**This Departmental Leavers Form MUST be completed on/before your last day and returned to Reception before you leave.**

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| Section 1 – About You… | | Your forwarding address/email are REQUIRED so that we can contact you/forward your post once you have left if appropriate. | | | | | |
| **First Name:**  (In BLOCK CAPITALS) |  | | **Forwarding Address/Email:**  (In BLOCK CAPITALS)  **REQUIRED** | | Address: | | |
| **Last Name:**  (In BLOCK CAPITALS) |  | |  | | |
| **Job Title:** |  | | Email: | | |
| **Leaving date:** |  | | **Contact Details** for your new workplace or research destination: | | Address: | | |
| **Supervisor:** |  | |  | | |
| **Dept Room No:** |  | | Email: | | |
| Section 2 – Obtaining Clearance… | | | | On completion of your work in the Department, and before you finally leave, you are required to obtain the appropriate clearance signatures. | | | | |
| **Guidance notes to obtain the appropriate signatures:**   1. **Library** - Return all books that you have borrowed to the Library. 2. **Research Floor Technician - For experimental researchers only.** Clean thoroughly all your standard ground jointed apparatus and general glassware. Return any non-standard glassware to your Floor Technician. Consult your Floor Technician about the safe disposal of those specimens/chemicals not required. *See General Information book for further details*. 3. **Research Group Leader** - You must obtain the signature of your research group leader, who should certify, where applicable, the above have been done and the appropriate data transferred. 4. **Computing Allocations** - Visit <https://apps.ch.cam.ac.uk/leavers> to deal with your computer allocations then go to M18 or UM01 to collect a signature from the IT staff. 5. **Departmental Safety Office –** Fire wardens and first aiders only 6. **Academic Secretaries Office -** Please complete the Graduate Exit Survey if you did your PhD in this Department: [**Graduate Exit Survey**](http://cambridge.eu.qualtrics.com/jfe/form/SV_42dqss0qEJFOgJf) 7. Research Office – If you have been keeping timesheets, please ensure all timesheets (including your leaving month) are completed, signed and handed in. 8. **Reception** - Return University card / car parking badge to Reception. 9. **Accounts Office** - Provided the Departmental Leaving Form is complete, your deposit will be refunded. **Note:** Large amounts of cash are not routinely kept in the Department and a cash refund on demand cannot therefore be guaranteed. **Please provide** **at least one week’s notice of requiring a cash refund**. | | | |  | | **Signature** | **Date** | |
| **1. Library** | |  |  | |
| **2. Research Floor Technician**  - Experimental researchers only | |  |  | |
| **NOTE: Research Group Leaders will NOT give clearance until:**   * Items 1-2 are signed * They have ensured that NMR, MS and/or CBC facilities have been cancelled * All research data that needs to be kept has been transferred to them | | | | |
| **3. Research Group Leader** | |  |  | |
| **4. Computing allocations** | |  |  | |
| **5. Departmental Safety Office**  - Fire wardens and first aiders only | |  |  | |
| **6. Academic Secretaries Office**  - Registered graduate students only | |  |  | |
| **7. Research Office**  Timesheets | |  |  | |
| **8. Reception** | |  |  | |
| **9. Accounts Office**  Refund of deposit on collection of all appropriate signatures | |  |  | |