

Summer Course 2012 Program Miri Campus

The Curtin Business School Summer Program is an opportunity for Commerce Students to repeat units or accelerate their progress through a course. The program is five weeks long, and exams are conducted in the sixth week. Supplementary and Deferred examinations are only granted under exceptional circumstances. The Summer Program is intensive in nature.

The Curtin Business School reserves the right, at its absolute discretion, to cancel a scheduled unit. Any unit may be cancelled for various reasons (e.g. not enough students). A full refund will be given if a unit is cancelled. Students may enrol in a maximum of 2 units. Students attend 2 classes every week for each unit (2 x four hour classes totalling 8 hours a week per unit). Students must attend all classes, including the first one. Missing the first class could result in students being excluded from the unit and in possible fee penalties.

DATES:

- Enrolment Date: From **Monday 17 October until Friday 28 October 2011**
- Classes: Monday 2nd January 2012 until around 11 February 2012 which will include examinations.
Exact dates TBA
- Examinations: TBA

Forms

All forms are available from Student Services Department (Bldg GP.401)

PROCEDURES:

Last date to Add unit	Thursday 22nd December 2011	
Late enrolment	From: Monday 31 st October 2011 To: Thursday 22 nd December 2011	Penalty RM100.00
Payment Due Date	Thursday 22nd December 2011	Late Payment Penalty RM100.00
Last day for Withdrawal (Census Date)	6th January 2012	
No withdrawal permitted	After Friday 6 th January 2012	

GRADUATING STUDENTS:

Students who meet requirements for graduation from their course on the basis of successfully completing Summer Program units are **NOT** eligible to attend any of the February 2012 Graduation Ceremonies at Bentley. However, in April, these students will receive an information letter about attending a ceremony later in the year. Please lodge an **'Intention to Graduate Form after the Summer Program'**. Form is available at Student Services Department.

PRE-REQUISITIES:

Prerequisites apply to many Summer Program units. Please check the prerequisite list before enrolling. If you fail a unit in Semester 2, 2011 which is a prerequisite for a Summer Program unit, your enrolment may be effected. Please contact Student Services Department as soon as possible after Semester 2 results are released, to discuss your situation.

Curtin University Students Enrolment Procedures for the Summer Program 2012

Step 1 - Complete “**Enrolment /Change of Enrolment Form**”. The form is available at Student Services Department.

Step 2 - Check the prerequisite list before enrolling. Consult your HOD if you do not meet the prerequisite for the units that you enrol.

Step 3 - Go to your division and have the HOD authorise your enrolment form (they will check that the Unit(s) are on your study plan and can be used towards your course).

Step 4 - Return the authorised enrolment form to Student Services Department to process.

Important Note:

ALL CHANGES OF ENROLMENT (ADD/DROP) FOR SUMMER COURSE MUST GO THROUGH THE STUDENT SERVICES DEPARTMENT AND BE DONE MANUALLY TO AVOID COMPLICATIONS IN THE FUTURE.

SPECIAL REMARK IS REQUIRED FROM HOD IF YOU DO NOT MEET THE PREREQUISITE OR OVERLOAD.