Graduation Requirements
Bachelor of Engineering (Honours)
(Applicable to students graduating from 2019 S1 onwards)

1. **PROVIDE FIRST AID CERTIFICATE (HLTAID003)**
   All components of the First Aid Training must be valid at the time of graduation and the first aid provider must be Australia based. International students are required to undertake their First Aid training with a CRICOS approved organisation, please see the **First Aid Fact Sheet** for more information.

2. **LOGBOOKS (Blue / Yellow)**
   Digital copies are available online from curtin.edu/sae-engage under 'Fieldwork, placement and industry project portal'. One entry per internship experience **and** all entries must be confirmed by an official letter, certificate or other acceptable form of evidence as stipulated within the logbooks. All students need to accumulate 480 weighted hours of EPEP hours inorder to graduate.

3. **REFLECTIVE REPORT**

   ❖ **ENG, TECH, GENE & PRI PLACEMENT**
   The required length of the report depends on the relevant EPEP category. Please refer to page 4 and 5 of the Yellow Logbook and page 3 and 4 for the Blue Logbook. For example, a full approximately 12 page reflective report is required for 12 weeks of engineering (ENG) work. Please refer to the **Reflective Report Guide** for more information.

   ❖ **GEN, PRES and PROF ACTIVITIES**
   A 200-word short form reflection is required for each activity. Student must use the standard short form report template.
   Yellow Logbooks PRES category requirement: To graduate you must have completed 16 weighted hours of Professional Society Technical Presentations of Tours (PRES). This component is part of the required 480 hours, this typically corresponds to 4 technical sessions. Please refer to page 4 of the yellow logbook for more information.

4. **LETTER FROM EMPLOYER ***

   The letter must include the following:-
   - **Company Letterhead** with address and contact details
   - **Duration of the employment - Date and Total hours** must be included
   - **Responsibilities/duties** performed throughout the internship/employment.
   - **Signature from your supervisor (with contact number & position title) / Company Stamp**

5. **INTENTION TO GRADUATE FORM**
   Not Required.

6. **ORIGINAL DOCUMENTS**
   Please review the submission information online at curtin.edu/sae-engage under 'Fieldwork, placement and industry project portal'.