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| --- | --- |
| **Name and surname** |  |
| **Date of birth** |  |
| **Study programme/sub-programme/ specialisation** |  |
| **Department where student worked on his/her thesis** |  |
| **Contact e-mail after end of study\*\* (Graduates)** |  |

In connection with completion / suspension / termination of study, the following is to be checked:

|  |  |
| --- | --- |
|  | **Stamp, signature, date or information on a separate attachment** |
| **Liability towards the department where the thesis was prepared**\* (*settlement is confirmed by an authorised person of the respective department*) |  |
| **Borrowed books returned and liabilities in ChemTK settled\*** (*settlement is confirmed by an authorised person of NTK* [*info@techlib.cz*](mailto:info@techlib.cz)) |  |
| **Computer Centre of UCT Prague\*** *(confirmation is in the student´s interest; it concerns namely balance on the card; confirmed by the copy centre (*[*kopirovani@vscht.cz*](mailto:kopirovani@vscht.cz)*); this confirmation is not required by the Dean´s Office, it is only a recommendation)* |  |
| **All issues at the hall of residence have been settled\* *(****this applies to all non-Prague students; if the student was not accommodated in the hall of residence, this confirmation is replaced by the student´s statement that he/she was not accommodated in the hall of residence; the settlement is confirmed by an authorised person from the Administration of University Facilities* [*skalovao@vscht.cz*](mailto:skalovao@vscht.cz) *;* [*radka.laska@vscht.cz*](mailto:radka.laska@vscht.cz) ) |  |
| **Medical examination upon completion of study *(****this applies to graduates who in this calendar year do not apply for further study at UCT Prague; students who handed in an application need only a medical examination within the admission proceedings)* |  |

\*Can be replaced with a confirmation e-mail from the respective department, the copy of which becomes an attachment to this exit clearance form. The attachment is noted in the field for the respective item. The confirmation e-mail is sent by the respective department usually upon your request.

\*\*By filling in the contact e-mail I agree that I may be contacted for the purpose i) of organizing the academic ceremony granting the diploma (graduation ceremony), ii) the manner of granting the diploma and for being addressed by the Alumni club of UCT Prague [Alumni UCT Prague - Alumni Club](https://alumni.vscht.cz/?jazyk=en) and iii) receiving of the UCT Prague surveys.

**Dated in Prague ………………………………… …………………………………………………**

**signature**