**CLEARANCE SLIP FOR STUDENTS**

FULL NAME .......................................................................................................... Album no. ...........................

# FACULTY OF MANAGEMENT

Correspondence address .............................................................................................................................................

Telephone (cell phone) ................................................... e-mail address: ..........................................................................

It is stated that the person listed above does not possess any obligations towards the University’s organisational bodies and social organisations listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **no.** | **Name of organisational body** | **Date** | **Signature and stamp** |
| **1.** | **UE Library** (11a Bankowa Rd. or 5 Bogucicka Rd.) |  |  |
| **2.** | **Other (e.g. Silesian Library, Dormitory – Wojciech Tatoj - 109 building N, International Cooperation Office)** |  |  |

To the clearance slip should be attached:

* the declaration about processing personal data (printed from the Virtual University)
* payment in the amount of 60 PLN for the diploma on the Student’s individual account
* **4** photos in the 4.5x6.5 cm format
* thesis in the reduced form (vertical two-sided printing - 4 pages per one A4 sheet) and in the electronic form (CD disc in a transparent and adhesive envelope)

**All documents should be returned to the Dean Office 14 days before thesis defence**.

**ATTENTION!** Please settle possible accrued interest from payments for the additional educational services before the thesis defence – the balance of each Student at the day of defence should be 0.00 PLN.

# Additional information to include in the supplement to the diploma:

1. participation in studies abroad (e.g. Erasmus+, CEEPUS) **YES / NO**\* how many times ...............
2. internships abroad (Leonardo da Vinci, Erasmus+) **YES / NO**\* how many time ...............
3. EUROCLASSES/International Week English path **YES / NO**\*
4. participation in study circles **YES / NO**\*
5. language certificates acquired in the EU **YES / NO**\*
6. execution of the obligatory and additional internships co-ordinated by the Economy and Graduates Co-Operation Office – how many times ...............
7. other (e.g. scientific conferences, participation in contests, acquisition of the MEN scholarship, etc.) ........................................

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\* Delete as appropriate

**All the additional information for the supplement must be confirmed with a certification. Certifications, certificates, etc. must be stamped by the competent bodies of the University (International Cooperation Office, Economy and Graduates Co-Operation Office, Language Centre, Chairs, etc.). All the documents above must be delivered to the Dean’s office ALONGSIDE the thesis.**

After the defence you can submit a request to the Deputy Dean of the Faculty to issue a copy of the diploma in English language. To the request should be attached an additional photo (the same as for a diploma in Polish language) and proof of payment in the amount of 40 PLN to the individual account available in the Virtual Dean’s Office.

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(date and Student’s clear signature)