

Request To Reduce Study Load

International Students on a Student Visa

INSTRUCTIONS

Before completing this form READ THE INFORMATION ON PAGE 2. This form must be submitted no later than the end of week one of classes. Incomplete forms will not be processed. The outcome of this request will be sent to your student email account within 5 working days of submission of this form.

SECTION 1 - PERSONAL DETAILS

Family Name: _____ Other Names: _____

Day of Birth (DD/MM/YYYY):: _____ Male/ Female _____ MQ SID:

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Degree _____ Division _____

SECTION 2 – UNITS PROPOSED TO ENROL THIS SEMESTER

| UNIT CODE(eg ACCG200) | UNIT NAME | CREDIT POINTS |
|-----------------------|-----------|---------------|
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SECTION 3 – SELECT A REASON FOR A REDUCED STUDY LOAD

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| | <p>Academic Reason <i>Provide approval from your Academic Adviser to support your request to reduce your study load – see Section 4 below</i></p> |
| | <p>Units not available (core/pre-requisite units are not offered during this study period) <i>Provide approval from your Academic Adviser to support your request to reduce your study load – see Section 4 below</i></p> |
| | <p>I have completed a summer course unit/s <i>Provide approval from your Academic Adviser that your summer school enrolment will count towards your degree – see Section 4 below</i></p> |
| | <p>Compassionate or compelling grounds <i>Provide an explanation of your circumstances, with supporting documentation, e.g. medical certificate, counsellor's letter, indicating the duration of your condition (refer to page 2)</i></p> |
| | <p>An Intervention Strategy has been implemented <i>Book an appointment with your Student Adviser at Macquarie International (refer to page 2)</i></p> |

SECTION 4 –ACADEMIC APPROVAL

The program proposed by the student will be completed by Semester/Trimester/Term _____ and Year of 20____

Based on the information provided by the student and my academic assessment of the student's progress and stated intentions, I support the request to reduce the study load:

Yes No

Academic Comments: _____

Name of the Academic: _____ Signature _____

Department _____ Date _____

WHY IS THIS FORM REQUIRED?

International Students studying on a student visa are required by the Australian Commonwealth Government to complete their course within the CRICOS registered duration which is based on a full time load. DIAC will only allow students to extend their visa in very limited circumstances and for reasons which must be documented. Therefore students are required to enrol in a full course load. However students who experience either academic or compassionate difficulties are eligible to request to reduce their enrolment load.

WHAT IS THE DUE DATE ?

A request for permission to reduce study load must be received by week one of class. Please refer to your Academic Department for these dates.

FOR WHAT REASON CAN I REDUCE MY ENROLMENT LOAD ?

Academic

Academic reasons can include but are not limited to the following:

- a unit necessary for this course is not available during this study period (either a core or an elective)
- students who have been identified as At Risk for not meeting course requirements (an Intervention Strategy must be implemented with your International Student Adviser)

Students who qualify for any of the above reasons must obtain an academic approval (see contact details on page 3) and return this form to Macquarie International.

Compassionate / Compelling

A compassionate or compelling reason could include serious / extended medical or personal circumstances beyond a student's control. Such a reason must be supported by appropriate documentation. This could include but is not limited to the following:

- Serious illness, disability or injury
- Bereavement of direct family members
- Major political upheaval or natural disasters in the home country
- Severe trauma

Students experiencing compassionate compelling circumstances must attend an interview with an International Student Adviser. Please book an appointment directly on:

Ms **Kanami Torii** at kanami.torii@mq.edu.au or 9850 6937

Ms **Kanchan Kaur** at kanchan.kaur@mq.edu.au or 9850 6018

Ms **Catherine Pattison-Clarke** at catherine.pattisonclarke@mq.edu.au or 9850 6448

(For family names A - K)

(For family names L - S)

(For family names T - Z)

SECTION 5 –STUDENT'S DECLARATION

All information that I have provided is accurate and correct and I understand this may be verified by the University and can be provided to the Australian Government for the purpose of demonstrating compliance with the ESOS Act. I acknowledge that I am responsible for withdrawing from my units before the Census Date, via the estudent portal or my academic department if I am granted permission to reduce my load.

Student's signature: _____ Date: _____

RETURN THIS FORM TO

IN PERSON / POST TO: Macquarie International, Building E3A Level 1, Macquarie University, NSW 2109.

EMAIL: iss@mq.edu.au

FAX: (61) 2 9850 7733

MACQUARIE INTERNATIONAL USE ONLY

Approved Study Load of _____ credit points

Comments: _____

Student Adviser's signature: _____ Date _____

ACADEMIC ADVISERS CONTACT LIST

You will need to arrange an appointment to see an Academic Adviser from your department to discuss your study plan and to have your form approved. To contact your Adviser by phone, dial 9850 and the extension number.

| DEPARTMENT | ACADEMIC ADVISER | EXTENSION (9850 -) | LOCATION |
|--|---|-------------------------------|---|
| Applied Finance Centre (Master degree) | Dr Shane Magee shane.magee@mafc.mq.edu.au | Email for appointment | E4A Level 7 |
| Accounting and Corporate Governance Bachelor programs (Applied Finance) | Book online: www.be.mq.edu.au/advising | 1050 | BESS E4B 106 |
| Actuarial Studies | Mr David Westcott | 8568 | E4A 615 |
| Ancient History | Ms Raina Kim ancienthistory@mq.edu.au | 8833 | W6A 540 |
| Anthropology | A/Prof Chris Lyttleton | 7783 | C3A 625 |
| Asian Languages (Chinese) | Prof. Danny Kane Dr Shirley Chan | 7692 7021 | W6A 235 W6A 226 |
| Asian Languages (Japanese) | Dr Mio Bryce Dr Chavalin Svetanant | 7064 7044 | W6A 229 W6A 335 |
| Business Administration/Demographic Int. Business/Human Resources | Mr Kelvin Phe | 8583 | E4A 624 |
| Business Law | Mr Khorsed Zaman | 4120 | W3A 431 |
| Critical & Cultural Studies | Dr. Kate Rossmannith | 2183 | Y3A 193E |
| Economics | Ms Helen Boneham | 8488 | E4A 410 |
| Education | A/Prof. Pamela Coutts | 8444 | C3A 913 |
| Electronics | Ms Ana Borba | 9148 | E6A 225 |
| English English Childrens Literature) | Dr. Rosemary Colmer Dr. Victoria Flanagan victoria.flanagan@mq.edu.au | 8731 Email for appointment | W6A 623 W6A 627 |
| European Language (French) | A/Prof Bert Peeters | 7007 | W6A 215 |
| European Language (German) | Prof Martina Mollering | 7012 | W6A 213 |
| European Language (Spanish) | A/Prof Estela Valverde | 6882 | W6A 340 |
| Business and Economics Graduate Centre (MIB and Master of Commerce) | Ms Liz Lee | 9964 | E4A 216 |
| Business and Economics Graduate Centre (PGDip and Master of Accounting) | Ms Liz Lee | 9964 | E4A 216 |
| Graduate School of Management | Mr David McGrath | 9058 | E12B 114 |
| IWS (Interdisciplinary Women's Studies, Gender and Sexuality) | Dr Judy Lattas | 7947 | W6A 831 |
| International Communication | A/Prof. Narren Chitty (PG) Dr Sabine Krajewski | 2160 2167 | Y3A 160 Y3A 165H |
| Institute of Early Childhood | Ms Margaret McNaught Dr. Fleur Harris | 9861 9863 | X5B 265 X5B 276 |
| Law | Mrs Anne McGuigan | 7068 | W3A 620 |
| Linguistics | Dr. Jan Tent | 8740 | C5A 508 |
| Department of MMCCS Media Music Cultural Studies | Administration Dr Stephen Collins A/Prof Mark Evans Dr Nicole Matthews | 2250 2165 2258 8755 | Y3A 155 Y3A 191D Y3A 254 W6A 833 |
| Modern History | Dr. Adrian Carton | 7041 | W6A 405 |
| Philosophy | Philosophy Enquiries | 8837 | W6A Level 7 |
| Politics and International Relations - MIR (PG Only) | Prof. Stephanie Lawson Dr. Geoffrey Hawker | 8878 8885 | W6A 435 W6A 421 |
| Psychology | Dr. Eugene Chekaluk | 8009 | C3A 527 |
| Science Centre | enquiries@science.mq.edu.au | 6000/6001 | E7A 102 |
| Sociology | A/Prof. Pauline Johnson | 9491 | C3B 517 |
| Special Education | Dr Jennifer Stephenson | 8694 | X5A 113 |
| Statistics | Mrs Sigurbjorg Gudlaugsdottir | 8582 | E4A 516 |