Organization form upon graduation or leaving the Department of Chemistry

Course of study/Research group ____________________________________________

☐ Diploma    ☐ B.Sc.    ☐ M.Sc.    ☐ Promotion    ☐ __________

Last Name, First Name: ____________________________

Research Group: ____________________________

Institute/Room No./Lab Space: ____________________________

Please note that the Library and IT Service departments currently wish to provide signatures electronically for the closing organization. Therefore, it is NOT necessary to make an appointment. Please simply sign up by emailing the routing slip to the appropriate service facilities.

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

Service Team Keys/Transponder only on site!

Return of house and institute keys
and return of the security badge

Academic Office Chemistry

Whereabouts statistics, Data privacy form
(doctoral studies)
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.

__________________________________________________________________________
(Place, date, signature)

Please return this form to the academic office (graduation/promotion) or head of department (retirement/leave).

For students: no certificates will be issued before the form is submitted.
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