
FAQ about Reduced Study Load (RSL)

Q: What is considered a full-time study load?

A: As an international student on student visa, you are required to undertake a study load of 80 credit points per academic year to be considered full-time study. Therefore, in a compulsory study period (i.e. Semester 1 & 2), you are required to complete 40 credit points.

Q: Can I reduce my study load myself?

A: No. You can only reduce your study load after you've received written approval from the Office of International Services.

Q: When can I submit a request to reduce my study load?

A: Application to reduce study load can be submitted one month prior to semester starts until census date of each semester. Please note that applications submitted after census date will not be processed. You may be required to complete a [Special Withdrawal form](#) if your application is prior to teaching ends. Note that academic and financial penalties may apply after census date.

It is recommended that you should apply as early as possible but not sooner than the grades release date of the previous semester. For example, if you're requesting for a reduced study load in Semester 2, you should only submit the request after the grades release date of Semester 1.

Q: On what circumstances can I request for a reduced study load and do I need to provide any supporting evidence?

A: Your application for a reduced study load can only be approved for the following circumstances:

- Academic difficulties, i.e. you've demonstrated that you have insufficient academic performance and course progression.
- Compassionate and/or compelling circumstances, i.e. circumstances beyond the control of the student (for example illness, disability, bereavement, a traumatic experience) for which you must provide appropriate documentation. Documentation must directly address how your circumstances have affected (or will affect) your course progress if you undertake a full-time study load.

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Note: financial and employment issues are not acceptable reasons to reduce your study load.

- Unexpected changes to the course structure and unit availability. You will need to provide a personal statement and any email/correspondences outlining the changes and unit unavailability.
- Unable to meet prerequisite requirements or program rules. You will need to provide a personal statement and any email/correspondences outlining the requirements.
- Granted advanced standing (credit transfer) and able to complete by CoE end date. You will need to provide an approved study plan.
- Studied extra units during non-compulsory study period and able to complete by CoE end date. Personal statement or evidence that you have or will be studying extra units during non-compulsory study period (i.e. summer semester).

Q: Are there any circumstances where I do not need to apply for a reduced study load but can study less than the full-time load?

A: If you're studying your last semester and have less than the full-time load study (i.e. less than 40 credit points) to complete your qualification, then you do not need to obtain approval to reduce your study load. Additionally, if you study in a non-compulsory study period (i.e. Summer Semester) you do not need to obtain approval to reduce your study load.

Q: What happens to my student visa if I'm approved to reduce my study load?

A: If you are approved for a Reduced Study Load, it will be noted on your student file. Upon CoE expiry, students can request an extension based on RSL approval, if required.

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