



Administrative Change Request

UQ Organisational Database

Email completed form to: uqorg@uq.edu.au

Description	An Administrative change is any change made to an existing Organisational Unit that does not change its title or position in the University's Organisational Structure. These are categorised as a change to; Contact details, leadership updates, and other minor changes
Approval authority	Unit leader or Senior Officer
<u>Unit Name</u>	
<u>Alias</u> (if applicable)	

1.0 Changes	
1.1 Type of Changes (select all that apply)	
<input type="checkbox"/> Contact Details	
<input type="checkbox"/> Leadership Update	
<input type="checkbox"/> Other – (Provide description in 1.2)	
1.2 Description of Changes	
1.3 <u>Date Effective</u>	

2.0 Approval		
2.1 <u>Approving Authority</u>	Name:	
	Position:	
2.2 <u>Date of Approval</u>		



3.0 Contact details change	
3.1 <u>Unit Leader Position Title</u>	
3.2 <u>Unit Leader/s</u>	
3.3 <u>Unit Leader/s URL</u> (<i>Unit Leader's profile page</i>)	
3.4 <u>Unit URL</u> (<i>Unit's homepage</i>)	
3.5 <u>Unit email</u> (<i>preferably generic address</i>)	
3.6 <u>Unit Contact Numbers</u>	
3.7 <u>Unit fax</u>	
3.8 <u>Main Office / Addresses</u>	