



Application Form MA Exam

To be handed in at the secretarial office of the English Department

1. Students wishing to graduate should submit a written request to the students' administration of the English Department. An exam is understood to be an exam which is regulated by, or in accordance with, the regulations of the Higher Education and Research Act (WHOO), and which, if passed successfully, entitles the student to a certificate as intended in this Act.
2. The request must be submitted at least **4 weeks** before the date of the graduation ceremony so that the Examining Board may determine the exam result. Applicants wishing to graduate within the MA English Program should be officially registered at the English Department of the Leiden University.
3. Applicants must provide complete answers to all of the questions listed below, after which the form should be signed and handed to the department's Director of Studies. The Director of Studies and the secretary will check whether the applicant has fulfilled all requirements. In case no permission can be granted, the applicant is instantly notified and informed of the conditions which still remain to be met in order that s/he may be admitted to the exam at a later moment.

** The thesis grade and any other grades need to be submitted at least 2 weeks before the date of the graduation ceremony.*

Student number		Postal address	
Surname/family name			
First/given names		Date of birth	
		Place of birth	
Mobile/phone number		E-mail address	

Master courses taken within the English Programme of Leiden University

Course	Date	Code	ECTS	Grade

Master course taken within different programmes at Leiden University

Department	Course	Date	Code	ECTS	Grade

Master courses taken at another university

Name University	Course	Date	Level	ECTS	Grade

Thesis

Thesis title		Date	Grade
First reader	Second reader		
Date defence of thesis:			

Yes, I will return this form to the Director of Studies in person, including the following documents:

- a copy of my BA degree (Dutch students only)
- a copy of my passport (international students only)
- a copy of the pass sheet for every exam taken at another university

Leiden, [date]

Signature applicant
