<p style="text-align:center">**BEFORE TAKING THE THESIS EXAMINATION,**</p>

the student must submit **THE DECLARATION OF THE STUDENT'S FULFILMENT OF THEIR DEGREE**
PROGRAMME CURRICULUM to the Dean's Office; the condition is the obtainment of only positive
GRADES for the last semester of the degree programme!

THE LIST PROVIDED BELOW AIMS TO HELP YOU "VERIFY" ON YOUR OWN THE DOCUMENTS REQUIRED FOR YOUR THESIS DEFENSE

Please place the signed list, with relevant boxes - **"Y" or "N"** ticked, in your folder

1. **TITLE PAGE**
a/ check the correctness of the title of your master's thesis/engineer's thesis/engineering project/
against ASAP   **Y/ N**
b/ check the name of the degree programme and specialisation   **Y/ N**
c/ check the acronym of the name of the degree programme and   **Y/ N**
d/ check the year of execution   **Y/ N**
e/ is the thesis supervisor's grade provided along with their signature? / Only if word grade is present on
first page of thesis in ASAP. If not, skip this point/   **Y/ N**

2. **CONTENTS OF THE FOLDER BOUND WITH A PIECE OF STRING**
a/ the first document is a declaration of making the thesis/project
available - **1st page of the thesis**   **Y/ N**
b/ then, the thesis/project in its archival form   **Y/ N**
c/ at the end, the CD/DVD with the archival version - in an envelope **/last page/**   **Y/ N**
d/ are all the documents /2/a – 2/c / bound
with the back cover of the folder by means of a natural string?   **Y/ N**
e/ are all pages featuring text - from the declaration /1st page of the thesis/ to the envelope with the
CD/DVD/last page of the thesis/ numbered in pencil, **in the top outside corner?**
                                                                                                   Y/ N
f/ is the number of pages specified in item 2/e written on the folder in **pencil?**   **Y/ N**

3. **ADDITIONAL CONTENTS OF THE FOLDER - *LOOSE***
a. declaration of completion of all courses - **verified !!!**
- collected from the Dean's Office/signed and sealed/ -
                                                                                                   Y/ N
b. application for the so-called "diploma set of documents". printed from JSOS   **Y/ N**
c. the declaration of the author's identity and the sole authorship of the thesis
/project/ - so-called **"STUDENT'S DECLARATION"** can be
printed from ASAP   **Y/ N**
d. declaration of data processing to be conducted by the Careers Office (2 copies)   **Y/ N**
e. declaration of exam type   **Y/ N**

4. **ENVELOPE - C6 FORMAT**
(description: **first name, surname, and telephone number)** along with:

- **bank's confirmation** of payment for the diploma(s) /**for students who *started before* 1.10.2019**/ or
wanted extra copies of diploma or diploma supplement / **according to declaration** /.   **Y/ N**
- **clear returns card** /it is allowed to return it when the diploma will be collected/   **Y/ N**

IMPORTANT INFORMATION: THE ABOVE-SPECIFIED DOCUMENTS MUST BE SUBMITTED TOTHE SECRETARY OF THESIS EXAMINATIONS ON RECEIVING THE DECLARATION OF THE STUDENT'S FULFILMENT OF THEIR DEGREE PROGRAMME CURRICULUM.
THESES /PROJECTS/ WHICH ARE INCOMPLETE OR INCORRECTLY NUMBERED, ETC. WILL BE RETURNED TO THEIR AUTHORS FOR CORRECTION!