

Recommendation to reduce enrolment load (onshore international student visa holders)

Should I use this form?

Yes: Schools/colleges/the School of Graduate Research (SGR) should only use this form to recommend a reduced enrolment load for [compassionate or compelling reasons](#) other than academic reasons.

No: Schools/colleges/the SGR should not use this form if:

- the student is being recommended to reduce their enrolment load for academic reasons. The [Academic Progress \(coursework programs\) Procedure](#) or the [HDR Candidate Progress Management Procedure](#) should be followed and an APIP document or supervisor's report should be used instead.
- the student is in final semester of their program.

What is a reduced load?

The [RMIT Enrolment policy](#) defines a standard full-time enrolment load as:

- 48 credit points in a compulsory semester/teaching period for higher education programs; or
- 720 nominal hours in a year (or pro rata for programs with a duration of less than one year) for VET programs.

International students must be enrolled in the standard full-time load; anything less must be formally approved.

A reduced load needs to be assessed on a semester by semester basis unless the issue is due to program structure.

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

The ESOS (Education Services for Overseas Students) Act states that RMIT must monitor the progression of international student visa holders so that students complete their programs in the minimum duration. If students take longer than the minimum 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 student completing their program in the minimum duration and therefore needs to be assessed and approved.

What reasons are eligible for a reduced load?

There are only three reasons that RMIT is permitted to extend an international student's program duration:

- i)** Evidence of [compassionate or compelling reasons](#); **use this form**
- ii)** Due to an academic intervention strategy; use the academic progress process for [coursework](#) or [HDR](#).
- iii)** Due to an approved leave of absence; use the [leave of absence process](#)

Further information regarding international student visa and enrolment conditions can be found at www.rmit.edu.au/international/visa/conditions

What evidence and documents should be attached to this form?

- i)** a revised expected study plan/research timeline as per your school/college templates for the remainder of the program for this student; **and**
- ii)** supporting documentation as indicated on the [compassionate or compelling circumstances web page](#).

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Section A: Completed by academic staff member or college/SGR approved nominee recommending reduced load

Student number.....
 Family name Given name.....
 Program code..... Program plan.....
 Program name.....

Reduced enrolment load needs to be assessed and approved each *semester* (*reduced load caused by progress structure/ prerequisites issues can be approved for more than one semester at a time*).

Specify the study period reduced load will apply to:

Semester/Trimester 1 Semester/Trimester 2 Trimester 3 Year

Will this reduced load extend the student's expected date of program completion (*i.e. student cannot make up load in Spring/Summer Semester or by overloading*) Yes No

If yes, what is the revised program expected completion date?

30 June..... (year) 31 December.....(year) Other.....(dd/mm/yyyy)

Reason for recommendation to reduce study load.

- Academic – do not use this form, use the APIP/supervisor's report instead.
- Compelling circumstances (school/college approval only required)
 - Unforeseen delays to research (for master by research and PhD students only)
 - Program structure or requisite requirements prevent full-time enrolment and no course alternatives are available (may approve multiple semesters of reduced load at once)
 - Student undertaking one semester of [Offshore work experience](#)
 - Student overloaded/took Spring Summer courses resulting in reduced load.
 - Other.....

Compassionate circumstances (school recommendation *and* college approval required)

Supporting documentation must be attached

- Illness or injury
- Bereavement of close family member
- Major political upheaval or natural disaster in home country directly impacting on student's circumstances and capacity for study (excluding financial reasons)
- Recommendation by RMIT Disability Liaison Unit

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- Recommendation by RMIT Counselling Services or other counsellor/psychologist
- Evidenced incident/ issue impacting on student's capacity for full-time study
- Other.....
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Section B: Recommendation/approval

Compelling reasons: School/college staff may *approve* reduction of enrolment load

Compassionate reasons: School/college staff may only *recommend* reduction of enrolment load for college approval

I confirm that I have reviewed the student's study plan, and approve/ recommend that the student reduce their enrolment load and the following documents are attached to this form:

- *A revised study plan/research timeline for the remainder of the program for this student; and*
- *Supporting documentation as indicated on the [compassionate or compelling circumstances web page](#).*

Staff name..... Telephone.....
Position.....
Signature..... Date.....

If compelling reasons, process ends here. File form in student's record.

If compassionate reasons, forward form to college office/SGR Office for approval.

Section C: To be completed by Deputy PVC L&T or delegate; Dean SGR or delegate.

I certify that the grounds for the recommendation that the student reduce his/her enrolment load are appropriate, supported by evidence and a revised study plan/research timeline for the remainder of the program for this student has been completed.

Name.....
Signed..... Date.....

This original form must be kept on the student's academic file.

Upon request only, the Global Quality Regulation and Compliance team may request to view a copy of this form as evidence of ESOS compliance when issuing a new electronic confirmation of enrolment (eCOE) to extend program duration for student visa purposes.