

HDR candidate FAQs

Where can I get advice about my enrolment options?

You can contact your [school HDR administrator](#) or the [School of Graduate Research](#) (SGR) for advice about your enrolment options. You can seek advice at any time during candidature.

Can I extend my milestone due dates?

Extensions to milestone due dates are managed by negotiation with your supervisory team and [HDR Coordinator](#) and recorded on a Candidate Action and Support Plan (CASP). Enrolment variations may also change your (future) milestone due dates.

My school has recommended that I change to part-time load and/or apply leave of absence. Do I have to?

You do not need to [change your study load](#) or [apply for leave of absence](#), even if this is recommended. You should however seriously consider enrolment variations that are recommended, as variations can have a big impact on your candidature due dates and cannot usually be backdated.

If you are unsure about the impact that a variation may have, you can discuss this with your [school HDR administrator](#) or the [SGR](#).

Will I lose my scholarship if I change to part-time load?

If you have been awarded an RTP or RMIT stipend scholarship you can usually change to part-time load. This will change your payment amount and may also have tax implications. It is recommended that you [contact the SGR](#) for advice if you are receiving an RTP or RMIT stipend scholarship and want to change to your load.

If you are receiving any other scholarship, you will need to check the terms and conditions of your scholarship and/or contact your scholarship provider to discuss any enrolment variations that you are considering.

What happens to my scholarship if I take leave of absence?

Scholarship payments are usually suspended for the duration of a [leave of absence](#) and resume once you notify your provider that you have returned to your studies.

If you have been awarded an RTP or RMIT stipend scholarship you may be eligible for paid sick leave (usually up to 12 weeks during your whole scholarship). It is recommended that you [contact the SGR](#) for advice if you are receiving an RTP or RMIT stipend scholarship and want to take leave of absence.

If you are receiving any other scholarship, you will need to check the terms and conditions of your scholarship and/or contact your scholarship provider to discuss any enrolment variations that you are considering.

Can I take more than 12 months of leave during my candidature?

Yes, however [leave of absence](#) beyond 12 months requires approval from the SGR. It is recommended that you submit your Equitable Learning Plan and/or a letter of support from ELS as a part of your supporting documentation when submitting your leave application.

My school has recommended that I apply for an extension beyond maximum duration. How long can I get an extension for?

[Extensions beyond maximum](#) are usually granted for:

- 0.25 EFSTL (3 months full-time/6 months part-time) for Masters candidates
- 0.5 EFTSL (6 months full-time/12 months part-time) for PhD candidates.

Full-time candidates are often advised to consider a [change to part-time load](#) when an extension is granted due to the additional time that this can provide.

If you apply for more time than this, you will be granted an extension up to the maximum allowed and advised to submit a new extension request at the end of the approved period. Your second application will need to include a revised action plan and a summary of your progress against your original action plan. If you are applying for additional extension, it is recommended that you submit your Equitable Learning Plan and/or a letter of support from ELS as a part of your supporting documentation.