

## Checklist with confirmations (Master)

### For submission to the Examination Office

1) Name, first name *		
2) Matriculation number *		
3) Division *		
4) I had an account *		
In biology department Account name	Yes	No
In the OMERO/ELN systems Account name (as in StudIP)	Yes	No
My laptop was registered on the network, name of the laptop	Yes	No
5) Confirmation from the head of division or supervisor that the workstation was left in proper condition after completion of the Master's thesis		
6a) Confirmation from the IT contact person of the division that the research data generated has been archived in accordance with the GWP.		
6b) Confirmation from the network administrator that personal accounts and devices have been deleted. (IT team mailbox 35/E06)		
7a) Confirmation from the division leader or supervisor that the transponder has been returned and the account deleted (6b) is not applicable because the work is being continued (doctorate). 7b) Confirmation that the transponders have been returned (division secretariat or caretaker)		

**The master's degree certificate and diploma will only be issued by the Examination Office upon presentation of this confirmation. (11/2022)**

**\* These fields must be filled in legibly (preferably digitally) by the student.**