



Organization form upon graduation or leaving the department

Course of study/Research group _____

Diploma B.Sc. M.Sc. Promotion _____

Last Name, First Name:	
Research Group:	Institute/Room No./Lab Space:

Research group leader	←	Handover of workplace & equipment, Disposal of chemicals, (wardrobe)
Library Dept. of Chemistry (Frau Köhn)	←	Return of books and payment of open fees
IT Service	←	CLAKS logout, IT logout, Electronic backup of data; Scan lab journal(s) as pdf
Janitor (Herr Rauls, Herr Sommer)	←	Return of house and institute keys and return of the security badge
Academic Office Chemistry	←	Whereabouts statistics form Application for print of transcript (BSc/MSc) Study card (for diploma/chemistry)

I hereby declare that I

- have transferred all equipment and facilities provided to me by UHH in proper condition to another user/successor:
(Name).....
- have cleared and cleaned my workplace of chemical residues
- have handed over all chemicals used by me for retention and reserve samples demonstrably (CLAKS issue/transfer list) to another user/successor: (Name)
- have properly disposed of the other chemicals or chemical mixtures used by me as well as the reserve samples that are no longer required.

I am aware that, in case that the above information is incorrect, I may be held accountable for it after I leave the Universität Hamburg.

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(Place, date, signature)