

# Request form Master's Graduation Chemistry/LST

Programme	
Specialisation	
Preferred graduation ceremony date: <i>(see list of graduation dates on <a href="http://masters.lic.leidenuniv.nl">masters.lic.leidenuniv.nl</a>)</i>	

## Student

Full name	
Student number	
Email address	

## Graduation committee members (at least two, max. four):

**The student needs to ask the members to take part in his or her committee who can *only be added after their confirmation.***

1.
2.
3.
4.

At least one member should be *currently mandated by the Chemistry/LS&T Board of Examiners*. If you wish to have members present who are not a staff member, please include their email address.

## To hand in:

- Final version of your masterplan (will be handed over to the Board of Examiners for approval)
- Front page of your colloquium and/or literature study (if applicable)
- Thesis Talks attendance list + (for Research specialisation only) colloquia attendance list
- Front page of thesis (major research project; incl. EC total, full group name and organisation address)
- Front page of thesis (minor research project) or report (SBB/SCS internship)  
(incl. EC total, full group name and organisation address)
- Exit survey (second part of this document)

## Results not yet in (include expected date, NO LATER than certification date!):

1.
2.

## Remarks:

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Please mail the completed form to (both!) the following addresses:  
**ChemLST-admin@science.leidenuniv.nl & MSc-coordinator@lic.leidenuniv.nl**

For questions:  
Science Student Administration/Chantal van den Berge  
Gorlaeus Labs, room B 1.17

# Request form Master's Graduation Chemistry/LST

**IMPORTANT!**

**UNENROLL 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 choose: '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.

# Exit Survey MSc Chemistry & MSc Life Science & Technology

<b>Personal details</b>	
Name	
MSc programme	
Specialisation	
Research area (chemistry)	

<b>Enrolment &amp; start; give your opinion on:</b>	
Information you received in advance	
Enrolment (Studylink, Admission committee)	
“start” programme (library, safety, fire fighting)	
“Welcome” by the programme board	
Intake by study coordinator	

<b>Support &amp; Guidance; give your opinion on:</b>	
Support of the study coordinator	
Support of your mentor	
Support of project supervisor	
Information provided by the programme (website, Bb, announcements)	

<b>Programme; give your opinion on:</b>	
The breadth of your MSc programme	
The depth of your MSc programme	
The amount of freedom in composing your programme	
What subjects or topics are missing	
What subjects or topics are redundant	
How we can improve our programme	

<b>'Studyability'; give your opinion on:</b>	
Difficulty of the theoretical courses	
Difficulty in scheduling of components	
Time needed to complete the research internship	
Other comments	

<b>Overall impression; give your opinion on:</b>	
How do you grade your MSc programme	
Would you do this programme again? Why?	
Would you recommend this programme to other students?	
Did this programme prepare you for your career?	

<b>And now what? Please tell us:</b>	
Your next plans (job? PhD? Where?)	
Are you interested in keeping in contact with us?	
Do you want to be involved as 'alumnus'? (e.g. presentations at the "Master day", testimonials for brochures or career lunches of CDL/Life)	
If we may contact you, please provide your preferred e-mail address	