**PhD by Published Work - Thesis Submission Checklist**

This form should be completed and submitted to the Doctoral College with your thesis. Information on thesis submission is available on the [Doctoral College website](https://warwick.ac.uk/services/dc).

Please ensure that the requirements listed below are considered at an early stage to ensure that submission is not delayed. Theses that do not fulfil the requirements will not be accepted for examination.

PART 1: TO BE COMPLETED BY THE CANDIDATE

Candidate’s Name: ............................................................... Student ID: ………………………………..

|  |  |
| --- | --- |
| 1. Have you included a covering document of 5,000-10,000 words setting out the relationship between the Works presented, the significance of the Works as a contribution to original knowledge within the relevant field, and, as an appendix, a full bibliography of all of the works ever published by the candidate
 | **Yes / No** |
| 1. If you wish to present a longer thesis for examination, ensure you have received permission from the Chair of the Board of Graduate Studies. Any such request should be made prior to submission and supported by an explanation of the need for an extension to the word count and a statement from your supervisor.
 | **Yes / No / NA**  |
| 1. Have you included unpublished work in your thesis?
 | **Yes / No** |
| 1. If yes, ensure that you have received approval from the Chair of the Board of Graduate Studies for the inclusion of unpublished work. Any such request should be made prior to submission and supported by an explanation of the rationale for the inclusion of unpublished work and a statement from your supervisor.
 | **Yes / No / NA** |
| 1. Was any of the published work included in your thesis conducted in collaboration with others?
 | **Yes / No** |
| 1. If yes, ensure that you have provided a written statement on the extent of your individual contribution to the material and the conditions and circumstances under which the work was carried out, normally signed by **all** collaborating parties, prior to submission. Such statements should be bound into your thesis. *If it is not possible to obtain statements please supply a brief explanation as to why this is the case, including details of the efforts made to contact collaborating parties.*
 | **Yes / No / NA** |
| 1. Have you followed the guidelines to ensure you have submitted the thesis in line with the Requirements for the Award of Research Degrees?

<http://www2.warwick.ac.uk/study/postgraduate/research/phdbypublishedwork> | **Yes / No** |

**Student Signature:**

**Date:**

**Supervisor/Academic Advisor Name:**

**Supervisor/Academic Advisor Signature:**

**Date:**

PART 2: TO BE COMPLETED BY A MEMBER OF STAFF AT THE TIME OF SUBMISSION

ITEMS RECEIVED

Two soft bound copies of the thesis

Two copies on CD

Name of Member of Staff ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Submission \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Submission \_\_\_\_\_\_\_\_\_\_\_\_