



Online Student Guide

Curtin Business School | Curtin Law School

Semester Version



Ace your first year and beyond

A handy checklist to make the most of your degree



Support services & opportunities online

Internships for credit, academic support, and more



Uni demystified: YOUR glossary

What's a 'major'? Find out with our glossary

Kaya, wanju

Wanju nidja kadadjiny mia Curtin University.

Welcome to the place of learning we call Curtin University.

We pay our respects to, and acknowledge, the traditional owners and custodians from the past and present, and the emerging leaders of the various nations and groups of the lands on which we operate. We are fortunate to be able to provide a world-class educational and cultural experience for you, our students.

We want to ensure that no matter what discipline you choose to study, you are equipped to be able to work with the global community. Our team and the collective university are excited to meet and work with you over your *boorda koorliny* - future journey.

The artwork on this page, **Energy Connection**, was created by Emma Garlett. Emma Garlett is a Noongar-Yamatji-Nyiyaparli graduate from Curtin University. She completed a Bachelor of Law (Honours) and a Bachelor of Commerce and was the first Indigenous person to complete a double degree in law and commerce at the Faculty of Business and Law. Emma works to amplify Indigenous voices in law and media to ensure Indigenous people are involved in decisions which affect them.

“The circles are places where we connect, where we come together and gather. There are many places through your journey at Curtin where you will connect with many people, at different times, in different places, and with different groups throughout your study. The layers of circles represent different years of your journey, the bottom circles being your connection which you build on, setting the foundation for subsequent learning. With each year, you forge new connections, in new places, with new people and build on your knowledge. The top layer is the result of the education, knowledge gained, and connections made, with white representing the sky and the stars at the end of your journey.”

Energy Connection
Artwork by Emma Garlett



Meet Your Student Engagement Team

Studying at FBL is more than a degree. We're all about providing an experience beyond the classroom that is vibrant, engaging, and adds value. We see you as partners in this university journey - we're here to listen and guide you, from your first day until the day you hold that degree in your hand!



Building 407, Room 210, Perth Bentley Campus



fblengagement@curtin.edu.au



[FBL Student Engagement Website](#)



[@fblcurtin](#)

When you'll interact with us



Anika, Lexi and Laura

Undergraduate Senior Student Experience Coordinators

- Delivering your undergraduate orientation and transition programs such Design your Degree
- **[Book an appointment](#)** with us for study plan advice to meet your career aspirations, progression advice and consultations.



Wenhao, Bibi and Shehara

Postgraduate Senior Student Experience Coordinator and MBA Programs Coordinator

- Delivering your postgraduate orientation and transition programs.
- **[Book an appointment](#)** with us for study plan advice to meet your career aspirations, progression advice and consultations.



Rachelle and Mike

Communications Team

- Delivering your student communications in email campaigns and socials.
- Collaborating with student clubs
- Communicating events and initiatives to enhance your studies.



Amber
Indigenous Liaison Officer

- Delivering your orientation.
- **[Book an appointment](#)** with me for guidance on academic and support services, Curtin Access Plans and if you need scholarships or financial support.



Jenna and Graham
Senior Student Experience Coordinator, Employability & Leadership and Business and Law Careers Consultant

- Delivering your employability and leadership programs such as the Fully Online Global High Achievers.
- **[Book an appointment](#)** to get help with career guidance, support and upskilling your network.



Hannah
Director, Student Engagement

- Leads work in policy and procedures that support students no matter course, level, location or mode.
- Leads initiatives across the student lifecycle to strengthen success, integrity, connection, and belonging.

Business and Law Online Semester Orientation



O-Week is one week before Semester starts!

Orientation is the important first step to set you up for a successful first semester at Curtin. Explore your learning environment, find out what support services are available to you, and connect with your peers and key staff.

- Each Faculty has compulsory session/s to introduce you to your course and key staff.
- There are info sessions and other workshops throughout the week to help you transition into university life and develop the skills you need to have a successful semester.



Get Ahead Workshops

Learn about effective study habits and how to get the most out of your classes. You will be introduced to evidence-based approaches to learning and learn about effective study habits, as well as active learning approaches to help you get the most out of classes!

Sign up for a **Get Ahead** workshops, these are available online at the start of every study period.





Find your Regional University Study Hubs or Centres (RUSHs)

Stay connected and access support with Curtin's regional campuses and study hubs across WA. Whether you are studying online or looking for courses, Curtin can help you work closer to home.

These hubs give you a quiet place to work, peer support and access to digital tools and online learning resources. They also reduce long commutes or the isolation you might feel working from home. If you haven't already scoped out your closest hub, take a look now. Use it for classes, group study or to connect with other students studying in your region.

 [Explore the RUSH Centers Website](#)

Regional campuses and study hubs



Curtin Kalgoorlie



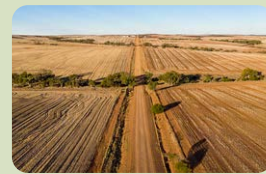
Geraldton



Great Southern



Pilbara Kimberley



Wheatbelt

Outer suburbs study hubs



Armada



Ellenbrook



Mandurah

Academic Support

The Faculty's Academic Capability Development (ACD) team helps students in the faculty to develop academic communication, research, and study skills.

Build your confidence in these skills so that you can succeed in your studies.



- Self-paced modules on Blackboard to help you develop your academic skills.
https://bit.ly/FBL_AcademicSkillsModules
- Workshops on topics like Academic Writing, Report Writing, and Using Academic Sources
- Guest lectures and 'drop-in' sessions in your units to teach key academic skills and explain how to do your assessments
- Short guides to particular academic skills like Proofreading and Editing, Oral Presentations, and Reflective Writing

✉ FBLACD@curtin.edu.au



[Business and Law Skills Development Programs](#)



Useful Resources

Chicago referencing guide

<https://bit.ly/Chicago18thReferencing>

English language support **scroll to find English support*

<https://bit.ly/Curtin-study-skills>

Curtin Library

<https://bit.ly/Curtin-study-skills>

UniPASS group study sessions **undergraduates only*

<https://bit.ly/Curtin-study-skills>

UniSkills modules

https://bit.ly/Curtin_Uniskills

Welcome!

Welcome to the Faculty of Business and Law (FBL).

Fully online study offers flexibility, but it is also an active and engaging learning experience that requires commitment, self-direction, and effective time management.

Most learning takes place asynchronously (in your own time), allowing you to study at times that suit your schedule. Some units may offer optional live online sessions, with recordings or alternative activities provided for students who cannot attend.

To succeed, you'll need to engage regularly with your learning materials, participate in learning activities, and manage your study time effectively. While flexibility is one of the benefits of online study, balancing study with other commitments can be challenging, so staying on top is essential for success.

Assessments are designed to support academic integrity and authentic learning. Some units may include supervised final assessments completed at approved testing locations. (you will need your student ID for this)

We encourage you to make the most of the support, services, and opportunities available throughout your studies and to reach out for help whenever you need it.

I wish you all the best with your studies.

Hannah Wilkinson, Director of Student Engagement (Faculty of Business and Law)

What's in this guide?

- 4. **Meet Your Student Engagement Team**
- 6. **Regional University Study Hubs or Centres**
- 7. **Academic Support**
- 8. **Online Resources**
- 9. **Uni Checklist**
- 11. **International Experiences**
- 12. **Industry Experiences**
- 13. **Curtin Student Guild**
- 14. **Get Involved**
- 15. **Student Clubs**
- 16. **Glossary**





Online resources

Studying online has lots of benefits, but there can be some unique challenges too. **We're here to support you throughout your online study journey** with a range of guides, tools and resources.

OASIS stands for **Online Access to Student Information Services** and is your online student portal providing access to all your administrative and study needs including enrolment details, your timetable, Unit Outlines, student email, and Canvas.

Curtin has a range of agreements to **provide software to you for free**, or at a discounted price. This includes Microsoft Office suite, EndNote and more!



OASIS Login

[Explore Now](#)



IT Tools and Guides

[Explore Now](#)



Canvas Transition

[Explore Now](#)

Study Planning Help

Unsure about which units do you need? When do you choose a major or specialisation? Learn more about your degree through our **Enrolment Information and Enrolment Guides**,

If you need one-on-one advice with your enrolment and study plan? Contact **Curtin Connect** below:

✉ students.connect.curtin.edu.au

☎ 1300 222 888 (8.30am - 4.30pm, Mon - Fri)

or **book an appointment** with the **FBL Student Engagement Team**



Uni Checklist

New students (early - degree)

Make sure you take the time to check out all the essential platforms and services so you can start on the right foot.



- ☐ Orientation week is a great time to connect with other new students and attend useful sessions!
- ☐ Review your learning materials, unit outlines and save key dates. Check to see if you unit has any sessions to attend (these should be recorded) but can be a great way to connect with your teaching staff and fellow online students.
- ☐ Don't forget to [order your student card](#) - you will need this for online exams and using study hubs!
- ☐ Check out the [FBL event's page](#) for events such as Design Your Degree to learn more about majors and/or specialisations and make decisions for the years ahead.
- ☐ Login to your OASIS account at least once a week to avoid missing any important messages.
- ☐ Check your assessment due dates and work out a schedule for the semester to stay on track - and keep time for work, family, and fun!
- ☐ Identify where you submit assignments and your lecturer's main point of contact (it's good to identify these as soon as you can).
- ☐ Make sure you have a dedicated study space, somewhere quiet and where you have reliable internet connection. Check out the [RUSHs](#) for a good place to study close to your home!
- ☐ Follow our Instagram and LinkedIn to connect and find industry opportunities!
- ☐ Say YES to any opportunities which come up - you'll grow yourself and meet some amazing people!

Mid-degree

You've got the hang of your studies, so now's the time to become more engaged in all the opportunities at uni and work on your employability skills.



- ☐ Expand your horizons by applying for industry experience and overseas opportunities.
- ☐ Continue building your employability skills and networks.

- ☐ Take a more active role in leadership programs like Global High Achievers program (after gaining 300 credits).
- ☐ Actively attend careers fairs and note that most graduate and vacation programs need to be applied for in your penultimate year, so don't leave it to the last minute!
- ☐ Get creative with where you study, try exploring your local library to on study days to mix it up. Explore online study groups to make friends and create a network.

Late-degree

Now's the time to form and commit to your career goals. Stay involved but curate your opportunities - are there leadership roles or networks you want to establish before you graduate?



- ☐ Investigate your options for your final units. You could work in teams on a real business problem or you may be eligible for an internship.
- ☐ Look for opportunities to boost your employability and leadership skills, such as applying for one of our leadership programs like Global High Achievers or entering a leadership position in a student club.
- ☐ Access all of the Career Services including one-on-one appointments with a Career Development Consultant and the UniHub resources. Get some experience - what are the bucket list activities that you haven't done yet? An internship, mobility, or starting up your own business?
- ☐ Think about future study - would Honours, Postgraduate, or Research studies help you achieve your goals? Go to the study.curtin.edu.au website to find out more.
- ☐ Check out the benefits you'll receive when you graduate by visiting [Curtin Alumni](#) or learn more about the [Curtin Business School Alumni Association](#). Update your email details so we can stay in touch.
- ☐ **Did you know**, you still have access to [Curtin Career Support](#) one year post-graduation! Receive personalised consultations, resume reviews, and career development tools during this window to help navigate the job market.





International Experiences

100+ exchange partners all across Europe, the Middle East, Asia, & the Americas

We have amazing programs connecting you to the global world of business, student learning, and professional development! Many programs include industry visits, cultural experiences, and academic workshops, with funding support available through initiatives like the New Colombo Plan.

Make lifelong friendships and build your resume while **receiving academic credit** with these opportunities:

- **Semester long exchange**
- **Short course exchange** (Summer/Winter breaks)
- **International internships**
- **Social enterprise and volunteer programs**
- **Study tours within disciplines such as Tax, Law, Marketing and Tourism & Hospitality**
- **Elite Academic International Program opportunities at universities such as Stanford University**

Fully Online students regularly sign up and attend Study Tours! These tours are a great way of having a learning experience with a face to face group, whilst traveling the world and learning about business practices in other contexts.

 Building 407, Room 202, Perth Bentley Campus

 FBLoglobal@curtin.edu.au

“ The Taiwan study tour was an excellent opportunity to experience the cultural, natural & social environment throughout Taiwan. The tour was planned very well and allowed enough engagement with the organised activities, as well as explore the areas at our own pace. ”

Ognjen Cirkovic
Bachelor of Business Administration
Transcending Footsteps Taiwan Study Tour



Business and Law Global Experiences Website

Explore Now

Industry Experiences

Want to gain real-world experience during your degree?

At the Faculty of Business and Law, we aim to link students to the real business world. You have opportunities to connect with successful business and community leaders through our internship programs, industry projects, as well as gain real-world experience.

You can gain credits towards your degree as well as the experience and practical skills required by industry. For undergraduates and postgraduates, you may be eligible for a Work Integrated Learning Experience once you have completed a set number of credits.

- **Work with real businesses across Perth, online or globally with facilitated internships**
- **Bring Your Own Internships - source your own internship opportunity and submit it to the Industry and Community Hub for approval to receive credit.**

 Industrycommunityhub@curtin.edu.au

 [Business and Law Industry Experience Website](#)

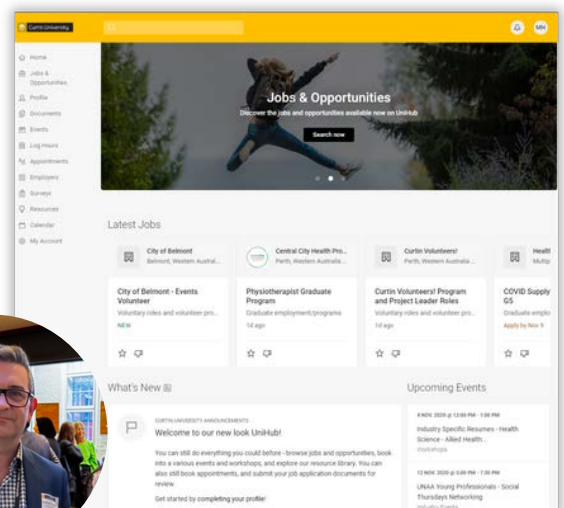
Career Services

You have access to a wide range of career services with the Careers, Employment & Leadership team **(located in Building 101)** to start gaining your competitive edge. UniHub is your one-stop shop for:

- Resume and cover letter checks
- Interview skills, workshops, and resources
- Career fairs and industry networking
- Job and internship board
- Professional learning modules
- One-on-one appointments with Career Development Consultants

 [Unihub website](#)

[Book an appointment with Graham](#)





Curtin Student Guild

Every year, Faculty reps are elected to represent you on university committees, respond to student questions and concerns, and run campaigns regarding issues and initiatives. They're always happy to hear from you, so please don't hesitate to contact your rep if you need support!

Undergrad Rep: business@guild.curtin.edu.au

Postgrad Rep: psc.president@guild.curtin.edu.au

www.guild.curtin.edu.au

The Guild also has Women's, Queer, First Nations, and Accessibility Departments, plus the Postgraduate Student Committee. **The Guild's Student Assist service** is available to all students and can help with:

- New to Curtin queries
- Academic advice
- Financial and accommodation aid
- International and migration services
- Welfare and legal assistance

**New to Curtin Student
Guild Advice**

[Explore Now](#)

Your wellbeing

If you're struggling with a study or personal issue, or you just don't know where to go or who to ask, our Student Wellbeing Advisors can help. Our services are **free and confidential** for all Curtin students.

- Counselling and guidance
- Health services
- International student support
- Equity and LGBTQIA+ matters
- Faith and religion
- Financial advice
- Disability assistance

Headspace Work and Study Program

Headspace offers free, tailored 1-on-1 support for young people up to the age of 25 on everything from studying to job hunting to career advice.

[Explore Now](#)



Get Involved

Get involved with other students and staff during your studies. We offer a range of extracurricular programs and experiences to gain professional development, collaborate and grow your skills.

Keep an eye on your emails to see if you're invited!



Student Voice

Student Voice Sessions give students the opportunity to **share their ideas, provide feedback, and influence positive change within the Faculty.**

Student input has helped shape initiatives such as the Commerce Ball, R U OK? Day activities, and improvements to student communication channels.



Student Voice

The Student Consultative is where you will bring your lived student experience into planning, sense-making, and design conversations.

You will collaborate with other students to analyse student feedback, identify themes, gaps, and emerging ideas, and contribute to improvement the student experience.

Global High Achievers Program

The FBL Global High Achievers Program is an enriching experience for students in their last semester of their second year or first semester of their final year of studies. It is a series of interactive webinars delivered in late November each year, tailored for students **studying online** or at offshore campuses, offering high-impact career development.

Maintaining a Course Weighted Average (CWA) of 75 or above and strong engagement in extracurricular activities will earn you an invitation to apply for this exclusive program.

“Through this program, I also had the chance to network with other like-minded, high-performing students, which was incredibly valuable.

Hearing their experiences and perspectives helped broaden my own understanding of different career pathways.”



Chelsea Borg

Bachelor of Business Administration
Specialising in Project Management, Workforce Management and Corporate Governance



Student Clubs

At the heart of your uni experience are the friendships you'll make. Joining a club or society isn't just about building leadership and employability skills — it's your passport to forming lifelong connections. These friendships become your support system, adventure partners, and future professional network, making your university journey truly unforgettable.

If you're a regional student, [follow our Business and Law clubs on social media](#) to stay connected, gain industry insights, and engage with areas that interest you.

Some of the clubs supported by the Faculty include:

- Curtin Business & Commerce Association
- Curtin Women in Business
- Curtin Student Law Society
- Curtin Marketing Association
- Finance and Financial Planning Curtin
- Curtin Tax Society

....and many more!

“ The club has become far more than a side-hobby, I'm genuinely grateful for the strong friendships and collaborative spirit that define our group.

Witnessing our collective efforts translate into tangible growth and enhanced member experiences has been profoundly rewarding, showcasing the incredible talent and commitment within our team. ”

Harry Hansom | Curtin Finance Society (CFS)

Bachelor of Commerce (Finance, specialising in Banking and Accounting)



University Glossary

We know there's plenty of university jargon and terminology that may be confusing for you, so we've listed to most common culprits below!

Assessment dates	Assessments will be listed in the Unit Outline for each unit (including your lecturer's contact details) under 'My Studies' in OASIS, as well as in your unit Blackboard.
Accreditations	Many of our courses grant <u>professional accreditations</u> and allow you to gain entry into well regarded professional memberships in your chosen field.
Capstone Experiences	A suite of experiences towards the end of your business courses. Apply your learning in a practical, industry connected unit, linked to your employability goals.
Census Date	This is the last date to withdraw from any of your units without a financial or academic penalty. The unit will be removed from your transcript for that study period.
Course	The name of your degree that you will graduate with, e.g. Bachelor of Commerce.
Course Weighted Average (CWA)	A percentage-based grade average that reflects your overall academic performance across all units in a course. This includes units credited as automatic credit or designated credit.
Core Units	Compulsory units within a course and/or major or specialisation. These units must be completed to meet the requirements your course. Core units are marked with a “C” in eStudent.
Credit	How the value of a unit or a degree is calculated. Most units are worth 25 credit points.
CRL	Credit for Recognised Learning. You must apply to gain an exemption from certain units for study you have previously completed. You can also apply to get work experience assessed for CRL if you can show you met the learning outcomes of a particular unit.
Defined Major	Defined major(s) are more than 8 units. Some defined majors are intentionally designed without a commerce option unit and/or electives.
Elective	A unit you choose from across the entire University to broaden your skills or feed an interested.
Faculty	Curtin has four Faculties: Business and Law, Humanities, Science & Engineering, and Health Sciences. With the Faculty of Business an law there is the Curtin Business School and the Curtin Law School.
Flexible Major	Flexible major(s) are 8 units.
Full/Part-time student	A full-time student studies 3-4 units per semester. A part-time student studies 1 - 2 units per study period. For students receiving financial support such as Centrelink or a Curtin Scholarship, make sure you check all terms & conditions carefully on study requirements i.e. maintain a full time load.

Fully online student	A student who is completing their entire degree 100% online.
Industry Pathway	Gain practical experience through a work placement or study tour combined with an industry project.
Last date to change enrolment	You can only change and enrol into new units in the first week of each semester. After this, you can only withdraw but not enrol into another unit.
Last date to withdraw	You can withdraw from a unit after Census but you'll have to pay the unit fees. If you withdraw after census but before this date, the unit will show on your academic transcript as WD (unless you are withdrawing under special circumstances).
Major	The main discipline you are studying within your course where you gain the most in-depth knowledge, e.g. Marketing. There are flexible and defined majors available.
Optional Unit	A unit that must be chosen from a specified list. Optional units are marked with an "O" in eStudent. Not all courses will have optional units in their structure.
Research Pathway	Designed for students aiming for a PhD, this pathway builds a strong foundation for advanced academic study and research.
Result release	This is the date your results are released for your units. If you have an overdue fee or other sanction (e.g. non-completion of the AIP module) you won't receive your results until that is paid or completed.
School	A department within a Faculty that oversees specific discipline/s, e.g. Curtin Business School under the Faculty of Business and Law.
Specialisation	Four units in a specific discipline that builds broader skills and knowledge. FBL uses the term 'Specialisation', other faculties may refer to them as Minors.
Transformative Experiences	An immersive real-world unit where students use innovation skills to solve local, regional, or global problems.
Trimester	A 14-week study period. There are three trimesters per calendar year.
Unit	The teaching components of your degree where you focus on one subject within a discipline, e.g. MGMT3006 Business Ethics. A full-time load is 4 units per semester.

Need something else?

More info on the terms listed in this booklet and other FAQs at:
students.connect.curtin.edu.au/app/answers/all_answers



Connect with us



@fblcurtin



bit.ly/FBLSE-LI

Contact us



FBLEngagement@curtin.edu.au



Building 407, Room 210
(Perth, Bentley Campus)

Accreditation



EQUIS
ACCREDITED

PRME



AACSB
ACCREDITED