**Consultation checklist before licentiate application**

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| 1 | The entire licentiate application is presented during the consultation | YES | NO |
| 2 | A list of all supervisors and their department affiliations |  |  |
| 3 | At least 2 proposed examining committee members are docents (associate professors) or have equivalent qualifications |  |  |
| 4 | If more than 1 selected examining committee member is not a docent (associate professor), their CVs are attached |  |  |
| 5 | Only one member from the home department\* |  |  |
| 6 | At least 1 member from another university or another organisation |  |  |
| 7 | There has been co-publication between a supervisor and an examining committee member within the last 5 years |  |  |
| 8 | Supervisor – there is a doctoral student relationship between a supervisor and an examining committee member |  |  |
| 9 | There is/has been considerable collaboration between a supervisor and an examining committee member |  |  |
| 10 | The doctoral student has written a summary of the thesis with a list of integral papers, including the publication status of each paper |  |  |
| 11 | The principal supervisor has written a statement about the doctoral student’s contribution and the novelty of the thesis |  |  |
| 12 | Report card completed and signed by all supervisors and relevant head(s) of department |  |  |
| 13 | Register extract from Ladok is available |  |  |
| 14 | The doctoral student is the primary author or co-primary author of a sufficient number of papers (half or more than half) |  |  |
| 15 | Were any papers included in the thesis published before registration as a doctoral student? |  |  |
| 16 | Has ethical approval been obtained for all papers? |  |  |
| 17 | The scope and content of the thesis appears to be largely adequate; number of papers, type of papers, subject choices, etc. |  |  |
| 18 | A statement detailing the number of times each paper has been used or will be used in another thesis; the name of the doctoral student and the title/preliminary title of the thesis |  |  |
| 19 | The doctoral student has taken the mandatory courses |  |  |

\*home department refers to the departments at which the doctoral student, principal supervisor and assistant supervisor work

11 February 2019