FLEXIBLE LEARNING
GOING THE DISTANCE:
STUDYING ONLINE AT CURTIN

Curtin Student ID number:
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This booklet contains important information which will assist you in your studies at Curtin.

Of particular importance are the following:

Your Curtin ID: Also known as your ‘Curtin Student Number’ or ‘Curtin Student ID’; this is an eight (8) digit number. Your Open Universities Australia (OUA) provided student number is not valid at Curtin University so your Curtin student number must be noted on all assignments and correspondence with Curtin staff and departments. If you have previously studied at Curtin, you will retain your previous ID number. If you have not been given a student number, please call Curtin’s Flexible Learning Support Office immediately on (+61) 9266 2102.

Enrolment at Curtin: Refer to page 12 of this booklet for information on withdrawals, deferrals and registration of your intention to complete a degree through Curtin.

Examinations: Please read the examination section carefully for details of the procedure for sitting final invigilated examinations.

Results: Instructions for accessing your final results can be found on page 11.

OASIS: For information on how to log into OASIS and the services available to you via OASIS, please refer to page 17 of this booklet.

Curtin Library access: Please refer to page 26 of this booklet for information on accessing the Curtin Library.

Online units: Instructions on how to access your unit are found on page 20.

This booklet is correct at the time of printing. Changes sometimes occur however, so please check the website (http://elearn.curtin.edu.au/oua) for updated information.

CURTIN LEARNING AND TEACHING

Flexible Learning Support

February 2016

Dear Student

All of the staff at Flexible Learning Support wish you a warm welcome to OUA at Curtin. Together, we hope to provide you with the best service possible to make your studies enjoyable and rewarding. We would like to draw your attention to the following statement:

In respect of the Curtin unit(s) that you are undertaking, you will be subject to Curtin University’s academic policies, procedures and by-laws. You may access Curtin’s academic policies, procedures and by-laws at the following website:

http://students.curtin.edu.au/rights

At Curtin we seek to provide OUA units that enable students to attain excellence in their chosen fields of study.

If there are any aspects of the services offered by the Flexible Learning Support office that you wish to discuss, please do not hesitate to contact our Flexible Learning Support staff.

Best wishes in your studies this year.

Julie Brunner
OUA/Online Academic Program Manager
Curtin University
## 2016 SESSION CALENDAR

<table>
<thead>
<tr>
<th>Close of Enrolment</th>
<th>Session One</th>
<th>Session Two</th>
<th>Session Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Feb</td>
<td>8 Jul</td>
<td>4 Nov</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 1</th>
<th>29 Feb</th>
<th>18 Jul</th>
<th>14 Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>7 Mar</td>
<td>25 Jul</td>
<td>21 Nov</td>
</tr>
<tr>
<td>Week 3</td>
<td>14 Mar</td>
<td>1 Aug</td>
<td>28 Nov</td>
</tr>
<tr>
<td>Week 4</td>
<td>21 Mar</td>
<td>8 Aug</td>
<td>5 Dec</td>
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<table>
<thead>
<tr>
<th>Census Date (Thursday)</th>
<th>24 Mar</th>
<th>11 Aug</th>
<th>8 Dec</th>
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<tbody>
<tr>
<td>Week 5</td>
<td>28 Mar</td>
<td>15 Aug</td>
<td>12 Dec</td>
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<tr>
<td>Week 6</td>
<td>4 Apr</td>
<td>22 Aug</td>
<td>19 Dec</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Final Date for Withdrawal (penalty applies)</th>
<th>10 Apr</th>
<th>28 Aug</th>
<th>25 Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>11 Apr</td>
<td>29 Aug</td>
<td>26 Dec</td>
</tr>
<tr>
<td>Week 8</td>
<td>18 Apr</td>
<td>5 Sep</td>
<td>2 Jan</td>
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<td>Week 9</td>
<td>25 Apr</td>
<td>12 Sep</td>
<td>9 Jan</td>
</tr>
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<td>Week 10</td>
<td>2 May</td>
<td>19 Sep</td>
<td>16 Jan</td>
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<td>Week 11</td>
<td>9 May</td>
<td>26 Sep</td>
<td>23 Jan</td>
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<tr>
<td>Week 12</td>
<td>16 May</td>
<td>3 Oct</td>
<td>30 Jan</td>
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<tr>
<td>Week 13</td>
<td>23 May</td>
<td>10 Oct</td>
<td>6 Feb</td>
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<tr>
<td>Week 14</td>
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<td>17 Oct</td>
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<table>
<thead>
<tr>
<th>Exam Period</th>
<th>6 Jun - 24 Jun</th>
<th>31 Oct - 18 Nov</th>
<th>27 Feb - 10 Mar</th>
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<tbody>
<tr>
<td>Result Publication Date</td>
<td>13 Jul</td>
<td>30 Nov</td>
<td>29 Mar</td>
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## 2016 STUDY PERIOD CALENDAR

<table>
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<th>Close of Registrations</th>
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<tr>
<td>19 Feb</td>
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<tr>
<td>Week 2</td>
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<th>10 Jun</th>
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<th>20 Jun</th>
<th>19 Sep</th>
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<td>Week 4</td>
<td>21 Mar</td>
<td>20 Jun</td>
<td>19 Sep</td>
<td>19 Dec</td>
</tr>
<tr>
<td>Week 5</td>
<td>28 Mar</td>
<td>27 Jun</td>
<td>26 Sep</td>
<td>26 Dec</td>
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<td>Week 6</td>
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<td>4 Jul</td>
<td>3 Oct</td>
<td>2 Jan</td>
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<table>
<thead>
<tr>
<th>Final Date for Withdrawal (penalty applies)</th>
<th>10 Apr</th>
<th>10 Jul</th>
<th>9 Oct</th>
<th>8 Jan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>11 Apr</td>
<td>11 Jul</td>
<td>10 Oct</td>
<td>9 Jan</td>
</tr>
<tr>
<td>Week 8</td>
<td>18 Apr</td>
<td>18 Jul</td>
<td>17 Oct</td>
<td>16 Jan</td>
</tr>
<tr>
<td>Week 9</td>
<td>25 Apr</td>
<td>25 Jul</td>
<td>24 Oct</td>
<td>23 Jan</td>
</tr>
<tr>
<td>Week 10</td>
<td>2 May</td>
<td>1 Aug</td>
<td>31 Oct</td>
<td>30 Jan</td>
</tr>
<tr>
<td>Week 11</td>
<td>9 May</td>
<td>8 Aug</td>
<td>7 Nov</td>
<td>6 Feb</td>
</tr>
<tr>
<td>Week 12</td>
<td>16 May</td>
<td>15 Aug</td>
<td>14 Nov</td>
<td>13 Feb</td>
</tr>
<tr>
<td>Week 13</td>
<td>23 May</td>
<td>22 Aug</td>
<td>21 Nov</td>
<td>20 Feb</td>
</tr>
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</table>

<table>
<thead>
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<th>Exam Period</th>
<th>30 May - 10 Jun</th>
<th>29 Aug - 9 Sept</th>
<th>28 Nov - 9 Dec</th>
<th>27 Feb - 10 Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result Publication Date</td>
<td>6 Jul</td>
<td>5 Oct</td>
<td>4 Jan</td>
<td>5 Apr</td>
</tr>
</tbody>
</table>
If you need extra help while studying online, refer to the following table to determine who to contact or where to go for extra help and information.

<table>
<thead>
<tr>
<th>If you need help with:</th>
<th>Contact/Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration enquiries</td>
<td>Flexible Learning Support Office</td>
</tr>
<tr>
<td></td>
<td>Curtin Learning and Teaching</td>
</tr>
<tr>
<td></td>
<td>Curtin University</td>
</tr>
<tr>
<td></td>
<td>GPO Box U1987</td>
</tr>
<tr>
<td></td>
<td>PERTH WA 6845</td>
</tr>
<tr>
<td></td>
<td>Telephone: (+618) 9266 2102</td>
</tr>
<tr>
<td></td>
<td>Fax: (+618) 9266 1734</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:opencurtin@curtin.edu.au">opencurtin@curtin.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Location: Building 603, 6 Sarich Way</td>
</tr>
<tr>
<td></td>
<td>Technology Park, Bentley, WA 6102</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://elearn.curtin.edu.au/oua/">http://elearn.curtin.edu.au/oua/</a></td>
</tr>
<tr>
<td></td>
<td>Office hours: 8.15am to 4.45pm (WST)</td>
</tr>
</tbody>
</table>

If you need help with: | Contact/Visit
--- | ---
Enrolment/Withdrawals | Open Universities Australia
GPO Box 5387
MELBOURNE VIC 3001
Toll-Free: 1300 36 36 52
Telephone: (+613) 8628 2500
Fax: (+613) 8628 2955
Website: http://www.open.edu.au

Mid-Study Period Examinations Enquiries | OUAExams@Curtin
Flexible Learning Support Office
Curtin Learning and Teaching
Curtin University
GPO Box U1987
PERTH WA 6845
Telephone: (+618) 9266 2105
Fax: (+618) 9266 1734
Email: OUAExams@curtin.edu.au
Location: Building 603, 6 Sarich Way Technology Park, Bentley, WA 6102
Website: http://elearn.curtin.edu.au

Final Examination enquiries | OUA Exam Services
Melbourne
Telephone: (+613) 9902 7891 (Primary), or (+613) 5122 7891
Fax: (+613) 9902 7816
Email: Exams@open.edu.au
Website: http://www.open.edu.au/exam-services

Academic content (difficulties understanding course material, assignment queries or assignment submission dates) | Your Unit Coordinator. See your Unit Outline, or your Blackboard unit for contact information.

Logging in to OASIS | Visit the OASIS website and look through the Help pages provided there (http://oasis.curtin.edu.au/).
If you still require assistance, complete the online form found under the OASIS Support link on the login page (http://oasis.curtin.edu.au/) or
Telephone: (+618) 9266 1222
Email: oasiscentral@curtin.edu.au

Logging into Blackboard | http://oasis.curtin.edu.au and click on the Blackboard link
Hello and welcome to Flexible Learning with Curtin University.

As your units are online it is important to ensure that you log on to Blackboard through OASIS (http://oasis.curtin.edu.au) at the beginning of each study period or session.

If you are new to Curtin and Flexible Learning you will find that this booklet will help you to navigate through the online learning environment and contains a range of resources that will assist you with your study.

It is important that you carefully read and understand the contents of this booklet to ensure a successful study period at Curtin. Often, the answer that you seek is found within its pages!

Please read the examination section carefully for the procedure for sitting final invigilated examinations.
BEFORE YOU START

1. Find your Curtin Student ID on the front cover of the “Going the Distance” handbook.


3. Activate your OASIS account.

4. Check out your student email.

5. Check out Blackboard and view the tour.

6. Check out the Official Communications Channel.
Details About Your Unit/s
The Unit Outline contains detailed information about your unit such as:

- unit summary and outcomes;
- The Unit Coordinator and Tutor(s) for your unit
- Any textbooks and/or readers required and where to obtain these;
- Any additional equipment required or supplied for your unit;
- A unit timetable outlining how long it should take you to study certain topics/modules;
- Assessment information including any assignments or examinations.

Study Period and Session Calendar
The study period and session calendars (found at the front of this booklet) provide important information on census dates as well as the start and end dates of study weeks which will be useful in planning and managing your time.

Copies of the study period and session calendars can also be found here http://elearn.curtin.edu.au

Textbooks
For purchase of textbook go to Unibooks website https://www.unibooks.com.au/, if you are unable to find the required textbook with Unibooks we suggest you contact Coop bookshop website: http://www.coop.com.au/
Unit Pre-Requisites
OUA and Curtin University impose pre-requisites for some units of study. This is due to the level of required knowledge you need to be able to successfully complete the chosen unit. Please check the OUA website to ensure that you have the required knowledge and study background to undertake your next unit.

Credit for Recognised Learning (CRL)
At Curtin we grant credit for units within your course that have been completed based on previous studies or work experience and units you have completed at other OUA universities. Please note you will need to advise OpenCurtin if you have completed units at other OUA universities.

CRL may be awarded for all types of study or work experience, including:

- TAFE recognised qualifications (above Certificate IV)
- Degrees or units towards a degree from recognised tertiary institutions
- Relevant work experience

CRL applications will only be assessed after successful admission to your course of study.

Applications are made by completing the form located at http://students.curtin.edu.au/administration/documents/Application_for_CRL.pdf. On the back of the CRL application form explicit details about the process and documents required are listed.

Ensure that you include official scanned original (non-certified) colour copies of all transcripts including grading systems descriptions, and other documents, a CV and letter from current employer if applicable for work experience, and a transcript of your completed OUA units.

Submit your completed application and supporting documents to OpenCurtin@curtin.edu.au for assessment and processing.

Examinations
The Unit Outline contains information on the assessment requirements of the unit including whether there are mid and final supervised examinations.

Mid-Study Period Examinations
If your unit has a Mid-Study Period examination this will be handled by Curtin and not OUA.

You must nominate a venue from the list of pre-arranged venues, found on the Open Universities at Curtin website (http://elearn.curtin.edu.au/oua/study/exam_midreq.cfm). If you can’t attend one of these venues you may choose to nominate an invigilator to supervise you.

Your invigilator must be a Justice of the Peace (JP), minister of religion, librarian, police officer, teacher, lecturer or other suitably qualified person. Supervisors may not be a friend, relative, work colleague or neighbour.

Please ensure that your completed invigilator nomination form is received by the Flexible Learning Support Office by the end of week 2 of the study period. Failure to submit your form by this date may leave you ineligible to sit your Mid-Study Period examination.

A separate form must be submitted for each Mid-Study Period examination. You will sit your test under the supervision of your invigilator and strict examination conditions.

Further Mid-Study Period examinations information and the downloadable nomination forms can be found at http://elearn.curtin.edu.au/oua/study/examinations.cfm

Mid-Study Period Examination Timetable
The Mid-Study Period examination timetable is available online on Curtin’s OUA examination website (http://elearn.curtin.edu.au/oua/study/exam_timetable.cfm). If your unit’s assessment includes a Mid-Study Period invigilated examination, please check this timetable carefully and take note of the time and date that your examination is to be held. Please ensure that your nominated invigilator is aware of the date and time of your examination.

You can find more detailed information about Mid-Study Period examinations on the Examinations page of Curtin’s OUA website http://elearn.curtin.edu.au/oua/study/examinations.cfm

Final Examinations
The final invigilated examinations are organised by OUA Exam Services.

Information and instructions is available at the following website: https://www.open.edu.au/student-admin-and-support/exams-and-results/

Final Examination Venue Nomination and Timetable
The final examination venue nomination and timetable can be accessed via ‘My study centre’. You should receive a series of emails from OUA Exam Services when they are available.

These key dates and other important information can also be found on the following website: https://www.open.edu.au/student-admin-and-support/exams-and-results/exam-key-dates/

Please note: You will receive confirmation of your nomination and details of the examination time and venue via your Curtin University student email account once ALL nomination forms have been received and processed by the Flexible Learning Support Office.

You will not be responsible for any invigilator costs incurred in relation to Mid-Study Period Examinations.
**Alternative Assessment Arrangements**

Students with special needs can apply to Curtin University’s Counselling and Disability Services for support and Alternative Assessment Arrangements (AAA). Applications must be submitted no later than the Friday of Week 4 in the study period and provide medical evidence. A Medical Evidence form is available on the OUA website: [http://www.open.edu.au/student-admin-and-support/student-support-services/disability-support](http://www.open.edu.au/student-admin-and-support/student-support-services/disability-support), or existing documentation may be acceptable at the discretion of the Disability Advisor.

4. Ensure that Counselling and Disability Services approval for your AAAs is received by OUAExams@Curtin by week four of your study period for mid-study period exams and end of study period exams. See page vii at the front of this booklet for full contact details.


The Curtin University Counselling Service (Disability Services) can be contacted by phone on (+618) 9266 7850 or 1800 651 878 for regional and interstate callers. Further information can be found on the Disabilities Services website at [http://unilife.curtin.edu.au/health_wellbeing/disability_services.htm](http://unilife.curtin.edu.au/health_wellbeing/disability_services.htm).

Please remember: Curtin University requires that you renew your AAA details for each study period that you are enrolled in and that exam arrangements are required.

**Result Publication Dates**

Your results will be published in OASIS ([http://oasis.curtin.edu.au](http://oasis.curtin.edu.au)) according to the schedule below:

<table>
<thead>
<tr>
<th>Study Periods</th>
<th>SP1 2016</th>
<th>SP2 2016</th>
<th>SP3 2016</th>
<th>SP4 2016</th>
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<tbody>
<tr>
<td>Results Published</td>
<td>6 July 2016</td>
<td>5 October 2016</td>
<td>4 January 2017</td>
<td>5 April 2017</td>
</tr>
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<table>
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<tr>
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<th>Session 1 2016</th>
<th>Session 2 2016</th>
<th>Session 3 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results Published</td>
<td>13 July 2016</td>
<td>30 November 2016</td>
<td>29 March 2017</td>
</tr>
</tbody>
</table>

Please Note: The Flexible Learning Support Office at Curtin University CANNOT release results prior to the official publication dates as shown above, under any circumstances.
Access your results by following these steps:

Step 1
Log in to OASIS (http://oasis.curtin.edu.au)
Further instructions can be found on page 17.

Step 2
Click on the eStudent button.

Step 3
Click on the My Results tab.

Step 4
Select the appropriate course and then click 'Continue'.

Step 5
A new window will open showing your results.

Please note: An unofficial transcript can be emailed from OASIS. If, however, you require an official transcript, you can request one from Student Central for a fee. Curtin has an Online Payment system that you can use to make document requests. Visit the Online Payments website at http://fees.curtin.edu.au/document_fees.cfm. The Curtin transcript will include only those units studied through Curtin.

Application for Assessment Extension
Under certain circumstances, students may be able to lodge an “Application for Assessment Extension” for a unit in which they are currently enrolled. To access the form and read detailed information, please visit the following website: http://examinations.curtin.edu.au/students/sup_exam.cfm

Graduation
In the final study period in which you are completing your final units, all students must contact opencurtin@curtin.edu.au to ensure all course requirements are met and Credit for Recognised Learning (if any) is completed. If you are completing any other units with other OUA University providers please also include your authorisation for Curtin University to obtain your results directly from OUA. Students must also complete the Intention to Graduate Form and submit it to OpenCurtin by the published deadline.

Eligible students only will receive a Graduation Invitation via Official Communication in OASIS. If you do not receive your Graduation Invitation please contact OpenCurtin before the published registration deadline.

For dates and deadlines visit: http://graduations.curtin.edu.au/datesdeadlines.cfm

Leave of Absence
If you are an award student and enrolled and want to take a break in more than one Study Period from study you may be eligible for the Leave of Absence (LOA). Application for LOA form is on website: (http://students.curtin.edu.au/administration/documents/leave_of_absence.pdf)

Withdrawals
All withdrawal requests (before and after census dates) are handled by OUA in Melbourne. If you wish to withdraw please visit the OUA website (http://www.open.edu.au/) to submit the Online Enquiry Form. Please ensure you check ‘My study centre’ for the process of withdrawing. Note: OUA impose a financial penalty for withdrawing before the census date, further information can be found on the OUA website. Please do not contact Curtin University directly about withdrawals.

Please Note: Withdrawals will be accepted without academic penalty until Sunday of Week Six of your particular study period. Your re-enrolment into the next study period will be affected if you DO NOT withdraw by this date, this will additionally result in a FAIL being recorded on your academic record.
Special Circumstances

Special circumstances are circumstances beyond your control that did not make their full impact until after the Census Date and made it impractical for you to complete the study requirements of your units. For more information, please go to the OUA website (http://www.open.edu.au) and select Student admin & support > Changing your study > Special Circumstances.

Change of Student Details

All changes of student details must be done through OUA. It is important that you inform OUA of any changes to your contact details so that you will receive updated information.

If you wish to change your name, you must provide a scan of your legal document showing your change of name (eg a marriage certificate or passport) to OUA.

Crisis Support Counselling

OUA and Curtin University understand that students often juggle study with work, family and other commitments. Balancing competing demands and heavy workloads can have an impact on students and result in difficult emotional responses, such as anxiety, anger, loss of focus and self-doubt.

OUA offers a free, confidential telephone counselling service to all enrolled OUA students. Call 1300 923 804 or email counselling@open.edu.au or visit their website at https://www.open.edu.au/student-admin-and-support/student-support-services/student-coaching-and-counselling-service/student-counselling/.

In addition to the counselling service provided by OUA, Curtin University offers a variety of counselling services, visit their website at http://unilife.curtin.edu.au/health_wellbeing/counselling_services.htm for full details.
OASIS stands for Online Access to Student Information Services - a secure web portal provided to all Curtin students, available online at http://oasis.curtin.edu.au.

OASIS is your gateway to access a whole range of online services at Curtin:

- **The Official Communications Channel (OCC)** through which Curtin will communicate with you in an official capacity. You need to access your OCC inbox regularly to receive and read official correspondence. The University will communicate important information regarding your studies via the OCC. It is a condition of your enrolment that you read your OCC at least weekly. Curtin monitor if and when you read your Official Communications.

- **A Curtin-provided student email account** - separate to the OCC for you to use to communicate with other students, staff and Curtin departments. You must use this account when corresponding with the Flexible Learning Support Office at Curtin.

- **Access to information such as exam results** (a single, more secure login).

- **Access to your student record** through eStudent. You can view your personal and enrolment details, study plan and results history (academic record).

- **A single login** through OASIS to Blackboard...

- **Access to Library resources**

- **Information regarding campus and guild facilities and services, including University Life, Careers at Curtin (job board and other news), Curtin Alumni, Curtin Stadium and many other areas of interest.**

**It is a condition of enrolment at Curtin that you activate your OASIS account and access OASIS regularly (at least weekly) to receive official communications from the University via the OCC.**

You can access really comprehensive OASIS Help by visiting the following website:

Logging into OASIS

Before logging into OASIS for the first time, you must activate your account. To do so, click on the ‘Activate your account’ link located in the User Login box and follow the prompts.

You will need your Curtin ID (also known as your Curtin Student Number) to activate your account. This number is located on the front cover of this booklet.

Account Activation

Step 1 of 3: Identity verification

Curtin ID:  
Date of birth: (DD/MM/YYYY)

Cancel  Next >>

Once you have activated your account, you will be able to log into OASIS by entering your Curtin ID and Password in the User Login box. You will not be required to activate your account again during the study period in which you are enrolled. Should you return to Curtin to study a unit at a later stage, you may be required to reactivate your account.

Your OASIS password expires every 90 days. You will receive notification and instructions when your password is about to expire. Should you forget your password, you can reset it by clicking on the ‘Forgot your password?’ link in the User Login box.

If you have any problems activating or logging in to your OASIS account, please call the OASIS Central helpline on: (+618) 9266 1222.

Student Email

Email is the process of sending text messages in electronic form and allows you to instantly communicate with your friends and fellow students around the world, all from the comfort of your workstation.

Each student is allocated a Curtin provided email address when they are admitted to the University. This service is accessible through OASIS and is a hosted service known as Office365 provided by Microsoft in cooperation with Curtin.

Your student email account (eg yourname@student.curtin.edu.au) is for your own private use and must not be confused with the Official Communications Channel.

Your lecturers and tutors may communicate with you using your student email address, and some areas of the University (for example Student Central and the Flexible Learning Support Office) will not accept emails from other email accounts. Your Student Email account is accessible via the “my email” box on the welcome tab in OASIS.

For help using the student email service, there is a Using Student Email guide available under the “Help” link in the top right-hand corner of any screen in OASIS.

Your Student Email account stays active while you are enrolled at Curtin and if you complete your course you will retain access for life. Student email accounts have a maximum of 50GB of mail storage. Because Student Email is web-based, you can access it through a web browser on any computer that is connected to the Internet, anytime, anywhere in the world.

As all students at Curtin have a student email address, you will find it easier to stay in touch with your study groups, teaching staff, and other University contacts using your Curtin student email account. Your tutors and lecturers may also email class information, course details, or other information related to your studies at Curtin to your student email account, so be sure to check the service regularly.
Email Etiquette

It is highly recommended that you take the time to read the Email Etiquette Guide for students (available under the “Help” link within OASIS) to familiarise yourself with some email do’s and don’ts.

Official Communications

Official Communications from the University are also sent to you via OASIS and appear in the Official Communications Channel (below the “my email” channel) on the welcome tab. Curtin University and the Flexible Learning Support Office may use the Official Communication Channel to advise you of important information required for your unit(s) of study.

Official Communications differ from emails as you cannot delete, forward or reply to those you have received.

Curtin also monitor if and when you read your Official Communications.

e-Exemptions

If you are unable to access services provided through OASIS due to a medical condition, disability or some other compelling reason, you can apply for an exemption from using OASIS and receiving official correspondence via the OCC.

Requests for exemption will be approved only in exceptional circumstances and only where clear evidence of a genuine inability to access OASIS on at least a weekly basis is provided.

Students who wish to be exempted must apply, in writing, to the Director, Student Services providing the necessary supporting evidence. They must complete an Application for eExemption form which is available online (http://students.curtin.edu.au/administration/forms.cfm). If an eExemption is approved, the University will make information available to you through alternate means.

StartUp

The Startup site, available via OASIS, provides many useful resources to students; including software downloads such as EndNote and Adobe Reader. A ‘Startup’ tab is available from the Welcome tab of OASIS, just above your email channel.

Alerts and Reminders

When you’re busy, it’s easy to forget important information and due dates. Sometimes missing this information can have serious consequences (for example, the cancellation of your enrolment or incurring late fees), so OASIS provides students with alerts and reminders to try to prevent this from happening.

Both alerts and reminders appear on the Welcome tab and are automatically triggered and personalised based on your enrolment.

You will never receive an alert or reminder that’s not relevant to you.

Alerts are for serious issues that require your action — such as paying your tuition fees or notification of sanctions.

Reminders are still personalised, but don’t necessarily require your action. Reminders include notification of the key administration dates and results release. Unlike an alert, a reminder can be closed. An alert will remain on your OASIS screen until action is taken, when it will then be automatically removed.

Blackboard

Access to Blackboard is provided within OASIS under the my studies tab.

Please note that if you are a new student to Curtin, you must first activate your OASIS account or you will not be able to gain access to Blackboard. Instructions on activating your OASIS account are found on page 17.

Access Blackboard via OASIS by following these steps:

1. Login to OASIS and click on the my studies tab.

2. In the my studies page, there is an icon indicating Blackboard. Click on the icon and it will take you to Blackboard.

3. On logging into Blackboard, you will see a list of your units.

4. Select your unit from the list and begin (or continue) your online studies.

If you do not have access to the unit via Blackboard, please contact your Unit Coordinator.

Blackboard Mobile Learn allows you to access your materials from a range of mobile devices. Please see the following website for more details: http://elearn.curtin.edu.au/help/mobilelearn/mobilelearn.cfm.

Please note: Your unit information will be available from within Blackboard from the start of your particular study period or session.
As OUA units at Curtin are conducted online, you must ensure that you have the minimum computer requirements.

You will find a comprehensive list of requirements including:

- hardware,
- internet browser requirements,
- browser cookie requirements,
- Java settings and
- Plugins

on the following website:

http://elearn.curtin.edu.au/tools-guides/technology-needed-for-online-study/
When studying online you may like to follow some of these tips:

1. Check your Curtin student email account regularly to receive messages and updates from your lecturer/tutors.

2. Check the announcement areas/bulletin/discussion boards within your Blackboard units regularly as your lecturer/tutor may use these areas to communicate new information and updates.

3. When available, use discussion boards within your Blackboard units to communicate with other students. Sometimes, discussion via a discussion board is primarily concerned with ‘how’ you are studying; at other times, sustained discussion is required as part of your learning; you should, in all cases, use the discussion board in the way that is recommended or required in the unit, while taking full advantage of the chance to share your ideas and problems with staff and other students.

4. It is a good idea to read through all existing messages on the discussion board before you make a posting, as you will often find that common questions or problems have been asked (and already answered) by other students or your lecturer/tutors.

5. If you have a slow connection, download the essential files so that you can read them offline. In some units, you will be able to ‘compile’ many or all of the contents of your unit and save them as a single document on your own computer for printing or reading later.

6. You will only have access to the online materials (including library access) for the period in which you are enrolled, so you may like to print some of the materials in your online unit if you think you may need to refer to them later.

7. Not all units work in the same manner – some, for example, emphasise use of a discussion group and some have different requirements for the submission of assignments, or use interactive features such as quizzes. In all cases, we recommend that you familiarise yourself with the way a unit uses internet-based learning and be prepared to adapt your approach to suit a unit.

8. OUA have preparatory units that can assist you in your study particularly if you are new to online study. Visit website: https://www.open.edu.au/courses/preparatory/preparatory-units/
You will need to use the resources and support available from the Curtin University Library to successfully complete your studies.

The Curtin Library, through the Library website and Blackboard, provides access to:

- Required readings for your units via Electronic Reserve (e-Reserve)
- Full text Journal articles via the Library catalogue and databases
- Help with research skills via the Interactive tutorials
- Referencing resources
- Course and subject specific student resources via the LibGuides
- Exam resources

Visit the Library website online at http://library.curtin.edu.au/ for more information on the service and resources that are available to you.
Important things for you to remember

You must activate your OASIS account (see page 17) in order to access the Library resources. You will need to use your Curtin ID and OASIS password to log in to library functions such as e-Reserve, the Library catalogue, Library databases and exam papers.

If you can visit one of our Libraries in person (see the website for locations) you can borrow print resources from the Library. Students intending to borrow from the Library in person need a student ID card before they are able to borrow items. Information about getting a student ID card is available from the Curtin Student Services at http://students.curtin.edu.au/administration/id_cards.cfm. Please note, if you have items on loan, Library notices are sent via the Curtin Official Communications Channel in OASIS so remember to check this at least once every week.

e-Reserve

It is very likely that your lecturer will have placed resources (i.e. articles, chapters of books, links to ebooks, conference papers) on electronic reserve (e-Reserve) for your unit. You will need to access these resources to successfully complete your unit. In addition, your Unit Outline or other course material may direct you to online readings. e-Reserve resources can be accessed directly by using the “Reserve Items” link in the Unit Information box under the “my studies” tab in OASIS, via your units on Blackboard. To open an article, click on the link under the Full Text column. Don’t forget you will need your Curtin ID and OASIS password to access resources on e-Reserve.

You can also access e-Reserve via the library catalogue. For instructions and more information - see the library website (http://library.curtin.edu.au). To search e-Reserve in the catalogue; Access the Library website (http://library.curtin.edu.au) and click on ‘More search options’, then click on ‘Reserve/ e-Reserve’. Enter one of the following in the search box:

- Unit Name – e.g. Fundamentals of Management
- Lecturer - type your lecturer’s surname and initial or first name
- Unit Code - e.g. MGMT1000 is the unit code for Fundamentals of Management
- Title – type the exact title of a reserve item.

You can also search using keywords from your topic.

The Library Catalogue

The Library catalogue allows you to discover and access ebooks, streamed videos, online full text journal articles and much more provided by the Curtin Library.
**OTHER IMPORTANT INFORMATION**

**Curtin policies and guidelines**
As a student at Curtin you should be aware of your rights and responsibilities.


In particular, you should familiarise yourself with the following sections:

- Copyright
- Plagiarism
- Academic misconduct.

**Complaints**
Complaints fall into two main categories

- Academic Issues (pre-requisites, plagiarism etc)
- Non-Academic Issues (tuition fees, enrolments etc)

All non-academic complaints should be directed to OUJA (Melbourne). More information can be found on their website ([http://www.open.edu.au/student-admin-and-support/student-support-services/complaints-management](http://www.open.edu.au/student-admin-and-support/student-support-services/complaints-management)).

Academic Complaints should be directed to Curtin University’s Integrity and Standards Unit (ISU) via the online webform accessible from the ISU website ([http://complaints.curtin.edu.au/management/report.cfm](http://complaints.curtin.edu.au/management/report.cfm)) or by phone at 1800 907 998 (within Australia) or +61 8 9266 9140 (outside Australia).

**Access, equity and disability**
Curtin is committed to providing educational opportunities for students with special needs. If you have any disabilities that may affect your studies, please contact Disability @ Curtin:

- Telephone: (+61 8) 9266 7850
- TTY: (+61 8) 9266 4112
- Freecall: 1800 651 878 (Australia Only)
- Email: disabilityservices@curtin.edu.au
- Website: [http://disability.curtin.edu.au](http://disability.curtin.edu.au)
- Location: Building 109
- Bentley Campus
- Cnr Kent Street and Hayman Road
- BENTLEY WA 6102
- Hours: Monday – Friday
  - 8.30am to 5.00pm
- Other times by appointment

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**Use the Library Databases**
The library databases are electronic indexes to articles in journals, many of which are available to you online in full text. Most can be accessed via the Library catalogue but you can also search the databases directly using keywords from your topic. To log into the Library databases you must use your Curtin ID and OASIS password. Many databases will give you the full text of articles which you can immediately print, download, save to disk or email. To access the databases just go to the Library’s web page and choose Databases on the right hand side.

**Learn how to access and use Library resources**
(choose Study and Research tools from the Library home page).

- **Study Skills** LibGuides and tutorials to help you find information, search specific databases, understand referencing and use EndNote and EndNote Web.
- **Research** support training and services offered by Curtin Library to support research activities, scholarly communication and maximizing visibility and impact.
- **Library help** About the various ways you can contact us, be it by phone, email or in person.
- **LibAnswers** Search LibAnswers for answers to frequently asked questions or ask us a question relating to our services, facilities and resources.
IMPORTANT SERVICES OFFERED BY OUA

OUA Melbourne offers many different kinds of success and wellbeing services to all its students.

These services include:

- Preparatory Units
- Smarthinking
- Student Success Hub
- OUA Connect Library Programme
- Disability Support
- OUA Counselling Service
- Career Services

More details of these services and how to access them can be found on the OUA
website at http://www.open.edu.au/via telephone on 1300363652 or from 'My study centre'.
Disclaimer and Copyright Information

This publication has been written specifically for prospective students who are Australian or New Zealand citizens, or have Australian resident status. Curtin Learning and Teaching makes every effort to ensure the information contained within this book is accurate at the time of publication. As information changes please consult the website (http://elearn.curtin.edu.au/oua/) for current information.

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International students please note:

This publication is intended for Australian citizens and permanent residents only. As some information contained in this publication may not be applicable, international students should refer to: international.curtin.edu.au or phone +61 8 9266 7331 for further information.

Part-time study, external study and online learning is only available to international students studying outside Australia. International students studying on a student visa in Australia cannot study part-time or externally. Some courses are not available to international students.

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