RMIT UNIVERSITY

School of Graduate Research
COVID-19 HDR Candidate Action and Support Plan (COVID-CASP)

Candidate and/or Supervisor notes that candidate's progress is impacted by COVID.

Complete COVID CASP form together (via meeting or over email) outlining how the candidate's progress has been impacted by COVID.

Indicate if the candidate requires a change in study load

COVID CASP form completed to supervisor and candidate's satisfaction – both sign the CASP form

If an international candidate (on a temporary student visa) requires reduced study load, the candidate completes Recommendation to reduce enrolment load for onshore international student visa holders form

Supervisor to send form/s to HDR DA for approval and cc' in candidate and College RTS Team

HDR DA reviews and approves form/s via reply all email to the supervisor, candidate, and RTS Team	**RTS Team confirm HDR DA has given approval/s, upload CASP details to SAMs and TRIM.**

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Instructions:

1. This form is to be used to record impacts of COVID-19 on candidature. This can include impacts on the research project, a need to change load or recording slower than expected progress.
2. A copy of this form will be filed in the candidate's e-file.
3. Use this form if a change in study load is recommended as a part of the CASP.
4. The period specified for the COVID-CASP can be no more than three months in length. Should the circumstances that prompted the COVID-CASP still be in effect, a new form will need to be submitted.

Section 1. Name and details

Student ID:

Name:

Program:

School:

Section 2. Details of action and support meeting/discussion

Date of meeting/discussion:

Who participated in the meeting/discussion?

CASP end date:

The CASP end date must be within three (3) months. Should the circumstances that prompted the COVID-CASP still be in effect, a new form will need to be submitted.

Section 3. Reasons for developing this CASP (candidate to complete)

What issues have you encountered in your research?

Are there any issues/concerns impacting on your capacity to conduct your research that you think your supervisory team and/or HDR DA need to know about?

What support do you feel you need?

Section 4. Recommendations (supervisor to complete)

A) School-based support

The supervisors should:

- Support rescoping of and/or reprioritisation of aspects within project ☐
- Change frequency of meetings with the supervisory team to per
- Support revision and resubmission of ethics approval ☐
- Change the number of hours spent on the research project to per week
- Postpone an upcoming milestone ☐
- Support change of program to a Masters by Research ☐
- Other details of how the candidate will be supported by the school:

B) Recommendations to vary candidature

The candidate should consider applying for:

- Changing study load (e.g. change to part-time) ☐

C) Recommendations for general academic and other support services

RMIT offers a range of support services to assist students during their studies, including:

Academic support - free assistance with academic writing, study skills and English language development

Student Wellbeing Services – free and confidential wellbeing support services, including counselling and equitable learning services, accommodation, financial and legal advice. They can also refer you to other Student Services and community services for specialist assistance

COVID-19 financial support - the University has announced an expanded Student Hardship Assistance fund and Equity Scholarship fund to provide up to $10 million in immediate, additional support for students impacted by COVID-19. Two types of financial assistance are now available:

- **Emergency Financial Grant:** to help students impacted by job loss, housing insecurity or other financial matters associated with COVID-19. This is for non-tech expenses, like essential living costs, textbooks, accommodation, healthcare, or food.
- **Technology Grant:** to help students access essential equipment and continue studying remotely, including hardware, software, subscriptions, data and digital materials.

Candidates can apply for a Grant online**.** The University will assess eligible applications quickly to ensure those in need get support as soon as possible. To speed up the process, candidates should take the time to provide the relevant information requested.

Please confirm advice provided to the candidate about the available support services: ☐

Section 5. Candidate action plan

An action plan based on the comments and recommendations of this form must be developed (you can use the text boxes below or attach a separate document as required). The plan should include:

- clear, detailed and specific tasks that are understood by everyone involved with the development of this CASP
- deadlines for each task that are achievable within the time frame of this CASP (refer to section 2 for the CASP end date)
- clear plans about how the team will stay in contact over the CASP period
- any periods of leave during the CASP period (for candidate or supervisors) that may impact the action plan.

Task 1 (include the role of candidate and the roles of the supervisors)

Deadline

Task 2 (include the role of the candidate and the roles of the supervisors)

Deadline

Task 3 (include the role of the candidate and the roles of the supervisors)

Deadline

Task 4 (include the role of the candidate and the roles of the supervisors)

Deadline

Section 6. Declaration and signatures

In signing this CASP, candidate, supervisors and the HDR DA confirm that:

- An appropriate action plan with clear, detailed and specific tasks that are achievable within the time frame of this CASP has been included in or attached to this form.
- The candidate has been advised of the end date of this CASP.

Candidate signature: Date:

Senior Supervisor name: Date:

Signature:

Joint Senior Supervisor name: Date:

Signature:

Associate Supervisor name/s: Date:

Signature: Signature: Date:

HDR Delegated Authority name: Date:

Signature: