**CLEARANCE CHART**

SURNAME AND FIRST NAME …………………………………...………………………...…..............…........................

MAJOR...............................................................................................................
Address for service .....................................................................................................................................

Phone No.......................................................E-mail address:......................................................................

This is to state that the abovementioned person does not have any liabilities towards the University’s organizational units listed hereinbelow:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name of the organizational unit**  | **Date** | **Signature and seal** |
| 1. | **UE Library (ul. Bankowa 11a or** **ul. Bogucicka 5)** |  |  |
| 2. | **Other*** **Choir of the University of Economics\* (room 242 building F)**
* **International Cooperation Office\* (building of the vice-rector’s office)**

\* delete if not applicable |  |  |

**The clearance chart should be accompanied** by a statement printed from the virtual dean’s office regarding access to personal data

All the above-mentioned documents must be submitted to the Dean’s Office **no later than 14 days before the date of defense**

**Attention** before defending the thesis, any interest accrued on fees for additional educational services must be paid – each student’s balance on the day of defense must amount to PLN 0.00. **The fee for the diploma** in the amount of PLN 60 is to be paid on the day of the defense **(applies to students enrolled in 2017/2018 and 2018/2019)**

On the day of the defense at the latest a student must:

* return student ID card (refers to students of second-cycle programs)

**Additional information to be included in the diploma supplement:**

1. participation in foreign and other programs **YES/NO**\* how many times ...................
2. foreign work placement **YES/NO**\* how many times .........................
3. activity in science clubs **YES/NO**\*
4. language certificates obtained at the UE **YES/NO**\*
5. participation in lectures in English **YES/NO**\*
6. completing mandatory and additional work placement – how many times ..............
7. other (e.g. scientific conferences, participation in competitions, obtaining a scholarship from the Ministry of Science and Higher Education, etc.) .............................

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\* check as appropriate

**All additional information to the supplement must be confirmed by a certificate. Certificates, etc. must be sealed by university organizations. If the above documents have not been previously submitted to the dean’s office, they must be delivered no later than 14 days before the defense.**

A graduate may submit an application for an additional certified copy of the diploma and a supplement in a foreign language. The application must be accompanied by a payment confirmation regarding the amount of PLN 40 /the fee paid to the individual account of the graduate student/.

 ……………………………………………………….

 (legible signature of the student)