Our business graduates land diverse and interesting careers all over the world. Whatever career path you decide to take, a Curtin business degree will really open doors for you.

Curtin Malaysia’s Faculty of Business fully supports the University’s vision to be a recognised international leader in education and research, and its commitment to engage communities and transform lives through leadership, innovation and excellence in teaching and research.

It further supports Curtin’s commitment towards industry-connected innovative teaching and research to develop internationally focused graduates committed to excellence.

It achieves this by engaging actively at all levels across all key industry sectors, developing a diverse international perspective through its curriculum and research activities, focusing on high-quality, strategic research that produces innovative solutions to real problems, and providing an environment that encourages staff and student learning and innovation.

The key factor attracting students worldwide to the Faculty is its internationally recognised Curtin qualifications, which are accredited by relevant national and international professional bodies and government agencies in Australia and Malaysia.

The quality of its learning and teaching environment, as well as the reputation of its academics and the application of up-to-date methodologies and technologies, allow students to gain an exceptional learning experience. Research at the Faculty, meanwhile, underpins its teaching with research groups focusing on globalisation, theories of management, marketing, finance, economics and banking, entrepreneurship and education research.

The Faculty also ensures students’ course portfolios meet the needs of both the students and future employers, equipping them for thriving careers in tomorrow’s competitive job market. Students also develop personal skills in communication and critical thinking to enhance their employability.

Curtin Business School is recognised as an elite business school through its accreditation by AACSB International.

Curtin is ranked in the top one per cent of universities worldwide

(Academic Ranking of World Universities 2019)

Curtin Business School received a 4 Palms of Excellence rating in the Eduniversal Business School Rankings 2018
Over 1000 FREE parking spaces across the campus.
### Foundation in Commerce Entry Requirements

**Foundation Studies - Commerce**

MoHE Course Code: JPT/BPP(R2/010/3/0343) 04/25

This course prepares students for undergraduate study in Commerce and Business Administration. In addition to units that are common to all the Foundation courses, students study units in Business Mathematics and Statistics, Economics, Accounting and Business Studies.

### Pathways to further study at Curtin Malaysia

Students with satisfactory results in the course can enter the following undergraduate programmes:

- Bachelor of Business Administration
- Bachelor of Commerce (Single majors in Accounting or Finance)
- Bachelor of Commerce (Double majors: Accounting & Banking, Accounting & Entrepreneurship, Accounting & Finance, Banking & Finance, Entrepreneurship & Marketing, Finance & Management, Finance & Marketing, Management & Marketing, Marketing & Public Relations, Public Relations & Management, or Tourism and Hospitality & Marketing)

### Further study at Curtin Perth

Students who obtain satisfactory results in the Foundation Studies courses are eligible for admission to a range of undergraduate programmes at the main campus.

### English and Alternative Pathways

All Curtin courses are taught in English and applicants must demonstrate competence in English by meeting the Curtin English language requirements as outlined below:

#### Minimum English Language Entry Requirements

Results for IELTS and TOEFL are valid for two years.

#### Qualification | Minimum Entry Requirements
--- | ---
GCE 'O' Level | 5C including English or 5C and English competency.  
SPM | Engineering Stream: 5 Credits including English and Mathematics and pass in Add. Mathematics and one of the Science subjects (Physics or Chemistry or Biology)  
| Science Stream: 5 Credits including English and Mathematics and pass in one of the Science subjects  
UEC | Grade B in 4 relevant academic subjects and English competency.

Any other Qualification will be considered on a case-to-case basis.  

Note: The entry requirements above serve as a guideline and subject to change.

*Entry Requirements as of October 2019

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum Entry Requirements</th>
</tr>
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<tbody>
<tr>
<td><strong>Qualification</strong></td>
<td><strong>Foundation</strong></td>
</tr>
<tr>
<td><strong>IELTS</strong></td>
<td>Overall 5.5 (no individual band below 5.0)</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>79 (band minimum W-21, L-13, R-13, S-18)</td>
</tr>
<tr>
<td>SPM English</td>
<td>B</td>
</tr>
<tr>
<td>SPM 1119 English</td>
<td>D</td>
</tr>
<tr>
<td>GCE 'O' Level</td>
<td>E</td>
</tr>
<tr>
<td>GCE 'O' Level</td>
<td>C</td>
</tr>
<tr>
<td>PTE Academic (Pearson Test of English Academic)</td>
<td>Overall 42</td>
</tr>
<tr>
<td>MUET</td>
<td>Band 3 and no less than 160 in aggregate score</td>
</tr>
<tr>
<td>IELTS</td>
<td>Overall 6.0 (no individual band below 6.0)</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Overall 58 All Communicative Skills 50</td>
</tr>
</tbody>
</table>

**#1** Foundation: Applicants with IELTS 5.0 (no individual band below 4.5) are required to take the Academic English concurrently with the Foundation programme.

**#2** Undergraduate: Applicants with IELTS less than 6.0 but achieved 5.5 (no individual band below 5.0) are required to take Curtin University Foundation English Units.

**#3** Foundation: Applicants with TOEFL less than 65 but achieved 60 (or above) are required to take the Academic English concurrently with the Foundation programme.

**#4** Undergraduate: Applicants with 1119 ‘D’ are required to take Curtin University Foundation English Units.

**#5** Foundation: Applicants with SPM English ‘C’ are required to take the Academic English concurrently with the Foundation programme.

**#6** Undergraduate: Applicants with 1119 ‘D’ are required to take Curtin University Foundation English Units.

**#7** Undergraduate: Applicants with TOEFL less than 50 but achieved 42 (or above) are required to take Curtin University Foundation English Units.

**#8** Foundation: Applicants with PTE Academic less than 42 but achieved 36 (or above) are required to take the Academic English concurrently with the Foundation program.

**#9** Postgraduate by research may be deemed to meet Curtin’s English language requirements based on the completion of a bachelor degree course in which English is the sole language of instruction. This will be assessed on a case-by-case basis.

**#10** Applicants who are deemed to meet English language requirements may be deemed to meet Curtin’s English language requirements based on the completion of a bachelor degree course in which English is the sole language of instruction. This will be assessed on a case-by-case basis.

The above information is correct at time of publishing but may be subject to change. The table only shows the minimum English requirement for the respective programmes. Applicants must also meet the relevant academic qualifications for the respective programmes.
INTENSIVE ENGLISH PROGRAMME

The Intensive English Programme (IEP) is designed to improve students’ academic English language proficiency. This programme specifically caters for potential tertiary education students who lack the English language entry requirements to enter a Foundation or Degree course.

A Placement Test is administered to determine students’ command of English.

Based on the test results, students are placed at the appropriate IEP level. The minimum English requirement to do the Intensive English Programme is IELTS band 3.0 or IEP Placement Test band 3.0.

There are four levels in the IEP. Level I, II, III and IV, with four intakes/terms a year. Each term comprises 9 weeks and the course consists of 20 contact hours per week.

At the end of each nine-week term, students in Level I, II and III sit for an internal test, and based on their scores, they will be streamed to the appropriate levels. Students might skip a level or two if they meet the entry band requirement for each level respectively as illustrated in the diagram below. The exit test for Level IV is the Cambridge IELTS.

Alternative Entry Pathways

Besides the Intensive English programme, the Department of Language Studies and Humanities offers the Pre-University English Unit which runs concurrently with the Foundation programme. This is a 6-hour per week unit for one whole semester. This unit aims to improve the students’ English language proficiency level to the standard required for undergraduate or postgraduate studies.

In addition, special academic learning needs are supported through the academic modules offered by the Office of Learning and Teaching. When necessary, students from any programme are encouraged to join these 2-hour seminars and workshops (free of charge) with various topics such as Plagiarism, Academic English, Academic Listening and Note Taking, Sentence Mechanics, and others.

UNDERGRADUATE STUDIES AND ENTRY REQUIREMENT

Bachelor degrees

Courses leading to a first qualification, such as a bachelor degree award, are referred to as undergraduate courses. Bachelor degrees are usually three or four years long.

Credit for Recognised Learning (CRL)

Curtin recognises students’ relevant prior studies or work experience, allowing some students to finish their degrees in a shorter period of time. CRL (or Advanced Standing) allows students to take advantage of - and be rewarded for - their previous studies.

Admission

For admission to Curtin Malaysia, applicants must satisfy minimum academic entry as well as English competency requirements. Entry is competitive and levels higher than the minimum may be required for admission to some courses. A list of the common academic entry requirements can be found in the table in the following page.

Students who have successfully completed the Foundation Studies - Commerce Stream course are directly admitted to the respective Bachelor degree courses.

Students who have successfully completed a relevant Diploma of Business course may receive up to one year advanced standing in the respective degree courses. Other qualifications that are also considered for undergraduate degree admission are reflected in the table on the following page.

As all courses are taught in English, applicants will need to meet Curtin’s English language requirement.

Any one of the tests in the following table will be accepted as satisfying Curtin’s language requirement; however, some courses may require a higher score for English. Please refer to the individual course listings on the following pages for more information.

Course prerequisites

Mathematics is desirable for both the Bachelor of Business Administration and Bachelor of Commerce.
Qualifications Business Administration (BBA) / B.Commerce B.Commerce (Accounting streams)
Completed any of MOHE approved programs as below from a local or foreign institutions, below are CGPA requirement for the qualifications:

Foundation Program
Pre-university Program
Matriculation Programme
Diploma / Advanced Diploma Program

Indicative Cut-Off Scores

| Course Name | GCE A Level | STPM | UEC | HKDSE | IB | ATAR | VCE | Score Conversion for GCE/GCSE:
|-------------|-------------|------|-----|-------|----|------|-----| Grades awarded from 2010 onwards: A*=6, A=5, B=4, C=3, D=2, E=1
|             |             | (best of 5 subjects) | (beginning of 4) | (beginning of 4) | (beginning of 4) | (beginning of 4) | (beginning of 4) | Grades awarded up to 2009: A=5, B=4, C=3, D=2, E=1
| Business Administration (BBA) | 5 | 15 | 15 | 24 | 60 | 70 | 53 | 55% | 65%
| Commerce (applies to all Commerce Single and Double Majors excluding accounting) | 5 | 15 | 15 | 24 | 60 | 70 | 53 | 55% | 65%
| Commerce (applies to all Commerce accounting Single and Double Majors) | 5 | 15 | 15 | 24 | 60 | 70 | 53 | 55% | 65%

Cut-off scores key:

GCE : General Certificate of Education
STPM : Sijil Tinggi Persekolahan Malaysia
IB : International Baccalaureate
ATAR : Australian Tertiary Admission Rank – applicable to all Australian matriculation
HKDSE : Hong Kong Diploma of Secondary Education
India : Includes All India Senior School Certificate awarded by The Central Board of Secondary Education (CBSE), Indian School Certificate (ISC) awarded by the Council for the Indian School Certificate Examinations ( CISCE), Higher School Certificate (HSC) awarded by one of the State Secondary School Boards. Certificates awarded by the CBSE and the CISCE are generally considered to represent a higher level of achievement than state certificates.
Sri Lanka : GCE A’ level issued by the Department of Examinations
WAUFP : Western Australian universities Preparatory Program
CPS : Combined Percentage Score

The entry requirements above serve as a guideline and subject to change.

* Minimum entry requirement as stated in the Indicative Cut-off Score. Any other qualification will be considered on a case-to-case basis.

Courses with subject pre-requisites also require specific grades or scores in individual subjects.

Note: Students with other qualification should contact Curtin Malaysia for further details.
### Bachelor of Business Administration

**Business Administration**

Bachelor of Business Administration JPT/BPP(R/345/6/0751) 06/20

Do you want to undertake a challenging management role in a global business environment? The Bachelor of Administration will provide you with expertise in the general management area.

**Career Opportunities**
- Branch Manager
- Business Administrator
- Operations Manager
- Senior Manager

**Subject Breakdown**

- **Core Subjects**
  - 12 Business Core including Business Capstone

- **Compulsory Subjects**
  - Option A: Market and Legal Frameworks
  - Option B: Communication Culture and Indigenous Perspectives in Business
  - Option C: Financial Decision-making
  - Option D: Strategic Career Design
  - Option E: Analytics for Decision-making
  - Option F: Business Capstone

- **Management Subjects**
  - Option A: Discovering Marketing
  - Option B: Human Resource Management
  - Option C: Introduction to Business Information System
  - Option D: Organisational Behavior
  - Option E: Project Management

- **3 Business Specialisations (Minors)**
  - Specialisation 1: Accounting for Business Decisions, Advertising, Business and Law
  - Specialisation 2: Business Project Management, Corporate Governance, Digital Marketing

**Quick Guide**

- 3 Years full-time
- Perth, Malaysia
- February, July Intake

### Bachelor of Commerce

**Commerce**

Bachelor of Commerce

The Bachelor of Commerce is the principal course in Faculty of Business and is an internationally recognized business qualification. This course enables you to choose from a variety of business majors to suit your individual passions and career goals. All Commerce majors are practical and industry-focused.

**Subject Breakdown**

- **Core Subjects**
  - Tourism Hospitality
  - Event Management
  - Human Resource Management
  - Social Leadership & Ethics
  - Marketing
  - Public Relations

- **Double Major**
  - 8 Units (Major A)
  - 8 Units (Major B)
  - Business Capstone

**Quick Guide**

- 3 Years full-time
- Perth, Malaysia, Singapore, Mauritius
- February, July, November Intake

**Course Structure for Bachelor of Commerce - Double Major (For None Accounting Major)**

**Quick Guide**

- Year 1 (Semester 1)
  - 4 Units
- Year 2 & Year 3

**Subject Breakdown**

- **Core Subjects**
  - Market and Legal Frameworks
  - Communication Culture and Indigenous Perspectives in Business
  - Financial Decision-making
  - Strategic Career Design
  - Analytics for Decision-making
  - One optional unit
  - One elective
  - One subject from the chosen major

- **Year 1 (Semester 2 Onwards)**

**Subject Breakdown**

- **Year 1 (Semester 2 Onwards)**
  - Malcolm Campus
  - Banking and Finance
  - Entrepreneurship and Marketing
  - Finance and Management
  - Finance and Marketing
  - Management and Marketing
  - Management and Human Resources
  - Management and Public Relations
  - Public Relations and Management
  - Tourism, Hospitality and Marketing

- **Year 1 (Semester 2 Onwards)**
  - Australia Campus
  - Advertising
  - Banking*
  - Business Information Systems (Professional)
  - Business Information Technology (Professional)
  - Business Law
  - Economics
  - Entrepreneurship
  - Event Management
  - Finance
  - Financial Planning*
  - Human Resource Management
  - Industrial Relations*
  - International Business

**Choose Your Minor**

- **Malaysia Campus**
  - Tourism and Hospitality

- **Australia Campus**
  - Tourism and Hospitality

**Choose Your Double Major**

- **Year 2 & Year 3**
  - Major A2
  - Major A3
  - Major A4
  - Major A5
  - Major A6
  - Major A7
  - Major A8
  - Major B1
  - Major B2
  - Major B3
  - Major B4
  - Major B5
  - Major B6
  - Major B7
  - Major B8
  - Capstone

- **Year 1 (Semester 2 Onwards)**
  - Malcolm Campus
  - Banking and Finance
  - Entrepreneurship and Marketing
  - Finance and Management
  - Finance and Marketing
  - Management and Marketing
  - Management and Human Resources
  - Management and Public Relations
  - Public Relations and Management
  - Tourism, Hospitality and Marketing
Banking and Finance

Bachelor of Commerce (Finance) (JPT/BPP(R/343/6/0184) 09/20)
Bachelor of Commerce (double major in Banking and Finance) (JPT/BPP(R/343/6/0205) 07/21)

Banking is integral to businesses, governments and the everyday lives of people. Bankers use analytical knowledge and skills to help customers find financial solutions. They may arrange finance for them at a personal level so they can start a new venture, or assist them with expanding an existing business.

Note: This major can only be taken as part of a double major with Accounting or Finance.

The finance major gives you a broad understanding of the structure and operations of financial markets. You’ll learn about investment evaluation and how to make decisions on funding activities and disbursement of profits. You’ll also examine the role of financial markets.

CAREER OPPORTUNITIES
• Investment banker
• Bank manager
• Financial manager
• Credit analyst
• Financial planner
• Corporate finance analyst

POTENTIAL EMPLOYERS
• Banks
• Private businesses
• Brokerage firms
• Government departments and the public sector
• Property developers

Entrepreneurship

Entrepreneurs can be found in many types of workplaces. What they all have in common is ambition, an ability to think outside the box and the love of a personal challenge. Does this sound like you? If you want to pave your own way and bring your ideas to life rather than work for someone, you could be an entrepreneur in the making.

CAREER OPPORTUNITIES
• Entrepreneur
• Business manager
• Business owner or partner

Marketing

Marketing is one of the most important functions in a successful business. Firms use marketing to differentiate their products and services in the marketplace, effectively communicate with their intended audience, and develop strategies to maximise consumer value, sales and profits.

CAREER OPPORTUNITIES
• Marketing assistant
• Product manager
• Market research analyst
• Fundraising coordinator
• Digital marketing specialist
• Marketing communications manager

POTENTIAL EMPLOYERS
• Government departments and the public sector
• Leisure and tourism industry
• Advertising agencies
• Retailers and wholesalers
• Product management for manufacturing company
• Service industries

Public Relations

Public Relations (PR) is about managing communications, reputation and relationships for organisations. It involves attracting and retaining the support of customers, employees, investors, communities and other stakeholders critical to an organisation’s success.

CAREER OPPORTUNITIES
• Public relations coordinator
• Communications strategist
• Social media manager
• Internal communications coordinator
• Public relations consultant
• Publicist

POTENTIAL EMPLOYERS
• Government departments and the public sector
• Leisure and tourism industry
• Corporate affairs in government
• Public and private sectors
• Event management companies
• Crisis management companies
# Business Degrees

## BACHELOR OF ACCOUNTING

### Accounting

 Bachelor of Commerce (Accounting) 31/18/91/3/44/6/01076/0122

Qualified accountants are in demand around the world to help businesses, government, organisations and individuals with finance management. An accounting qualification from Curtin is accepted internationally and can go anywhere with you.

### Career Opportunities

- Accountant
- Auditor
- Business analyst
- Treasurer

### Potential Employers

- Government departments and the public sector
- Resources sector, particularly in auditing and reporting
- Financial service firms
- Professional investment services
- Property-related roles, for example, trust accounting

### Course Structure for Bachelor of Commerce - Single Major (For Accounting Programme)

**Quick Guide**

<table>
<thead>
<tr>
<th>Year 1 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Business Core</td>
</tr>
<tr>
<td>4 Accounting Core</td>
</tr>
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</table>

**Subject Breakdown**

- Year 1 units: 9 Units Accounting Major & 6 Elective units Business Capstone

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**Subject Breakdown**

- Year 1 units: 9 or 10 Units (Major A) & 6 or 5 Units (Major B) Business Capstone

**Choose Your Double Major**

- Year 1 (Sem 1)
  - 4 Units

- Year 2 & Year 3
  - Major A2
  - Major A3
  - Major A4
  - Major A5
  - Major A6
  - Major A7
  - Major A8
  - Major A9

- Elective 1
- Elective 2
- Elective 3
- Elective 4
- Elective 5
- Elective 6
- Capstone

---

### Tourism and Hospitality

Tourism and hospitality are rapidly growing industries and may offer a variety of career paths. Careers may be in areas such as tourism development, organising events and festivals, and hotel resort management.

### Career Opportunities

- Tourist information officer
- Corporate travel consultant
- Tourism manager
- Hotel manager
- Resort manager
- Event planner or manager
- Customer & guest relations manager

### Potential Employers

- Government departments
- Resources sector, particularly in auditing and reporting
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How to Apply

To Apply

1. Complete the online Application Form at futurestudents.curtin.edu.my/enquiry/

2. Printed Application Forms must be accompanied by certified copies of relevant documents.

3. Successful applicants will receive an Offer Pack which will include a Letter of Offer, Acceptance of Offer Form, Enrolment Form and Student Pass Application Pack.

To accept the offer, complete and sign all the forms and return them with payment of all fees to Curtin Malaysia by the due date stated in the offer letter in order for the student pass and visa application to be processed.

4. The Student Pass Application pack includes (international students only) includes:
   • Student Pass Application Form Im. 14 Pin. 1/93 (1 copy, in the Malay Language)
   • Visa Application Form Im. 38 Pin. 1/93 (1 copy, in the Malay Language)
   • Foreign Student Particulars (3 copies, in the Malay Language)
   • English translation of the above forms
   • Student Pass Application Policy and Procedures
   • Curtin Medical Form

5. The student pass application process would usually take ONE month. Upon approval, a Visa Approval Letter (VAL) from the Sarawak Immigration Department will be forwarded to you via courier.

You are then required to present the following documents to the Malaysian Embassy for ‘Single Entry Visa’ endorsement:
   • Passport
   • Letter of Offer
   • Visa Approval Letter (VAL) from Sarawak Immigration Department

On arrival in Miri

1. If you have requested the Airport Reception Service, you will be met at Miri Airport and transported to your campus accommodation or short-term accommodation.

2. You are required to report to the Curtin Malaysia International Office during office hours, and will be assisted to open a bank account and make an appointment for medical check-up.

3. The University conducts an orientation programme to assist students to settle in Miri and into the University environment. It includes information on enrolment procedures, study skills, campus facilities, support services, public transport, shopping and recreational activities.

The programme is supported by specialist staff members, student associations and senior students. All new students are required to attend.

Before leaving home

1. It is advisable to book an air ticket immediately after accepting the offer as airline seats are in high demand before the start of each semester.

2. Wherever possible, arrange your itinerary to transit at Kuala Lumpur International Airport (Klia), which is the main entry point to Malaysia, then travel to Miri within the same day.

3. Make arrangements for accommodation. To book campus accommodation, log on to accommodation.curtin.edu.my

4. To request the Airport Reception Service on arrival, you will need to complete the Airport Reception Service (ARS) Booking Form which is available at international.curtin.edu.my/the-international-division/airport-reception-service/

ARS requests must be submitted 3 working days in advance.

5. To ensure smooth immigration clearance at KLIA and Miri Airport, you will need to produce your passport, Letter of Offer from Curtin Malaysia, and Visa Approval Letter (VAL) from the Sarawak Immigration Department, at the airport immigration counters.

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For further information, contact:
Curtin University Malaysia
CDT250, 98009 Miri,
Sarawak, Malaysia.
Tel: +60 85 630 100 (General line)
+60 85 630 000 (Student enquiries)
Fax: +60 85 630 088
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