



CHECKOUT-LIST

To be checked, confirmed and signed by your academic supervisor

- Transfer the following information to your successor

Date:	Signature of Employee:
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Date:	Signature of Supervisor:
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To be checked, confirmed and signed by the Secretariat

- All keys returned (institute key, room key and any other)
- Desk and room left clean and tidy (no unnecessary articles left)
- Photocopy card returned (where applicable)
- Key Card returned
- Forwarding address submitted
- New email address:
- New postal address:

Date:	Signature of Employee:
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Date:	Signature of Secretariat:
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To be checked, confirmed and signed by the Systems Administrator

- All electronic devices returned
- All personal files / directories deleted from server(s)

Date:	Signature of Employee:
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Date:	Signature System Administrator:
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To be checked, confirmed and signed by the Librarian of ISEBib

- All books on loan returned to the library (Room 401)

Date:	Signature of Employee:
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Date:	Signature of Librarian:
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To be checked, confirmed and signed by the Administration of the Faculty

- Private telephone costs paid

Date:	Signature of Employee:
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Date:	Signature of Administration:
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