

Instructions:

1. This form is for candidates preparing for archival lodgement or preparing to submit for re-examination
2. Complete this form with your supervisor/s and return to your school/center Higher Degrees by Research (HDR) administrator
3. Failure to submit by the approved extension of time to submit amendments will result in a recommendation for the submission to be reclassified as "Failed" in accordance with RMIT's [Submission and Examinations procedure](#).

Section 1. Name and details

Student ID:

Family Name:

Given Name:

Program Code:

School/Centre:

Section 2. Examination details

Current due date:

Extension requested to :

Section 3. Reason for request

Please attach any medical certificates or other documentation to support your request. If you need more space add a separate page.

Candidate signature

Date

Section 4. Supervisor comments**Section 5. Signatures**

Senior supervisor name:

Signature

Date

Dean /Head of School/Centre
or nominee name:

Signature

Date

School of Graduate Research
Request for extension of time to submit amendments

If the Senior supervisor is also the Dean/Head of school/centre the endorsement of the College HDR Director (or equivalent) is required.

College HDR Director name:

Signature

Date