



Curtin University

Malaysia

STUDENT GUIDE

A Complete Guide For New Student



WWW.CURTIN.EDU.MY

studentexperience@curtin.edu.my

TABLE OF CONTENTS

<u>Academic Calendar</u>	- 3
<u>Campus Facilities</u>	- 4
<u>Fees & Refund</u>	- 5
<u>ICT Department</u>	- 11
<u>International Student Office</u>	- 17
<u>Housing & Recreation Services</u>	- 20
<u>Student Services Department</u>	- 22
<u>Student Learning Support</u>	- 36
<u>Academic Misconduct</u>	- 37
<u>Health, Counselling & Disability Services</u>	- 38
<u>Student Experience</u>	- 39
<u>The Library</u>	- 42
<u>Campus Security</u>	- 49
<u>Student Council, Clubs, & Associations</u>	- 53

CURTIN MALAYSIA 2024 ACADEMIC CALENDAR

	Diploma & Foundation			Degree		Postgraduate	
Intake	T. 1F	T. 2F	T.3F	Sem. 1	Sem. 2	Sem.1	Sem. 2
Orientation Week	26 Feb - 1 Mar	9-12 July	23-27 Sept	19 - 23 Feb	15-19 July	19 - 23 Feb	15-19 July
Semester Starts	4 Mar	15 July	30 Sept	26 Feb	23 July	26 Feb	23 July
Semester Ends	28 June	20 Sept	24 Jan 2025	14 June	8 Nov	14 June	8 Nov

Visit <https://curtin.edu.my/student/academic-calendar-2024/> for academic calendar and enrolment deadlines

1. Ensure that your enrolment is correct. You can do it by log in to Curtin Malaysia e-student. For new student, you may enrol : <https://studentservices.curtin.edu.my/enrolments/enrolnow/>
Further enquiries : enrolment@curtin.edu.my
1. Pay your fees and lodge forms by deadlines to avoid late fees and problems with your enrolment (refer to the Academic Calendar for all deadlines)
2. Check Online Access to Student Information System (OASIS) (and the OCC (Official Communications Channel) regularly (for degree and postgraduate students only).
3. Always use the Curtin Student Email provided to you for any correspondence between Curtin staff members, including lecturers. **Your student email (studentID@student.curtin.edu.my) is the official email for students in this campus.** This applies to all students who are enrolled with Malaysia Campus.

CAMPUS FACILITIES & STUDY SUPPORT

Convenient Shop

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

Parking

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

Food Outlets

A large cafeteria housing a number of food stalls is part of the Student Services Complex. There is also an air-conditioning cafe called Kafe Kenyalang located at Falcon 5. These food outlets provide a range of Asian, Malaysian and local foods for staff and students. All food outlets provide halal food and prices are reasonable In addition, there is a cafeteria located at the Lakeside to cater for all students and staff.

Bookshop

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

Sports and recreation facilities

For any recreational and sport activities, please check: curtin.edu.my/study/campus-life/sport-and-recreation/facilities/

Curtin's Student Portal

Curtin's student portal, OASIS ([Online Access to Student Information Systems](#)) delivers secure and personalised information and online services to you, 24 hours a day, 7 days a week – anywhere in the world. OASIS provides single-point access to email, library catalogues and databases, online learning systems, exam results, and the Official Communications Channel through which official correspondence is delivered.

Islamic Centre

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

Student Mail

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

Information Technology

Significant investments in computing and networking facilities have been made to ensure facilities are modern and state of the art. The Campus has been awarded Multimedia Super Corridor Status by the Malaysian Government Multimedia Development Corporation and is the first international university in Malaysia to achieve this status, recognising the quality of its academic programs, teaching staff and IT infrastructure.

Science Laboratories

Students working in laboratories within Curtin University, Malaysia Campus do so under the condition that they abide by Rules and Regulations regarding good conduct and safety. The Science Laboratory Staff requires students to read and sign a form designed to ensure that students understand the necessity of acting responsibly and with care when working in the Science Laboratory.

Library and Information Services

The Curtin Malaysia [Library and Information Service \(LIS\)](#) supports staff and students in teaching, learning and research by expanding and maintaining the breadth and depth of the collections and other information resources. LIS provides assistance and instruction in using these resources by conducting training in the areas of finding and gathering relevant information, evaluating information sources and managing information.

LIS also facilitates inter-library loans with other academic, public and special libraries throughout Malaysia for Curtin's students and staff. Students also have access to the Library at Curtin Perth campus in Perth through its networked facilities. In particular, they have access to a wide range of academic publications through electronic databases of abstracts and full-text articles.

To find all the above facilities please refer to the campus map at <https://curtin.edu.my/about/our-campus/>

FEES AND REFUNDS

COURSE FEES

The amount that you pay for your tuition fees will depend on whether you are a domestic or international student, and the degree or units in which you enrol. For the purpose of fee liability at Curtin University Malaysia, domestic students are Malaysian. All other students are considered international students for the purposes of fee liability.

All students must pay their course fees directly to the University. New students must pay the course fee and any other fees (if applicable) as indicated in the Letter of Offer. Existing students can download their course fee invoice from e-student and make full payment on or before the due date for each semester as specified on the Fee Invoice.

Below are the steps to download Fee Invoices

1. Go to E-Student and log in using your User ID and Password.
2. Go to My Documents at the menu bar.
3. Choose the Start Date and End Date.
4. A list of documents and invoices within the chosen time frame will appear in a table format.
5. Select Invoice Report and Click on View Attachments to open the file. You will have the option to either print it or save it.

Fee Invoices will be available in:

- 4-5 weeks before commencement of class – for Foundation, Diploma and Undergraduate Programs
- 2-3 weeks before commencement of class – for IEP, Summer School, Postgraduate by Coursework Programs

The University calculates fees based on unit enrolment. It is the students' responsibility to ensure that they receive and clear their fee payment with the University before the payment due date to avoid incurring a late payment penalty or having a financial sanction placed on their accounts and/or risking cancellation of their enrollment.

If students have any queries or encounter any problems accessing their Fee Invoices in their e-student account, they should contact us at finance@curtin.edu.my or call [+60-85-630021](tel:+6085630021)

FEE PAYMENT OPTIONS:

- CURTIN ePAY
 1. To make an ePay payment, please go to <https://payments.curtin.edu.my>
 2. Curtin ePay allows you to pay for the course fee, miscellaneous charges such as pass/visa, GHS insurance, graduation related expenses, parking permit, conference fees, letters/transcripts reprint charges, etc.
 3. The payment modes available are SPay Global, FPX (Malaysian Bank Account), Flywire (International), Credit Card (VISA/MasterCard) and Charge Card (Amex).
 4. You will receive your receipt instantly via e-mail.
 5. You can find the guide on using Curtin ePay at <https://fees.curtin.edu.my/payment>

OVER THE UNIVERSITY CASHIER'S COUNTER

Location	On campus at Heron 1 Building (Ground Floor)
Operation Hours	8:30 am – 4 pm (Monday to Friday, except Public Holiday)
Payment Mode	<ul style="list-style-type: none">- Cheque or Bankdraft- Credit Card (Visa/ MasterCard)- Charge Card (AMEX)- S PAY GLOBAL (previously known as SarawakPay).- Cash (Only for miscellaneous charges and payment < RM500.00 per day per student)

BANK TRANSFER/TELEGRAPHIC TRANSFER

Bank Account Details

Payee Name : Curtin (Malaysia) Sdn Bhd

Bank Account No. : 5110 1055 4408

Name of Bank : Malayan Banking Berhad

Bank's Address : No. 112 Jalan Bendahara, 98000 Miri, Sarawak, Malaysia

Swift Code : MBBEMYKL

Please email your Bank transfer/TT slip together with your Student Name and Miri Student ID number to finance@curtin.edu.my to enable identification of payer account.

FEE INSTALMENT PLAN

- Fee Instalment Plan (FIP) is offered to both Malaysian students (new and current) and International students (current only), who are not scholarship holders, for all courses except HDR and IEP programs. The University shall levy a premium of 4% of the total course fee per semester/ trimester if students wish to participate in FIP. Students' account with the University shall be debited with the said premium once FIP application is accepted by the University. The rate of premium may be changed from time to time at the absolute discretion of the University.
- Students' course fees (excluding MPU units) plus premium are to be paid in 3 equal instalments within the duration of a semester/ trimester. The FIP participation is only accepted by the University if the 1st instalment has been paid no later than the application due date or upon submission of the FIP form.
- The said premium amount may be adjusted (increased or reduced) in the event of any addition / dropping of subjects within the specified deadlines published by the Student Services of the University.
- Past due charges from a previous semester/ trimester cannot be included in the current FIP.
- MPU/MOHE units (applicable for Undergraduate Degree students) are not included in the FIP and must be paid before the payment due date or late payment penalty (RM100) will be imposed by the University.
- An additional late payment penalty of RM 50 for Foundation or RM 100 (Degree and Postgraduate) per installment will be imposed by the University for instalment received after the due date. At the same time, access to certain campus facilities may also be barred including sitting for the final examination if students' account remains outstanding.
- Prior participation – A new application must be submitted every semester/ trimester. Participation in FIP does not carry over from semester to semester or trimester to trimester. Student must apply for the FIP every semester/ trimester.
- The University reserves the rights to review and alter any terms and conditions herein from time to time at the absolute discretion of the University. The University reserves the right to terminate or end the FIP at any time the University deems fit and in the event that University decides to terminate or end the FIP, all outstanding fees become payable forthwith without any notice or demand to students and students must forthwith and immediately pay all outstanding to the University.
- Fee installments form can be downloaded from: <https://fees.curtin.edu.my/fee-instalment-plan/>

REFUND OF COURSE FEES

- Please note that withdrawal from units does not constitute grounds for refund of fees. Adequate documentary evidence must be provided to support the application for refund. Your application must be forwarded to the University's Cashier Office.
- Application for refund of overpayment of course fee will be generally processed after census date as published by the University every semester. The Financial Services will endeavour to complete the refund within 14 working days after census date or 14 working days from the date of receiving the Refund Application Form if the application is submitted after census date. However, if you chose payment mode of Telegraphic Transfer (TT), the refund process will take 21 working days. Refund may be delayed due to insufficient information, documentation or if the student is owing fees in other area of the University, e.g. student housing, library fines, etc.
- Refund Application Form (downloadable from <https://fees.curtin.edu.my/refund-policy/>) is to be submitted to finance@curtin.edu.my.

REFUND OF UNIVERSITY HOUSING DEPOSITS

To find out more on student housing deposit(s) refund, please go to Housing & Recreation Website: <https://accommodation.curtin.edu.my/others/faqs/>

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

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

PENALTIES AND SANCTIONS

Non Payment of Fees or Charges

- A late fee will be applied to your student account for course fee payment received by the University after the payment due dates.
- SANCTIONS will be applied to your student account when there are outstanding fees or charges. If your account is sanctioned, you will not be able to re-enrol, and access to academic and administrative services may be barred.
- The sanction will also prevent access to results and academic transcripts, attendance to graduation ceremony and issuing of awards. If you are enrolled as an international student, your student visa is also at risk.
- Once the fees or charges have been paid the sanction will be removed.
- With effect from Semester 2, Year 2011, by each study period's census date*, if a student account remains outstanding and students fails to set up an alternative financial arrangement with the University, his / her enrolment will be cancelled by the University at the census date*.

For any enquiries on your outstanding fee status, please contact the University's Cashier's Office at finance@curtin.edu.my

REFUND POLICY

Refund for Current Student

Refund of course fees for current student will be made according to the following guidelines if students choose to withdraw their unit(s):

Refund Rate	Foundation/ Diploma Program	Degree Program	Postgraduate Program (Coursework)	Postgraduate Program (Research)
100% of the tuition fees	Before census date	Before census date	Before census date	Before the first day of enrolment
No refund	After census date	After census date	After census date	After the first day of enrolment

Refund for New Student

A full refund of course fees for new student will be made when the institution is unable to conduct the course or a student visa is denied.

Partial refund of course fees will be made according to the following guidelines if students chose to withdraw from the University:

Refund Rate	Foundation/ Diploma Program	Degree Program	Postgraduate Program (Coursework)	Postgraduate Program (Research)
90% of the tuition fees	Prior to the commencement of classes	Prior to the commencement of classes	Prior to the commencement of classes	Prior to the commencement of the program
50% of the tuition fees	After commencement of classes but before census date	After commencement of classes but before census date	After commencement of classes but before census date	Not applicable
No refund	After census date	After census date	After census date	After the first day of enrolment

Other General and Administrative fees are non-refundable.

Note: Census date is the date at which an enrolment is considered final in a study period. These census dates are updated and published in the University's website at <https://current.curtin.edu.my/academic-calendar/>

Application for Refund

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

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

Refund of Course Fees

Please note that withdrawal from units does not constitute grounds for refund of fees. Adequate documentary evidence must be provided to support the application for a refund. Your application must be forwarded to the University's Cashier Office. Submit your refund application form to finance@curtin.edu.my.

Details of the policy can be viewed through <https://curtin.edu.my/study/fee/refund-policy/>.

LATE PAYMENT

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

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

Penalty charge will be incurred on returned cheques, due to technical error at RM10.00

LATE FEES

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

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

Late fees are outlined in the table below.

Last re-enrolment in unit (where accepted)	RM100
Late payment Fees - course fee (Foundation & Diploma)	RM150
Late Payment Fees – course fee (Undergraduate & Postgraduate)	RM200
Late Withdrawal Fees (where applicable and where approved)	Up to RM500 per application
Late Visa Renewal Fees	RM100

Sanctions will be applied to your student account when there are outstanding fees or charges. If your account is sanctioned, you will not be able to re-enrol, and access to academic and administrative services may be barred.

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

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

Special Document Charges

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

No.	Description	Amount (RM)
1.	Additional original copies for Statements of Results/ Transcript	10.00
2.	Additional copies of individual letter advising a student's status in the University (includes enrolment status, letters of course completion for IEP and Foundation program only)	10.00
3.	Replacement of ID Card	50.00
4.	Re-issuance of Foundation certificate (including misspell of name on certificate)	50.00

INFORMATION COMMUNICATION & TECHNOLOGY (ICT)

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

Conditions of Usage

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

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

The ICT administrator may suspend any person from using the computing and networking facilities if, after appropriate investigation, improper conduct has been established. Students are required to read and abide by the policies. ICT Department is in charge of all the ICT equipment and services on the campus.

<https://curtin.edu.my/student/student-essentials/ict/>

and for ICT policies and rules: <https://ict.curtin.edu.my/policies/>

Getting Help. You can access help either online or on the phone, or by visiting the IT Helpdesk counter at Hornbill Precinct.

1. Lodge a service request by completing the [ICT Trouble Ticket system](#) (on campus only)
2. Phone us on +60 85 63 0200 (during office hours only)
3. Visit the IT Helpdesk counter at Hornbill Precinct (next to the Geophysics Lab)
4. Send an email to it.helpdesk@curtin.edu.my

IT Helpdesk Operation Hours:
Monday to Friday, 8.00 am – 5.00 pm
Saturday, Sunday & Public Holiday: CLOSED

Location

IT Helpdesk Counter : IT Service Counter, HORNBILL 1 Technical Support,
Operation, & Application : ICT Centre, HORNBILL 1 General enquiries
Telephone : +6085 630200 Extension : 2828/2829

LOGIN ACCOUNTS

Windows login account

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

Username : **Curtin Malaysia ID number**

Password : DDMMYYXx [e.g. DOB: 01/01/1998, Name: Abraham]

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

Your windows login password is required to meet the following minimum requirements:

- **Minimum 8 characters**
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

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

Log out/off from the system

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

If you need to reset the password you may either visit ICT Helpdesk or email to us at

it.helpdesk@curtin.edu.my

Moodle

Login for first time:

Username: **Curtin Malaysia ID number**

Password : date of birth (DD\MM\YY)

OASIS

For Undergraduate / Postgraduate Students

Login for first time:

Click "**Activate your account**" link.

Username: **Curtin Perth ID number**

Password : date of birth (DD\MM\YYYY)

Student email

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

Login for first time user

Username : **Curtin Malaysia Email Address**

Password : DDMMYYXx [e.g. DOB: 01/01/1998, Name: Abraham]

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

The login page will be mail.student.curtin.edu.my. If you need to reset the password you may either visit ICT Helpdesk or email to us at it.helpdesk@curtin.edu.my as there is no option to recover the password such as the one used by Gmail.

Wi-Fi

Curtin Hotspot currently available at these locations:

HERON 1 (John Curtin Building)

HERON 2 (Faculty of Business & Humanities)

HERON 3 (Recreation & Event Centre)

FALCON 1 (Harry Perkins Lecture Theatre & LT Foyer)

FALCON 3 (Food Court)

PRINIA 1 (GP401) Ground Floor & First Floor

PRINIA 2 (GP402) Ground Floor & First Floor

PRINIA 3 (GP403) Ground Floor & First Floor

HORNBILL 1 & 2 (Learning Centre and ICT Centre)

Instructions to connect to Curtin Hotspot:

[User Guide for Android](#)

[User Guide for iOS](#)

COMPUTER FACILITIES

Location	Lab Usage	Printer Availability	No. of PC
RC 2	OPEN 24-hour	BW/Colour/Photocopy	45
ICT Lab 1	OPEN 24-hour	BW/Colour/Photocopy	50
ICT Lab 2	OPEN 24-hour	Not available	23
ICT Lab 3	OPEN 24-hour	BW/Colour/Photocopy	30
Prinia 2 (103)	Classes / OPEN	Not available	30
Prinia 3 (103)	Classes / OPEN	Not available	40
Prinia 3 (104)	Classes / OPEN	Not available	40
Prinia 3 (106)	Classes / OPEN	Not available	30
Prinia 3 (107)	Classes / OPEN	Not available	30
Prinia 3 (108)	Classes / OPEN	Not available	30
Library (GF)	OPEN	Not available	8
Library (1F)	OPEN	BW/Colour/Photocopy	20
Library (2F)	Not available	BW/Colour/Photocopy	Not Available

**BW: Black & White*

OPEN 24-Hour: Weekdays: 8am – 5pm open access. 5pm – 8am access only via door access card.

Weekends/Public Holiday: Access only via door access card.

OPEN: Lab is OPEN for student usage if it vacant and no classes.

Classes: Manage by Class Management.

Monday – Friday: 7 am – 7 pm;

Saturday, Sunday and Public Holiday: CLOSED

CLICK HERE FOR [Timetable for Computer Lab Opening](#)

PRINTING AND PHOTOCOPY SERVICES

The new features of MFPs and YSoft SafeQ are:

- Protect document security – need user authentication.
- Introduce Touch ID – for secure print and protect document security.
- Economical printing – able to control prints in B/W, Colour (simplex or duplex).
- Enable Omit Blank Page setting – Removing blank pages. If your original contains blank pages, you can remove them from the scan result.
- Eco-saving and eliminate unnecessary prints – no tons of paper lying around printers, reduce use of paper, toner and energy.
- Print Roaming/Secure Print – apply “follow me” method. Allow to pick up prints at any MFP. Less queue to pick up prints.
- Central server – stores all print, copy and scan operations. Documents can be stored up to four (4) hours.

Location	Model	Printing Type	Paper Size
ICT Lab 1	e457	BW	A4
	e3555C	BW / Colour	A4 and A3
RC 2	e457	BW	A4
	e5005AC	BW / Colour	A4 and A3
ICT Lab 3	e3555C	BW / Colour	A4 and A3
Library 1st Floor	e3540C	BW / Colour	A4 and A3
Library 2nd Floor	e2040C	BW / Colour	A4 and A3

TOSHIBA PHOTOCOPIER

CLICK HERE: [Activate account in YSoft SafeQ and Add Toshiba Photocopier](#)

CLICK HERE: [Guideline using Toshiba Photocopier](#)

CLICK HERE: [Guideline to install Toshiba photocopier to your laptop](#)

NETWORK STORAGE

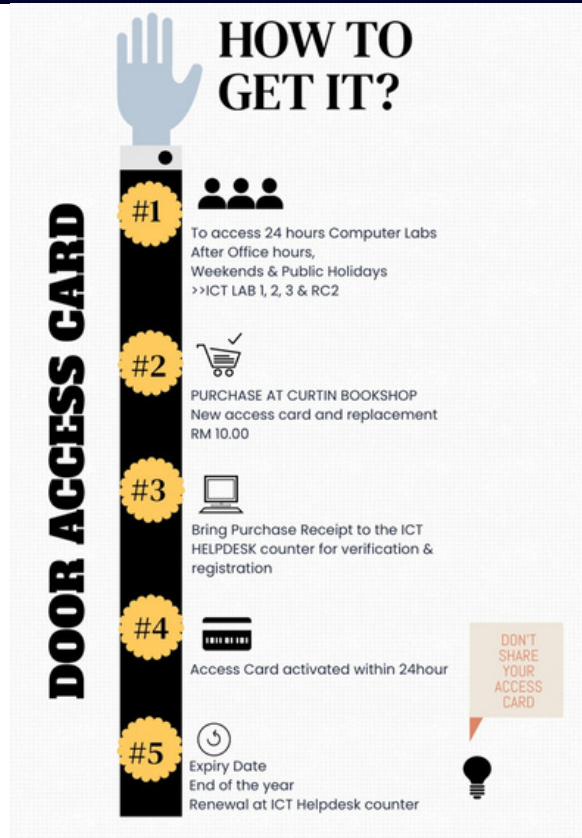
- Student will be given a quota of 30 MB. Network folder only can be accessed using desktop in the computer labs.
- This network storage is referred to the Z:\ drive found in 'My Computer'.

SCANNING SERVICE

- Scanning is free of charge.
- Users may choose to scan in colour, greyscale, or black and white. Output formats include JPEG, TIFF, and PDF.
- Student can use any Toshiba Photocopier and a scanner at IT Helpdesk.
- For Toshiba photocopier, users may choose to scan to email or USB.
- At IT Helpdesk, login to ICT-Student Desk computer and copy the scanned images in to the user's selected folder.

DOOR ACCESS CARD

- The door access card is used to access 24-hour labs in ICT Lab 1 and RC2 computer lab after 5 pm on weekdays, Saturday, Sundays and public holidays.
- The door access card can be purchased from Curtin Bookshop during office hours (from 9 am until 4 pm). The cost for door access card is RM 5.00 (for new & replacement card).
- IT Helpdesk will only log the student details in the system while the actual purchase needs to be done at the Bookshop counter.
- Students need to show the payment receipt to IT Helpdesk and will only receive the Door Access Card within one working day (24 Hours after purchase).
- Each door access card will expire at the end of the year, and is required to be renewed through the IT Helpdesk counter.
- One door access card is valid for one user account and cannot be shared with other users.



Click [here](#) for Rules and Regulations on the Usage of Proximity Access Cards

Click [here](#) for Student Printing Policy and charges:

Click [here](#) for ICT Equipment Booking

Click [here](#) for other ICT Policies & Rules

For other ICT guidelines, click [here](#)

eStudent (Curtin Malaysia)

What is eStudent?

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

Logging in to eStudent

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

What information can I view in eStudent?

- **Personal Details:** Your name, date of birth and formal name (the one that will appear on your Testamur)
- **Citizenship and Residency Details:** A summary of details recorded about your citizenship details as they relate to your studies.
- **Educational Background:** A summary of details of different educational levels you have attained.
- **Study Plan Details:** A study plan shows you the units of study for the course you are studying. Listed are the completed components, currently enrolled components and anything that is currently planned for future study to complete the course.
- **Current Enrolment:** This page will list all the components you are currently enrolled in. There is a link here where you can view and print an Enrolment eAdvice.
- **Result Details:** A full list of component results is displayed for each Course you have been associated with at Curtin. There is also a link here where you can view and print a complete Academic eRecord (transcript)
- **Fee Details:** Invoices can be download from My Documents.

OASIS Online Access to Student Information Services

(For Undergraduate / Postgraduate Students)

- Online Access to Student Information Services (OASIS) is a secure gateway to electronic services provided to you as a student at Curtin. Online Access to Student Information Services (OASIS) is available around the clock from any computer connected to the Internet, anywhere in the world.
- Once you have logged on to Online Access to Student Information Services (OASIS) using our Student ID (Perth ID) and password, you will have access to a whole range of different services without the need to log on again to each one.

Online Access to Student Information Services (OASIS) FAQ?

Must I use Online Access to Student Information Services (OASIS)?

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

Online Access to Student Information Services (OASIS) Services

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

Official Communication Channel (OCC)

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

eStudent

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

Curtin Provided Email

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

Sanctions Channel

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

Library

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

Learning Management Systems

Direct access to Blackboard, Curtin's e-learning software tools.

eVALUate

The new electronic way to assess your units.

INTERNATIONAL STUDENT OFFICE

The International Student Office is the focal point for Curtin's international students, drawn from over 45 countries all over the globe. We assist with airport reception, medical check-up, insurance and opening a bank account. In addition, through the course of your stay, our staff will assist you with visa applications and renewals and dealing with your on-going needs. We also provide information and coordinate student exchange, campus transfer and study abroad programs.

Please stop by at our office between 8.30am and 4pm, Monday to Friday or contact us by email at internationalstudentoffice@curtin.edu.my OR by call us at +60 85 630100 and WhatsApp us at +60 19 855 8867.

For arrival guide for international students, please click [here](#)

For student pass (visa) application info, please click [here](#)

Prior and upon arriving Malaysia

Plan your travels to enter Malaysia at least one (1) month before your eVAL expires. When booking your flight ticket to Malaysia, please remember that international arrivals are only permitted at KLIA and KLIA 2.

Please make sure you have settled your accommodation booking and filled up the airport pick-up form at least five (5) working days before boarding the flight if you opt for an airport pick-up.

Bring along the following documents before boarding your flight to Malaysia:

- A valid passport
- Offer letter issued by Curtin University Malaysia
- Electronic Visa Approval Letter (eVAL)
- Single-Entry Visa (SEV)
- Sufficient funds to cover the cost of living in Malaysia for approximately twelve (12) weeks
- A valid Yellow Fever Vaccination Certificate for those coming from or transited more than 12 hours through countries with risk of Yellow Fever transmission

Student Visa/Pass Application & Renewal Policy

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

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

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

Important Information about Overstaying

You are OVERSTAYING if you remain in Malaysia with an expired Student Pass/Visa. Overstaying is an unlawful entry or presence in Malaysia and is a serious offence under the Malaysian Immigration law. Under Section 57 Immigration Act 1959/63 (Act 55), you are liable to a fine not less than RM 10,000 and/or imprisonment for a term not exceeding 5 years if found guilty of the offence. You need to ensure that your Student Pass/Visa remain valid all the time while you are studying at Curtin. You are also required to take necessary precautions to keep your passport safe at all times.

Please note:

***Collection of passports from
International Office is
STRICTLY during office hours
ONLY.***

Please note:

It is the **STUDENT'S** responsibility to ensure that your student pass/visa is valid. Extensions need to be organized at least 3 months before the expiry date at the International Student Office. International students studying in Malaysia under a Student Pass/Visa are not eligible for employment. If an international student does not attend classes for 3 consecutive times without any valid reasons, the International Office have right to curtail/cancel your student pass/visa.

Mandatory medical screening, student pass endorsement and opening bank account

- You must report to the International Student Office on-campus on the next working day after arrival. You will receive further instructions on completing your post-arrival medical examination (health check) which must be completed within seven (7) days at an EMGS panel clinic.
- Any student fail in their post-medical will have to return back to their home country and the University will not be responsible for any cost incurred.
- This endorsement process by the Immigration Department of Malaysia takes between two (2) to four (4) weeks. Once your passport has been endorsed (with the issuance of a student pass sticker), ISO will contact you via email for collection.
- You are advised not to make any travel plans until your passport has been returned with your student pass endorsement sticker.
- You are only able to open a bank account once you have obtained the Student Pass endorsement sticker. The bank will process your application and this may take up to two (2) weeks. Once your application is successful, the bank will contact you to come in person to open the bank account. Please contact ISO for further details.
- Please note that banks may require your Student Pass (visa) to be valid for more than 6 months and requirements may differ from bank to bank.

Health Insurance

- As an international student at Curtin Malaysia and bonded by Malaysian Immigration Laws and Regulations, you are covered by the University's comprehensive Group Hospitalisation and Surgical Insurance Plan which is currently operated by Generali Insurance Malaysia Berhad.
- Coverage under the Group Hospitalisation & Surgical Insurance Plan is offered at a very competitive annual premium of RM900.00 per student. The annual premium is applicable for all actively enrolled international students below 65 years of age.
- You will be issued medical care which provides the benefit of hospital admission and outpatient clinical treatments.
- For details, please click [here](#)

Transfer to Perth Campus

The International Student Office provides assistance to students who wish to transfer and continue their studies at Curtin Perth Australia. Students are guided through the application, acceptance and Student Visa application processes. A Pre-departure Briefing will be conducted by a Curtin Perth representative. Further information on the transfer is available on the International Office website.

For **Curtin campus transfers** info, click [here](#)

Semester and year-long exchange programs

Going on a semester or year-long is a great way to experience other cultures and add a unique edge to your Curtin degree. You will remain enrolled at Curtin for the duration of your exchange studies and you will also be enrolled in the host university overseas. You will pay tuition to Curtin, not the host university. For info and eligibility, click [here](#)

Airport Reception Service (ARS)

- Airport Reception is only provided during peak admission periods prior to semester commencement. Airport Reception Service will be available for all new student's arrival
- Please note that we only provide transfers to University accommodation. We do not transfer students to private accommodations or hotels. If you're unsure whether you qualify for Airport Reception services, please don't hesitate to contact our office at internationalstudentoffice@curtin.edu.my to confirm your status. In addition please ensure that you have confirmed your University accommodation with Housing Services prior to your departure.

Booking

To use the airport reception service, please complete our [online booking form](#). Please do so only once your travel details are finalized since you will need to confirm your flight number, arrival time and accommodation details. Your application cannot be processed without these details.

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

Additional guests

- Curtin's Airport Reception Service is also available for guests accompanying you (spouses, dependents or family members). If you will be arriving with guests, please add their particulars to the booking form.
- Note that our transfer service only provides a one-way trip to Curtin University accommodation. A separate arrangement has to be made for your guests to return from Curtin to their accommodation or the airport.
- Should you need to book hotel accommodation for your guests you may want to check out either [Booking.com](#) or [Agoda](#) for reviews of hotels in the area as well as reservation options, for taxi information check out the [transport page](#).

Flight Change

- If your flight details change please notify us immediately, and at least **three** working days before your scheduled departure date to Miri.
- Please email your new flight details to internationalstudentoffice@curtin.edu.my or call the International Student Office at [+6 085-630100](tel:+6085630100) (GMT +8).
- We do not guarantee that our transfer service will be able to accommodate last-minute changes. In the event of the unavailability of our transfer service, you will need to make your own transport arrangement from the airport to campus.

At the airport

- Our representative will be carrying a Curtin sign. It is important that you look for this sign so our representative can identify you.
- **DO NOT LEAVE THE AIRPORT WITH ANY INDIVIDUAL UNLESS THEY ARE ABLE TO PRODUCE PROPER IDENTIFICATION AS CURTIN UNIVERSITY'S NOMINATED REPRESENTATIVE.**

International Student Office

Heron 1, 2nd Floor

Office Hours: 8.30am – 4.00pm (Mon-Fri)

**Telephone: +60 85 630 100 Ext: 2565, 2595, 2696,
2631 Fax: +60 85 630 088**

Email: internationalstudentoffice@curtin.edu.my



HOUSING AND RECREATIONAL SERVICES

Housing Services

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

You can find all the information you need in Housing Services [here](#)

There are a lot of benefits to living in university's accommodation in your first year:

- Peace of mind in security and safety arrangement
- swipe card access system at main entrance and all our properties have comprehensive CCTV network and 24 hours campus security.
- An extensive range of facilities; Library, recreational facilities and laundrettes (facilities depends on the respective residences)
- Housekeeping Services is available for common area (living room, corridor, toilet and shower)
- Shuttle Bus Services
- Global Community; Living on campus gives you the opportunity to interact with people from other countries.

Application Guide:

<https://accom.curtin.edu.my/Curtin/WLogin/ApplicantLogin.aspx>

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

Terms and Conditions

1. Allocation of rooms is strictly on first come first served basis and subject to availability
2. Accommodation is not guaranteed for the duration of your course. Please check with our office for details.
3. FULL rental fee are to be paid before check in
4. Student who has accepted the offer and later decided to cancel, will be subjected to a MYR 200.00 cancellation fee

[Checklist before departure, click here](#)

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

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

Check <https://curtin.edu.my/study/campus-life/accommodation/arrival/> for details

FAQ, click [here](#)

HOUSING SERVICES

Email : housing@curtin.edu.my

Tel: +6 085 630 100 Extension : 2577 (Office: Kingfisher, Ground Floor)

Operating Hours (Public holiday: CLOSED)

Monday to Friday

08:00 – 16:00

Sports and Recreation Services

Offering sports and recreational services for the campus community through these facilities:

Recreation Hall:

- Indoor Badminton court
- Indoor basketball court / netball court
- Gymnasium
- Cardio Room
- Table Tennis

Multi-purpose Hall:

- Futsal / Volleyball/ Dodgeball

Outdoor facilities:

- Tennis Court
- Football field
- Basketball field
- Futsal Court
- Sepaktakraw court
- Cricket pitch

For gym membership, facilities booking and rates, please click [**here**](#)

For details of gym membership :
<https://curtin.edu.my/study/campus-life/sport-and-recreation/gym-membership/>

For rules and regulations:
<https://curtin.edu.my/study/campus-life/sport-and-recreation/rules-and-regulations/>

**Sports and Recreation Services
REC Hall (Heron 3), Ground Floor
Curtin University, Malaysia
CDT 250, 98009 Miri
Sarawak, Malaysia**

Tel: +6085 630 100 Ext. 2724 (GMT+8)

Email: srs@curtin.edu.my

STUDENT SERVICES DEPARTMENT

Student Services Department

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

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

Admissions Office	Enrolments Office	Examinations Office
Applications & Letter of Offer Update Student Profile Readmission after Termination (After Appeal Period)	Unit Enrolment/ Withdrawal Leave of Absence Application Withdrawal from a Course Change of Major Application Credit for Recognized Learning (CRL) Withdrawal under Special Circumstances (WUSC)	Central Examinations Exams Timetable Supplementary and Clash Examinations Assessment Extension Application Request for transcripts Appeals Results
Loans and Scholarships Office	Student Pass	Graduations Office
PTPTN Applications Scholarships Applications GPA/CGPA calculation	New Application and Renewal of Malaysian (Non-Sarawakian) Student Pass	Certificate of Completion (Foundation and Diploma program only) Graduation ceremony registration Awards

Office hours : 8.30am – 4.00pm Monday to

Friday Email address :

student.services@curtin.edu.my

Tel no : 085 630 100

<http://studentservices.curtin.edu.my>

Letter Which Can Be requested from Student Services Office

CGPA	To verify the cumulative grade point average (CGPA) achieved by a student. The CGPA is a calculation used in Malaysia.
Student Status	To provide proof of current enrolment in a Curtin Malaysia course.
Foundation Completion	To confirm a student completed Curtin Malaysia completion date.
EPF Withdrawal	<p>Employee Provident Fund (EPF) withdrawals. For the application of EPF Withdrawal, please provide a copy of your Curtin Offer Letter and current semester invoice or receipt for our reference.</p> <p>Information contained student ID number, Full name of the student, Course commencement date, Semester enrolled, Title of course, Course duration, Semester fee, Annual fee, Total program fee</p>
Open bank account	<p>To verify a student's status at Curtin University Malaysia as a supporting document for opening of Bank Account.</p> <p>Information contained Student ID number, Full name of student, Course commencement date, Semester enrolled, Title of course, Course duration</p> <p>Please provide a copy of your Curtin Offer Letter.</p>
Letter Offer	<p>The offer letter will include information on your programme of study, tuition fees, your start date and any academic/non-academic conditions you may need to satisfy.</p> <p>Please liaise with the Admission Office.</p>
Withdrawal	To confirm a student withdraws from a Curtin Malaysia course.

How to apply

- Fill in the *Domestic Requisition Form*
- Ensure all details is correct and complete.
- Proceed with payment and attached the copy receipts into the online form.
- Your order will be processed within 3 working days after payment. Please note that for mailing request, the mailing times are dependent upon your location.
- **There will no refund after payment has been made.** You can consult with us before you proceed with the application and payment.
- If you require assistance with ordering your documents please contact the Student Service Centre at +6085 630 100 or email to ssc@curtin.edu.my.

Student Services Administrative Fees and Charges

Documents	Charges (RM)
Confirmation letter (for opening bank account, PTPTN, YAYASAN, MARA, PLKN etc.)	RM 10.00 each
EPF Withdrawal Letter	RM 10.00 each
Reprint of Foundation / Diploma Certificate	RM 50.00 each
Reprint of Foundation Academic Transcript	RM 10.00 each
Request for Letter of Offer (additional copy)	RM 10.00 each
Replacement of Student ID Card (lost ID)	RM 50.00 each

Privacy Act

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

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

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

Admissions

Certified Documents

What is a "certified document"?

A photocopy of an original document – cited and signed by an authorised officer as a true representation of the original.

Who can certify my documents?

Documents can be certified by a:

- Curtin representative
- Justice of Peace
- Commissioner for Oaths/Declarations
- Notary Public or An Academic Registrar of the institution that issued the transcripts

If your letter of offer is conditional upon Student Services sighting the original documents or receiving certified documents of your qualifications etc., it will remain a Conditional Offer until the Admissions Office has sighted the original or received the certified documents of your relevant qualifications. Student with conditional offer due to certified documents have to submit their certified documents to Admissions Office during orientation.

Please be advised that photocopies of certified copies are not acceptable. We also do not accept certified copies sent through email or fax.

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

Student ID Card

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

Important!

Take good care of your Student ID card. Replacement fee of RM50 will be charged for lost, damaged card or forget during examinations

You must have a card to:

- Prove of your identity as a Curtin, Malaysia Campus student.
- Obtain a Curtin Malaysia student car/ motorbike sticker
- Access library borrowing services, computer, labs, etc.
- Attend University examinations

Changing Name

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

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

Change of Contact Details

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

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

Change of Course (Diploma, Degree and Foundation students only)

If you wish to change your course, please submit an online application via Curtin Malaysia eStudent.

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

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

Enrol Now

Enrolment is your official acceptance of a place at Curtin University. Proceed to enrol after you have accepted the offer and paid for the semester fee.

1. Activate your Moodle.
3. Login to Curtin Malaysia eStudent and Enrol your units
3. Activate your Student webmail.
4. Activate your OASIS account (Undergraduate and Postgraduate students only)

ENROL NOW GUIDE

Online enrolment

All current undergraduate students are required to manage their own enrolment by re-enrolling online through **Curtin Malaysia eStudent**.

The Enrolment Office will advise you of the re-enrolment date through student webmail. Please refer to the Academic Calendar for the last date to enrol.

Enrol your units

You should enrol based on the Course Structure.

Undergraduate and Diploma students are required to complete MoHE Compulsory Subjects (MPU) in order to graduate.

(E.g. Total enrolment for Undergraduate: 100 credit points (Core units) and 1 MPU per semester)

You are still able to change your enrolment after you have enrolled the units.

Refer to the Academic Calendar for the last date to add unit and the last date to withdraw unit without fee liabilities (the census date)

How to confirm your enrolment

Go to Curtin Malaysia eStudent > My Enrolment

Here you can check your enrolment and email yourself a copy of your enrolment advice.

It is important that you ensure your enrolment reflects the following:

- Correct units and no additional units
- Correct study period, such as Semester 1 or 2
- Appropriate course structure
- Inaccurate enrolment will affect your academic record and your fee liability. For example, if you do not withdraw from a unit correctly, you will be liable for the fees and a fail grade will appear on your Academic Record.

Where to get further help:

- Email to Enrolment Office at enrolment@curtin.edu.my for assistances
- Consult with your HOD

Timetable and class registration

If there is no class registration for your unit, attend the lecture based on the timetable schedule.

Foundation and Diploma units

Contact the faculty at Space.Admin@curtin.edu.my for more information on the class registration

Faculty of Business units (Undergraduate)

Class registration is in Moodle.

Contact the faculty at fob.admin@curtin.edu.my for more information on the class registration

Faculty of Engineering & Science units (Undergraduate)

Class registration is in Moodle.

Contact the faculty at foes.admin@curtin.edu.my for more information on the class registration

MoHE compulsory units (MPU)

MPU Online Class Registration is in OCR. The information is available under The Latest Updates on the Current Student site.

Contact the faculty at fohhs.admin@curtin.edu.my for more information on class registration

For details on enrolment, click [here](#)

Or browse : <https://curtin.edu.my/student/student-essentials/enrolment/how-to-enroll/>

[Guidelines on how to retrieve your course structure](#)

Enrolments

Before the start of each semester/term you are required to enrol in the units stated in your course structure and pay the fees for all the units that you will be studying for that semester/term. Approximately one month before the new semester begins, all students will receive an invoice stating the total fees for the semester/term and full payment must be made before the due date for each semester/term. All enrolment should be done online. For online enrolment guidelines, please click [here](#)

Enrolment Deadlines

The enrolment dates for standard study periods are listed [here](#)

Checking and Confirming your Enrolment

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

To confirm that an enrolment for the next semester is accurate, students can view your enrolment and print an Enrolment Advice via Curtin Malaysia eStudent. You will be able to view and print and Enrolment Advice from there. Student Services Department will NOT issue any Enrolment Advice to students.

If you are experiencing any difficulties login to Curtin Malaysia eStudent, please contact Student Services (student.services@curtin.edu.my),

If you are experiencing any difficulties login to OASIS, please contact Curtin Connect for support. The link is available from the webpage.

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

Re-enrolling Students

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

All re-enrolling students are required to do online enrolment through Curtin Malaysia eStudent.

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

- **Units with pre-requisite (this need to be waived and approved by the respective Head of Department)**
- **Overload for the semester**

Enrolment Timelines: Please note that you are not automatically enrolled for the next semester.

You must re-enrol during the stipulated re-enrolment period (refer to the Academic Calendar and Important Dates). Failure to re-enrol within the stipulated timeline will results in you not guaranteed a place in the units and your enrolment will be subjected to a late enrolment penalty.

Withdrawing

If you need to change your enrolment for any reason, you have a few options available to you. Before you amend your enrolment, we recommend you consider your choice carefully.

The guide [here will](#) help you find support and understand the impact withdrawing can have on your study.

Withdrawal Under Special Circumstances

If you have experienced an adverse and unexpected event that has had a significant impact on your studies after the census date of a particular study period, you may be eligible to apply to be withdrawn from your studies under special circumstances. It will only be approved under exceptional circumstances and students should seek appropriate counselling before proceeding with the withdrawal under special circumstances.

Enrolment load

When you enrol in units at Curtin you will have an enrolment load, or study load, that comprises credit points. Typically, a unit at Curtin is worth 25 credit points, however, it does vary – you will be able to check your units and the associated credit point weighting using Curtin Malaysia eStudent.

Your enrolment study load is directly related to the course you are enrolled in.

A full-time study load for the majority of courses is:

100 credits each semester

75 credits each trimester

A full-time study load for the majority of our courses is equal to 75 credits or above. For more than 100 credits, please submit the [Overload Enrolment Request](#).

Please make sure that you have received appropriate advice and/or counselling in regard to the impact of the study load on your academic and personal circumstances.

Changing Major

If you wish to change your major, you can submit an [Online Change of Major Application request](#). Your application to change major will be re-assessed based on the entry of the new major.

The deadline for changing majors is the last day to add a unit of the semester or study period (Refer to Academic calendar). Change of Major application after the deadline will only be processed after the result is released for the semester.

You can request a change of major by completing the following steps:

If you are enrolled on the unit(s) irrelevant to your proposed major, these units will be withdrawn at the time of processing.

Submit Online Change of Major application request.

The Enrolment Office will process the application once the HOD approves it.

You will receive advice via your student webmail advising you of your change of major status.

Leave of absence

You are expected to continue your studies continuously once you are admitted to your course. However, we understand that you may wish to take a break from study because of unforeseen circumstances. As such you may be entitled to take a leave of absence from your course.

If you have not yet commenced your undergraduate course you may request to defer your offer by emailing to Admissions Office or International Admissions.

If you have commenced or are studying a postgraduate course (completed at least one unit in the program), you may apply for a [leave of absence \(LOA\)](#).

Before applying for a leave of absence we recommend you speak with a Counsellor or the Head of Department to discuss your options.

[Leave of Absence](#) is usually offered for either six months or one year. For details, click [here](#)

International students are entitled to only a maximum of one semester of approved Leave of Absence from their course. "In accordance with Malaysian Immigration Act 1963 13(4)(b), international students are required to cancel their Student Pass Visa prior to leaving the University". Their student visa will be cancelled if their Leave of Absence has been approved and they are required to apply for a new visa prior to returning to study. Contact International Student Office for more information.

For Higher degree by research, you need to complete an HDR Application for Leave of Absence and submit it to Graduate School.

Credit for recognition learning (CRL)

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

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

For further information on CRL please visit: <https://studentservices.curtin.edu.my/enrolments/crl/>

Person in Charge:

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

Email : enrolment@curtin.edu.my

Ministry of Higher Education (MOHE) Compulsory Subjects (MPU) For Diploma & Degree students only

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

Malaysian Student	International Student
<ul style="list-style-type: none">Tamadun Islam dan Tamadun AsiaHubungan EtnikLeadership & Digital Entrepreneurship or National Language A (for those who did not get credit for Bahasa Melayu at SPM level)Human RightsTeam Leadership and Community	<ul style="list-style-type: none">Bahasa Melayu Komunikasi 2Malaysian Studies 3Leadership, Innovation and Critical ThinkingHuman RightsTeam Leadership and Community Service
Malaysian Student	International Student
<ul style="list-style-type: none">Philosophy & current issuesIntroduction to Digital EntrepreneurshipNational Language A (for those who did not get credit for Bahasa Melayu at SPM level)Constitution & SocietyIntroduction to Community Service	<ul style="list-style-type: none">Bahasa Melayu Komunikasi 1Introduction to Digital EntrepreneurshipConstitution & SocietyIntroduction to Community Service

For the current MOHE units offered, please refer [here](#).

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

Person in Charge

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

Email :

Admissions Office (admissions@curtin.edu.my)

International Admissions (intl.admissions@curtin.edu.my).

SCHOLARSHIP & FINANCIAL AID

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

For available internal scholarship, please check [here](#)

For external scholarship, please check [here](#)

For other financial aid, please refer [here](#)

Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Loan

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

Funding amount will be based on the study **level**.

To apply for the PTPTN fee waiver exemption, check [here](#)

To apply for PTPTN, refer to the [checklist and steps guide](#).

PTPTN frequent Asked Questions

Further enquiries: loans.scholarships@curtin.edu.my

EXAMINATIONS & RESULTS

1. Scheduling your exams

Most assessments and exams will be centrally scheduled however depending on your circumstances, you may need to arrange alternative times, locations or conditions, or apply for an assessment extension (deferred exam). For details, check the [website](#).

Important!

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

2. Preparing for and attending your exams

Find what you need to take with you to your exams, the format of your exams and the expected behaviour as written in the [rules](#) and regulations. There may be consequences for misconduct during exams. Read more on examination basic and rules [guidelines](#) It is mandatory for all students sitting in all examinations at Curtin Malaysia Campus to be in possession of their Curtin Student ID card and only bring approved materials as stated in the Unit Outline or by the unit controller/lecturer into the Examinations venue

NO ID, NO ENTRY

3. Your results, grades and academic status

For result, grades and academic status info, you may read [here](#)

Units may be assessed by the following methods:

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

Final results are available through the following:-

• Degree and Master Programmes

Your final results will be published on the dates set in the academic calendar and will be available via OASIS.

• Foundation and Diploma Programmes

Your final results will be published on the dates set in the academic calendar and will be available via Curtin Malaysia eStudent.

Important!

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

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

Appeal against assessment

Students who have evidence that the grade/mark awarded for an assessment task or official unit result is inaccurate are encouraged to raise their concerns with the Unit Coordinator.

Alternatively, they may lodge a formal appeal against assessment.

Inaccurate Assessment

- A mark/grade or official unit result may be considered 'inaccurate' if any of the following apply:
- Marks were added up incorrectly or the rubric was inappropriately applied
- An assessment item that was submitted on time was not marked
- A late penalty was incorrectly applied
- Appeal reasons that are not considered 'inaccurate'
- Disagreement with the level of achievement to receive a particular grade in a unit
- The amount of time, work or effort you have put into the assessment or that you received a higher grade in other assessments or other units
- A study overload prevented you from earning a higher grade
- Personal (e.g. IT issues, storms, work commitments, COVID lockdown, financial struggles, family issues) or medical issues which would normally be dealt with by an assessment extension or withdrawal
- Financial implications of not passing the unit
- The need for additional marks to secure either a pass or a specific grade
- The application of an interim grade

Students seeking to appeal a penalty awarded as a result of Academic Misconduct are able to appeal as part of that process under Statute 10.

Students seeking to raise concerns about disagreement with the assessment methods approved for the unit and/or poor teaching and/or supervision should raise these matters with either their UC or Course coordinator prior to the submission of work. These do not constitute grounds for an assessment appeal.

Lodge a formal appeal via the online form

Submit a formal appeal by completing the Online Formal Appeal Against Assessment Form within 10 working days of the date when you received the mark for the assessment task or official unit result.

You will need to demonstrate that your grade/mark or official unit result is inaccurate.

You should be aware that if you appeal a result, the outcome may be a higher mark/result, the same mark/result, or a lower mark/result.

The appeal will be determined within 10 working days of it being received. Once a decision has been made on the appeal you will be advised of the outcome immediately and in any case, no later than three working days from the date of the decision.

The decision of the Head of School (or authorised officer) is final.

FOR APPEAL AGAINST ASSESSMENT (MPU, FOUNDATION & DIPLOMA), PLEASE READ [HERE](#)

FOR UNDERGRADUATE AND POSTGRADUATE ACADEMIC STATUS APPEAL, PLEASE REFER [HERE](#)

Academic Status

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

- **Good Standing** - The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.

The student obtains a SWA / total marks of at least 50.00 and passes more than 50% of enrolled units each study period.

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

I. The student has attained a SWA/total marks of less than 50.00

II. The student has failed a core unit

III. The student has failed to satisfactorily complete a practical or clinical placement

IV. The student has failed 50% or more of the units the student was enrolled in

- **Terminated** - The student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course or to re-enrol in the course without approval from the Student Services. Degree/postgraduate students will be notified in writing via OCC if he/she is terminated from the course. Foundation/Diploma students will be notified in writing via letters and email to student web mail MiriID@student.curtin.edu.my

I. The student has a current status of Conditional and a current SWA/total marks of less than 50.00 or failed 50% or more of the units the student was enrolled in

II. The student has been on Conditional status at least once and the student failed a core unit for a second time or the student failed to satisfactorily complete a practical or clinical placement for a second time

III. Have failed to complete the course within the stipulated time or where ten years have elapsed since the initial enrolment in the course, whichever occurs first

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

For details on **Semester Weighted Average (SWA) and Course Weighted Average (CWA)** calculation, refer [here](#).

Academic Transcript

Academic Transcript is the official University record of a student's results and is printed on official University transcript paper. A full complimentary Academic Transcript will be sent by Curtin Perth to all Undergraduate and Postgraduate graduating students following the conferral of their degree by Council. The conferral date and the award number will appear on the transcript from this date. Any transcript obtained prior to conferral will not contain this information. Your full *Academic Transcript can also be printed through eStudent (Academic eRecord)*.

Graduating Foundation students can obtain their Academic Transcript from the Student Services Office 4 weeks after completion of their course.

Equity Examinations

Equity Examinations - for Disability or Medical Reasons

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

Equity Examinations - for Religious Reasons

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

Further Assessment

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

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

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

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

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

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

Important!

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

Assessment Extension (previously known as Deferred Assessment)

- Assessment Extension (a “DA” interim result) is the formal approval by a Board of Examiners for a student to complete an outstanding assessment task for a unit at a later date.
- Outstanding assessment tasks can include an examination or assignment or other work. Approval for assessment extension should only be given in circumstances where the specified criteria are met (see below).

Application for Assessment Extension

- A student must apply for assessment extension on the form prescribed by the University.
- The student will normally be expected to lodge the form with your lecturer before the date or due date of the assessment task.
- In exceptional circumstances, a request may be accepted up to 5 working days after the date or due date of the assessment task. Such requests will only be accepted where the student is able to provide their lecturer with a satisfactory explanation of why he or she was not able to submit the application for assessment extension by the date or due date of the assessment task.

For Criteria for Assessment Extension, guidelines, and time frame, read [here](#)

For Frequent Asked Questions on examinations and results, read [here](#)

Academic Misconduct

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

More information on the University policy on Academic Misconduct is available [here](#)

Domestic Student Pass and Visa

All Non-Sarawakian (West Malaysian, Labuan and Sabahan) students must have a valid Student Pass while studying in Sarawak. Student Services Office will assist the students with the application and renewal process. The Student Pass must be applied through Student Services during the Orientation week. Students need to provide the following documents and items for the Student Pass application.

Details of application, renewal and guidelines process, can be read [here](#).

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

For further assistance please email : studentpass@curtin.edu.my

Graduations

Graduation is the culmination of your experiences and hard work while studying at Curtin. It is a celebration of your academic achievement. the graduation ceremonies are held throughout the year in locations in Western Australia and across our global campus locations.

Graduation refers to the point when a student finishes his/her course of study and the University officially confers the degree to the student.

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

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

The online registration will request you to choose either to:

- Attend a ceremony OR
- Request for your Award to be sent by mail (you will not be eligible to attend any ceremony in the future if you choose this option)

You can check the Graduations [website](#) for the date and details on Curtin Malaysia Graduation Ceremony.

Otherwise, you can check the Curtin Perth website for other alternative ceremonies . Click [here](#) for Graduation FAQs

How to Graduate from Your Degree Programme

All ENGINEERING students MUST submit the following documents.

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

Award/Certificate

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

Vice-Chancellor's List

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

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

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

Deans' List

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

Letter of Course Completion

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

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

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

Enquiries: graduations@curtin.edu.my

STUDENT LEARNING SUPPORT & ACADEMIC MISCONDUCT

At Curtin, we are committed to learning and teaching excellence. We strive to create an engaging and learner- focused teaching and learning environment to prepare our learners in becoming future ready graduates. When you come to Curtin, remember that it is not to study alone. You are part of a learning community made up of faculty, staff and fellow students. Together, we support your academic growth and success.

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

- 1. Peer to Peer Support Programme**
- 2. English Language and Academic Literacy Support Programmes**
- 3. Clinics**

1. Peer to Peer Support Programme

The Peer-to-Peer (P2P) support programme is a Curtin University initiative that offers academic support to students experiencing difficulties with their studies. The pedagogic philosophy behind the programme is a student-centred collaborative learning approach.

Trained student facilitators lead the P2P group sessions, where course materials and topics will be addressed and discussed. These sessions provide an opportunity for students to work in a non-hierarchical, non-threatening collaborative learning environment.

The student facilitators are selected from the brightest of Curtin's senior students, and work closely with academic staff to ensure the smooth running of the P2P programme.

Key goals of the P2P programme:

- Ensuring that no student who is facing difficulty with course units remains unidentified and without help
- Participants are given sufficient academic supported to the extent that these students are relieved of undue stress that might lead to poor performance in other course areas
- Ensuring that P2P members have a successful social and academic experience at Curtin
- That P2P participants embrace the programme's philosophy of helping, sharing and participating, and that these skills produce dividends as valuable life skills upon graduating from university
- That connections and friendships are established that enhance learning and create a pleasant experience at Curtin
- Facilitators are offered a platform to the develop valuable skills needed in the working world

2. English Language and Academic Literacy Support Programmes

- Science and Engineering Literacy and Language (SELL) Programme for Engineering and Science Students.
- Starting University Confidently and Competently English Support Scheme (SUCCESS) for Business and Media Students.
- Language Support Modules (LSM) Open for All students

Students may consult the Academic Skills Advisor, Dr. Roselind Wan (roselind.wan@curtin.edu.my) for any inquiries or to seek for additional help regarding the language support module.

3. Clinics

Clinics are additional, informal learning sessions provided by academic staff to students. The aim of the sessions is to support students' learning in an informal environment, where students can freely ask questions and check their own understanding of the knowledge outside of the classroom. Students are welcome to walk-in and participate in the scheduled clinics sessions.

You may also contact your unit lecturer for more information.

Conduct at Curtin

The Conduct at Curtin guide for students provides an overview of Curtin's values and the standards of appropriate behaviour expected of all students and staff. As a Curtin University student, you are part of the Curtin community and as such, you have rights and responsibilities.

Some relate to your work as a student, such as academic integrity and copyright. Others relate to your use of resources and the way you behave around other students.

Academic Misconduct

Curtin University is a community where all staff and students have rights and responsibilities and are expected to uphold Curtin's values and signature behaviours of integrity, respect, courage, excellence and impact.

Student misconduct at Curtin is dealt with in accordance with Statute 10 (Student Discipline) and associated rules and applies to all students equally regardless of campus or level of study. The principles of procedural fairness and natural justice underpin how the university responds to both allegations and determinations of misconduct.

The Curtin University community upholds five core values:

- integrity,
- respect,
- courage,
- excellence, and
- impact.

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

For further info: <https://standards-conduct.curtin.edu.my/student-conduct/>

HEALTH, COUNSELLING, & DISABILITY SERVICES

The Health, Counselling and Disability Services is responsible for areas relating to

- Counselling and Disability Services
- Student Health and Wellbeing
- Health Centre

The Health Centre is established to cater to the campus community (staff, students, visitors, contractors) who feel unwell or ill; or have had an accident; or have had an injury

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

Counselling

Counselling is a process at which a counsellor meets with you, aiming to enhance your self-understanding and personal development, to empower you to cope with your problems and stress.

Disability

Services for students with disabilities or medical conditions are provided through the University Counselling and Disability Services. This service is free and confidential.

Privacy & Confidentiality

Counselling and Disability services safeguard the privacy and confidentiality of our staff and students. However, the Office may identify exceptional situation as occasion that may warrant a need to breach confidentiality. Under such circumstance, staff and students are consulted unless such situations, as stipulated by the Board of Counsellors Malaysia, arise that require immediate notification to the relevant organization. Notification of these will not necessarily directly lead to a breach of confidentiality. Each case will be considered individually in the best interest of the client.

Available services:

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

The **three core functions** of **Disability Services** are:

- Supporting the needs of staff and students with disabilities.
- Supporting staff in meeting the needs of students with disabilities.
- Promoting an inclusive and accessible environment at Curtin through policy development and representation on University committees.

How to make an appointment?

Appointments can be made by email at HealthCounsellingDisability@curtin.edu.my or by filling up the **Request for Counselling Appointment Form** or by visiting our office at Prinia 1.

Health, Counselling and Disability Services
Ground Floor, Prinia 1
Curtin University Malaysia
CDT 250, 98009 Miri
Sarawak

Email: HealthCounsellingDisability@curtin.edu.my

Tel +60 85 630100 ext. 2782/2783

Fax +60 85 630088

<https://curtin.edu.my/student/health-wellbeing/>

STUDENT EXPERIENCE

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

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

Orientation

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

Curtin Extra

Curtin Extra is Curtin University’s official form of recognition for students who have made significant contributions to co-curricular programmes. Obtaining official recognition of your participation in a Curtin Extra approved program is a valuable tool in demonstrating your skills and experiences to potential employers. Participation in these approved programmes contribute to a student’s personal and professional development:-

- ***Curtin Malaysia Orientation Leader***

A student group that provides administrative and event support during Curtin Malaysia Orientation Week, assisting new students and liaising with relevant staff members to ensure new student inquiries and matters are taken care of.

- ***Curtin Malaysia After Hours Project***

The programme provides an opportunity for participants to create a series of online episodes covering topics for Curtin Malaysia students such as current affairs, how to handle stress, building relationships. The audiences are invited to participate through online commenting channels. The mission is to create a platform for students to communicate and exchange views, ideas and thoughts whilst providing relevant social information to assist students in their journeys through university and beyond.

- ***Curtin Volunteers!***

A student driven volunteering programme offering a range of opportunities that enhance the student experience and benefit the wider community. Working with predominantly not-for-profit organisations and/or communities within Sarawak, volunteers are able to put leadership skills into practice in real life settings whilst contributing towards valuable community projects.

- ***New to Curtin Mentor***

Participants are senior students who provide guidance, advice and support to new undergraduate Curtin students to assist in their successful transition to studying at university.

- ***Curtin Malaysia Club (Executive Committee)***

Clubs at the Curtin Malaysia campus are run primarily by students to keep in line with interests of the student body and to provide opportunities for networking and growth. Through clubs, the University aims to develop and encourage student engagement. This program recognizes members of the Executive committee, comprising of student members that lead initiatives within each club. Clubs at the Curtin Malaysia campus are run primarily by students to keep in line with interests of the student body and to provide opportunities for networking and growth. Through clubs, the University aims to develop and encourage student engagement. This program recognizes members of the Executive committee, comprising of student members that lead initiatives within each club.

Curtin Extra Certificate

You will receive your official Curtin Extra Certificate as part of your graduation documents, which is issued under the authority of the Academic Registrar at Curtin University.

If you would like to find out more about Orientation and Curtin Extra programmes, you can email StudentExperience@curtin.edu.my or contact the person in charge:

Norsari John

Email : norsari.j@curtin.edu.my

Extension : 630100 ext. 2711

Career Services

Career Services is here to support students throughout their University-Life to find a career path, develop the skills student need in order to follow it and secure a job once graduating. Career Services also engage with industry to provide opportunities for prospective employers to find the best and brightest student and alumni across all disciplines to join respective organization. We provide holistic services and support for student's career development and growth. We invite Industry Expert to register as Industry Partner and collaborate with us and we assist student to seek career availability for students' internship and job placement. We facilitate on campus recruitment throughout the semester for you to prepare yourself for internship and future job placement.

Register for our career preparation workshops that is organize to get you career ready before you even graduate.

Get Connected

Our career preparation workshops are aimed at improving your employability upon graduation.

Workshops are held on campus and cover topics such as:

- **Internship briefing**
- **Resume preparation**
- **Industrial insights by relevant employer partners**

How To Get Hired

The Curtin Careers & Alumni Services can assist you with preparing for the various stages of the job application process from job search, preparing a cover letter, writing a resume, and how to win an interview

Looking for Job or Internship?

Check out the opportunity available with our Industry Partner at: <https://career.curtin.edu.my/job-internship/>

Career Consultation

We are committed to assist you with career related issues. If you are unable to meet us, get in touch with us by sending an email to career_alumni@curtin.edu.my or call us at +6085 630069.

Curtin Malaysia Alumni

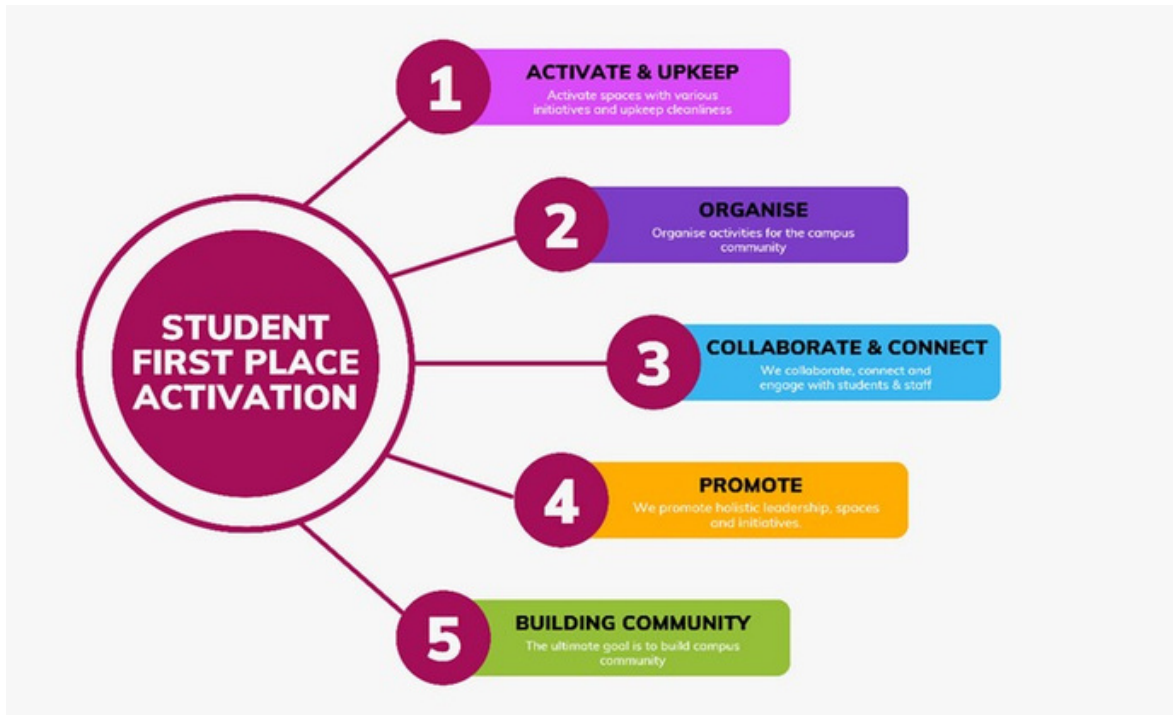
Each student graduating from Curtin Malaysia, is automatically a part of the valued Curtin Alumni Network. There are almost 200,000 Alumni worldwide and, each year, Curtin welcomes over 6,000 new graduates to this global network. Curtin Malaysia is proud of its alumni community and encourages you as a Curtin Malaysia Alumni to remain in touch and share your stories of achievements with us Many of our alumni have gone on to do extraordinary things, making positive change happen across the globe. You can too.

No matter where you are, or what you do, we want to stay connected. You'll always be a friend to Curtin.

Student First Place Activation

Curtin University Malaysia has various spaces in the Main Campus that can be used for various initiatives that students can participate and engage with.

Our main goal in Place Activation is to build a vibrant and exciting campus community.



We have many places in the Main Campus including LT Foyer, Chancellery Building, The Borneo Pavilion, Cafeteria & Courtyard Garden, New Cafeteria, REC Hall, Rotunda (Circular Middle Garden), Falcon Area, Cinema Lite, AV Room Library, Greenery Lakeside Area (Frisbee Field) and Library Foyer.

There are various ways that we can activate those spaces to create an immersive campus experience for students, including but not limited to:

- **Activities:** Club/Sales Booth, Food truck, Music Busking, DJ
- **Events:** Music Concert, Dance, Blood donations, festivities
- **Gallery:** Photo Gallery, Wall of Fame, exhibition
- **Decorations/Installation:** Drawings, Sculpture, arts installations
- **Sports:** Exercise, sports competition/ tournaments
- **Learning:** Out-of-classroom experience

We are inviting you to be part of this exciting community of Place Activators for our Student First Space Activation initiatives. Our objective is to build a vibrant campus community that acts as one family. Whether you are a musician, singer, deejay, emcee, event/activity organiser, dancer, music lover, sports enthusiasts, activist, maverick, hobbyist, beauty/fashion aficionado, passionate about charity, or anything else of that sort, we would love to have you on board, contribute and bring positive change to the campus community as a place activator!

Space Activation is a platform where you will have the opportunity to discover and develop your leadership skills, improve yourself holistically and creatively beyond the classroom/daily tasks through our various space activation initiatives and community projects.

Our ultimate goal is to “Building Community” within the big Curtin Malaysia family where both staff and students come together and collaborate on various initiatives and projects.

CONTACT US:

Nomiday Dajie

Email: nomiday.dajie@curtin.edu.my

THE LIBRARY

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

The Library operations hours:
Monday – Friday: 8:00am – 6:00pm
Saturday: 9:00am – 2:00pm
Sunday: 9:00am – 2:00pm
Public Holiday: 9:00am – 5:00pm

Opening hours are subject to change and any notice of changes will be displayed on this website, our social media, library LED screen and at the library entrance.

Library Collections

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

The collections are:

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

Currently, all electronic resources are allocated by the Curtin Library and all staff and students of the Curtin University Sarawak campus have allocated access. This includes:

- Electronic journals
- Indexing journals
- Full-text databases
- E-book collections
- Electronic items for the reference collection. (i.e. e-reserve)

Research Papers

The research papers are collection of papers or articles presented and published by Curtin Malaysia Campus staff from year 2001 till present. The papers can be accessed by Curtin Malaysia staff and students only.

Borrowing from the Library

The staff at the Enquiry and Lending Services Counter will be pleased to give advice on borrowing facilities, access to the books and, or any other aspect of Library use. Your Curtin Malaysia student ID card is your library card. You MUST present your Student ID card every time you wish to borrow the library items.

Borrowing facilities are as follows:

Collections	Library Users Category	Loan Period
Open Collection	1. Foundation & Diploma 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff	8 books for 2 weeks 10 books for 2 weeks 15 books for 6 weeks 10 books for 1 month 20 books for 1 month
Teaching and Learning Collection	Academic Staff	1 semester
Closed Reserved Collection	1. Foundation & Diploma 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff	2-HOURS LOAN ONLY This collection consists of prescribed and recommended textbooks or essential texts stated in the unit outlines and recommended by the lecturers. Texts with high demand shall be placed under this collection as well. The identifier for this collection is the YELLOW DOT on the spine. This collection may be borrowed for 2 hours/overnight at a time.
		3-DAYS LOAN ONLY This collection study manual, lab manual, study guide and other texts that are not suitable for 2-hours loan period and not high in demand. Also consist of textbooks or reference texts as assigned by the Lecturer based on their requirement. The identifier for this collection is the RED DOT on the spine. This collection may be borrowed for 3-days.
Borneo Collection	1. Foundation & Diploma 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff	The collection consists of materials on Borneo with prefix "BC". This collection could be borrowed for 7-days.
		Collection with prefix "BC" (with red dot) is strictly cannot be borrowed.

Collections	Library Users Category	Loan Period
Audio Visual Collection (multimedia CD-ROMs, VCDs, DVDs, videotapes and audiocassettes)	1.Foundation& Diploma 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff	3-days loan. Users can use AV Room to view the AV Collection.
Reference Collection Periodicals Bounded Journals Newspapers	1.Foundation& Diploma 2. Undergraduates 3. Postgraduates 4. General staff 5. Academic staff	Non-circulating
Student's Final Year Project/Thesis Collection	1. Undergraduates 2. Postgraduates 3. Academic staff	Non-circulating (circulating allowed only for LAN purposes)

Please note:

User is not allowed to transfer library materials borrowed by them to another user's account. The transaction must be made at The Enquiry and Lending Services Counter. Applications for renewals MUST be made in person.

Reservation

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

Renewal and Recall of Library Books

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

Penalties for Overdue Items

As for items from RESERVED/RED SPOT COLLECTION,

1. Reserved Collection for 2 hours loan: The penalty for overdue items/returned late is 50 cents (RM0.50) per hour, per item.
2. Reserved collection for 3 days loan: The penalty for overdue items/returned late is 50 cents (RM0.50) per day, per item.

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

How to Avoid the Penalties?

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

Replacements by Library

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

Replacement by Patrons

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

Replacement for Damaged Items

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

Facilities

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

Computers

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

Multimedia Rooms

- AV Room (Chancellery Building)

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

- TV Room (Chancellery Building)

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

Study Spaces & Discussion/Group Study Rooms

Common Study Area

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

The Learning Commons (Heron 1; 1st Floor)

This area is located at the 1st Floor of the Heron 1 building. The Learning Commons is open 24/7 for studying and revision. The air-conditioning at The Learning Commons will be based on The Library opening hours at Chancellery Building. However, mounted fans are readily available to those who wish extends their stay beyond the normal opening hours. To get to this area, the students have to use the spiral staircase.

Usage of the lift is PROHIBITED whether to go up or come down from the 1st floor. Students are to be reminded on not to leave their belongings unattended to avoid any inconveniences. All tables and chairs are NOT to be moved from their place.

Student Learning Commons (Prinia 1;GP1)

This area is located at Prinia 1 (GP1). The Library Study Area is open 24/7 for studying and revision. Air-conditioning is based on the Library opening hours. Students are to be reminded on not to leave their belongings unattended to avoid any inconveniences. All tables and chairs are NOT to be moved from their place.

Foundation Student Space

This area is located at Prinia 1 (GP1). While this Foundation Student Space is a dedicated space for Foundation students, other students are welcome to make use of it whenever it is not occupied. Kindly note that priority is given to Foundation students and usage is on a first-come-first-served basis. Students are reminded not to leave their belongings unattended in the room.

Discussion/Group study rooms

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

Location: Chancellery Complex (New Library building)

- 5 Discussion Rooms (max. 5 People)
- 2 Discussion Rooms (max. 6 People)

Location: HERON 1, 1st Floor (Old Library building)

- 2 group-study rooms (max. 6 people)
- 1 group-study rooms (max. 8 people)
- 1 group-study room (max. 12 people)

Location: Prinia 1 (GP 1), 1st Floor

- 1 conference room (max. 18 people)

Other Services

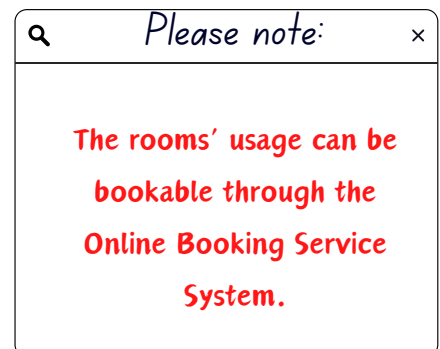
- Photocopying Service

Toshiba photocopiers are available at Ground Floor and 1st Floor (Chancellery Building) for students to photocopy, print (coloured available) or scan. The photocopier top-up ranges from RM5.00 to RM20.00 can be done at the Enquiry and Lending Services Counter.

Photocopying for black and white cost 10 cents per copy and colour printing cost RM1.00 per copy.

Double-sided photocopying counts as two copies.

If you are having difficulties to use the photocopier, please get assistance from the library staff on duty.



Inter-Library Loans (ILL) and Document Delivery Services

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

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

For more information; https://library.curtin.edu.my/services-facilities/inter_library_loans_document_delivery_services/

• Reference Services

Reference services support the university's teaching, learning and research activities, by assisting students and staff to build skills in accessing and utilizing the information effectively, we are conducting the Information Skills Training which includes; how to access Library Catalogue, E-books, A-Z list of E-Journals, Past Year Exam Papers, espace, and Reference Resources on the Internet. We answer to reference enquiries and provide hands-on assistance on how to access needed information based on patrons' needs. Further research support services are available at Reference Services on Level 1.

Check the Information Training Timetable for a particular date and time of classes available. The classes will be conducted at Level 1, Library IT Room.

To book a place in a class, please fill in a [Training Request Form](#) .

For more information; http://library.curtin.edu.my/reference_service.htm

• Library Client Charter

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

• Books, Journal and more

We will:

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

We ask you to:

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

Lending

We will:

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

We ask you to:

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

Environment

We will:

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

We ask you to:

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

Services

We will:

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

We ask you to:

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

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

Email : librarian@curtin.edu.my

CAMPUS SECURITY

SECURITY AND RULES & REGULATIONS

Main Gate Entrance

- All staff and student vehicles must display a current Curtin Logo car sticker, or ID cards have to be displayed to the Security Officer on duty to enter the campus grounds.
- All visitors, family members, contractors must obtain visitors' pass at the Security booth prior to entering the University grounds.
- On Campus residents must submit their resident tags to the Security Booth if they leave campus grounds at night. Students are held responsible for the behaviours and actions of their visitors.
- All barriers at the main gate entrance shall be closed at all times. Only staff and students that produce their identification tags shall be allowed after this period. Those without the tags are not allowed to enter the campus.
- Contractors are not allowed to enter the premises after 5.00 pm unless they have permission in advance from the relevant Department Head(s).
- Anyone transporting University property/materials without proper authorization must fill and sign the appropriate forms at the Security Booth
- No visitors are allowed into the campus premises after 12.00 midnight.
- Visitors must leave Accommodation Complex by 10:00 pm and campus grounds by 12:00 midnight.
- Acts of vandalism on campus grounds, which includes the Accommodation Complex, will be severely dealt with.
- Rough games such as football, cricket etc is only permitted on open fields. Students found to be playing such games in enclosed buildings will be dealt with through the Non-Academic Misconduct Panel.

Campus Food Court

- Smoking is strictly prohibited in the Campus Food Court. The overall purpose of the Food Court is for everyone to enjoy eating in a safe and healthy environment.
- Sales of tobacco products are prohibited on campus grounds.
- Staff, students, contractors and visitors found smoking in prohibited areas shall be formally reported to the Non-Academic Misconduct Panel for further action.

Main Office Heron 1

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

Campus Building and Classroom

- All assets and properties owned by Curtin University should be used and kept in its designated place.
- All signage must be followed. Disobeying/defacing such signage is an offence and subject to disciplinary action.
- ID cards are mandatory for entrance into any of the University facilities.
- Food and drinks are strictly not allowed in any teaching areas, library and labs.

Land and Traffic By-Laws

- These by-laws shall apply within the boundaries of the University land and to all persons who are on University grounds.
- No person shall enter or remain on the University grounds without approval/permit unless he/she is a:
 1. Member of the Council of the University.
 2. Member of staff of the University or the Student Council.
 3. Student or an employee of a business established or conducted on the University grounds.
 4. Person pursuing a course of study at the University.
 5. Person who holds a permit authorizing him/her to enter or remain on University grounds and who has observed all conditions of the permit.
- No person shall enter an area which is temporarily closed or where a notice prohibiting entry is displayed.
- No person shall, without authority, bring any animal onto the University grounds or engage in any form of gambling.
- No person shall obstruct any member of the Security personnel or member of the staff from the University in the discharge of his/her duties.
- An authorized person may remove any person who is committing or has committed a breach of any of these by-laws from the University ground.
- No person shall without authority drive a vehicle on the University grounds except on the established roadways or parking areas.
- No person shall drive a vehicle on the University grounds in a dangerous or careless manner or without reasonable consideration for other persons and vehicles in the vicinity.
- No person shall drive a vehicle at a speed exceeding 30 kilometres per hour as stated on the signage at a particular area or stretch of roadway. All traffic laws are to be observed at all times.
- No person shall without authority park a vehicle in a 'NO PARKING' area or in a loading bay or other reserved places.
- No person shall park their vehicle without authority which will interfere with traffic or obstruct other vehicles; or park a motorcycle, scooter or bicycle on any roadway or other parking areas on which are marked parking bays for four-wheeled vehicles.
- The campus is a clamping zone. Any vehicle found parking illegally shall have their vehicle clamped by security staff. A fine of RM 50 shall be imposed and must be paid at the cashier counter of Heron 1. The receipt should be produced to the security counter at Heron 1. for release of the vehicle.

Thefts/Lost & Found

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

Medical Emergency Procedures

- Immediately Dial "0" for the receptionist desk or security on 085-668637 if after office hours or directly call to the 24-hour medical emergency unit services: General hospital MIRI - Phone no. 085-420033.
- Give your name / location / number of people involved, details of medical emergency, and await further instructions and advice.
- Render whatever assistance you can. First priority is to save lives. If somebody is found unconscious or injured, keep clear the surrounding area so that there is clean breeze available.
- First Aid must ONLY be given to the injured or unconscious person by trained personnel until relieved by the doctor.
- Identify those with First Aid training on campus. OTHERWISE, CONTACT CAMPUS SECURITY IMMEDIATELY at 085 630081 or 085 630082 or 085 668637.

IMPORTANT

During Medical Emergencies:

- Make sure that you are not placing yourself in any danger
- Assist in clearing the area surrounding the injured individual
- Quickly assess the situation and find out what happened, the extent of the injuries, and the number of casualties involved
- DO NOT LEAVE AN INJURED PERSON ALONE, OR ATTEMPT TO MOVE HIM OR HER UNLESS THE SITUATION IS LIFE THREATENING
- Delegate someone to contact Campus Security and notify them of the situation
- If the injured person is conscious, reassure him/her that help is on the way
- Do not attempt to provide emergency first aid without proper training.

Curtin Emergency Procedures

Evacuation Procedures

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

Security Procedures

- For 24 hours EMERGENCY service, dial 085 630018 or 085 630082 or 085 668637.
- Emergencies will be relayed to the Police Department crew standby Officer situated at the Security.
- Office located at building Heron 1. The University Campus Security Office is on duty 24 hours a day.
- Students and staff are encouraged to call Campus Security at any time if they feel unsafe or threatened.
- Practise vigilance and be aware of your own personal safety at all times.
- While Campus Security will try to ensure the wellbeing and safety of University students and staff, it is important to take some simple precautions yourself, especially if you are studying or working late at night. Always walk with a friend at night and stick to well-lit areas and main pathways.
- If you are on Campus after dark, move your car to a well-lit car park. You must remain vigilant to protect yourself from becoming a victim of crime.
- Always be prepared, be alert and be aware of the people around you. Educate yourself concerning prevention tactics; be aware of dangerous locations and situations such as walk ways, isolated parks and buildings, back streets, and poorly lit parking lots.
- If you see a suspicious character or stranger moving around the Campus, immediately take action and call 085 630081 or 085 630082 or 085 668637; or directly call the Police Head Quarters Lutong tel. no. 085- 655202.
- Emergencies will be relayed to the Security staff situated at Heron 1. The Campus Security is on duty 24 hours (Mon – Sun).

Emergency Orders

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

Fire Procedures

- Do not Panic, dial “0” for the receptionist or “2683” or “2684” for security. Report your name, the location and details of the fire, and casualties if any.
- Alert other occupants by yelling “FIRE”.
- Attend to human life in danger.
- If appropriate, select the correct fire extinguisher and dispense the contents on the fire.
- If you are uncertain or are unable to extinguish the fire, leave via the fire escape exits. **DO NOT USE LIFTS.**
- Note: Obey the instructions of Floor Warden/Deputy warden.
- Do not endanger your life or the life of others. If in doubt leave the building or emergency areas immediately.
- It is the responsibility of every student, staff or contractors to become familiar with the location and correct use of all fire fighting equipment.
- Fire Safety Procedures and Fire Fighting Training are periodically conducted by Curtin University through Campus Services’ trained personnel.

Assault Procedures

- In an emergency, dial 085 630081 or 085 630082 or 085 668637 Heron 1 Campus Security Services.
- Do not wash, shower, change clothes or clean up in any way until after you have spoken to the police and/or undergone medical examination. You could destroy vital evidence.
- Do not drink alcohol or take tranquillizers or other drugs as you will have to give a clear description of what has happened.
- Try to remember everything you can about your attacker, and the location in which the assault took place.
- Remember, you are the victim. You have nothing to feel guilty or ashamed about. Police officers are aware that a person, who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy and as comfortable as possible for you.

Harassment Procedures

- In an Emergency –Dial No 2683 / 2684 / 085 668637 (24 hour service)
- If you are being harassed on Campus, call Campus Security.

**24-hour Campus Emergency Hotline:
+6 085 668 637**

STUDENT COUNCIL, CLUBS & ASSOCIATION

Student Council

The Student Council is an independent not-for-profit organization governed by students, for students. This organization consisted of student leaders who work with an advisor to bring impact in their school, community by initiating and implementing services and events to the campus in the interest of the general welfare of the students thus creating harmonious relationships among faculty, administration and the communities. The student council is the voice of the student body, a bridge between the students and the management. The Student Council is headed by the President, assisted by a Vice-President and departmental heads of various working committees. They form the Student Council Executive Committee to ensure the committee members fulfill their responsibilities and duties effectively and efficiently.

Student Clubs and Association

Clubs are your gateway to the social side of your university life. It's a great way to network, meet new people, and get involved in awesome events! All clubs on campus are registered bodies under the Student Council. For a list of the available clubs under various categories, so check them out at the student council website. Nothing that catches your eye? Thinking of starting your own club? It's easier than you think! Come drop by the Student Council office for details and information.

For more information, please email to : sc.curtin.sarawak@gmail.com;
<https://studentcouncil.curtin.edu.my/>

Info you need to know..	Which department / unit to contact
International admission, documents submission for application (anything about international qualification etc)	<p>Global Office Intl.admissions@curtin.edu.my</p>
International visa requirement, insurance, bank account opening, medical check-up (anything after international student arrived in campus)	<p>International student office internationalstudentoffice@curtin.edu.my</p>
Admission, registration, enrolment, student ID, student pass, grades, examination, etc	<p>Admission Office admissions@curtin.edu.my</p> <p>Enrolment enrolment@curtin.edu.my</p> <p>Examination examinations@curtin.edu.my</p> <p>Loan & Scholarship loans.scholarships@curtin.edu.my</p> <p>Student pass (Malaysian Non-Sarawakian) studentpass@curtin.edu.my</p> <p>Student Support Centre ssc@curtin.edu.my</p>
ICT, Wi-Fi, network, printing, equipment lending, etc	<p>ICT Department It.helpdesk@curtin.edu.my https://ict.curtin.edu.my/guide/</p>
Housing, university's accommodation utility bills, recreational facility, gym etc	<p>Housing & Recreational Services housing@curtin.edu.my srs@curtin.edu.my</p>
Lost & found, car / motorbike parking sticker, emergency situation when help is required	<p>Campus Security Campus.security@curtin.edu.my +6 085 668 637</p>
Medical assistance (not critical, during office hours), overwhelm with studies / student's life (or you just need to talk to someone)	<p>Health Office & Counselling Services HealthCounsellingDisability@curtin.edu.my</p>
Library, online resources, study room booking, lending of books etc	<p>Enquiry and Lending Services circulation@curtin.edu.my</p>

Info you need to know..	Which department / unit to contact
Student's clubs, activities, bus schedules, to organize student's event in campus, room booking, bus booking, etc	student.council@curtin.edu.my president.sc@curtin.edu.my ; https://studentcouncil.curtin.edu.my/
Orientation, outreach activities, volunteering, Curtin Extra recognition, etc	Student Experience studentexperience@curtin.edu.my norsari.j@curtin.edu.my
Building CV, networking, internship, career fair, career opportunities, alumni network, etc	Career & Alumni career_alumni@curtin.edu.my
Campus space utilization, collaboration of activities, organizing campus event, etc	Student First Place Activation nomiday.dajie@curtin.edu.my
Classes timetable, grouping, appointment, administration (anything relevant to Faculty of Business)	Faculty of Business Administration team Fob.admin@curtin.edu.my
Classes timetable, grouping, appointment, administration (anything relevant to Faculty of Engineering & Science)	Faculty of Engineering & Science https://engsci.curtin.edu.my/faculty-office/
Classes timetable, grouping, appointment, administration (anything relevant to Faculty of Humanities & Health Sciences)	Faculty of Humanities & Health Sciences Administration team Fohhs.admin@curtin.edu.my
Classes timetable, grouping, appointment, administration (anything relevant to Diploma & Foundation studies under School of Pre-U and Continuing Education)	School of Pre-U and Continuing Education cm.space@curtin.edu.my

Disclaimer of liability

Information in this booklet may be subject to change from time to time. In particular, the University reserves the right to change the contents and/or the method of assessment if any unit of study, to withdraw a unit of study or program which it offers, to impose limitations on enrolment in any unit or program, and/or to vary arrangements for any program. While every effort will be made to ensure that the information contained within the Curtin website is accurate and up to date, Curtin University makes no warranty, representation or undertaking whether expressed or implied, nor does it assume any legal liability, whether direct or indirect, or responsibility for the accuracy, completeness, or usefulness of any information.