.

No refund
Where fraudulent or forged documentation has been presented, the full first semester tuition fee will be retained by the University.

New students who withdraw from a course, or units, after the census date* are not eligible for a refund.

Continuing students
Total refund
Continuing students who, after completion of the enrolment process, subsequently withdraw from their course prior to the commencement of the semester, 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 semester.

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 units from which they have withdrawn. The credit shall be used towards future studies at the University.

No refund
Continuing students who withdraw from a course or units after the census date* are not eligible for a refund.

Tuition fees will be refunded in accordance with those agreements. Please note that it is the student’s responsibility to ensure that when requesting a refund the appropriate withdrawal form from a course/unit form has been lodged with the University.

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 admissions office at Curtin Singapore.

Navitas scholarships
Helping students achieve their goals
Navitas, world leaders in university pathway programs, is committed to helping students achieve their career goals by offering scholarships to outstanding students.

Partial scholarships
A limited number of partial scholarships will be awarded on the basis of academic merit. Those scholarships will apply for the student’s final semester of study. Contact the Curtin Singapore admissions office for information on how to apply.

Navitas Family Bursary
Navitas offers financial support in the form of family bursaries. The Navitas Family Bursary applies where two or more students from the same family study at a Navitas institution. The first family member can be studying at a Navitas institution at the same time as other family members or may have studied at any Navitas institution previously. For the purpose of this bursary, a family member is defined as a brother, sister, mother, father, son, daughter or stepchild.

The family bursary is granted to the second and subsequent family members who study at a Navitas institution. The bursary is equivalent to 10 per cent of the tuition fee for the first two semesters of study in one program only i.e. certificate IV, foundation, diploma, bachelor degree or master degree at a Navitas-operated institution (or campus) and is credited to the eligible student’s tuition fee account. Only one family bursary will be granted per student regardless of the number of family members who have studied at a Navitas college.

For more information, please contact the Navitas Family Bursary Coordinator at admissions@curtin.edu.sg.

1. The prerequisite graduate Diploma in Logistics and Materials Management is to be completed with SIMM prior to commencing semester three at Curtin Singapore. See entry requirements on page 19 for more details.
2. For details on how payment can be made by telegraphic transfer.
3. IBT Knowledge.
4. 'The tuition fees (shown in Singapore Dollars) are based on a normal full-time workload of 100 credits per semester unless otherwise stated. Students studying more than 100 credits per semester will have a higher annual tuition fee. Course changes will affect fees applicable at all times. A student should expect that the indicative semester course fee, as shown on the Menu for offer nights, may vary from the actual tuition fee according to the units selected at enrolment. The indicative fee is a guide as to what the actual tuition fee will be, because the actual tuition fee is calculated at enrolment or completed. To calculate the actual course fee, you can refer to your subject fee list located at curtins.edu.sg (refer to the “Fees” section of the menu).
5. Full fees listed are indicative and subject to annual increases.
6. Inclusive of seven per cent GST.
7. The Navitas Family Bursary excludes students who are studying at ACAC, AIC, AIS, MIT’s Singapore and IBT Knowledge.
8. The family bursary is granted to the second and subsequent family members who study at a Navitas institution. The bursary is equivalent to 10 per cent of the tuition fee for the first two semesters of study in one program only i.e. certificate IV, foundation, diploma, bachelor degree or master degree at a Navitas-operated institution (or campus) and is credited to the eligible student’s tuition fee account. Only one family bursary will be granted per student regardless of the number of family members who have studied at a Navitas college.
The Singapore Human Resources Institute (SHRI) is a not-for-profit professional organisation in Singapore representing more than 3,000 human resource (HR) professionals. Founded in 1965, SHRI is committed to promoting sound, effective and appropriate HR practices. It is also dedicated to maintaining high standards of professionalism in HR management and development. The SHRI group produces thousands of learning experiences each year through workshops, conferences, seminars, dialogue sessions and academic programs. It hosts signature events such as The Singapore HR Congress, The Singapore HR Awards and The Singapore HR Challenge; publishes Human Capital magazine, the Research & Practice in Human Resource Management journal and other publications; provides hundreds of web-based tools and resources; helps members and HR practitioners connect in numerous interest areas; conducts future-focused and market-driven research; and provides a national and international voice on HR issues. In addition, SHRI has an HR Capability Development Centre dedicated to advancing the HR profession and their capabilities. SHRI has a research centre that provides accurate and timely research and strategic business intelligence to facilitate a better understanding of the trends that are shaping the HR industry and the people management issues. A national professional HR body, SHRI’s views are sought and valued by members, the government, private organisations and labour unions in Singapore. The Institute is also an active contributor to the global HR community, having held the office of Secretary-General and Treasurer of the World Federation of Personnel Management Associations (WFPMA) for the 2006-2008 term, as well as the office of President of the Asia Pacific Federation of Human Resource Management (APFHRM) for the 2005-2006 term.

The Marketing Institute of Singapore (MIS), founded in 1973, is the national professional body in Singapore for sales and marketing practitioners. MIS has played an active role in the formation of the Asia Marketing Federation (AMF), as a founding member and its education headquarters since 1991. Over the years, MIS has developed a global network of strategic affiliations with institutes and marketing organisations. The various strategic affiliations have broadened the spectrum of resources and services facilitated within the marketing fraternity. The relevancy of knowledge sharing within the MIS global platform will lead individual and corporate members to the new generation of marketing trends and hence position them to compete in the global market effectively.

Curtin Singapore is committed to continue working with its long-standing education partners. SIMM, SHRI, and MIS are some of the institutions with whom Curtin Singapore collaborates to provide educational opportunities and promote growth in their respective fields.
Applying to Curtin Singapore

Prospective students currently living in another country but who wish to study at Curtin Singapore may apply directly to Curtin Singapore’s Admissions Office or through a Curtin University of Technology overseas representative.

STEP 1
1. Once you have decided on a course, please complete the application form on the next page.
2. The application form must be fully completed and accompanied with certified copies of all relevant academic transcripts.
3. Successful applicants will receive an offer package. This package contains:
   a. Letter of offer (authority to enrol)
   b. Invoice (acceptance of offer)
   c. Standard Student Contract
   d. Visa application and other related forms
4. To accept our offer to study at Curtin Singapore, you must complete and sign the acceptance of offer and Standard Student Contract and return it with the following documents:
   • Two recent passport sized photographs
   • Two sets of signed and completed Immigration and Checkpoints Authority forms VS3, VS36 and form 16
   • Certified copy of your birth certificate
   • Certified copy of your previous qualifications including award certificates and academic transcripts (high school included)
   • Certified copy of your passport

Students from visa-required countries will also need to provide the following:
• Documentary proof of financial ability in the form of certified bank statements, and savings accounts.
• Note: Some students may receive a letter of offer with conditions. Payment should not be made until you are satisfied with the conditions on the letter of offer.

STEP 2
Before you leave home
1. Curtin Singapore will apply for your student pass on your behalf. If you are from a visa-require county, Curtin Singapore will also apply for a single journey visa (SVJ) for you.
2. Curtin Singapore will notify you of the outcome of the student pass and single journey visa application.
3. Upon confirmation of the approval you will be required to make payment of the first semester’s tuition fees as well as any non-tuition fees. This payment can be made to Curtin Singapore, or to a Curtin overseas representative in your country.
4. Upon receipt of the fee Curtin Singapore will send you a scanned copy of the approval letter and the original single journey visa will be mailed to you (if applicable).
5. It is advisable to book an air ticket immediately after you accept a student place at Curtin Singapore as seats are in heavy demand before the start of semester. Note that the single journey visa is only valid for one month from the date of issue.
6. To request the airport reception and/or accommodation please contact Curtin Singapore Admissions.

STEP 3
Arriving in Singapore, what happens now?
1. If requested, the admissions office provides an airport reception and transfer to accommodation for new students who are travelling alone. Alternatively, you may choose to take a taxi to your accommodation.
2. Students without confirmed accommodation, who have requested airport reception, will be picked up and transferred to their temporary accommodation.
3. Students will be required to undertake medical screening to meet student pass requirements. They will also be required to go to the ICA for their student pass application, and collect their student pass from student affairs.
4. Curtin Singapore conducts an orientation program to assist students settling into a new country and the university environment. The program includes information on enrolment procedures, study skills, campus facilities, support services, public transport, shopping, and recreational activities. All students are required to attend. Orientation dates are stated on your letter of offer.
5. Students are expected to attend all classes and undertake all tests and examinations during a course and abide by all Curtin Singapore’s rules and regulations that are in force at any time.

ENGLISH LANGUAGE PROFICIENCY
As all courses are taught in English, applicants will need to meet Curtin’s English language requirement. If your education qualifications were not completed wholly or predominantly in English, please indicate what test/s you have sat (or intend sitting) and attach certified* documentary evidence of results.

Would you like to apply for an English language course? 

Note: Having made this selection, you will receive a package from Navitas English Singapore.
PERSONAL ADDRESS (Address in home country. A post office box number is NOT acceptable).

<table>
<thead>
<tr>
<th>Number and street</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Post/zip code</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

MAILING ADDRESS (if different from permanent address)

<table>
<thead>
<tr>
<th>Number and street</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Post/zip code</td>
</tr>
</tbody>
</table>

EMERGENCY CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

PERSONAL STATISTIC DETAILS

Have you previously visited Singapore? Y N
If yes, what year did you arrive?
What is your country of citizenship?
In which country were you born?
What is the main language spoken at your permanent home residence?

MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, supporting and improving services to students with medical/disability needs. Disclosing this information will not affect your admission to the University.

Do you have a disability, impairment or long-term medical condition which may affect your studies? Y N
Please indicate the type(s) of disability
Hearing Vision Learning Medical Mobility Other
Would you like to receive information on support services, equipment and facilities available that may assist you? Y N

EDUCATIONAL QUALIFICATIONS

Please provide details of all formal studies that you have completed and those that you are currently undertaking. You are required to supply an original or certified copy of your academic award(s) and transcript(s) for all tertiary studies except those undertaken at Curtin-WAT. Academic records must contain an explanation of grading system descriptions.

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Institution/School/University</th>
<th>Year enrolled</th>
<th>Year completed</th>
<th>Date results expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>(eg. GCE 'O'/'A' level, HSC Degree)</td>
<td>(eg. Temasek Junior College)</td>
<td>(eg. 1992)</td>
<td>(eg. 1991 or not completed)</td>
<td>(if applicable)</td>
</tr>
</tbody>
</table>

Would you like the above qualifications to be assessed for recognition of prior learning? Y N

EMPLOYMENT DETAILS (To be completed if applying for a postgraduate course where work experience is an entry requirement). Submission of supplementary information to your postgraduate application varies across courses. Applicants are advised to refer to the application guidelines and submit relevant supporting documentation. Guidelines and supplementary forms are available from: futurestudents/curtin.edu.au/postgraduate/courseworkforms.cfm

<table>
<thead>
<tr>
<th>Employer/Company Name</th>
<th>Address</th>
<th>Post/zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

APPLICANT’S DECLARATION AND SIGNATURE

I declare that I have read the instructions on the application form and that the information I have provided is complete and correct.

I understand that the information collected on this form is to enable Curtin University of Technology to assess my application, create a record on its student database, undertake statistical analysis, meet statutory recording requirements and further inform me about the course to which I am applying as well as the University’s other courses/events. The information will be accessed by University officers strictly for these purposes. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.

I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.

I authorise Curtin University of Technology to obtain further academic information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.

In the case of postgraduate applications, I understand that the services of Qual Search may be engaged to verify my qualifications. I further understand that Curtin is not responsible if any educational body/institution does not supply these records, that the results of this search may be made available to me on request and an audit of this authority may also be undertaken.

I understand that I have the right to access and amend personal information that Curtin holds about me, subject to legislation, by contacting the Freedom of Information Coordinator at foi@curtin.edu.au.

I acknowledge that Curtin University of Technology reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

Signature Date

Important checklist to ensure a quick response to your application

☐ Prior to making an application please familiarise yourself with any specific requirements which relate to the course you are applying for.
Refer to: handbook.curtin.edu.au
☐ If you are lodging an application for postgraduate study, please familiarise yourself with application guidelines at: futurestudents/curtin.edu.au/postgraduate/courseworkforms.cfm which relate to the course. The guidelines will advise you on what other documents are necessary as part of your application, for example, release reports, employer reports, resumes, portfolios, etc.
☐ Enclose certified* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions.
☐ If your academic transcripts are in a language other than English, enclose certified* English translations.
☐ If your previous studies do not meet Curtin’s standard English requirements, enclose certified* copies of your English language qualification or details of English language proficiency.
☐ Enclose a certified* copy of evidence for change of name.
☐ Enclose a certified* copy of the personal details page of your passport and visa.
☐ Read and sign the applicant’s declaration.

*Certified means addressed by a Curtin representative, a notary public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the institution that issued the transcript. For further information refer to the guidelines on certification at: futurestudents.curtin.edu.au/kevren/globapplic.cfm

LODGING YOUR APPLICATION

Please submit your application to admissions at Curtin Singapore or a Curtin University of Technology overseas representative.

Curtin Singapore
90 and 92 Jalan Rajah
Singapore 329162
info@curtin.edu.sg
curtin.edu.sg

PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is personal information. For details of how the University will use, disclose and protect your personal information please contact Curtin Singapore admissions.
Creating opportunities for success

Navitas provides you with the education you need, to get where you want to be in life. From English language skills and courses to help you enter university, to training for the workplace, Navitas colleges and campuses in eight countries will support you every step of the way.

With Navitas locations throughout Australia, Africa, Asia, Canada and the UK, and over 30,000 international students currently studying with us, we understand the world’s learning needs. We’ve become one of the most trusted providers of education and training in the world.

Navitas offers:
• English language training,
• High school studies,
• University preparation,
• University programs,
• Career advancement programs,
• Student recruitment,
• Workforce recruitment and placement, and
• Migrant settlement services

to students, professionals and migrants from around the world.

We also offer customised workplace training for companies, and a range of training and settlement services for Government.

A world of experience

Navitas started as IBT Education back in 1994. Since then, we have grown into an internationally recognised education provider, with over thirty different colleges and campuses across the globe. Wherever you are, and wherever you want to be, the knowledge and resources of our staff around the world will ensure your success.

But we give our students much more than education. Your experience with Navitas includes personalised support and the chance to study with people from a mix of nationalities in a safe community. It will change your perspective of the world forever.

Navitas Limited ABN 69 109 613 309

Your World, Faster