

Check list for submission of papers and completion of the Master's degree at Department of Informatics:

(For more information, look at the «being a master student at IFI» pages on the IFI webpage).

Before submitting the thesis:

- ☐ Registration for final master exam (form number. 1) needs to be delivered in the reception 4. th floor one month before you submit your thesis. (the supervisor must also sign this form)
- ☐ Finishing the thesis (remember that the department only covers 7 pages in colours).

Submitting the thesis and final masterexam:

- ☐ The thesis needs to be delivered for printing in time (for requisition, contact studieinfo@ifi.uio.no).
- ☐ The thesis must be electronically delivered in StudentWeb. Receipt is sent to your e-mail, it has to be printed and signed.
- ☐ When the thesis is printed you must pick them up from Reprosentralenⁱ.
- ☐ Deliver one version of the thesis to the reception at IFI ⁱⁱ
- ☐ Fill out Registration for the master degree's final exam (form number 2) and get it signed by responsible person in the IFI-reception (to be done the same day as you hand in the printed version of your thesis).
- ☐ Deliver one version of the thesis to the supervisor(s).
- ☐ Deliver form number 2, and a photocopy of the front page of your thesis to MN-Student information center ⁱⁱⁱ.
- ☐ You present the thesis (time and place is organized with your supervisor).

Also you must remember to do this (do it while you are around)

- ☐ Return any books to the library (if you have any).
- ☐ Return borrowed keys to the department.

- ☐ Deliver receipt from StudentWeb (DUO) to the IFI-reception.
- ☐ Fill out the “Clearance form” and hand it in to the IFI-reception.
- ☐ Check that your semester address is updated in StudentWeb.

And finally

- ☐ Master seremoni!

ⁱ Reprosentralen is in the basement of Kristian Ottesens hus (Akademika), inngang B

ⁱⁱ Reception is in the 4. Th floor, in Ole Johan Dahls hus

ⁱⁱⁱ MN studentinformationcenter is in 1.th floor Vilhelm Bjerknes hus