Routecard – Master

Name, Surname	Matriculation number
E-mail (after graduation)	Mobile

To be filled in by the secretariat	Date	Signature
Exmatriculation date:		Secretary
Certificate handed out / sended		Secretary

To be signed by the responsible persons

First supervisor • MFA thesis in book form (printed) + documentation on SD card received and **checked** (theoretical part, photo documentation, analogue and digital)		1st Supervisor
Second assessor • If desired: MFA thesis in book form (printed) + digital documentation received		2nd Examiner
Photo studio • Documentation on SD card received and **checked** • SD card in packaging CD format (for archiving)		Head of studio
Library (Formal approve only after signature of 1st supervisor) • MFA thesis as book version + documentation on SD card in packaging CD format (for archiving). • Affidavit (Sworn statement) • Return of library books		Librarian
Permanent loan • Piece + form digital + images in 72 and 300 dpi		Jewellery assistant
Goldsmithy • Return goldsmith-locker key		Head of workshop
Stone cutting workshop • Return of stones that are the university's owned property		Professor
Sculpture and wood workshop • All stored materials, works and legacies cleared out		Professor
Secretariat • Payments of workshop and/or study fees • Return of transponder		Secretary