



Graduation form bachelor's programme

1. Students who wish to receive their bachelor's diploma are required to hand in a graduation form to the department's administration.
2. Students are required to be enrolled at Leiden University at the time when the graduation form is handed in.
3. **A: Graduating from September up to including June:** The last working day of the month in which all programme components are completed is the formal diploma date. The form should be handed in no later than the last working day of the month preceding the diploma date. If you have completed certain components but you are still awaiting their assessment, please indicate when you completed the components in question.
B: Graduating in August: Students who wish to graduate later than 30 June but still within the relevant academic year are given the opportunity to graduate with the last working day of August as their diploma date. These students should hand in the graduation form no later than 1 July. Any components that have not been completed by 1 July should be mentioned on the form, on the understanding that by 29 August at 16:00 hrs, the relevant results will be known to the course administration.
4. The applicant should answer all the questions fully and hand in this form, signed, to the department administration. The department administration then checks whether the applicant has met all the requirements. If permission cannot be granted, the applicant is immediately informed of this, as well as of the requirements which he/she still has to meet in order to be granted access to the final examination at a future time.
5. Students should upload a digital copy (in PDF) of the final assessed version of their final bachelor's thesis to the thesis repository of the Leiden University Library. Note that the thesis repository only accepts a single upload per student. Revised versions will therefore not be accepted. The grade of the final bachelor's thesis cannot be registered until it has been uploaded to the thesis repository.
6. Please fill out the exit evaluation. Students will receive the website link for the evaluation after this form is received by the administration of your programme.

Student number	
Full name	
Postal address	
Mobile/phone number	
Date and place of birth	
E-mail	
will attend graduation ceremony yes/no	

Examination for the programme:

With specialisation.....

Bachelor's 1st year (60 ECTS)

Name of Course	Catalog number	ECTS

Bachelor's 2nd year

Name of Course	Catalog number	ECTS

Bachelor's 3rd year (without discretionary space)

Name of Course	Catalog number	ECTS

Discretionary Space (30 ECTS)

Title Minor:.....

Name of Course	Catalog number	ECTS

Any courses followed at a different university in the context of the present programme:

University of _____

Name of Course	Date	Level	ECTS	Mark	Extra-curricular
					yes/no
					yes/no
					yes/no
					yes/no
					yes/no
					yes/no

Bachelor thesis

Title Bachelor's thesis	Date	ECTS	Mark

Name of supervisor and 2nd supervisor	
Supervisor	
2 nd supervisor	

Any extra-curricular courses. Note: extra-curricular courses do not count towards your grade average

Name of Course	Catalog number	Date	Level	ECTS	Mark

Any Honours College Note: The Honours College does not count towards your grade average

Name Honours College

Name of Course	Catalog number	ECTS

I, the undersigned, clarify that the marks registered in uSis on [date] are correct

Signature

Please return this form to the administration of the Department.

Students must also hand in:

- Permission Form Publication for the thesis: See the last page of this document.

N.B. Students are responsible for deregistration. The registration can be terminated at the earliest commencing from the first month following the month in which you have submitted the request to terminate your registration. More information can be found on:

<https://www.student.universiteitleiden.nl/en/administrative-matters/registration--de-registration/de-registering-as-a-student/de-registering-as-a-student/humanities/>

To be completed by the Teamleider Student Administration:

Checklist Cum Laude:

- All components of the bachelor's programme completed with a minimum grade of 6.0
- Weighted average is 8.0 or higher
- BA final project > = 8.0
- Final Bachelor's Examination completed within 4 years
- No fraud during the bachelor's programme

Checklist Summa Cum Laude:

- All components of the bachelor's programme completed with a minimum grade of 6.0

- Weighted average is 9.0 or higher
- BA final project \geq 9.0
- Final Bachelor's Examination completed within 3 years
- No fraud during the bachelor's programme

Advised designation (judicium) with explanation:

Designation (judicium)	pass/cum laude/summa cum laude
Explanation	

To be completed by the Teamleider Student Administration:

Programme approved by date:

Initials and name:

To be completed by the Board of Examiners:

Permission for graduation: yes/no

Initials and name:

Designation (judicium): Pass/Cum laude/Summa cum laude

To be completed by the administration:

Final examination processed in uSis date:

Diploma and diploma supplement ready for printing date:

Diploma and diploma supplement printed date:

Consent form for the publication of a thesis

Programme: _____

Student ID.

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Thesis title: _____

You will remove personal details like student number, telephone number and address from the thesis before uploading the thesis to the repository. You are aware of and consent to it that, if personal details are not removed, they will become available to the public if the option 'Open to the public' is chosen.

The student involved in this thesis indicates his or her opinion regarding the availability in the Leiden University Student Repository below.

NB. Bachelor's theses have to be uploaded in the Scriptierepositorium. Bachelor's theses are always under embargo in Leiden University Student Repository.

Student:

[Name] _____ Open to the public
[Signature] _____ Full embargo*
_____ Partial embargo*
[Date] _____

*** In case of an embargo please also indicate the following:**

Full embargo: Permanent Temporary, until: _____

Partial embargo, relating to the following parts:

Chapter _____	Pages _____	to _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary, until: _____
Chapter _____	Pages _____	to _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary, until: _____
_____	Pages _____	to _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary, until: _____
_____	Pages _____	to _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary, until: _____
_____	Pages _____	to _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary, until: _____