

## CHECK OUT - to be filled in at least one week before contract ends

TU Dresden, Faculty of Mechanical Science and Engineering, Institute of Materials Science, Chair of Materials Science and Nanotechnology

name:	
first name:	
title (Dipl.-Phys., M. Sc., B. Sc., ...):	

starting date:	
finishing date:	
project name:	

Group leader: .....

To do	Responsible person HAL	Responsible person MBZ	Date, signature
keys (main entrance, rooms) returned	Mrs. Katzarow (HAL 113b)	Dr. Ibarlucea (MBZ 408)	
Returned inventory (check borrowing list)	Mrs. Katzarow (HAL 113b)	Dr. Ibarlucea (MBZ 408)	
Committed duties from task list to successor	Mrs. Katzarow (HAL 113b)	Dr. Ibarlucea (MBZ 408)	
Left all timesheets, filled in in a proper way (SHK, WHK, projects where necessary)	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	
If teaching: From all semesters: Left all exams and documents with grades from course XY	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	
Returned lab material instruments and cleared lab workplace	Group leader	Group leader	
Cleared desktop workplace	Group leader	Group leader	
Left final thesis (PhD, MA, Diplom, BA) & pptx of PhD defense, short report (SHK/WHK), poster	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	
Uploaded final thesis (PhD, MA, Diplom, BA) to qucosa.de	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	
Account cancelled in one month after check-out	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Assigned computer	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Web database updated as former collaborator	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Herewith, I declare that I have given back all objects lended. I confirm that I have handed over or disposed all used samples, materials, instruments etc. in a proper form. I have been also instructed that with the beginning of the termination of my employment I could only stay as visitor at the TU Dresden, Institute of Materials Science and MBZ. I agree on being listed as former collaborator on the chair's homepage. I agree to be listed as former collaborator in the TU Dresden Alumni Network and to be contacted once per year by mail.			

Herewith, I declare the discharge of the above-named colleague.

Dresden, .....

.....  
Prof. Dr. Gianaurelio Cuniberti

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name, first name:

Contact new company

name of company:

address - street, no.:

address - postal code, city:

telephone no.:

email:

Private information

by choice!!

address - street, no.:

address - postal code, city:

telephone no. - private:

telephone no. - mobile:

private email:

<b>For internal use only:</b>	<b>Check out process closed:</b>
Add changes to the staff list + birthday + kitchen	Date, signature:
Add to alumni on nano-webpage	.....
Delete telno. in PMN Whats-App chat and online attendance list	
Delete RICOH account	