



## INTENTION SERVICE REQUEST CHECKLIST

TO HELP US CAPTURE YOUR INFORMATION ACCURATELY, PLEASE MAKE SURE ALL DETAILS ARE TYPED INTO THE DOCUMENTS.

UPLOAD ALL OF THE FOLLOWING DOCUMENTS IN THE **SAME** INTENTION SERVICE REQUEST:

1. **Abstract** in pdf format (name the file **Abstract-Open**). Please refer to the [Guidelines for PhD abstracts](#)
2. **Proof of Ethics Consideration.** Please submit your latest ethics approval or an ethical waiver stating ethics approvals were not required. (From the relevant ethics committee; Head of Department or supervisor)
3. **Notice of intention to submit PhD thesis (DDB09)** in pdf format (name the file **DDB09**) - **must be signed by both the supervisor and student.**
4. **Confidentiality on the nomination of examiners (DDB14)** in pdf format (name the file **DDB14**) - **must be signed by both the supervisor and student.**
5. **PhD IP Assessment Form (DDB10)** in pdf format (name the file **DDB10**) - **compulsory for EBE, Health Sciences & Science faculties.**
6. **Thesis Open Access Suppression Form (DDB08)** in pdf format (name the file **DDB08**) - **only if applicable.**
7. **Joint Degree Agreement** - only for candidates registered for a joint degree.
8. **Inclusion of Publications** – Candidates who intend to include publications in their thesis should ensure they have received the relevant approval via the [DDB15 - Application to include publications](#). Please ensure the approval has been received **BEFORE** you upload your thesis for examination.

**NOTE:** All of the above documents must be uploaded as separate attachments in the **SAME INTENTION SERVICE REQUEST.**