



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:

I want to change:
(Please specify if you wish to change your Thesis Title, Topic (research focus area) or both) *


☒ Thesis Title
 ☒ 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:

Your current thesis title is:



Thesis Title A: Subtitle A

I would like to change the title to: *



Thesis Title B: Subtitle B



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

Add

Name	Document type	Required?	Uploaded?
Change of thesis ...	Soft copy	✓	[1]

Edit Document

Document type *

Soft copy

Name *

Change of thesis topic

Reference (Document Title)

No file [2]

Select file or Drop file here

Description [3]


[4]

OK Cancel

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:

Reason for requested change: *



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris quis nisi eget diam ornare tristique sed et massa. Nullam consectetur cursus interdum. Sed luctus fermentum purus ac pretium. Quisque est ante, aliquet vel tristique sit



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

Is your Principal Supervisor listed in the table below? *

☒ Yes
 ☐ No

Supervisors sign-off delegates:

Note: By default, your application will be sent to the person who holds the sign-off delegation. To view details select supervisor and click open.

Sign-off dele...	Position	Preferred Full ...	Email Address
▶ ✓	Principal Supe...	Prof Rupert Gil...	Rupert.Giles@...
▶	Co-Supervisor	Dr Jennifer Cal...	Jennifer.Calen...

Page Size

51025

Page 1 of 1 (2 items)

1

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 >>”:

Previous page : 1.
Personal and
Candidature Details <<

Return to Top

Next page : 3. Student
Declaration >>

Confirm your agreement with the student declaration [1]:

3. Student Declaration

By submitting this application I declare that:

- I understand that my request is in accordance with the [student rules and related policies and guidelines](#) including any implications to Scholarship / International / Sponsorship as outlined on the Personal and Candidature Details page of this application. *

☒ I agree
 [1]

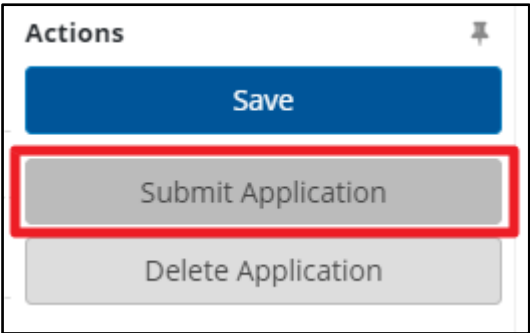
Previous page : 2. Change
Request Details <<

Next page : Request Summary >>
 [2]



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]

My Forms						
Status	Date Submitted	Student ID	Full Name	Request Type	Primary Supervisor	Workflow State
Returned	09/03/2020	0240684	Ms Willow Ronsenb...	Change of Study Load v1.0	Prof Rupert Giles	[STU] Student Amend