



# Submission Requirements for Graduation

## Bachelor of Technology

*Applicable to students graduating from Semester 1, 2019 onward.*

### 1. **Exposure to Professional Engineering Practice (EPEP) Logbook (white)**

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 320 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 320 hours requirement and typically corresponds to 4 technical presentations/sessions. Please refer to the category details in your white 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.