

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:

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
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.

.....
 (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