Digital Logbook Submission Standards
All Courses of Study
(Applicable to students submitting logbooks digitally)

1. **REVIEW GRADUATION REQUIREMENTS**
   Ensure that you have reviewed and completed all the required items for your logbook submission contained in the Graduation Requirements guide, available online from curtin.edu/sae-engage under 'Fieldwork, placement and industry project portal', this information can be found under the **Logbook Submissions** drop down.

2. **CURTIN PROVIDED STUDENT EMAIL (ONLY)**
   When submitting your graduation documents all students are required to use their **Curtin provided student email account**, students submitting form non-Curtin email accounts will not have their logbooks accepted for submission. Students must use the following **subject title** in their email:

   Logbook Submission_[Your student ID]

3. **ATTACHMENT FORMAT AND NAMING CONVENTIONS**

   All attachment should only be in **PDF format** and the attachment **must be named** accordingly,

   ❖ **First Aid Certificate_(Student ID Number)**

   ❖ **Logbook_(Student ID Number) – The entire logbook must be scanned**

   ❖ **Work Experience Report_(Student ID Number)**

   ❖ **Letter of Employer_(Student ID Number)**

4. **SUBMISSION DEADLINES**

   For updated Logbook Submission deadlines please visit curtin.edu/sae-engage under 'Fieldwork,

   placement and industry project portal', this information can be found under the Logbook Submissions

   drop down.