

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	Responsible person DCN	Date, signature
keys (main entrance, rooms) returned, WhatsApp chat + Google calendar	Mrs. Katzarow (HAL 113b)	Dr. Huang (MBZ 408)	group leader (and linda.luther@tu-dresden.de)	
Left all timesheets, filled in in a proper way (SHK, WHK, projects where necessary)	Mrs. Kost (HAL 113 c)	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)	Mrs. Kost (HAL 113 c)	
Returned lab material instruments and cleared lab workplace	Group leader	Group leader	Group leader	
Cleared desktop workplace	Group leader	Group leader	Group leader	
Project structured and publication structured research data stored on group drive (https://nano.tu-dresden.de/shared/14) (10 years obligation to archive!)	Group leader	Group leader	Group leader	
Left final thesis (PhD, MA, Diplom, BA, Beleg etc.)	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	Mrs. Kost (HAL 113 c)	
Assigned computer, returned IT inventory	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Herewith, I declare that I have given back all objects lendend. 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.				

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

Dresden,

.....
Prof. Dr. Gianarelio 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:

For internal use only:	check-out process closed:
Add changes to the staff list + birthday	Date, signature:
Add to alumni on nano-webpage	
Delete telno. in PMN Whats-App chat and online attendance list	
Delete RICOH account	
Inform Mrs. Keil	