



Graduation Form Master Exam

1. Students wishing to graduate should submit a graduation form to the students' administration of the Master programme.
2. Students have to be officially registered for the MA programme at Leiden University when handing in the graduation form.
3. **A: Graduation September till June:** The graduation date is always the last working day of the month in which all components of the programme are completed. The form needs to be handed in no later than on the last working day of the month preceding the date of the exam. If you have completed all components, but you are awaiting your grade for one or more components, please specify so on the form for each component.
B: Graduation in August: Students who graduate on the last working day of August need to hand in the form no later than July 1st. If you have completed all components, but you are awaiting your grade for one or more components, please specify so on the form for each component. Note that all the results should be available in uSis by the 31st of August 16:00 hours.
4. Applicants must provide complete answers to all of the questions listed below, after which the form should be signed and handed in to the administration of the department. It is possible to hand in the title of the thesis and the mark for the thesis two weeks before the date of graduation. The Board of Examiners will check whether the applicant has fulfilled all requirements. In case no permission can be granted, the applicant is instantly notified and informed of the conditions which still remain to be met in order that s/he may be admitted to the exam at a later moment.
5. The student will need to upload a digital copy of the final and graded version of his/her MA-thesis to the Leiden University Repository. Please note that the repository accepts only one upload per student. Consequent revised versions will therefore not be accepted. The thesis grade can only be registered after a copy of the thesis has been uploaded into the 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	

Requests permission to graduate in the Master programme:.....

With specialisation.....

Master courses taken within the Programme

Name of Course	Catalog number	ECTS

Master courses within the Programme taken at another university

University of: _____

Name of Course	Date	Level	ECTS	Grade	Extra-curricular
					Yes/No
					Yes/No
					Yes/No
					Yes/No
					Yes/No

Thesis

Thesis title	Date	ECTS	Grade

Date of thesis defence (when applicable):

Name supervisor and second reader	
Supervisor	
Second reader	

Extra-curricular courses Note: extra-curricular courses do not count towards your average (GPA)

Name of Course	Catalog number	Date	Level	ECTS	Grade

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 Student Administration:

Checklist Cum Laude:

- All components of the master's programme completed with a minimum of 6.0
- Weighted average is 8.0 or higher
- MA-thesis scriptie > = 8,0
- The Master's final examination was passed within the nominal duration of study plus one year
- No fraud during the master's programme

Checklist Summa Cum Laude:

- All components of the master's programme completed with a minimum of 6.0
- Weighted average is 9.0 or higher
- MA-thesis scriptie > = 9,0
- The Master's final examination was passed within the nominal duration of study
- No fraud during the master's programme

Advies judicium inclusief toelichting:

Judicium	geslaagd/cum laude/summa cum laude
Toelichting	

To be completed by the Board of Examiners:

Programma goedgekeurd d.d.:

Paraaf en naam:

Oordeel Judicium: geslaagd/cum laude/summa cum laude

To be completed by the Student Administration:

Examen verwerkt in uSis d.d.:

Diploma en diplomasupplement gereed voor printen d.d.:

Diploma en diplomasupplement geprint d.d.:

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.

Student:

[Name] Open to the public

[Signature] Full embargo*

[Date] Partial embargo*

*** 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: