

FAKULTÄT

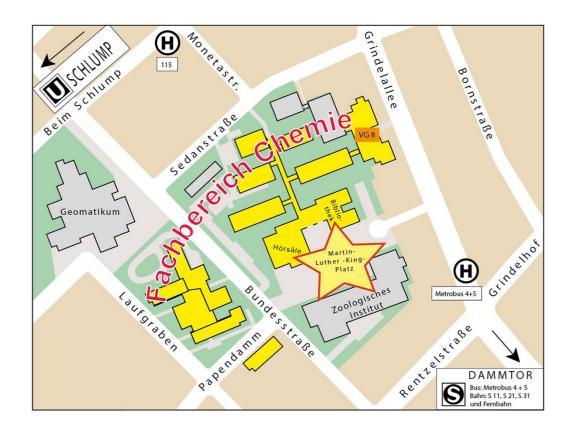
FÜR MATHEMATIK, INFORMATIK UND NATURWISSENSCHAFTEN

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:	In	stitute/Room No./Lab Space:
		wish to provide signatures electronically for the closing nent. Please simply sign up by emailing the routing slip
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)
hereby declare that I		
have transferred all equipment and faciliti (Name)		UHH in proper condition to another user/successor:
 have cleared and cleaned my workplace of have handed over all chemicals used by me user/successor: (Name) 	e for retention and res	serve samples demonstrably (CLAKS issue/transfer list) to anothe
 have properly disposed of the other chemi required. 	cals or chemical mixt	ures used by me as well as the reserve samples that are no longe
I am aware that, in case that the above information	is incorrect, I may be I	held accountable for it after I leave the Universität Hamburg.
(Place, date, signature)		



Where to find us:



Contact:

Department Library Chemistry	bibliothek.chemie@uni-hamburg.de	
Serviceteam/Janitor	Herr Rauls (Chemie I):	serviceteam.chemie@uni-hamburg.de torben.rauls@uni-hamburg.de
IT Service	itservice.chemie@uni-hamburg.de	
Academic Office	promotion.chemie@uni-hamburg.de	