**Student, please complete the form electronically, together with your instructor and return it together with the pdf version of your finished Master's thesis to the student affairs secretary of your department/ unit. You can send the pdf version by e-mail or bring it to the secretary in a memory stick. The pdf-file should be named according to the student’s name and publishing year of the thesis (Surname Forename 20XX).**

**The secretary will then distribute the thesis to the examiners and the faculty and send this decision by email to whom it is to be distributed.**

**Don’t forget to take the maturity test included in the thesis.**

**Student**

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| --- | --- |
| Last name and first names | UEF student number |
| Main subject | E-mail address |

**Name of the Master’s thesis**

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**Proposal of examiners (2, please mention the instructor first)**

|  |  |  |
| --- | --- | --- |
| Name (instructor) | | Degree and official title |
| Place of work (if UEF or some other university, give also the department/ unit) | | |
| E-mail address | Signature (or you must supply some other written consent given by the examiner) | |

|  |  |  |
| --- | --- | --- |
| Name | | Degree and official title |
| Place of work (if UEF or some other university, give also the department/ unit) | | |
| E-mail address | Signature (or you must supply some other written consent given by the examiner) | |

**Examiners are appointed according to the above proposal**

|  |  |
| --- | --- |
| Date | Head of the unit, signature and clarification of it |

The examiners of Master’s theses and written assignments in advanced studies shall issue their written statement on the thesis or assignment in one month of being appointed as the examiners. Moreover, the examiners shall also make a proposal on the grade of the Master's thesis to the faculty concerned. (Degree Regulation of the University of Eastern Finland, Section 35). Periods when there, according to the rector’s decision, is no teaching at the University and period from June 15 to August 15 are not included in the above mentioned time limit (Degree Regulation of the University of Eastern Finland, Section 34).

The student shall be given an opportunity to comment on the assessment of his or her thesis before the thesis is approved and graded. A written decision of the assessment of the thesis shall be sent to the student. (Degree Regulation of the University of Eastern Finland, Section 35).

