**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** | | | | | | | | | | | |
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| **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** | |  | | |