**This Departmental Leavers Form MUST be completed on/before your last day and returned to** **Rachael Jefferies****.**

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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 Postgraduate Exit Survey if you did your PhD in this Department: [Postgraduate Exit Survey](https://cambridge.eu.qualtrics.com/jfe/form/SV_6LSlIM8W5h4Hlm5)
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
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| **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 |  |  |