Help guide **Change of thesis title form**

Use this form to apply to change your thesis title or change your thesis topic.

Change of thesis title involves a change in the wording of the title of your thesis. This change request does not involve a change in the direction or focus of the research.

Change of thesis topic refers to a change in the direction or focus of the research.

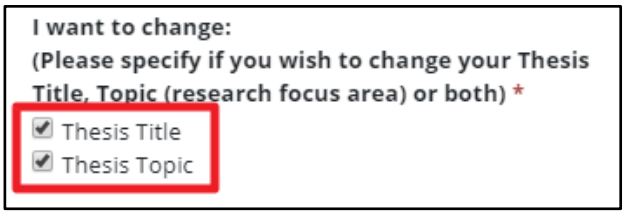
Notes before you begin:

- **International students** might have restrictions around changing the topic of your thesis set by your country of citizenship. Please contact your supervisor.
- **Sponsored students** who have received a scholarship from outside of UTS will be required to attach a written endorsement by your sponsor.

See the Create a New Form (link) and Filling Out a Form (link) guides for setup instructions.

Change Request Details

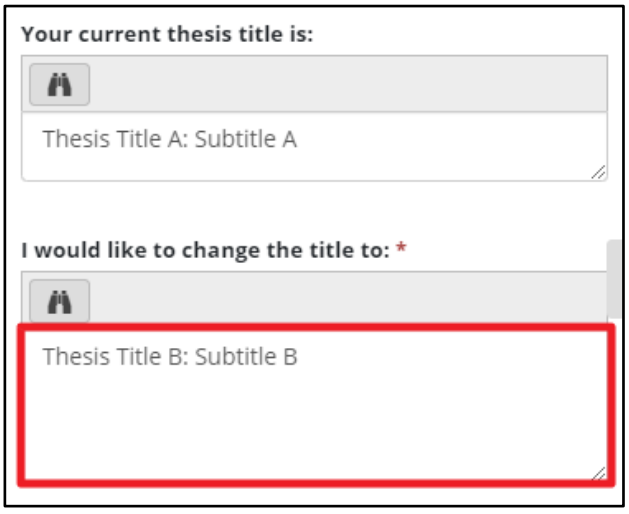
Indicate if you would like to change your Thesis Title and/or your Thesis Topic:



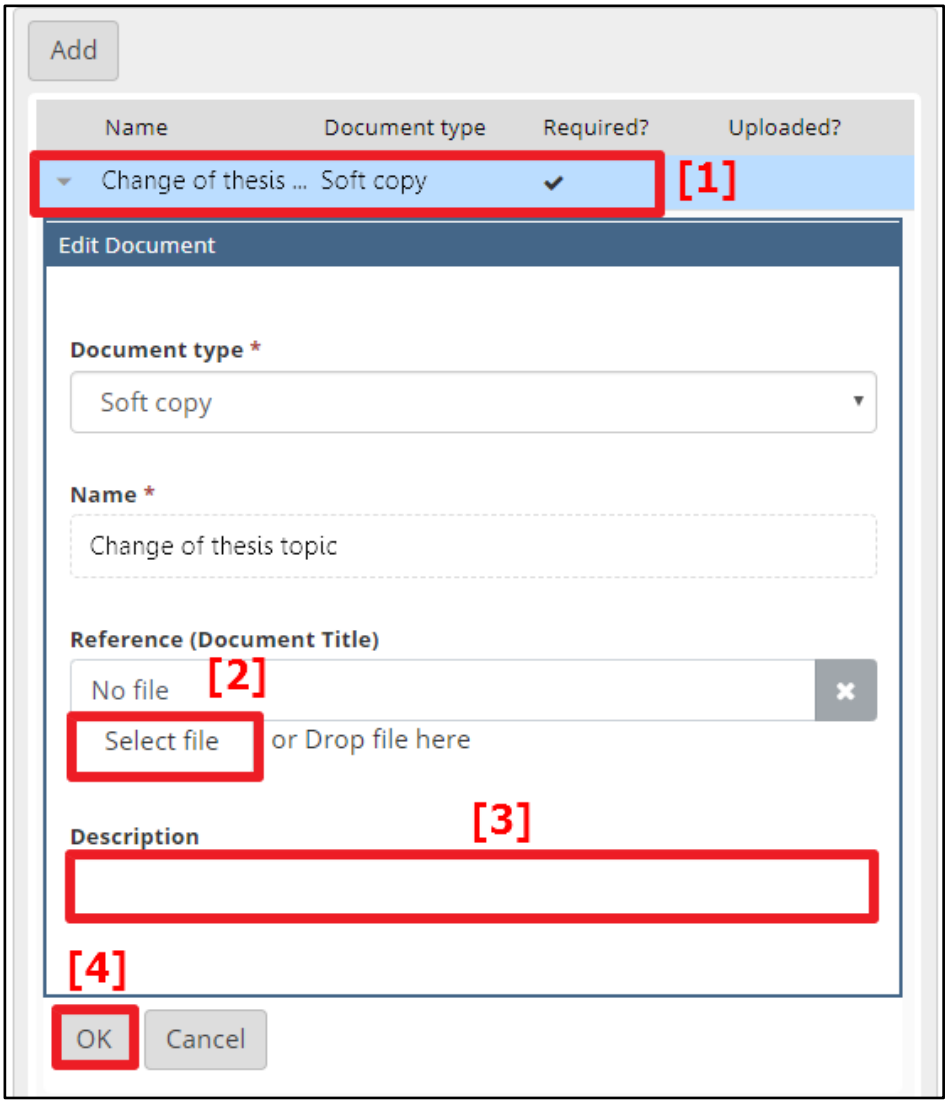
Change of thesis title involves a change in the wording of the title of your thesis. This change request does not involve a change in the direction or focus of the research.

Change of thesis topic refers to a change in the direction or focus of the research.

If you are changing your thesis title, you will be prompted to write in your new title:

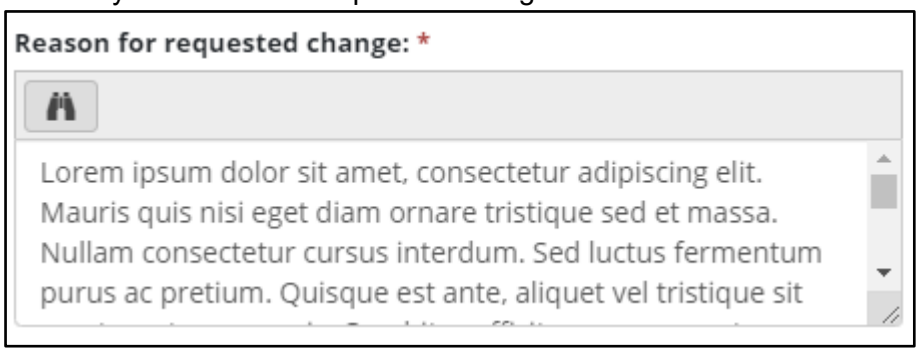


If you are changing your thesis topic, you will be prompted to upload your new topic abstract:

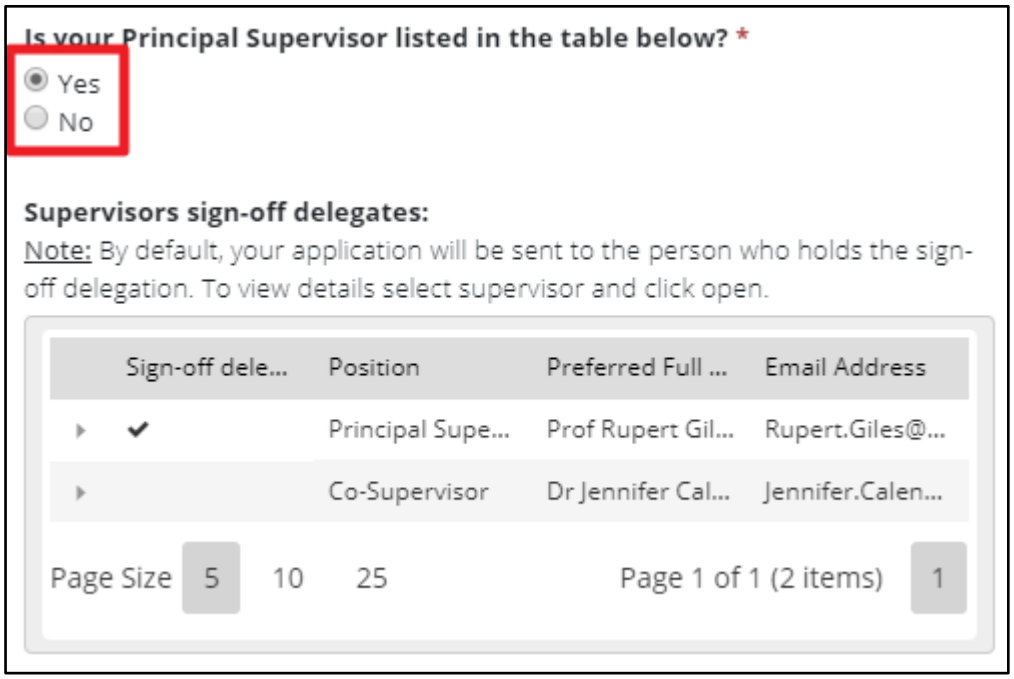


Click on the pre-filled Required document drop-down [1], 'Select File' [2] to choose and upload, and any description of the contents [3], and click 'OK' [4].

Write in your reason for requested change:



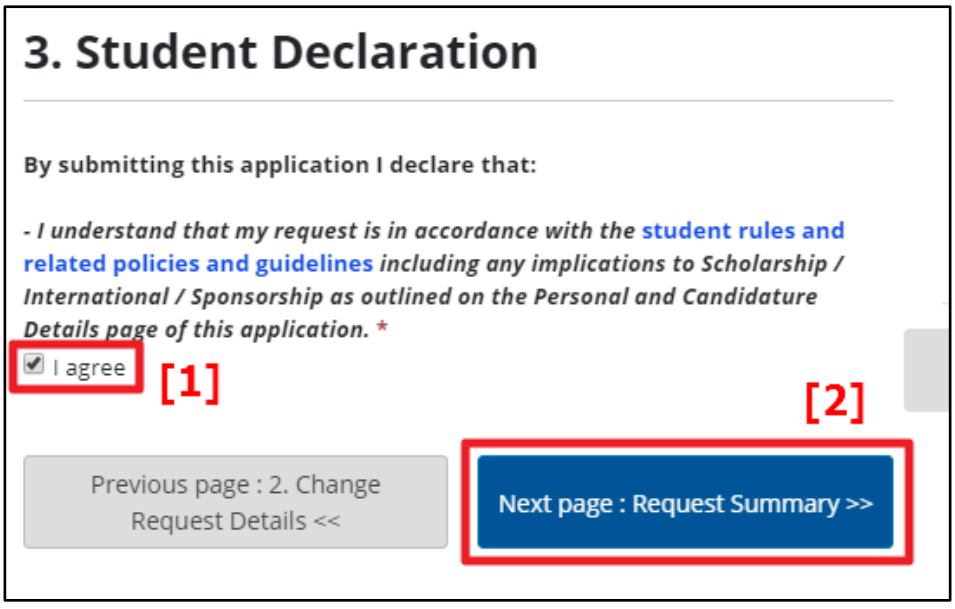
Check your supervisor details listed, and indicate whether your Principal Supervisor is listed and available to authorize your change of title:



If you select “No”, your form will be sent to the Faculty Research Office for review upon submission instead of your supervisor.

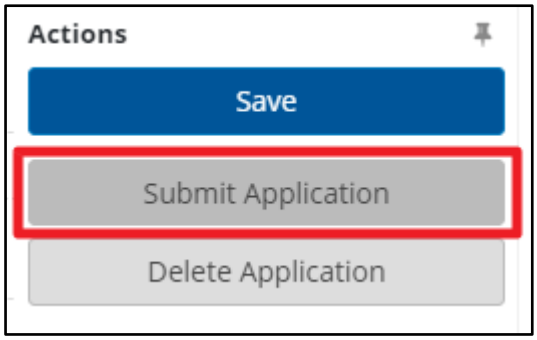
Click on “Next page: 3. Student Declaration >>”:

Confirm your agreement with the student declaration [1]:



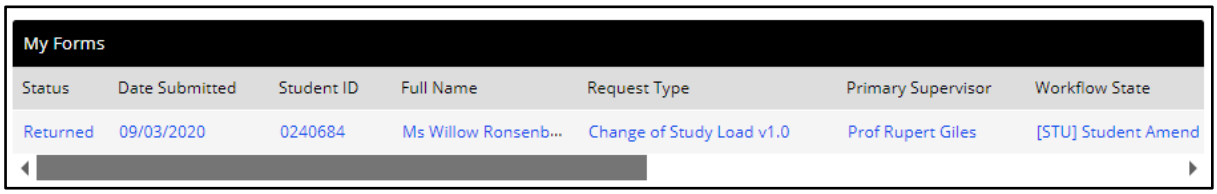
Then click “Next page: Request Summary >>” [2].

Review your summary to make sure your details are correct, and then click “Submit Application” in the top-right corner:



What happens next?

Your form will go through a series of approvals, starting with your supervisor and moving up through the faculty and various university bodies.

See “Tracking the Progress of Existing Forms” [link] to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amend”, follow the instructions under “Revising Returned Forms” [link]