**DDB15 - Checklist for inclusion of publications in a PhD thesis**

**Note:** This form is for CoA Chair to determine a student’s contribution to publications that they intend to include in their thesis.

The student should complete section A and submit a motivational letter (supported by the supervisor) as well as permission from the co-authors for the publication to be included in the thesis.

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| **Section A: Student and thesis details (to be completed by student)** |
| PhD Candidate Full Name |       |
| Student Number |       |
| Faculty |  |
| Department |       |
| Primary supervisor/s |       |
| Co-Supervisor |       |
| Thesis Title |       |
| **Section B: Checklist (to be completed by CoA Chair)**  |
| Number of papers? | Published |     | In press |     | Submitted |  |
| Evidence of student’s role in papers? | Yes | [ ]  | No | **[ ]**  |  |
| Permission from supervisor? | Yes | [ ]  | No | **[ ]**  |  |
| Permission from co-authors? | Yes | [ ]  | No | **[ ]**  |  |
| Are any co-authors students? | Yes | [ ]  | No | **[ ]**  |  |
| If “yes”, has the student co-author acknowledged he/she will not be including the paper in his/her thesis? | Yes | [ ]  | No | **[ ]**  | N/A | **[ ]**  |
| Acknowledgement of thematic cohesiveness of studies? | Yes | [ ]  | No | **[ ]**  |  |
| Acknowledgement of consistent formatting throughout thesis? | Yes | [ ]  | No | **[ ]**  |  |
| **Section C: CoA Chair’s comments** |
|       |
| **Section D: Confirmation of completion of checklist by CoA Chair** |
| **Name** |  | **Signature** |  | **Date** |       |
| **Section E: Confirmation of completion of checklist by DDB Chair/Deputy Chair** |
| **Name** |  | **Signature** |  | **Date** |       |