



Submission Requirements for Graduation

Bachelor of Engineering (Honours)

Applicable to students graduating from Semester 1, 2019 onward.

1. **Exposure to Professional Engineering Practice (EPEP) Logbook (yellow or blue)**

Digital copies of the logbook are available for download on the **Science and Engineering Fieldwork and Placement Portal** at <https://www.curtin.edu.au/students/experience/industry/science-engineering/portal/>. One entry per experience and all entries must be confirmed with an official letter, certificate or other acceptable form of evidence as stipulated by the requirements in your logbook. See **Letter from employer** below for evidence requirements. All students must accumulate at least **480 weighted hours** of EPEP to graduate.

2. **Reflective report**

a. **ENG, TECH, GENE and PRI** experiences

The required length of the reflective report will depend on the EPEP category and time engaged in your experience. Please refer to the **EPEP Logbook reflective report guide** on the **Science and Engineering Fieldwork and Placement Portal** (link above).

b. **GEN, PRES and PROF** experiences

A 200-word short-form reflection is required for each experience. Students must use the standard short-form reflection template provided on the **Science and Engineering Fieldwork and Placement Portal** (link above).

PRES category placement requirement: To graduate, you must have completed 16 weighted hours of **PRES**. This component is included in the total 480 hours requirement and typically corresponds to 4 technical presentations/sessions. Please refer to the category details in your yellow logbook for more information.

3. **Letter from employer**

The letter must include the following:

- **Company letterhead** with organisation address and contact details.
- **Duration of employment** – date period and total hours must be included.
- **Confirmation** that your reflective report has been read and is accurate.
- **Signature** from your supervisor (with contact number and position title) / **company stamp**.

To claim **PRI** experience, the same letter should be provided. Please contact your school logbook support team if this is not feasible.

4. **Submission standards (all students)**

All students submitting an EPEP Logbook must review the **Submission standards (all students)** document on the **Science and Engineering Fieldwork and Placement Portal** (link above) to ensure submissions are valid and complete.