

Appendix X - Procedure to Change the Dissertation Title or Topic

It is possible for students to change the dissertation title or the dissertation topic as described below. A dissertation title change is a minor change to reflect the normal evaluation of PhD research, and is considered a minor change that remains within the originally accepted dissertation topic. A dissertation topic change is a structural change of the entire PhD research project, or of a substantial part of the PhD research project.

We strongly recommend a thorough consultation with the supervisor to ensure agreement of all parties involved. We also recommend producing an extensive motivation for a dissertation topic change, including a detailed plan for the new (parts of the) PhD research project.

To request the change of the dissertation title or topic, students should follow this procedure:

1. Submit an application, signed by the supervisor, using [the request form](#) to the Study Department in person to the Faculty Registry or by email. Also notify CDS by email.
2. The application to change the dissertation title can be submitted until after the small defense, at the latest. The guarantor needs to approve the written request. It is also the guarantor who decides whether a dissertation title is not a dissertation topic change.
3. The request to change the dissertation topic can be submitted by the end of the second year of studies, at the latest. The application for a dissertation topic needs to be approved by the Subject Area Board (SAB).
4. The deadline for processing the application is 30 days from the date of submission to the Faculty. There is no legal entitlement to priority processing or processing within a shorter time interval. At the same time, any decision becomes effective 30 days after the decision has been communicated to the student.