



Curtin University

Open Universities Australia (OUA) Student Guide

For Curtin University Students

Make tomorrow better.

curtin.edu.au

The background of the entire page is a photograph of a university campus. In the upper portion, two flagpoles are visible against a clear blue sky. The flag on the left is the Australian Aboriginal flag, and the flag on the right is the Curtin University flag. Below the flags, a large, solid mustard-yellow rectangular box contains the title and text. The bottom portion of the image shows a lush green lawn with various plants and trees, including a prominent tree with long, thin, dark branches in the foreground on the left. A modern building with a dark roof is visible in the background on the right.

ACKNOWLEDGEMENT OF COUNTRY

Curtin University acknowledges Aboriginal and Torres Strait Islander people, the First Peoples of this place we call Australia, and recognises them for caring for Country for more than 60,000 years.

We are honoured and grateful for the privilege to maintain campuses operating in Boorloo (Perth) and Karlkurla (Kalgoorlie) in Australia. We pay our respects to Elders past and present as Custodians and Owners of these lands.

We recognise their deep knowledge and their cultural, spiritual and educational practices, and aspire to learn and teach in partnership with them.

Curtin also acknowledges First Nations peoples connected with our global campuses. We are committed to working in partnership with all Custodians and Owners to strengthen and embed First Nations' voices and perspectives in our decision-making, now and into the future.



Welcome to the Curtin University OUA Student Guide. We understand there's a lot to get your head around before classes even start including learning new terminology, exploring new platforms, and sorting your administration. We have made navigating the transition to online study with Curtin via OUA as easy as possible with this handy guide.

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CURTIN TERMINOLOGY

UNI JARGON	DEFINITION
Academic Integrity Program	All newly enrolled students are required to complete this program within 14 days of the start of their first study period.
Academic misconduct	Refers to conduct by a student that is dishonest or unfair in connection with any academic work including exams.
Canvas	The Learning Management System (LMS) Curtin University uses for students to access online unit information, participate in discussion boards, and access reading lists and other resources.
Census date	The date in the academic calendar by which you must officially withdraw from any unit you do not wish to continue, to avoid financial and potential academic penalties.
Course	The name of your degree. You can be studying a single, single with minor/s, double major or double degree.
Course Coordinator	The academic staff member responsible for managing your course and can provide study plans. Your course coordinator will be listed in your unit outline or you can contact your Unit Coordinator.
Course switching	If you meet the criteria, you can change to a different course. OUA students contact OUA directly to course switch to another Curtin OUA course.
Course Weighted Average (CWA)	A weighted average percentage score for all graded and marked units that you have completed in a course. This includes units credited as automatic credit or designated credit. Your CWA is included on your Academic eRecord and Academic Transcript. Each course you study will have a separate CWA.
Credit	How the value of a unit within a degree is calculated. Most units are worth 25 credits at Curtin. Degree credit value depends upon what you are studying.
Credit for Recognised Learning (CRL)	Credit for Recognised Learning (Advanced Standing) is an application you can submit for unit exemptions based on previous study or experience completed.
eCAF	An electronic version of the Commonwealth Assistance Form for university course fees.
Faculty	Broad areas of study within the University. Curtin has four Faculties: Business and Law, Humanities, Science and Engineering, and Health Sciences.
Full/part time student	A full-time student studies 4 units per semester. A part-time student studies 1-3 units per semester.
Leave of absence	Taking a break from your course due to unforeseen circumstances. For OUA students, contact OUA directly to arrange.
Lecturer	Academic staff who conduct large group presentations in one or more of your units.
OASIS	OASIS is Curtin's online student portal which acts as the single point of access to important information, resources and services. As part of Curtin's policy, students are required to login to OASIS at least once every 7 days.
Prerequisite	Study you must successfully complete prior to enrolling in a subsequent unit, e.g. the UniReady Mathematics for Science unit satisfies the Mathematics Applications ATAR prerequisite for many courses.
School	A department within a Faculty, e.g. School of Accounting under the Faculty of Business and Law.
Study period	Usually applicable to online students, these are 4 x 13-week periods of study across the year.

Unit Coordinator	The academic staff member responsible for conducting small, interactive classes in one or more of your units.
Unit	The teaching components of your degree, sometimes called 'subjects' by OUA. A usual full-time load is 4 units per semester, or 2 units per study period.
Respectful Relationships	Most newly enrolled students will be required to complete this online program during the first 4 weeks of their study.
SSAF	Student Services and Amenities Fee. This fee supports the provision of a wide range of non-academic services to all students. It is charged each study period you are enrolled.
Terminated status	You are no longer allowed to continue in your current course due to not achieving satisfactory course progress.
Tuition fees	The amount you pay for each unit studied. The fee amount depends on your course, enrolment and citizenship.
Withdrawing	Cancelling a unit of study you were enrolled in. If you withdraw from a unit any time after the census date you are liable for the full fees of the unit. Contact OUA to withdraw from a unit or course.

[For a complete list of uni terminology, click here.](#)



CURTIN STUDENT SUPPORT SERVICES

GUIDANCE SUPPORT

Curtin Connect	Your hub for student services, support and advice. To enrol or withdraw from units contact OUA directly or make changes via your OUA Student Hub.
Student Success Advisors	A free and confidential support service for all Curtin students with Advisors providing personalised guidance for a smoother transition to university.
Guild Student Assist	A free support and advocacy service from the Student Guild. Student Assist officers are unbiased, confidential, and run by the Guild, therefore completely independent of Curtin University. The Guild can help students with personal, financial or academic matters.
Open Universities Australia (OUA)	OUA can assist with enrolment, fees information, course planning, withdrawal from units, and provide personalised advice about your studies.

WELLBEING AND COMMUNITY BUILDING SUPPORTS

Student Wellbeing Advisory Service	A free and confidential service for all Curtin students. If you're struggling with study or a personal issue, or you just don't know where to go or who to ask, our Student Wellbeing Advisors can help.
Counselling and wellbeing resources	If you're struggling with something personal or worried about anything, knowing there's someone you can talk to can really help. When studying online via Curtin OUA, you can access free and confidential appointments with professionally-qualified counsellors at OUA.
AccessAbility	If you have a disability, physical or mental health condition, or if you are caring for someone with a disability, you can access a range of support services to help you at Curtin. This includes a Curtin Access Plan (CAP), which is a document that outlines reasonable adjustments recommended for a student.
OUA-provided counselling	The OUA counselling service provides free appointments with professionally-qualified counsellors appointed through OUA. This short-term, solution-focused service can help you work through stresses relating to student life, deal with study anxiety, look after any health or welfare issues that are affecting your studies.
CurtinLifeAustralia	CurtinLifeAustralia is available on Instagram and YouTube and is a go-to place for university updates and inspiration. The accounts also feature your fellow students and what they're up to, and the opportunities available for you.
Curtin Student Guild	The Curtin Student Guild coordinates services and activities to represent you, the students! All Curtin students are automatically members with access to free Student Assist services, clubs, giveaways and more.
New to Curtin Mentoring	The New to Curtin Mentor Program provides new students with one-on-one peer support throughout the semester, with students required to opt-in to participate. Mentors will show you the ropes and help you get started.

ACADEMIC SKILL DEVELOPMENT SUPPORTS

UniSkills	Free self-paced online modules covering a variety of skills, from referencing and academic writing, to building numeracy skills and positive study habits.
Peer Academic Mentoring	Peer Academic Mentors (PAMs) are current Curtin students excelling in studies across a variety of disciplines. This free academic mentoring service can provide you with tips and advice to excel in your studies too.
Library workshops	Workshops are offered in-person and online covering a range of topics from referencing and academic writing to digital skills and time management.
Grammarly	The Curtin-provided version can assist with spelling, grammar, and punctuation. This version is permitted for use without special approval from your Unit Coordinator.

FINANCIAL SUPPORTS

Scholarships	Search the range of scholarships available across Curtin and the Australian Government.
Financial advice	There are many sources of advice and support available if you're dealing with financial issues. These issues may range from needing to look for a job or a scholarship, to obtaining information on housing and transport.
Disability employment support	There is a range of support available to help students with disability and health conditions connect to career development programs and employment opportunities.
Free and discounted software	Curtin has a range of agreements to provide software such as Microsoft Office to students for free or at a discounted price.

CAREER SUPPORTS

Curtin Careers	You can speak with a Career Development Consultant to discuss career pathways and possibilities, building your experience and networks, job search strategies, and how to increase your employability skills.
Mentor Program	Mentoring is a great way for you to connect and grow your skillset, whether you're being mentored by other people, or by being a mentor for other students.
UniHub	UniHub is an online platform which provides Curtin students access to a range of career related supports and services. Through UniHub, you can book online appointments with the Careers team and keep up with online events.
Earn While You Learn	With a diverse range of employment opportunities both on and off campus, EWYL allows you to secure paid work that fits around your study load, while building relevant work experience and employability skills.

HELP PAGES

IT tools and guides

As an online student, you have access to a range of online tools, resources, systems and software while studying at Curtin.

Access study facilities

Access computers, internet, photocopying and printing facilities at your nearest **Regional University Study Hub (RUSH)** or **Suburban University Study Hub (SUSH)**. As a Curtin student, you also have access to study facilities at Curtin's Perth and Kalgoorlie campus'.

Support for Curtin OUA students

Find OUA student support resources to help you through your university journey.

ABORIGINAL AND TORRES STRAIT ISLANDER STUDENT SUPPORTS (ONLINE)

If you're of Aboriginal and/or Torres Strait Islander descent, you can access a range of support services that will provide culturally appropriate assistance and help you settle in and succeed at Curtin.

[Check out the Aboriginal and Torres Strait Islander student support page for more.](#)



NEW STUDENT CHECKLIST

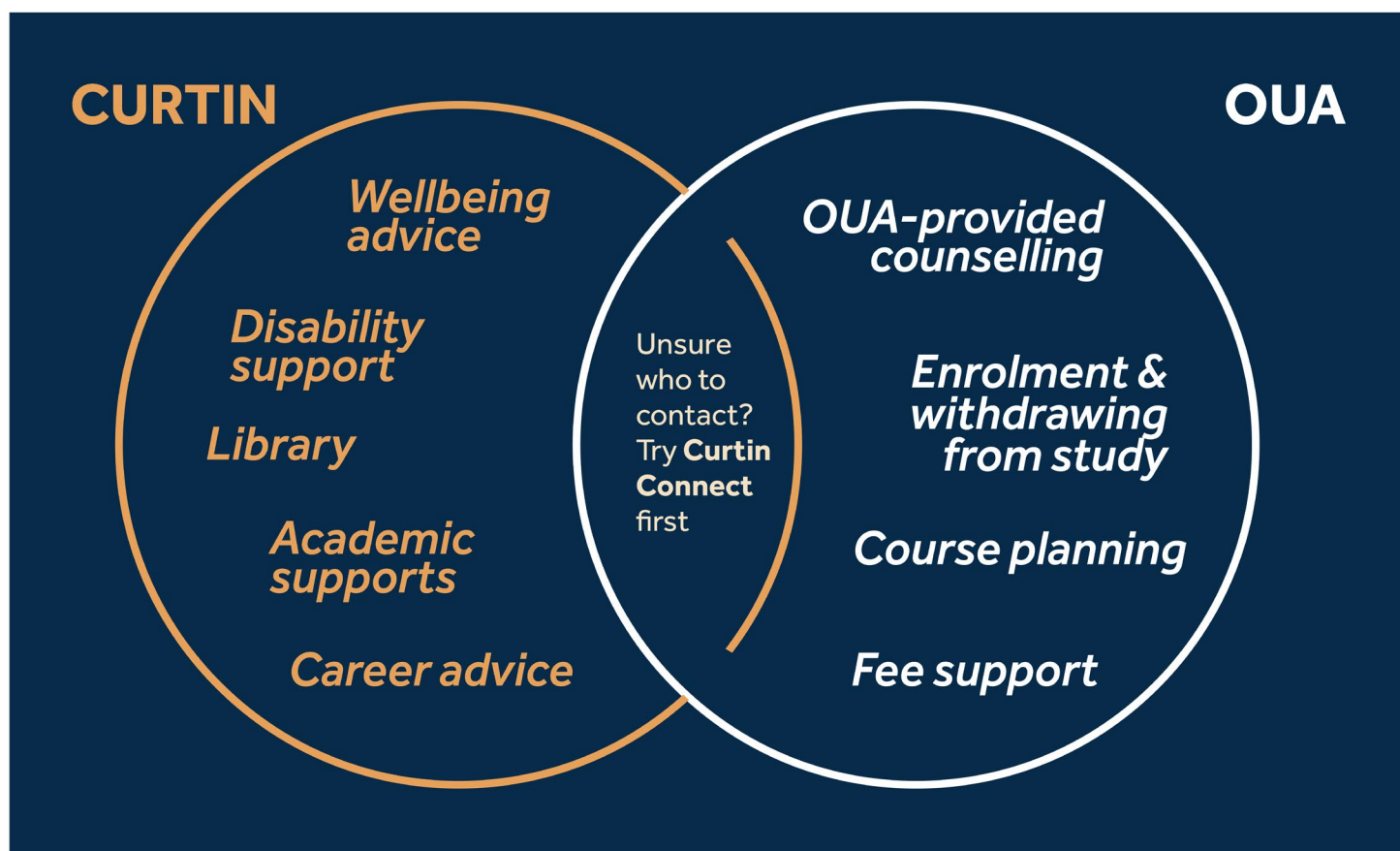
If you are new to Curtin and online study, we recommend ticking off the following checklist to help you get ready to start your study journey.

☐	Plan your units	Log onto your OUA account and search your degree. Click 'Download degree guide' to plan your degree units.
☐	Enrol in your units	Contact OUA via phone to enrol in units based on your study plan progression or you can self-enrol on the OUA website .
☐	Enrolment help and support	For help enrolling in units or designing your unit study plan contact OUA. You can also contact the relevant Course Coordinator for help with study plans and unit information. Check your Faculty's website or check your unit outline on OASIS for contacts.
☐	Watch orientation	All newly enrolled Curtin OUA students receive orientation emails including a Curtin OUA orientation video where you will receive information to help you with your studies.
☐	Log onto OASIS to explore...	• Communications Centre • Outlook emails • eStudent forms and enrolment details • Search the online the Library catalogue • Navigate to Canvas • Unit Outline
☐	Log onto Canvas to explore...	• staff announcements • staff contacts • syllabus • assignments • discussions • modules and learning resources • marks
☐	Obtain your Curtin student ID card	How to order a student ID card
☐	Transport concessions	Full time Curtin students living within WA can access SmartRider public transport fare concessions by registering their card on OASIS. Interstate student concession fares depend on your state transport provider. Please check with the relevant company to confirm.
☐	Download your unit outline	Your unit outline (found on OASIS under the Studies tab) will advise of any mandatory resources needed. Check for textbook availability with the Curtin online library before purchasing.
☐	Complete mandatory online units to avoid sanctions	The Academic Integrity Program will appear as a mandatory online module if this is your first time studying with Curtin University. Respectful Relationships may appear as mandatory online module depending on your units. Check your Communications Centre for updates.
☐	Download free software	• Microsoft Office • Adobe
☐	Familiarise yourself with Key Dates on the OUA academic calendar	Important dates included on a study planner are: • close of enrolment • census • classes start • last date to withdraw without academic penalty
☐	Complete UniSkills modules	Start with UniSkills Study Essentials



WHO TO CONTACT?

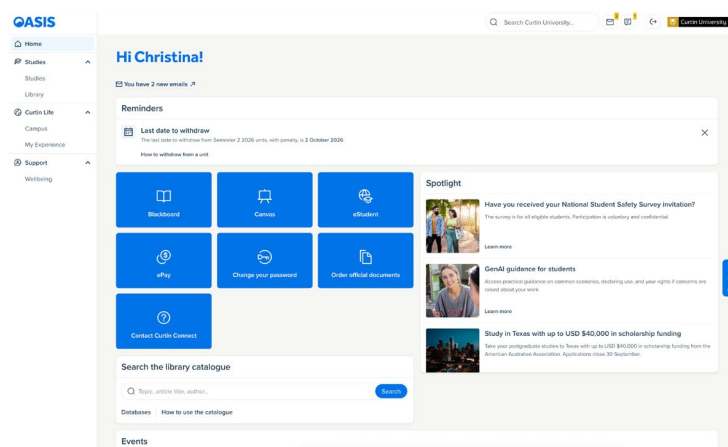
Unsure who to contact with your query? When in doubt, start by contacting Curtin Connect. You can phone them on 1300 222 888 between 8:30 am to 4:30 pm AWST (Tuesday from 9:30 am), Monday to Friday. You can submit an enquiry to Curtin Connect using the [enquiry form](#). If you happen to be on the Perth campus, you can drop by Curtin Connect at Building 102.



CURTIN ONLINE PLATFORMS

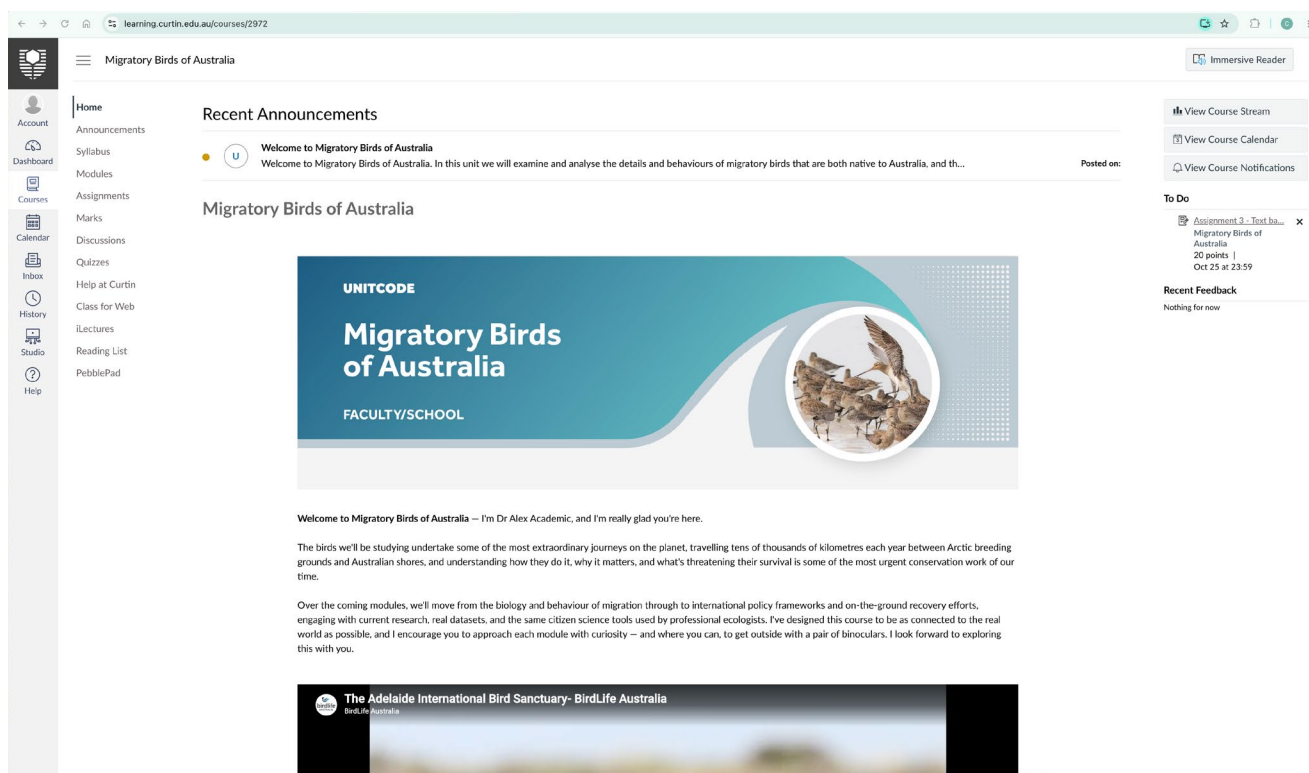


CLICK HERE TO WATCH THE OUA ORIENTATION VIDEO



OASIS

OASIS is Curtin's online student portal and is the single access point to important information, resources and services. As part of Curtin's policy, students are required to login to OASIS at least once every seven days. A range of services are available through OASIS, including the Communications Centre, your student email, unit outlines, and your student record. For more information visit the OASIS help pages.



CANVAS

Canvas is Curtin's learning management system, similar to a digital classroom, and provides access to your unit content. This is where you will find your teaching staff contacts, learning materials, assessment information, marks, discussion and collaboration tools. Content is organised into modules, usually on a weekly basis. Teaching staff will include information and resources on each module topic.

NEW TO UNIVERSITY STUDY?

UniSkills modules are recommended for those studying at university for the first time. These are short, self-paced online modules that help to develop the skills necessary for university study.

UniSkills modules

Recommended modules:

- **UniSkills Study Essentials - online study**
- **Finding Information**
- **Writing**
- **Referencing**

Library workshops online

Library Workshops are helpful for those studying at university for the first time including the Academic Writing, Referencing, and Time Management sessions.

New to Curtin Mentoring

If you're a new undergraduate student, sign up for the New to Curtin Mentor Program to connect you to an experienced student who can help you navigate university life.

REGIONAL AND SUBURBAN STUDY HUBS

Regional University Study Hubs (RUSHs) and Suburban University Study hubs (SUSHs) are available across Australia with more opening regularly. These free-to-use spaces are open to students from any Australian university and provide access to computers, monitors, stable internet, meeting rooms, quiet spaces to work, and support staff who can assist with general queries. Study hubs often arrange information events and social events to build connections with other students.

For a list of current locations [click here](#).



Regional University Study Hubs (9)

1. Geraldton Universities Centre
2. Great Southern Universities Centre
3. Katanning Study Hub
4. Lumen Wheatbelt Regional University Study Hubs
A-Narrogin **B**-Merredin **C**-Wongan Hills **D**-York
5. Lumen Wheatbelt Regional University Study Hubs Northam
6. Pilbara Kimberley University Centres Ashburton
A-Onslow **B**-Tom Price
7. Pilbara Kimberley University Centres East Kimberley
8. Pilbara Kimberley University Centres Pilbara
A-Karratha **B**-Port Hedland
9. Pilbara Kimberley University Centres West Kimberley

Suburban University Study Hubs (3)

10. Armadale University Study Hub
11. Ellenbrook Study Hub
12. Mandurah Universities Centre

GET INVOLVED



CURTIN EXTRA

Whether you are studying on campus, offshore or fully online, there are **Curtin Extra** approved programs for you to participate in. With a range of programs available that can be completed fully online, you can develop your professional and personal expertise and receive Curtin Extra official recognition for your participation.



NEW TO CURTIN MENTORING

If you're a new undergraduate student, the **New to Curtin Mentor Program** connects you with an experienced student who can help you navigate university life.

Your mentor will provide you with one-on-one support throughout the semester. They'll show you the ropes and help you get started, whether you've studied at a different university before or if it's your first time. The best part is our mentors are students too, so they know what it's like to be a new student. Once you have completed a semester of study, you can sign up to be a mentor for volunteer experience and to help other students.



CONNECTING WITH OTHER STUDENTS ONLINE

- Discussions on your Canvas units contains sections for students to connect with each other, share resources, ask questions, and set up study groups.
- The Library offer online sessions for students to group study. Look for **Shut Up and Work sessions** if you're seeking motivation and student connection

ONLINE LIBRARY ACCESS

Discover the Library's electronic resources including books, journal articles and more in our online catalogue. [Search the catalogue here](#). Results can be filtered to include only peer reviewed items, online items only, and to adjust the resource type. [See UniSkills tips for using the Library catalogue here](#).

REFERENCING GUIDE

When completing assessments, you will need to reference other texts to support your work and ideas. Check your unit outline for the specific referencing style you are required to use. The Library provides referencing guides to support the styles commonly used at Curtin. These guides provide detailed information and examples, as well as sample reference lists, information on referencing tables and figures, and referencing checklists.

See the [Referencing page](#) on the Library website to access the guides.



ONLINE STUDY TIPS FOR SUCCESS



MANAGE YOUR TIME

Studying online requires good self-motivation and organisational skills. A major benefit of online learning is the flexibility of studying from anywhere, anytime, but you will need to balance your personal life and work demands with study and assessment due dates.

Ways to manage your time include creating a daily to do list, using a planner, diary or calendar, time blocking your weekly schedule, and building positive study habits as key to success with online study. Ensure your mobile notifications will not disrupt you by scheduling set times to check your messages. **Library Workshops** on Time Management are available online to help build these skills, and the **UniSkills Study Habits** module contains helpful resources.



TAKE REGULAR BREAKS

The boundaries between your personal life, work and your study can easily blur, and humans were not designed to focus for hours on end. It's important to take regular breaks and maintain a healthy balance where possible by sticking to your weekly time blocked study schedule. If you have a busy study day, ensure you factor in time for stretching, resting your eyes, and drinking some water.



SET UP A POSITIVE STUDY ENVIRONMENT

You need a study space that supports your learning and reduces distractions. Ask yourself where you tend to study and focus best. If you don't have an office, that space might be in your dining room, a corner of your bedroom, at a library or quiet café. It may even be a room at your workplace if appropriate. If the space is within your home, communicate with your family or housemates about your study times to ensure you are not disturbed unless necessary.

If you are distracted by noise, try headphones for background music or white noise sounds. Ensure your seat is comfortable for extended periods of time, the lighting is appropriate, and you have access to power for your computer. To create the right mindset for study, try to limit your activity in your study space to just studying.

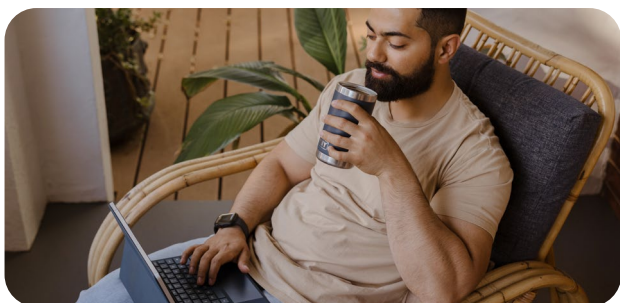


GET FAMILIAR WITH THE ONLINE PLATFORMS

Take time during your first week to explore:

- the Curtin University website and forms
- **UniSkills Study Essentials - online study**
- online Library
- OASIS
- your Outlook student email
- the various functions on Canvas.

You're going to spend a lot of time on these platforms over the course of your studies and knowing where to find items will give you a head start.



CHECK YOUR OFFICIAL COMMUNICATIONS CHANNEL AND STUDENT EMAIL REGULARLY

It is a requirement of your studies with Curtin University that you log on to OASIS at least once every 7 days and check your **Communications Centre** for important updates. Keeping on top of your emails means you will be aware of contact from teaching staff and the university, as well as other students if you are working on group assignments. Keeping on top of your emails is a valuable life skill to establish. We recommend logging on every second day.



PARTICIPATE WHEN POSSIBLE

Live lectures are scheduled by teaching staff at various points throughout the units, often at times outside of standard work hours. Although sessions are recorded for you to watch at your convenience, if you can attend live lectures you will benefit from being able to ask questions and receive immediate responses from teaching staff.

Contributing to the discussion board for your units will help you connect with other students, get answers to questions, share resources, and set up study groups. If there's a question you have for your teacher, odds are other students would benefit from the same question and answer. Don't be nervous to post.

On behalf of the Student Success Advisor team at Curtin University, we wish you every success on your study journey.