

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
keys (main entrance, rooms) returned	Mrs. Katzarow (HAL 113b)	Dr. Ibarlucea (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)	Mrs. Kost (HAL 113 c)	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)	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 lendet. 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,

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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:

For internal use only:

Add changes to the staff list + birthday

☐

Add to alumni on nano-webpage

☐

Delete telno. in PMN Whats-App chat and online attendance list

☐

Delete RICOH account

☐

Check out process closed:

Date, signature:

.....

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Date, signature

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