List of documents that are obligatory for II year M.Sc. students before their Master’s defence

1. **Application** for admission to master’s exam that is approved by the thesis supervisor should be handed in at the student’s office 14 days before the Master’s defence. Attachments (**a,b,d**) should be included. The deadline is strict since the thesis has to be uploaded to the Theses Archive (APD System), corresponding adnotations have to be made in the USOS system, the thesis has to be checked by the supervisor, reviews have to be written and documents that are necessary for the defense have to be generated.

**Application pattern can be found on the website.**

**a**) Examination form for 4M semester *(the form should be collected at the student’s office)*. *Master Seminar II* (grade) and *Specialization*

*Laboratory III* (pass) should be entered into the form.

**b**) **Three copies of the Master thesis**: for the thesis supervisor, for the reviewer and **a copy to be included in the student’s file that is duplex printed and does not have any empty pages or dividers.**

The first three pages of the master thesis should be **consistent with the pattern** that can be found on the website.

**c**) **Clearance slip: e-slip**

Since academic year 2016/2017 **Electronic Clearance Slip** is compulsory for the Faculty of Chemistry students. It operates in the USOSweb system and is available for every student on their individual account.

Access path: USOSweb – COMMON SECTION – CLEARANCE SLIPS

Electronic Clearance Slip is issued by an employee of the student’s office after the student’s request and after they settle accounts with the library, students hall of residence, pay all the fees etc.

**d**) A fee for issuing a diploma is 60 PLN for a diploma in Polish, 40 PLN for a diploma in English (together 100 PLN). A fee is charged by the student’s office. Information about the fee can be found in the USOSweb system on the individual student account (STUDENT’S SECTION → MY STUDIES → payments). The deadline for making the payment should be agreed upon with the student’s office.