

Request to reduce enrolment load (HDR international student visa holders)

This form is for **RMIT Higher Degree by Research (HDR) candidates** studying in Australia on a student visa who are applying to reduce their enrolment load. Applications may be submitted for reduced load of up to 6 months at a time.

What is a reduced load?

The [RMIT Enrolment processes](#) define a standard full-time enrolment load as 96 credit points per year for an HDR candidate. International students must be enrolled in the standard full-time load; anything less must be formally approved. Reduced load needs to be assessed **every 6 months** for HDR candidates.

Why does a reduced load need to be approved for international student visa holders?

The Education Services for Overseas Students (ESOS) Act states that RMIT must monitor the progression of international student visa holders so that candidates complete their programs in the expected duration. If candidates take longer than the expected duration to complete their program, RMIT needs to have an evidenced reason on file. Anything less than the standard full-time load may impact on the candidate completing their program in the expected duration and therefore needs to be assessed and approved by the Associate Deputy Vice Chancellor, Research Training and Development (ADVC RT&D).

Am I eligible for a reduce load?

You must have evidence of [compassionate or compelling circumstances](#) in order to reduce your enrolment load.

If you are not sure if you are eligible to reduce your load, or would like to discuss taking time off (leave of absence) or extending your candidature (extension beyond maximum), please contact your [Research Training Services team](#).

Further information regarding international student visa and enrolment conditions can be found on the [Visa Conditions](#) page.

What evidence and documents should be attached to this form?

You must attach:

- i) Documentation that clearly demonstrates [compassionate or compelling circumstances](#)
- ii) A [Candidate Action and Support Plan \(CASP\)](#) with a detailed action plan covering the full duration of the period of reduced load

Section 1. Name and details

Candidate to complete

Student ID:

Family Name:

Given Name:

Program Name:

Program Code:

School:

Section 2. Period of reduced study load

Candidate to complete

Specify the study period reduced load will apply (up to 6 months):

From:

To:

If you leave this section blank, your application will be considered for 6 months from the date of School of Graduate Research (SGR) approval. Backdated applications are generally not accepted and will only be considered where there is evidence of exceptional circumstances.

Section 3. Supporting documentation

Candidate to complete

The following supporting documentation is attached:

Documentation outlining the compelling or compassionate circumstances

Candidate Action and Support Plan (CASP) covering the duration of the part-time request

Request to reduce enrolment load (HDR international student visa holders)**Section 5. Reason for recommendation to reduce study load**

Head of School / Dean (or nominee) to complete

Compelling circumstances:

Unforeseen delays to research

Other:

Compassionate circumstances:

Illness or injury

Bereavement of close family member

Major political upheaval or natural disaster in home country directly impacting on candidate's circumstances and capacity for study (excluding financial reasons)

Recommendation by RMIT Equitable Learning Service

Recommendation by RMIT Counselling or other registered counsellor/psychologist

Evidenced incident/ issue impacting on candidate's capacity for full-time study

Other:

Section 6. School Recommendation

Head of School / Dean (or nominee) to complete

I confirm that I have reviewed the candidate's action plan and supporting documentation and recommend that the candidate reduce their enrolment load.

Name:

Telephone:

Position:

Signature:

Date:

Forward form to the appropriate SGR RTS team for approval and processing

Section 7. School of Graduate Research Approval

SGR to complete

Revised final submission or extension end date:

I certify that the grounds for the recommendation that the candidate reduce their enrolment load are appropriate, supported by evidence and a Candidate Action and Support Plan is in place for this candidate.

Name:

Position: Associate Deputy Vice Chancellor, Research Training and Development or nominee

Signature:

Date:

This application (form and supporting documentation) must be kept on the candidate's student file in TRIM.

The Compliance team may request a copy of this application as evidence of ESOS compliance when issuing a new electronic confirmation of enrolment (eCOE) to extend program duration for student visa purposes.