



1. An intermediate award is available only to coursework courses
2. The enrolled course must provide for the issue of a specific intermediate award(s)
3. All outstanding debts to the University must be settled before an intermediate award is granted
4. If a student who has been granted an intermediate award and withdrawn from the principal course then wishes to re-enter their original course they must:
  - A) make a second application to the course; and
  - B) obtain approval from the Academic Registrar
5. Successful applications for an Intermediate Award will be submitted to the University Council twice yearly

## Section 1 (completed by student)

Student ID

Email

Student name

Course currently enrolled

SPK no.

v.

Intermediate award being sought

SPK no.

v.

I am staying enrolled in principal award - fee payable

I am withdrawing from the principal award - fee payable

Signed

Date

## Section 2 (completed by Head of School)

I confirm the award being sought is an approved intermediate award for the principal award that the student is currently enrolled

I confirm the student has met all requirements for the intermediate award to be granted

I confirm the student has completed one third (or final year) of the intermediate award as Curtin-provided units - any RPL granted in respect of the principal award being used towards the intermediate award, is appropriate.

Name

Position title

Signed

Date

## Section 3 (completed by Graduations Office)

Approved Curtin Intermediate Award

No outstanding debt

Supporting documentation

Section 2 signed and completed by Head of School

Student completed all requirements of Intermediate Award (at least one third of credits counted towards intermediate award at Curtin)

Student within allowable time to complete intermediate award

Intermediate Award fee receipt attached or fee waiver approved

Student has been withdrawn from principal course by Special Enrolments Officer (if required)

Name

Signature

Date

Receipt no

## Approval

Academic Registrar or delegate

Date

Award number

Sanction end date

Notification to student

## How to submit this form

Once forms have been completed and signed by Head of School please submit to the Graduations Office as outlined below:

**Email:** graduations@curtin.edu.au  
**Fax:** +61 8 9266 3279  
**Post:** Graduations Office, Curtin University of Technology, GPO Box U1987, Perth WA 6845  
**In-person:** Graduations Office, Level 1 Building 101, Bentley Campus, Perth Western Australia

## Payment details

You will receive an email from the Graduations Office once your application has been approved. This will include a link to our Online Payments System. Once you have made your payment, the Graduations Office will process your request.

Please see applicable fees at: [http://fees.curtin.edu.au/special\\_proc\\_fees.cfm](http://fees.curtin.edu.au/special_proc_fees.cfm)

## When will my Intermediate Award be ready?

To issue an Intermediate Award certificate, it must first be conferred by University Council. Conferrals are made once per semester. Graduates are required to register online via OASIS to receive their Award Certificate, Academic Transcript and Graduation Statement. For more information see *How to graduate* at: [graduations.curtin.edu.au](http://graduations.curtin.edu.au)