

### **FAKULTÄT**

FÜR MATHEMATIK, INFORMATIK UND NATURWISSENSCHAFTEN

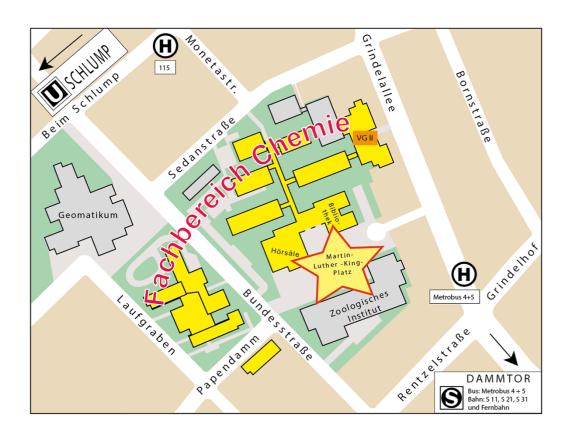
## Organization form upon graduation or leaving the Department of Chemistry

Course of study/R	esearch group		
Diploma	B.Sc.	M.Sc.	Promotion
Last Name, First Name:			
Research Group:			Institute/Room No./Lab Space:
	, it is NOT necessary	•	ntly wish to provide signatures electronically for the closing ntment. Please simply sign up by emailing the routing slip
Research group leader		<b>—</b>	Handover of workplace & equipment, Disposal of chemicals, (wardrobe)
Library Dept. of Chemistry	У		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/Trans	ponder <b>only on site!</b>	<b>—</b>	Return of house and institute keys and return of the security badge
Academic Office Chemist	ry	<b>—</b>	Whereabouts statistics, Data privacy form (doctoral studies) Application for print of transcript (BSc/MSc) Study card (for diploma/chemistry)
<ul> <li>(Name)</li> <li>have cleared and</li> <li>have handed over user/successor: (I</li> <li>have properly dis required.</li> </ul>	cleaned my workplace r all chemicals used by Name) posed of the other che	e of chemical residues of me for retention and of the for retention and of the for retentical memical	by UHH in proper condition to another user/successor:
Place, date, signature)			2024/0

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# Where to find us:



### **Contact:**

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IT Service		
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	<pre>promotion.chemie@uni-hamburg.de (Promotion)</pre>	
	Indoor Mailbox: Grindelallee 117, Ground floor in front of room 49	