**Consultation checklist before thesis defence application**

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| 1 The entire thesis defence application is presented during the consultation | YES | NO |
| 2 A list of all supervisors and their department affiliations |  |  |
| 3 All proposed examining committee members are docents (associate professors) or have equivalent qualifications |  |  |
| 4 If a selected examining committee member is not a docent (associate professor), their CV is attached |  |  |
| 5 If there are 3 members – only 1 from home department\* |  |  |
| 6 If there are 3 members – at least 1 from another university or another organisation |  |  |
| 7 If there are 5 members – max. 2 from home department\* |  |  |
| 8 If there are 5 members – at least 1 from another university or another organisation |  |  |
| 9 If there are 5 members – 1 member is not a docent (associate professor) but contributes unique expertise, which is detailed in a special justification  |  |  |
| 10 Co-publication has occurred between supervisor and examining committee members within the last 5 years |  |  |
| 11 Co-publication has occurred between supervisor and external reviewer within the last 5 years |  |  |
| 12 Supervisor – there is a doctoral student relationship between a supervisor and an examining committee member |  |  |
| 13 Supervisor – there is a doctoral student relationship between a supervisor and the external reviewer |  |  |
| 14 There is a close collaboration between a supervisor and an examining committee member |  |  |
| 15 There is a close collaboration between a supervisor and the chair of the thesis defence  |  |  |
| 16 There is a close collaboration between a supervisor and the external reviewer |  |  |
| 17 The doctoral student has written a summary of the thesis with a list of integral papers, including the publication status of each paper |  |  |
| 18 The principal supervisor has written a statement about the doctoral student’s contribution and the novelty of the thesis |  |  |
| 19 Report card completed and signed by all supervisors and relevant head(s) of department is attached |  |  |
| 20 Register extract from Ladok is available |  |  |
| 21 Were any of the papers published before registration as a doctoral student? |  |  |
| 22 The doctoral student is the primary author or co-primary author of a sufficient number of papers (half or more than half) |  |  |
| 23 Has ethical approval been obtained for all papers? |  |  |
| 23 The scope and content of the thesis appears to be largely adequate; number of papers, type of papers, subject choices, etc.  |  |  |
| 24 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  |  |  |
| 25 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