![Curtin University Malaysia logo]

STUDENT
GUIDE 2025

A COMPLETE GUIDE FOR NEW STUDENTS

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ACADEMIC CALENDER

INTAKE	DIPLOMA & FOUNDATION			DEGREE		POSTGRADUATE	
	T. 1F	**T. 2F**	**T. 3F**	**SEM. 1**	**SEM. 2**	**SEM. 1**	**SEM. 2**
ORIENTATION WEEK	24 – 28 FEB	21 – 25 JUL	6 –10 OCT	17 –21 FEB	14 – 18 JUL	17 –21 FEB	14 – 18 JULY
SEMESTER STARTS	3 MAR	28 JUL	13 OCT	24 FEB	21 JUL	24 FEB	21 JUL
SEMESTER ENDS	26 JUN	26 SEPT	6 FEB 2026	13 JUN	7 NOV	13 JUN	7 NOV

VISIT: https://curtin.edu.my/student/academic-calendar-2025/

- It is your responsibility to ensure your enrolment is correct and properly recorded and to take action if it is not. You can do it by logging in to Curtin Malaysia e-student. For new students, you may enrol here: https://studentservices.curtin.edu.my/enrolments/enrolnow/.

- Pay your fees and lodge forms by the deadlines. Make sure you know the various deadlines and comply with these to avoid late fees and problems with your enrolment (refer to the Academic Calendar for all deadlines)

- Check Online Access to Student Information System (OASIS) and the OCC (Official Communications Channel) regularly (for degree and postgraduate students only).

- 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 on this campus. This applies to all students who are enrolled on the Malaysia Campus.

- For further enquiries, do email: enrolment@curtin.edu.my

CAMPUS FACILITES

CONVENIENT SHOP

- Light snacks & drinks
- Stationary items
- General grocery

STUDENT MAIL

- Student's mail can be directed to the University via the Office of General Administration.
- Pickup is at It is placed at the Mail and Courier Centre (office hours).
- The University is not liable for any mail losses.

CAR PARKS

- Designated parking space.
- Student car sticker can be obtained from Security Office (Heron 1).

ISLAMIC CENTRE

- Prayer facilities for followers of the Islamic faith are available on campus

BOOKSHOP

- Students can get textbooks, stationery items, lab coats, Curtin T-shirts and University souvenir items.

FOOD OUTLETS

- The Student Services Complex has a large cafeteria.
- Kafe Kenyalang (air-conditioned cafe) at Falcon 5, serves halal Asian, Western, and local foods at affordable prices.
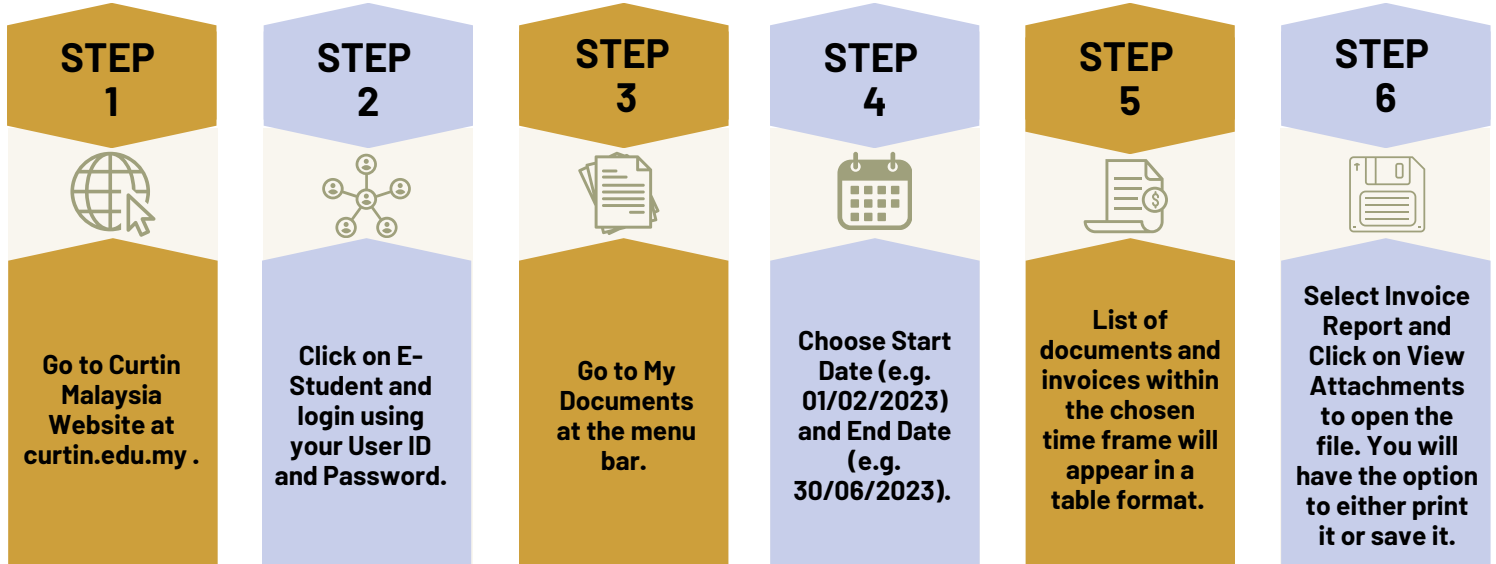- There is a cafeteria at lakeside for everyone on campus.

To find all the above facilities, please refer to the campus map at https://s44937.pcdn.co/wp-content/uploads/sites/391/2023/04/Curtin-Malaysia-Campus-Map_2023.pdf

FEES AND REFUNDS

Course Fees

Tuition fees at Curtin University Malaysia vary based on whether you are a domestic (Malaysian) or international student and your chosen degree or units. All students must pay fees directly to the University. New students pay the amount stated in their Letter of Offer while existing students download their Course Fee Invoice from E-student and pay by the due date each semester.

Below are the steps to download Fee Invoices.

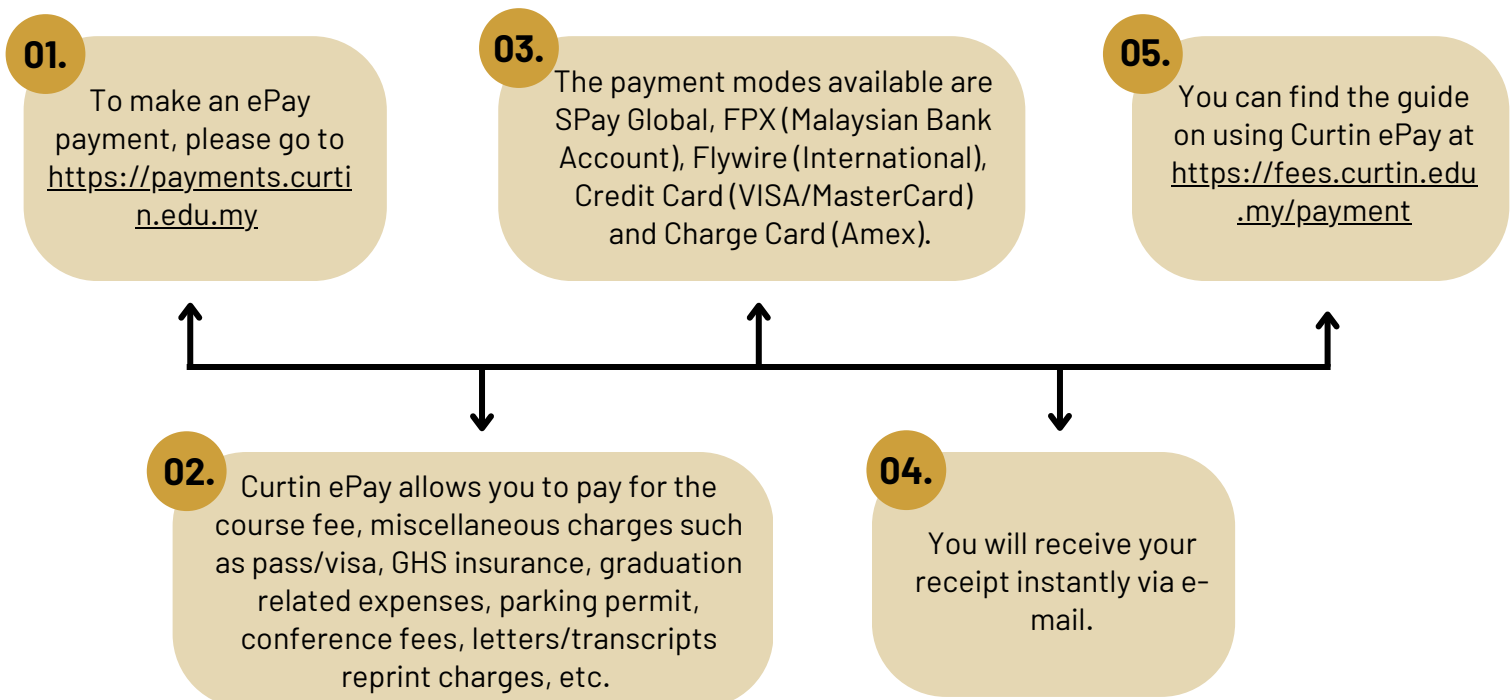| STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Go to Curtin Malaysia Website at curtin.edu.my .	Click on E-Student and login using your User ID and Password.	Go to My Documents at the menu bar.	Choose Start Date (e.g. 01/02/2023) and End Date (e.g. 30/06/2023).	List of documents and invoices within the chosen time frame will appear in a table format.	Select Invoice Report and Click on View Attachments to open the file. You will have the option to either print it or save it.

Usually Fee Invoices will be available in:

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

Fees are based on unit enrollment. Students must ensure payment is received by the University before the due date to avoid late penalties, financial sanctions, or enrollment cancellation. For issues accessing Fee Invoices in E-Student, contact finance@curtin.edu.my or call +60-85-630021.

Fee Payment Options
CURTIN EPAY

01. To make an ePay payment, please go to https://payments.curtin.edu.my

02. 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.

03. The payment modes available are SPay Global, FPX (Malaysian Bank Account), Flywire (International), Credit Card (VISA/MasterCard) and Charge Card (Amex).

04. You will receive your receipt instantly via e-mail.

05. You can find the guide on using Curtin ePay at https://fees.curtin.edu.my/payment

EASY WAYS TO PAY

Over the University's cashier counter

Location	On campus at Heron 1 Building *(Ground Floor)*
Operation Hours	8:30 AM - 4:00 PM *(Monday to Friday, except Public Holidays)*
Payment Methods	• 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

Email your bank transfer/TT slip, along with your name and Miri Student ID, to finance@curtin.edu.my for payer identification.

EVEN PAY FROM YOUR PHONE

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' accounts with the University shall be debited with the said premium once the University accepts the FIP application. 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 a late payment penalty (RM200) will be imposed by the University.

- An additional late payment penalty of RM 50 for Foundation or RM 100 (Degree and Postgraduate) per instalment will be imposed by the University for instalments 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 the student's 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

- Withdrawal from units does not guarantee a fee refund. To apply for a refund, provide adequate documentary evidence and forward your application to the University's Cashier Office.

- Refunds for course fee overpayments are processed after the semester's census date. The Financial Services aim to complete refunds within 14 working days after the census date or from receiving the Refund Application Form if submitted later. Telegraphic Transfer (TT) refunds take 21 working days. Delays may occur due to insufficient information, missing documentation, or outstanding fees in other University areas.

- Refund Application Form (downloadable from https://fees.curtin.edu.my/refund-policy/) is to be submitted to finance@curtin.edu.my.

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

International students' personal bonds or security deposits are only refunded upon graduation or total withdrawal from the University, provided there are no outstanding fees. Refunds require cancellation of the student pass/visa and proof of a return air ticket to the 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 payments 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 ceremonies 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 the student fails to set up an alternative financial arrangement with the University, his / her enrolment will be cancelled by the University at the census date*.

Refund of University Housing Deposits

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

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	DIPLOMA & FOUNDATION	DEGREE	POSTGRADUATE (COURSEWORK)	POSTGRADUATE (RESEARCH)
100% of the tuition fees	Before Census Date			Before first day of enrolment
No refund	After Census Date			After first day of enrolment

Refund for New Student
A full refund of course fees for new students will be made when the institution cannot conduct the course or a student visa is denied.

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

REFUND RATE	DIPLOMA & FOUNDATION	DEGREE	POSTGRADUATE (COURSEWORK)	POSTGRADUATE (RESEARCH)
90% of the tuition fees	Prior to the commencement of classes			Prior to the commencement of the program
50% of the tuition fees	After the commencement of classes but before the census date			Not appplicable
No refund	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 on 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 requests in cash and to third parties 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 a student does not request a refund in writing.

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 PAYMENTS

The University will impose a late payment penalty 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 Cashier's Office receives the payment before the payment due date.

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

Late Fees, also outlined in the table below:
Adhere to unit enrollment and withdrawal deadlines, as late applications are not guaranteed acceptance. Late fees apply for overdue course payments and are waived only in exceptional cases with supporting documentation submitted with the appeal letters.

Last re-enrolment in unit (where accepted)	**RM 100.00**
Late payment fees - Course fees (Diploma and Foundation)	**RM 150.00**
Late payment fees - Course fees (Degree and Postgraduate)	**RM 200.00**
Late withdrawal fees (Where applicable and approved)	**Up to RM 500.00 per application**
Late Visa renewal fees	**RM 100.00**

Outstanding fees will result in sanctions on your account, preventing re-enrollment and access to academic services, results, transcripts, graduation, and awards. International students' visas may also be at risk. Sanctions are lifted once fees are paid.

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:

Additional original copies for Statements of Results/Transcript	
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)	**RM 10.00**
Replacement of ID Card	
Re-issuance of Foundation certificate (including misspell of name on certificate)	**RM 50.00**

INFORMATION COMMUNICATION & TECHNOLOGY (ICT)

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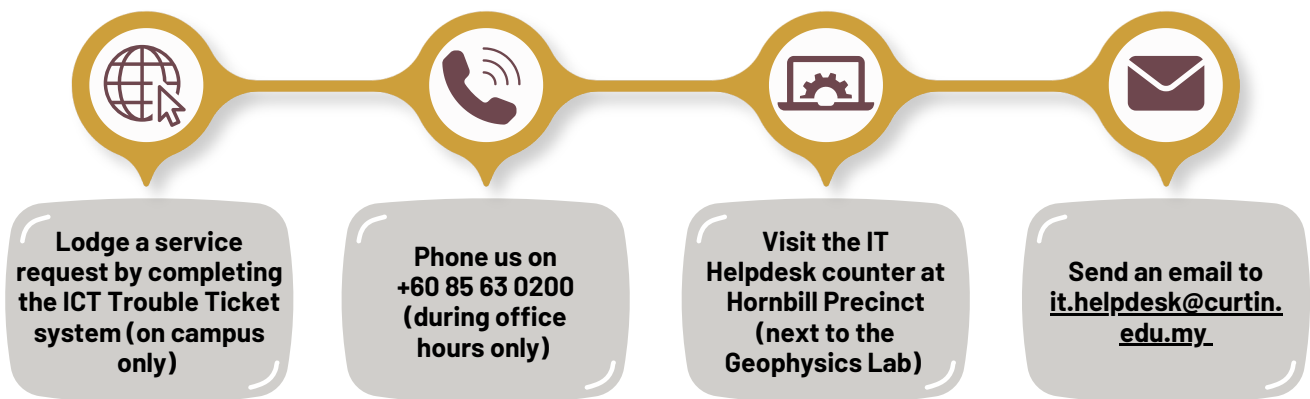
Conditions of Usage

The University's computing and networking facilities are for teaching, learning, research, and administration. Access is a privilege for Curtin students that can be restricted or extended. These facilities cannot be used for commercial or non-University activities unless permitted by other policies. Improper use may result in suspension from using the computing and networking facilities. Students must read and follow the policies.

While the ICT Department manages all ICT equipment and services on campus, the IT Helpdesk is the campus's first point of contact for IT problems and queries relating to our services and software. For details of ICT guidelines, please refer to: **https://ict.curtin.edu.my/guide/**

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 1.

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

Computer Facilities on campus:

RC 2	ICT LAB 1	ICT LAB 2	ICT LAB 3	PRINIA 2 (103)	PRINIA 3 (103)	PRINIA 3 (104)	PRINIA 3 (106)	PRINIA 3 (107)	PRINIA 3 (108)	LIBRARY (GF)	LIBRARY (1F)	LIBRARY (2F)
OPEN 24 HOURS				CLASSES / OPEN						OPEN		NIL.

OPEN 24-HOUR
WEEKDAYS: 8 AM – 5 PM, 5 PM – 8 AM & WEEKENDS/PUBLIC HOLIDAYS ACCESS ONLY VIA DOOR ACCESS CARD.

OPEN
LAB IS OPEN FOR STUDENT USAGE IF IT IS VACANT AND NO CLASSES.

CLASSES
MANAGED BY CLASS MANAGEMENT.
MONDAY – FRIDAY: 7 AM – 7 PM;
SATURDAY, SUNDAY AND PUBLIC HOLIDAY: CLOSED

09

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

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
New students must activate their Windows Login Account **on campus** to access Student Portals and Curtin Wireless.

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, !, $, #, %)

Users must change their password on the first login. Windows login passwords expire every 90 days, with prior notification. Reset your password before it expires to avoid network access interruptions.

REMINDER: Log out/off from the system

Users must log out after each use to prevent misuse. You are responsible for keeping your login information confidential. If you need to reset your password, you may either visit the ICT Helpdesk or email us at it.helpdesk@curtin.edu.my

Moodle	OASIS (For Undergraduate / Postgraduate Students)	Student Email
First Login: Username: Curtin Malaysia ID number Password: date of birth (DD\MM\YY)	**First Login:** Click the "Activate your account" link. Username: Curtin Perth ID number Password: date of birth (DD\MM\YYYY)	**First Login:** Username: Curtin Malaysia Email Address Password: *Same as Windows login*

For Student Email:
The student webmail is hosted on Google, which provides a platform for students to communicate and collaborate with the academic staff. The login page will be mail.student.curtin.edu.my. If you need to reset the password, you may either visit the ICT Helpdesk or email us at it.helpdesk@curtin.edu.my, as there is no option to recover the password, unlike the one used by Gmail.

Wi-Fi

Curtin Hotspot is currently available at all locations throughout the campus.

Instructions to connect to Curtin Hotspot:

- User Guide for Android
- User Guide for iOS

Printing Service

LOCATION	MODEL	PRINTING TYPE	PAPER SIZE
ICT LAB 1	e457	BW	A4
	e3555C	BW & COLOUR	A3 & A4
RC 2	e457	BW	A4
	e5005AC	BW & COLOUR	A3 & A4
ICT LAB 3	e3555C		
LIBRARY 1ST FLOOR	e3540C		
LIBRARY 2ND FLOOR	e2040C		

Scanning Service

Scanning is free. Users can scan in colour, greyscale, or black and white and save as JPEG, TIFF, or PDF. Use any Toshiba photocopier to scan to email or USB, or scan at the IT Helpdesk and save to a folder on the ICT-Student Desk computer.

Network storage

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

Toshiba Photocopier
CLICK HERE: Activate your account in YSoft SafeQ and Add Toshiba Photocopier
CLICK HERE: Guideline using Toshiba Photocopier
CLICK HERE: Guideline to install Toshiba photocopier to your laptop

Door access card is required to enter 24 hour labs after office hours and public holidays

Bring your payment receipt to the ICT Helpdesk for verification and registration

Access card will be activated within 24 hours

Purchase your access card at the bookshop at RM 5.00
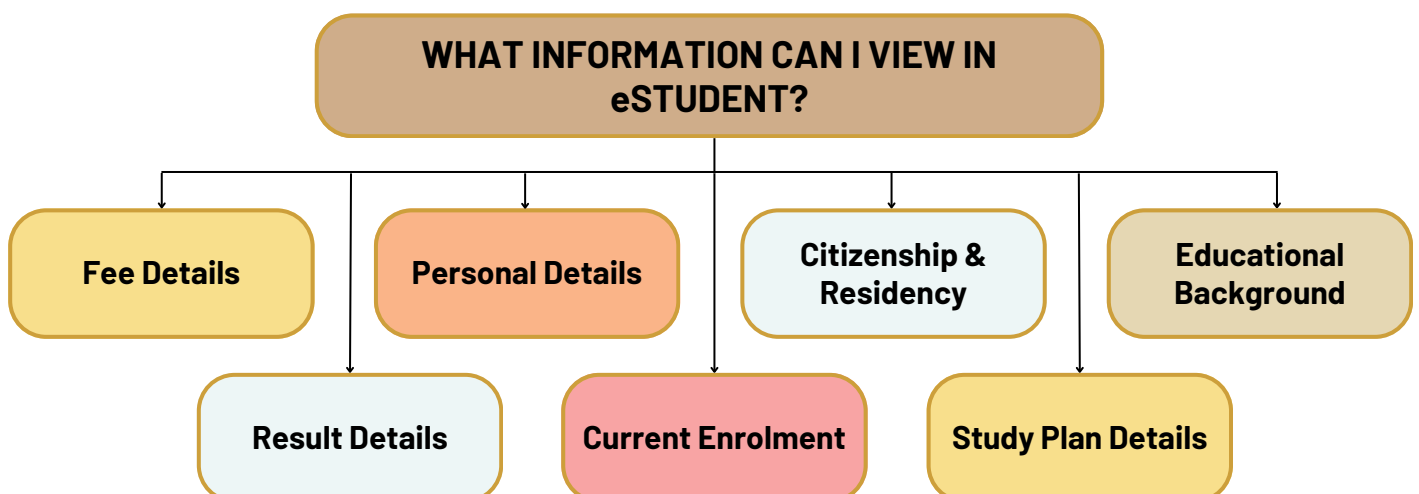
Renewal at the ICT Helpdesk after the expiry date

Note:

- The door access card is used to access 24-hour ICT labs in campus (Lab 1, Lab 2, Lab 3 and RC2) after 5 pm on weekdays, Saturdays, Sundays and public holidays.
- IT Helpdesk will only log the student details in the system while the actual purchase needs to be done at the Bookshop counter.
- 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.

eStudent (Curtin Malaysia)

eStudent is a web application that provides access to personal details, enrolment and study plan information, and complete course result history. It allows you to easily ensure that your information is up-to-date.

Logging in to eStudent

First-time users should click 'forgot password' on the eStudent page and submit the Request Password Reset form. A temporary password will be sent to your Curtin Malaysia student webmail.

WHAT INFORMATION CAN I VIEW IN eSTUDENT?

Fee Details

Personal Details

Citizenship & Residency

Educational Background

Result Details

Current Enrolment

Study Plan Details

ONLINE ACCESS TO STUDENT INFORMATION SERVICES (OASIS) SERVICES

(FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS ONLY)

Online Access to Student Information Services (OASIS) is a secure gateway to electronic services for Curtin students, available 24/7 from any internet-connected computer. Using your Perth Student ID and password, you can access various services without needing to log in again.

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

Yes, degree students must activate and regularly check OASIS as a condition of enrolment. Official university communications will be sent via OASIS, and it is your responsibility to read these messages. Access to OASIS is recommended at least once a week.

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.
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.		Curtin - Provided Email
Sanctions Channel		Check to ensure you have no sanctions recorded against you for things like outstanding fees or overdue library books.
It provides links to the online library catalogue, journal article databases, and other resources.		Library
Learning Management System		Direct access to Blackboard, Curtin's e-learning software tools.
The new electronic way to assess your units.		eVALUate

INTERNATIONAL STUDENT OFFICE (ISO)

The International Student Office is Curtin's hub for international students from over 45 countries. We assist with airport reception, medical checkups, insurance, and bank accounts. Our staff helps with visa applications, visa renewals, and ongoing needs and provides information on student exchange, campus transfer, and study-abroad programs

> Please stop by our office between 8:30 am and 4:00 pm on weekdays or contact us by email at internationalstudentoffice@curtin.edu.my **OR**
> calling us at +60 85 630100 and WhatsApp us at +60 19 855 8867.

For an arrival guide for international students, please click here. For information on the student pass (visa) application, please click here.

Plan to arrive in Malaysia at least one (1) month before your eVAL expires. International arrivals are only permitted at KLIA and KLIA 2. Ensure your accommodation is booked and the airport pick-up form is completed five (5) days before your flight. Bring the following documents before boarding:

- 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 a risk of Yellow Fever transmission

Student Visa / Pass Application & Renewal Policy
All international students must have a valid Student Pass, which must be obtained before entering Malaysia. According to the Immigration Act 1959/63 (Amended 2002), under Section 8(3)(b), individuals with communicable, contagious, and dreaded diseases are not permitted entry unless they have a medical clearance.

Under Section 15(1)(c) of the Immigration Act, overstaying, such as with an expired Student Pass/Visa, is a serious offence, punishable by a fine of at least RM10,000 or imprisonment for up to five (5) years, or both. Ensure your Student Pass/Visa remains valid throughout your studies, and keep your passport safe at all times.

> *Note:*
> - Collection of passports from the International Office is STRICTLY during office hours ONLY.
>
> - It is the student's responsibility to keep their Student Pass/Visa valid. Extensions must be arranged at least three months before expiration at the International Student Office. International students cannot work in Malaysia under a Student Pass/Visa. If a student misses three consecutive classes without a valid reason, the International Office can cancel their Student Pass/Visa.

Transfer to Perth Campus
The International Student Office assists students transferring to Curtin Perth, Australia, guiding them through the application, acceptance, and Student Visa processes. A Pre-departure Briefing will be conducted by a Curtin Perth representative. More information is available on the International Office website.

For Curtin campus transfer info, click here

Semester and year-long exchange programs

A semester or year-long exchange is a great way to experience other cultures and enhance your Curtin degree. You'll stay enrolled at Curtin and the host university but will only pay tuition to Curtin.

For info and eligibility, click here

Mandatory medical screening, student pass endorsement and opening bank account

- Report to the International Student Office on campus the next working day after arrival. You'll receive instructions for completing your post-arrival medical examination at an EMGS panel clinic within seven (7) days.

- Any student who fails 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 can open a bank account only after receiving the Student Pass endorsement sticker. The bank's application process may take up to two (2) weeks. Once approved, the bank will contact you to open the account in person. Contact ISO for more 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.

- The Group Hospitalisation & Surgical Insurance Plan offers coverage at an annual premium of RM900 per student. This rate applies to all actively enrolled international students under 65 years old.

- You will be issued medical care, which provides the benefit of hospital admission and outpatient clinical treatments.

- For details, please 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.

- We only provide transfers to University accommodation, not to private accommodations or hotels. If unsure about qualifying for Airport Reception services, contact internationalstudentoffice@curtin.edu.my. Please confirm your University accommodation with Housing Services before departure.

- For more details and booking, please click here

HOUSING AND RECREATIONAL SERVICES

Housing Services

We understand that living away from home can be a big challenge, but we'll help you feel at home here in 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:

Security and safety arrangement

Shuttle bus service

Interact with people from around the world.

Library, launderettes, and recreational facilities

Housekeeping services (Living room, corridor, toilet, shower areas only)

Apply through **here** and click **here** for the checklist before departure.

Students arriving outside working hours or before the check-in date without Housing Services' consent will not be accommodated. Do not arrive before the specified check-in date, as early availability of accommodation cannot be guaranteed.

Check https://curtin.edu.my/study/campus-life/accommodation/arrival/ for details FAQ, click **here**.

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:

Multi-purpose Hall

- Futsal
- Volleyball
- Dodgeball

Recreation Hall

- Indoor Badminton and Basketball court
- Netball court
- Gymnasium
- Cardio Room
- Table Tennis

Outdoor Facilities

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

For Gym memberships, facilities booking, and rates, please click **here**.

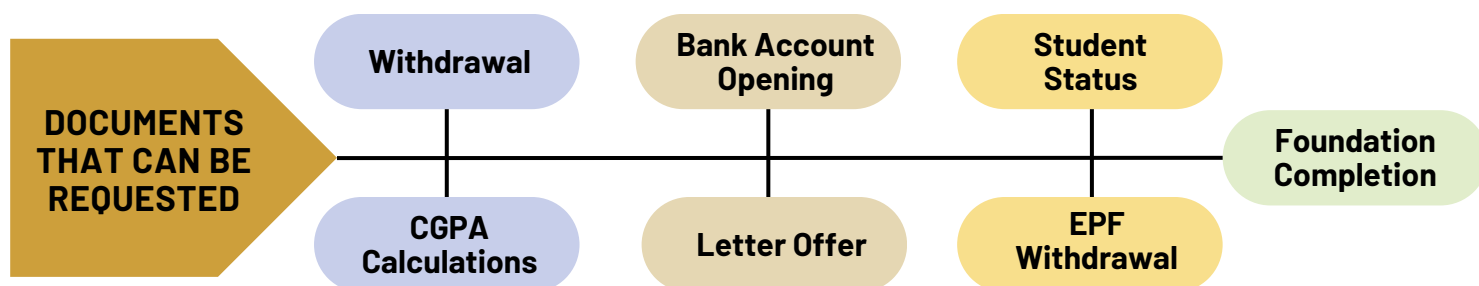For details on gym membership, click **here**, and for rules and regulations, click **here**.

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 (SSD)

The Student Services Department is the gateway to other University services and often the first point of contact for prospective students. It serves as a one-stop centre, providing integrated support and assistance in collaboration with relevant departments and schools.

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

Admissions Office	• Applications & Letter of Offer Update • Student Profile Readmission after Termination (After Appeal Period)
Enrolments Office	• Unit enrolment and withdrawal • Leave of absence application
Examination Office	• Central examination timetables • Assessment extension application • Results and Appeals
Loan & Scholarships Office	• PTPTN and Scholarship applications • GPA/CGPA calculations
Student Pass Office	• New application and renewal of Malaysian Student Pass
Graduations Office	• Certificates and Graduation ceremony registration • Awards

DOCUMENTS THAT CAN BE REQUESTED

- Withdrawal
- CGPA Calculations
- Bank Account Opening
- Letter Offer
- Student Status
- EPF Withdrawal
- Foundation Completion

To Apply:

- Fill in the **Domestic Requisition Form**.

- Ensure all details are correct and complete.

- Proceed with payment and attach the copy receipts to the online form.

- Your order will be processed within 3 working days after payment. Please note that the mailing times for mailing requests are dependent upon your location.

- **There will be no refund after payment has been made**. You can consult with us before you proceed with the application and payment.

- For **fees** and further information, click **here**.

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

If your offer is conditional on providing original or certified documents, it remains a Conditional Offer until the Admissions Office receives relevant qualifications. Students with this offer must submit certified documents during orientation. Photocopies or emailed/faxed copies are not accepted. Failure to submit the required documents by the deadline will result in your enrolment being cancelled on the semester's census date.

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.

You must have a card to:
- Prove your identity as a Curtin, Malaysia Campus student.
- Obtain a Curtin Malaysia student car/ motorbike sticker
- Access library borrowing services, computers, labs, etc.
- Attend University examinations

Note:

A replacement fee of RM 50.00 will be charged for lost, damaged cards or forgotten during examinations

Change of name and Contact Details:
Name changes are only allowed for spelling errors in the system or application form. We will use your official name on your Identity Card or Passport. To change your name, provide original documentation like your passport or birth certificate.

Graduating students must ensure their name is spelled correctly on their records. If there is an error, complete the Change of Name form before finishing your course. A fee will apply for name changes after your award has been conferred.
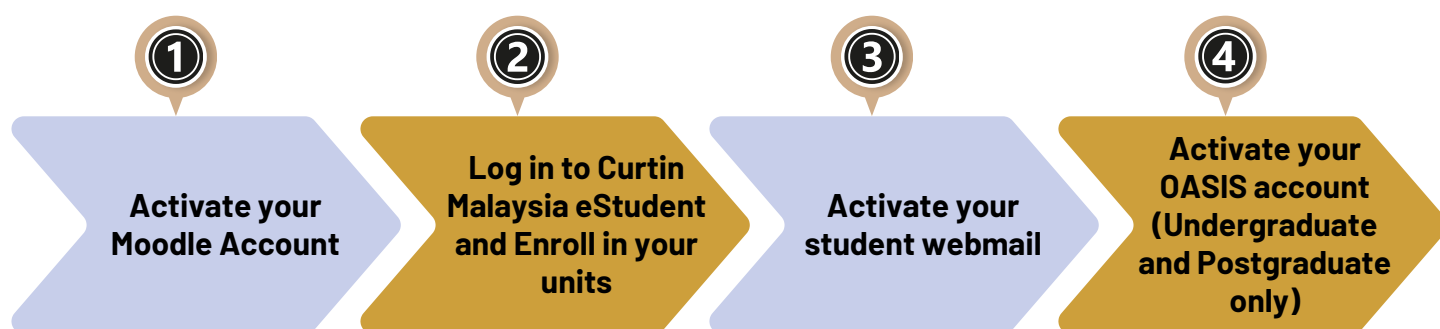
It is your responsibility to ensure that the mailing address and telephone numbers kept on the university records are accurate at all times. You can get your address details and contact numbers updated by contacting the Student Services Department (student.services@curtin.edu.my). Please ensure that 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 Friday, the first week of class commencement (the last date to add units).

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

①	②	③	④
Activate your Moodle Account	Log in to Curtin Malaysia eStudent and Enroll in your units	Activate your student webmail	Activate your OASIS account (Undergraduate and Postgraduate only)

For more information on enrolment, click here or browse here.

For any assistance:
Office hours: 8:30 am – 4:00 pm, Monday to Friday, Tel no : 085 630 100
Email address: student.services@curtin.edu.my

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Credit for recognition learning (CRL)

Credit for Recognized Learning (CRL) grants credit for prior work or studies relevant to your course. If you've completed post-secondary subjects, you may be eligible for CRL, which will be added to your academic record. Submit CRL requests early in your first semester, as awarded credits may require changes to your enrolment.

For further information on CRL, please visit here.

Person in Charge: The Enrolments Officer would love to see you, but sometimes, they 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:

In order to graduate, **ALL DIPLOMA & DEGREE STUDENTS MUST** complete and pass the following compulsory units. Graduating students will not be receiving their awards/certificates should these units still be outstanding in their academic records:

MPU for Degree courses (Intake starting from 2022):

MALAYSIAN STUDENT	INTERNATIONAL STUDENT
• Philosophy and Current Issues • Penghayatan Etika dan Peradaban • Leadership and Entrepreneurship or National Language A (Compulsory for those without a Credit in Bahasa Melayu at SPM level) • Human Rights • Team Leadership and Community Service	• Bahasa Melayu Komunikasi 2 • Philosophy and Current Issues • Leadership and Entrepreneurship • Human Rights • Team Leadership and Community Service

MPU for Diploma course (Intake starting from 2022):

MALAYSIAN STUDENT	INTERNATIONAL STUDENT
• Philosophy and Current Issues • Introduction to Digital Entreprenuership • National Language A (Compulsory for those without a Credit in Bahasa Melayu at SPM level) • Constitution and Society • Introduction to Community Service	• Bahasa Melayu Komunikasi 1 • Introduction to Digital Entreprenuership • Constitution and Society • Introduction to Community Service

For updates and information do refer here.

Person in Charge: The Admissions Officers would love to see you, but sometimes they may have meetings and be unavailable. It is recommended that you always make an appointment. Email either the Admissions Office (admissions@curtin.edu.my) or the 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 scholarship opportunities available for your current semester on the **website**.

Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Loan is the largest loan provider for Curtin Malaysian students. The organisation provides financial assistance to our students to pay for the semester's tuition fees. The loans are reimbursed on a semester basis.

The 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. Click here for PTPTN Frequently Asked Questions.

For further enquiries: loans.scholarships@curtin.edu.my

Examinations and Results

Scheduling your exams
Most assessments and exams are centrally scheduled, but you may need to arrange alternative times, locations, or conditions or apply for an extension (deferred exam). Check the underline website for details.

NOTE: 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.

Preparing for and attending exams
Review the rules and regulations for what to bring, exam formats, and expected behaviour. Misconduct can lead to consequences. All students **must bring their Curtin Student ID** and only approved materials, as stated in the Unit Outline or by the unit controller/lecturer, to exams at Curtin Malaysia Campus. **NO ID, NO ENTRY**.

Results, grades and academic status
You may read the results, grades, and academic status info here. The following methods may assess units:

- 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 will be published on the dates set in the academic calendar and will be available via OASIS (Degree and Masters programmes) and Curtin Malaysia eStudent (Foundation and Diploma programmes).

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

- If you have outstanding fees or library fines, a sanction will be placed on your account, and you won't be able to view your results. Settle all dues to avoid this. You can view your results 24 hours after payment is made.

Appeal against assessments
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 the assessment.

For an appeal against assessment (MPU, Foundation, and Diploma), click here. While undergraduate and postgraduate, click here and also here.

Academic Status
Your academic status is based on your academic performance and is determined at the end of each study period by the Board of Examiners. There are three academic status levels.

Good Standing	Conditional	Terminated
This means you're achieving satisfactory results, with a semester weighted average (SWA) of 50 or higher and passing more than 50% of enrolled units each study period. You can continue your course and re-enroll.	This means you are at risk of not making satisfactory progress. You can re-enroll but may face conditions set by the Head of School or Student Progress Appeals Committee to help improve your academic performance.	This means you have not made satisfactory progress and have been removed from your course. You cannot re-enroll in that course. You can either seek admission to another course or appeal your termination through the Academic Status Appeal process.

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

Academic Transcript

The Academic Transcript is the official record of your results, printed on official paper. Curtin Perth sends a complimentary transcript to all graduating undergraduate and postgraduate students after degree conferral. This transcript will include the conferral date and award number. Transcripts obtained before conferral will not have this information. You can also print your full transcript through eStudent. Graduating Foundation students can get their transcript from the Student Services Office four weeks after course completion.

Equity Examination

For Disabilities and Medical Reasons:
- This is available each semester for students with disabilities or medical conditions that would disadvantage them in standard exams. Contact the University's Counsellor and provide medical documentation as soon as possible after the final exam timetable is released. Arrange this by the deadline, which is two weeks before the start of Centrally Scheduled Examinations.

For Religious Reasons:
- Students who need an Equity examination due to religious reasons should contact the Examinations Office to discuss their requirements and provide documentation from their religious group. Arrange this by the deadline, which is two weeks before the start of Centrally Scheduled Examinations.

Further Assessments

Further assessment is also known as a supplementary assessment. There is no application process for further assessment. Further assessment may only be approved by the Board of Examiners if you:

- **Are enrolled in a unit within your first 200 credit points of study in your course, or it is the final study period of your course.**

- **Have attempted all required assessment tasks for the unit and have marginally failed the unit.**

- **Have not been found guilty of Academic Misconduct in that unit.**

If you pass the further assessment, you will be awarded a pass in the unit. The mark of the initial examination or assessment will be retained. Click here for more details.

> ***NOTE:***
> - **Students with sanctions on their records will NOT be allowed to sit for supplementary examinations and will forfeit the right to Supplementary Assessment.**
> - **The Examinations Office will notify students of Further Assessment Examination details via the Curtin Malaysia website's Current Student News page. Students must check this page for exam dates, times, and venues and consult the finalized timetable if further assessments are awarded.**

Assessment Extension

An Assessment Extension ("DA" interim result) is formal approval by a Board of Examiners for a student to complete an outstanding assessment task, like an exam or assignment, at a later date. This approval is granted only if specific criteria are met.

NOTE: Students must apply for an assessment extension using the University-prescribed form, typically submitted to the lecturer before the assessment date. In exceptional circumstances, requests may be accepted up to 5 working days after the due date if the student provides a satisfactory explanation for the delay.

Click here for Criteria for Assessment Extension, guidelines, and time frame. For frequently asked questions on examinations and results, click here.

Academic Misconduct

Academic misconduct refers to dishonesty or unfairness in exams, assessments, or other academic work. Penalties can be severe, including expulsion or annulment (ANN) of results if found guilty. 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.
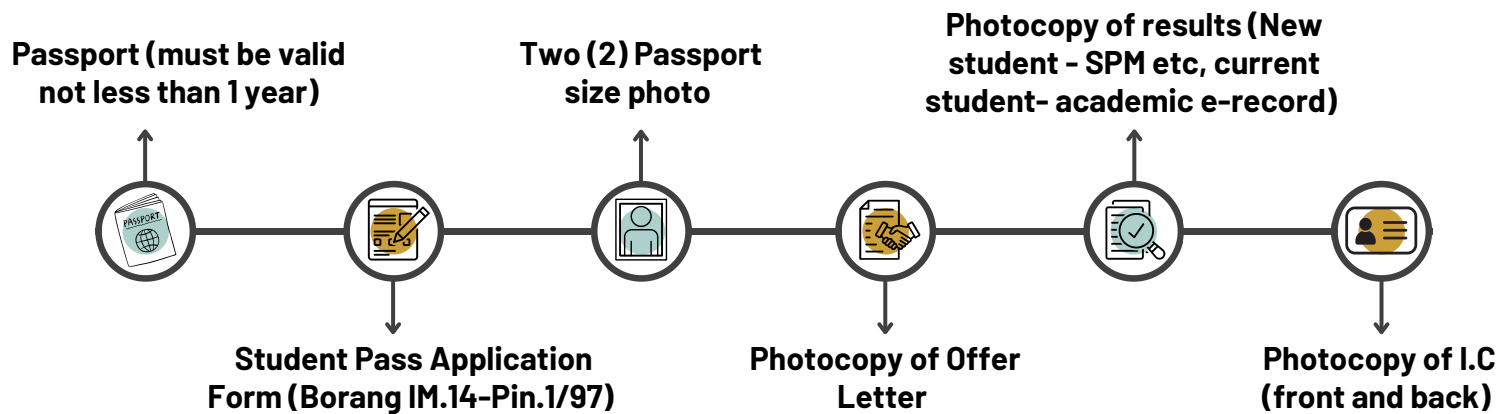
The Curtin University community upholds five (5) core values: integrity, respect, courage, excellence, and impact. These values align with the University's principles of academic integrity

More information on the University policy on Academic Misconduct is available here.

Domestic Student Pass and Visa

All non-Sarawakian students (from West Malaysia, Labuan, and Sabah) must have a valid Student Pass to study in Sarawak. The Student Services Office will assist with the application and renewal process, which should be initiated during Orientation week. Students must provide the necessary documents for the Student Pass application. For more details, click here.

For applications, do bring along:

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 marks the culmination of your studies at Curtin and is a celebration of your academic achievements. Ceremonies are held throughout the year in Western Australia and at global campus locations. Graduation occurs when the University officially confers your degree after you complete all course requirements. The Graduations Office will notify you about the ceremony and request confirmation of your attendance. If you do not attend, you can request that your award be sent to you. Notifications for online registration will be sent via OASIS after your final exam results are released, and you must respond accordingly 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)

NOTE: All ENGINEERING students MUST submit a true copy of their Industrial Training Letter. Students are required to provide a letter from the company they have worked with. The company should note the following details on their business letterhead: brief statements of what duties were completed and during training.

You can check the Graduations website for the date and details of the Curtin Malaysia Graduation Ceremony. Otherwise, you can check the Curtin Perth website for other alternative ceremonies. Click here for Graduation FAQs

Awards / Certificates		Postgraduate, Undergraduate, and Diploma students will receive their awards during the ceremony. Foundation graduates can obtain their Certificate of Completion from the Student Services Office 4 weeks after results are published.

The Vice-Chancellor's List honors academic excellence and includes students in the top 1% of a course based on their results for a specified period, with a SWA of 85.00 or higher. This is for undergraduate students only, do refer here for more details.

Vice-Chancellor's List

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

A letter of course completion confirms the course you were enrolled in and that you have met all requirements. It can be requested after the final result publication date for your last study period. Graduating undergraduate and postgraduate students can request this document via OASIS for a fee, issued by Curtin Perth.

Letter of Course Completion

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

For any enquiries, do contact: graduations@curtin.edu.my

STUDENT LEARNING SUPPORT

At Curtin, we are committed to learning and teaching excellence, creating an engaging and learner-focused environment to prepare you as future-ready graduates. You are part of a learning community of faculty, staff, and fellow students, supporting your academic growth and success. The Office of Learning and Teaching (OLT) at Curtin Malaysia supports your learning through various programs:

Peer-to-Peer Support Programme	English Language Academic Literacy Support Programmes	Clinics

The **Peer-to-Peer (P2P) Support Programme** at Curtin University offers academic support to students facing study challenges. It follows a student-centred, collaborative learning approach led by trained student facilitators. These sessions allow students to discuss course materials in a non-hierarchical, supportive environment. Facilitators, chosen from the top senior students, work closely with academic staff to ensure the program runs smoothly.

KEY GOALS OF P2P PROGRAMME

Ensuring that no student who is facing difficulty with course units remains unidentified and without help

Ensuring that P2P members have a successful social and academic experience at Curtin

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

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

STUDENT LEARNING SUPPORT

English Language and Academic Literacy Support Programmes	Clinics
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) are Open to All students.	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 clinic sessions.
Students may consult the Academic Skills Advisor, Dr. Roselind Wan (roselind.wan@curtin.edu.my), for any inquiries or to seek additional help regarding the language support module.	*You may also contact your unit lecturer for more information.*

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 set up to serve the campus community, including staff, students, visitors, and contractors, who are feeling unwell, have had an accident, or suffered an injury.

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

DISABILITY

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

COUNSELLING

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

Privacy & Confidentiality

Counselling and Disability Services maintain the privacy and confidentiality of staff and students. However, in exceptional situations, confidentiality may need to be breached. In such cases, staff and students will be consulted unless the Board of Counselors Malaysia requires immediate notification. Each situation will be considered individually in the best interest of the client.

The available services are:

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

3 core functions of Disability Services

Supporting the needs of staff and students with disabilities.

Promoting an inclusive and accessible environment at Curtin through policy development and representation on University committees

Supporting staff in meeting the needs of students with disabilities.

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. Click here for more info.

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

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STUDENT EXPERIENCE

Curtin University's Student Experience at Curtin Malaysia mirrors its Western Australia counterpart, aiming to develop practical skills essential for life beyond university. It emphasizes service, social justice, ethics, leadership, and entrepreneurship to prepare students as valuable community members. The goal is to engage staff and students in meaningful activities within and outside the University.

Orientation
The Student Experience team manages orientation for new Curtin students, aiming to ease their transition into university life. Orientation covers academic introductions, student support, extracurricular opportunities, leadership, and social activities. Attending helps reduce anxiety, provides essential information, experiences "uni-fun", and is 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 for demonstrating your skills and experiences to potential employers.

NOTE: 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.

Participation in these approved programmes contributes to a student's personal and professional development:

Curtin Malaysia Orientation Leader	**Curtin Volunteers!**	**New to Curtin Mentor**	**Curtin Malaysia Club (Executive Committee)**
A student group provides administrative and event support during Curtin Malaysia Orientation Week, assisting new students and coordinating with staff to address inquiries and concerns.	A student-driven volunteering program offering opportunities to enhance the student experience and benefit the wider community. Working mainly with non-profits and communities in Sarawak, volunteers practice leadership skills while contributing to community projects.	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.	Clubs at Curtin Malaysia are student-run, aligning with student interests and providing networking and growth opportunities. The University encourages student engagement through these clubs and recognizes the student-led Executive Committee members who lead club initiatives.

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 supports students in finding a career path, developing necessary skills, and securing a job post-graduation. We engage with the industry to connect employers with top students and alumni. Our holistic services include career development, collaboration with industry partners, and assistance with internships and job placements. We also facilitate on-campus recruitment throughout the semester.

Register for our career preparation workshops that are organised to get you career-ready before you even graduate.

WORKSHOPS

held on campus and cover topics such as:
- Internship Briefing
- Resume Preparation
- Industrial Insights by relevant employer partners

GET CONNECTED

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

LOOKING FOR A JOB OR INTERNSHIP?

Check out the opportunity available with our Industry Partner at https://career.curtin.edu.my/job-internship/
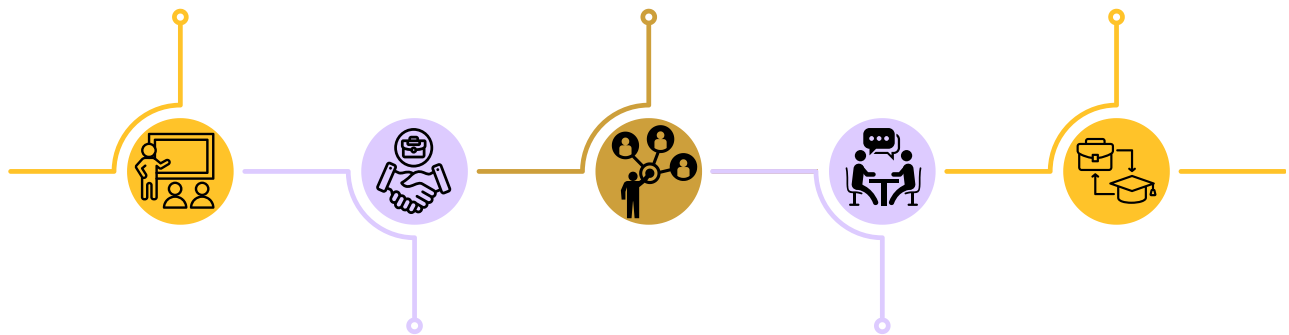
HOW TO GET HIRED

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

CAREER CONSULTATIONS

We are committed to assisting 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
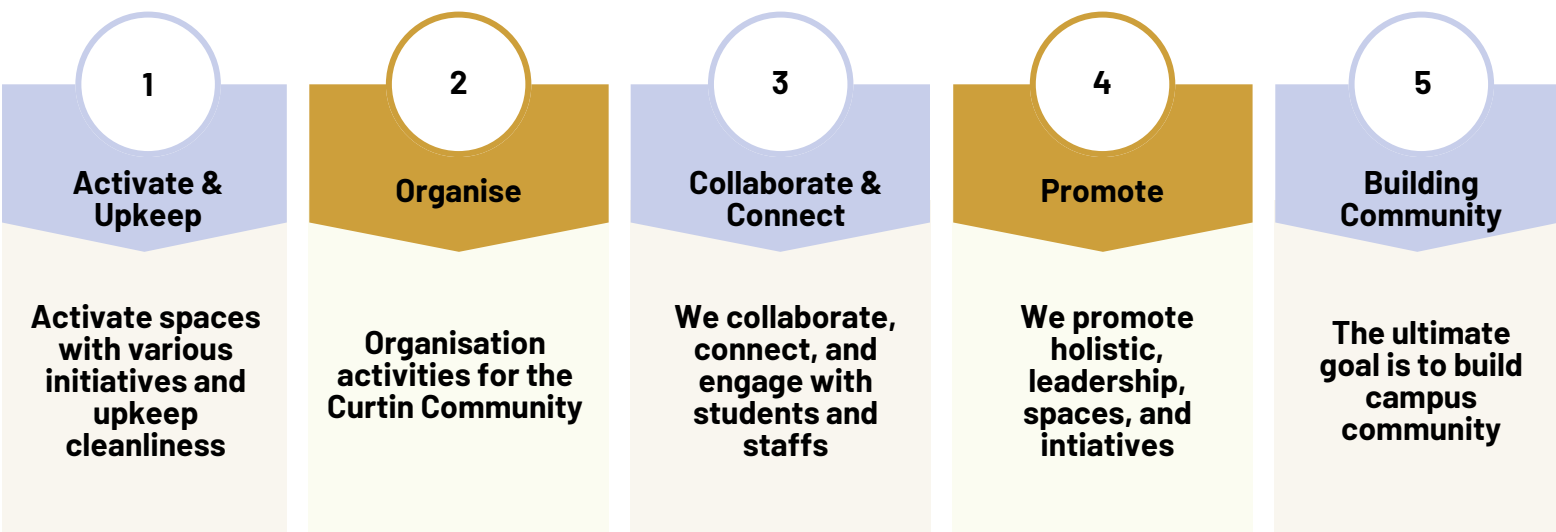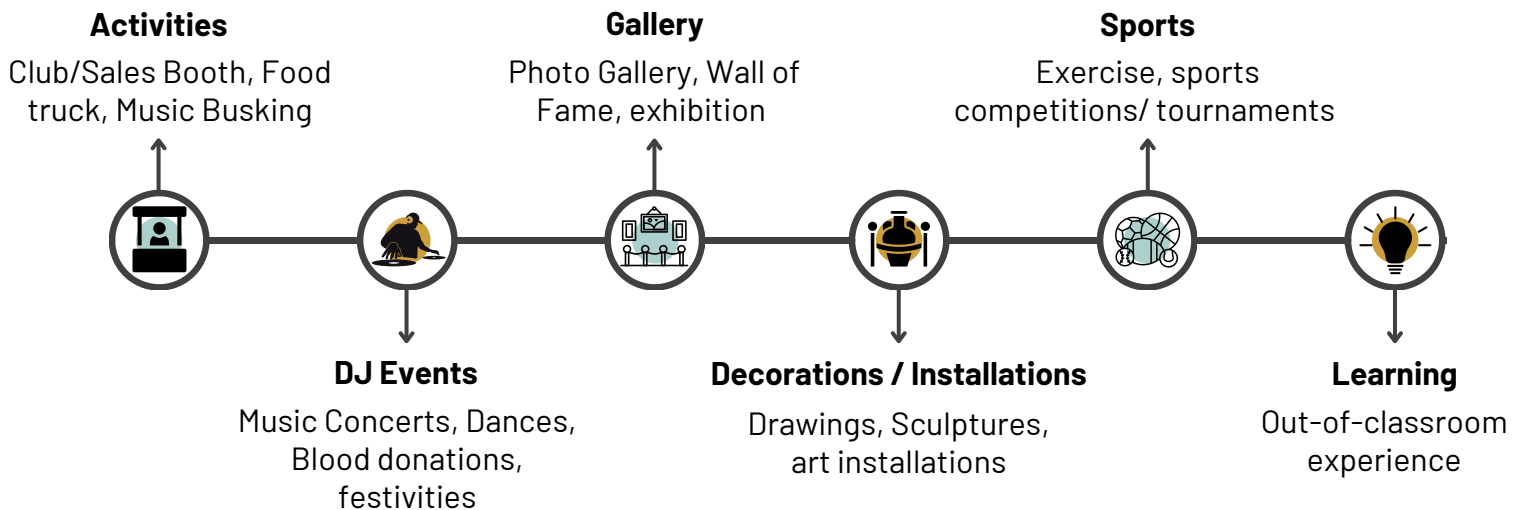
Curtin Malaysia Alumni

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 Curtin's friend.

STUDENT FIRST PLACE ACTIVATION

Join our exciting community of Place Activators for the Student First Space Activation initiatives! We're building a vibrant campus community where everyone acts as one family. Whether you're a musician, dancer, event organizer, sports enthusiast, creative thinker, or simply passionate about charity or any hobby, we want you on board to contribute and bring positive change. Space Activation offers a platform to discover and develop your leadership skills, enhance yourself holistically and creatively, and engage in community projects. Our goal is to "Build Community" within the Curtin Malaysia family, where staff and students collaborate on various initiatives.

We have many places on the Main Campus, including the 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

Gallery
Photo Gallery, Wall of Fame, exhibition

Sports
Exercise, sports competitions/ tournaments

DJ Events
Music Concerts, Dances, Blood donations, festivities

Decorations / Installations
Drawings, Sculptures, art installations

Learning
Out-of-classroom experience

1 — Activate & Upkeep
Activate spaces with various initiatives and upkeep cleanliness

2 — Organise
Organisation activities for the Curtin Community

3 — Collaborate & Connect
We collaborate, connect, and engage with students and staffs

4 — Promote
We promote holistic, leadership, spaces, and intiatives

5 — Building Community
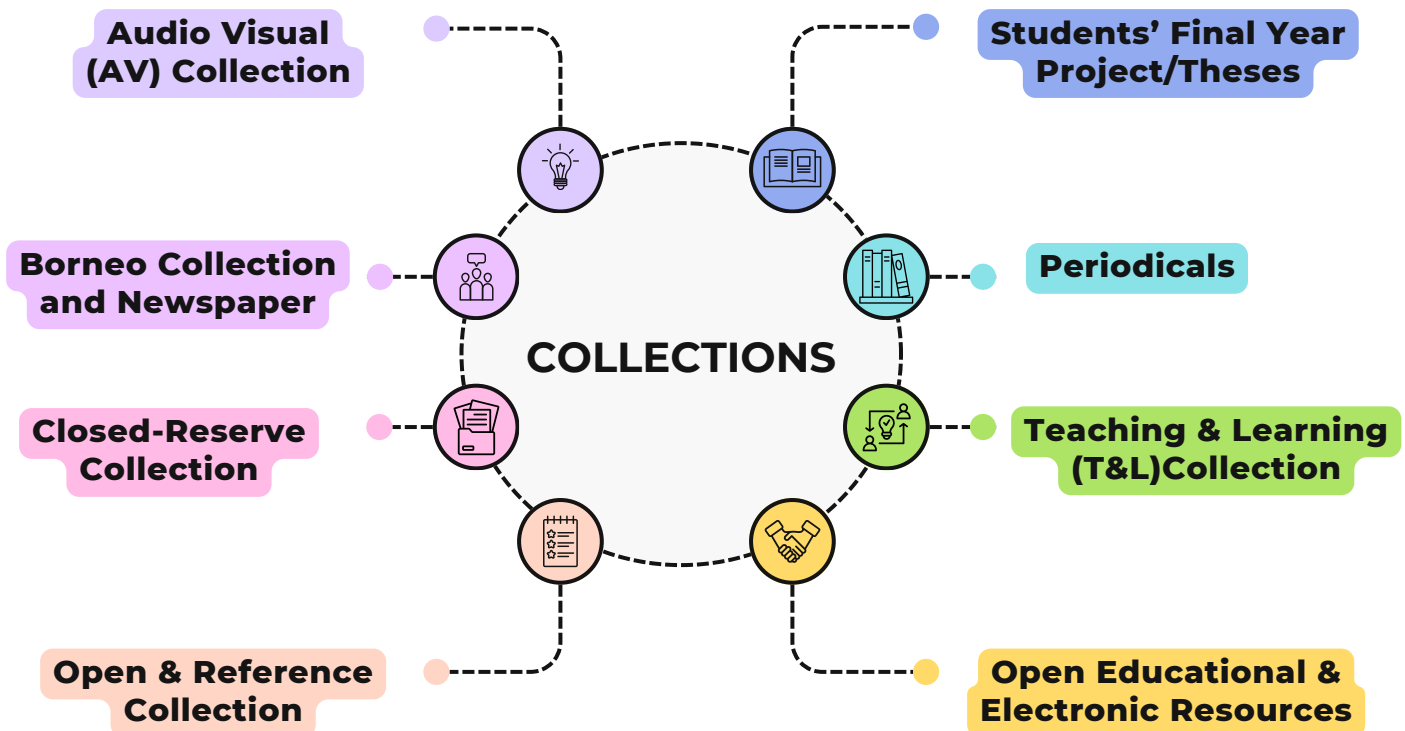The ultimate goal is to build campus community

THE LIBRARY

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

Library Collections:

The Library offers a wide range of print and online resources, accessible through the Library Catalogue on the Library website. The collections support the University's curriculum, with materials selected according to the unit outlines for current courses. There are also resources for Research and Development, Teaching and Learning, Staff Development, and community needs.

Audio Visual (AV) Collection

Students' Final Year Project/Theses

Borneo Collection and Newspaper

Periodicals

COLLECTIONS

Closed-Reserve Collection

Teaching & Learning (T&L)Collection

Open & Reference Collection

Open Educational & 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 collections 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

The Library operations hours:
Monday – Friday: 8:00am – 600pm
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.

Borrowing from The Library

The staff at the Enquiry and Lending Services Counter will be pleased to give advice on borrowing facilities, access to books, and 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	All students & General and 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 & LEARNING COLLECTION	Academic Staff	• 1 Semester
CLOSED RESERVED COLLECTION	All students & General and Academic staff	• 2 HOUR LOAN ONLY This collection includes prescribed and recommended textbooks or essential texts stated in unit outlines and recommended by lecturers. High-demand texts are also included and marked with a YELLOW DOT on the spine. Items can be borrowed for 2 hours or overnight. • 3 DAYS LOAN ONLY This collection includes study manuals, lab manuals, study guides, and other texts not suitable for a 2-hour loan period or not in high demand. It also contains textbooks or reference texts assigned by lecturers. Marked with a RED DOT on the spine, these items may be borrowed for 3 days.
BORNEO COLLECTION	All students & General and Academic staff	• The collection consists of materials on Borneo with the prefix "BC". This collection could be borrowed for 7-days. • Collection with prefix "BC" (with red dot) is strictly cannot be borrowed.
AUDIO VISUAL COLLECTION	All students & General and Academic staff	• 3-days loan. Users can use AV Room to view the AV Collection.
REFERENCE COLLECTION PERIODICALS BOUNDED JOURNALS NEWSPAPERS	All students & General and Academic staff	• Non-circulating
STUDENT'S FINAL YEAR PROJECT/THESIS COLLECTION	Undergraduate and Postgraduate students & Academic Staff	• Non-circulating (circulating allowed only for LAN purposes

To know more on Reservations and Renewals of Library books, penalties, and replacements, click here for more details.

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.

Library Facilities

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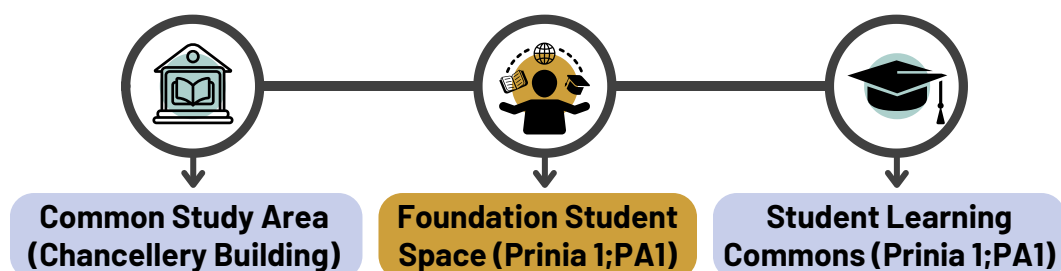
Computers

Library computers provide access to the library catalogue, electronic resources, internet, email, word processing, and other applications like Excel and PowerPoint. Students can print using the photocopy machine. There are 24 desktops in the IT Room on the 1st floor and eight all-in-one PCs on the ground floor.

Rooms

- Multimedia Rooms AV Room (Chancellery Building)
- TV Room (Chancellery Building)

Study Spaces

Click here to learn more about study spaces.

Common Study Area (Chancellery Building) — **Foundation Student Space (Prinia 1;PA1)** — **Student Learning Commons (Prinia 1;PA1)**

Discussion/Group study rooms

The discussion rooms (Chancellery building, Ground & 2nd 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	Rooms	No of People
Chancellery Complex (New Library Building)	5 Discussion Rooms	Max. 5 People
	2 Discussion Rooms	Max. 6 People
Prinia 1 (GP 1), First Floor	1 Conference Room	Max. 18 People

Printer Services

Photocopying, printing (including colour), and scanning services are available at Toshiba copiers on the Ground and 1st Floors (Chancellery Building). Top-ups of RM5.00 to RM20.00 can be made at the Enquiry and Lending Counter.

Black-and-white copies cost 10 cents each, colour prints RM1.00, and double-sided photocopying counts as two copies.

Inter-Library Loans (ILL) and Document Delivery Services

Interlibrary loans allow Curtin to borrow items from another library on your behalf. Typically, you'll need to collect and return the item to Curtin Library by the due date for it to be returned to its home library. Document delivery provides you with copies of materials like book chapters or journal articles, which you can keep. More details can be found here.

Reference Services

Reference services support teaching, learning, and research by helping students and staff develop skills in accessing and using information effectively. We offer Information Skills Training on accessing the Library Catalogue, e-books, e-journals, past exam papers, and more. We also provide hands-on assistance for specific information needs. Further research support is available at Reference Services on Level 1. Check the Information Training Timetable for class dates and times, held in the Library IT Room on Level 1.

To book a class, please fill out the Training Request Form. Click here for more information. If you need further assistance, please do not hesitate to contact the Librarians. Email : librarian@curtin.edu.my

CAMPUS SECURITY

Items	Description
SECURITY AND RULES & REGULATIONS	
Main Gate Entrance	• No visitors are allowed into the campus premises after 12.00 midnight. • Visitors must leave the 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. • All visitors, family members, and contractors must obtain visitors' passes at the Security booth prior to entering the University grounds. • Anyone transporting University property/materials without proper authorization must fill and sign the appropriate forms at the Security Booth. • Contractors are not allowed to enter the premises after 5.00 pm unless they have permission in advance from the relevant Department Head(s). • 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. • 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. • 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. • All barriers at the main gate entrance shall be closed at all times. Only staff and students who produce their identification tags shall be allowed after this period. Those without the tags are not allowed to enter the campus.
Campus Food Court	• Sales of tobacco products are prohibited on campus grounds. • 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. • Staff, students, contractors and visitors found smoking in prohibited areas shall be formally reported to the Non-Academic Misconduct Panel for further action.
Campus Building and Classroom	• 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. • All assets and properties owned by Curtin University should be used and kept in their designated place. • All signage must be followed. Disobeying/defacing such signage is an offence and subject to disciplinary action.

CAMPUS SECURITY

	SECURITY AND RULES & REGULATIONS
Items	**Description**
Main Office Heron 1	• Strictly no salespersons are allowed. • 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 passes 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.
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.
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: • Member of the Council of the University. • Member of staff of the University or the Student Council. • Students or employees of a business established or conducted on university grounds. • A person pursuing a course of study at the University. • A 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 that 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 grounds. • 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.

CAMPUS SECURITY

Items	Description
Land and Traffic By Laws (Continuation)	• 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 at the security counter at Heron 1. for the vehicle's release
Medical Emergency Procedures	• mmediately 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 sedividual
- 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.

CAMPUS SECURITY

CURTIN EMERGENCY PROCEDURES	
Items	**Description**
Evacuation Procedures	• When 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 the floor or building wardens.
Security Procedures	• For 24-hour 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, alert, and aware of the people around you. Educate yourself concerning prevention tactics; be aware of dangerous locations and situations such as walkways, 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 for 24-hour EMERGENCY service, 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).

CAMPUS SECURITY

CURTIN EMERGENCY PROCEDURES	
Items	**Description**
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 the 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 contractor 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.
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.

CAMPUS SECURITY

Items	Description
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 a 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.

Number to Remember:
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 Council 2025 Team

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 :

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

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* careers@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* *Foes.admin@curtin.edu.my*
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

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