

### 3.0 MANUAL PROCEDURE

**TITLE** : Change of Thesis Title/Specialisation and Supervisor for Postgraduate Programme (Structure A)

**OBJECTIVE** : Process of Registration and Research Proposal for Postgraduate Programmes by Research (PhD and Master Structure A Programme)

**SCOPE** : Postgraduate Programme by Research (Structure A)

**DEFINITION** : CDD : Candidate  
 PC : Programme Coordinator  
 SUP : Supervisor  
 URDC : University Research Degrees Committee  
 REO : Research & Enterprise Office

Process No	Details	Interface	Responsibility/Timeline	Regulations
3.1	Candidate complete and submit form to PC	Recommended Form	CDD	
3.2	Supervisor to review and evaluate on the form submitted by applicant	Recommended Form	SUP	
3.3	PC to ensure on the forms: <ul style="list-style-type: none"> <li>• If complete proceed to process 3.4</li> <li>• If incomplete back to process 3.2</li> </ul>	Recommended Form	PC	
3.4	Consider recommendation from Supervisor and decides: <ul style="list-style-type: none"> <li>• If yes, proceed process 3.5</li> <li>• If incomplete, back to process 3.2</li> </ul>	Official Approval from URDC	URDC	M2.3
3.5	Issues Offer Letter to candidate based on URDC decision.	Official Letter and email	REO	

CHANGE OF THESIS TITLE/SPECIALISATION/SUPERVISOR

Flow Chart	Departments	Notes
<pre> graph TD     A([Candidate wish to change thesis title/specialisation/supervisor]) --&gt; B[/Candidate to apply to School/]     B --&gt; C[Reviewed by School]     C --&gt; D{Approved by URDC?}     D -- yes --&gt; E([Candidate to continue progression])     D -- no --&gt; E             </pre>	<p>School</p>	<p>Candidates may apply for a change in thesis title and supervisor throughout the duration of study on passage of Research Proposal and provided that the new title does not change the area of research.</p> <p>Candidates may only apply for a change in specialisation if application is submitted within the first semester of commencing work on research/thesis.</p>
	<p>Provost (Research and Enterprise) Office</p>	<p>Any disapproval in the request for changes will result in candidates having to continue progression WITHOUT the changes.</p>
		<p><u>Form(s)</u></p> <p><a href="#">Change of Thesis Title</a></p> <p><a href="#">Change of Specialisation</a></p> <p><a href="#">Change of Supervisor</a></p>