

REQUEST FORM MASTER'S GRADUATION

Specialization	
I wish to have my graduation ceremony on (see plan your graduation date on the website)	

Student

Full name
Student number
Email address

Supervisor research project (please include email address if someone from outside LION):

The student will ask the supervisor to take part in his or her committee and only after confirmation from the supervisor his/her name should be written down below and reported to the Science Student Administration. QMO/BSM students have a choice from two supervisors, since they do two research projects – presence of supervisor of the project last finished is preferred though. **If time constraints are applicable to your supervisor's availability on the day of the ceremony, please inform us in a timely manner for we need to take this into account while making the schedule.**

Name supervisor present at ceremony:

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Please write down the title of your thesis of the brief three-five minute presentation you will give at your graduation:

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TO HAND IN (if applicable):

- Approved final version master study plan (please ask study advisor, Dr. H. Papathanassiou, to do this a.s.a.p.)
- Front page of thesis / theses
- Front page of report (SBB/SCS internship) (incl. full group name and organization address)

RESULTS NOT YET IN (include expected date please, NO LATER than certification date!!):

1.
2.

REMARKS:

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Please return the completed form) to the Science Student
Administration: NAST-admin@science.leidenuniv.nl

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IMPORTANT!

UN-ENROLL IN STUDIELINK (NOT NECESSARY IN JULY/AUGUST!)

In principle, the certification date of the diplomas of all educational programs at Leiden University is the last business day of the month.

Everything will go as planned if the following important condition is met:

If the student who's about to graduate, enters his request for deregistration in Studielink, he will be prompted to enter a reason for deregistration. **You MUST opt for 'graduation'**, for by doing so it will let the student administration know they should put definitive unenrollment on hold until the student's diploma (with certification date) is registered in uSis. This way, you are still enrolled when the diploma is registered in the system.

In case the student does not opt for 'graduation', the following might occur:

You will be unenrolled by the last day of the month, but it's possible that your diploma will be registered in uSis on that same last day of the month. If you already have been deregistered, your diploma can no longer be registered in uSis and the graduation process cannot be completed. You must then re-register before the graduation process in the system can be completed and after that you must unenroll again. Obviously, this will be a time-consuming process and this might entail that you cannot take part in the upcoming ceremony and will have to wait for the next ceremony -which in case of a Physics (clustered) ceremony means that you might have to wait for another three (!) months.