**Faculty of Engineering and Computing**

**Leavers Form (Research Students)**

This form should be completed by ALL Departing Research Students/ Post Doctorate Staff (Previously DCU PhD Graduates ONLY) within the Faculty of Engineering and Computing. Once complete, please return to **Irene McEvoy, Room N113**

 **Section 1 – Personal Details**

|  |  |  |
| --- | --- | --- |
| 1 | Full Name  |  |
| 2 | ID |  |
| 3 | Name of Supervisor |  |
| 4 | Non DCU e-mail address (optional) |  |
| 5 | Phone Number (optional) |  |

**Section 2 - All students should complete this section**

PLEASE TICK RELEVANT BOX BELOW:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** | **N/A** |
| 1 | Have you returned keys/swipe cards for the building, laboratory, lockers, etc.? |  |  |  |
| 2 | Have you returned your laptop/ PC/external hard drives to your supervisor for re-imaging? |  |  |  |
| 3 | If you have permission from your supervisor to keep your laptop, has it been re-imaged by ISS (or School Technical Officer) to remove all software and documents from the laptop? |  |  |  |
| 4 | Have you cleared data stored on instruments relating to your research?  |  |  |  |
| 5 | Have you removed / backed up all files, documents and software stored on your Unix gateway account, if you were issued with one? |  |  |  |
| 6 | Have you liaised with School System Administrators to delete your Server Accounts? |  |  |  |
| 7 | Do you require extended access to the Computing / Faculty gateway to access internal Research computing resources, e.g. HPC cluster? If so please specify the defined period of time agreed with your supervisor:  1 month 3 months 6 months |  |  |  |
| 8 | Have you provided all sample material, technical data and laboratory books to your supervisor that relate to your research project?  |  |  |  |
| 9 | If your studies were funded by an external agency, have you given the co-ordinating PI all relevant materials which may be required for project reports or audit purposes? |  |  |  |
| 10 | Have you given a copy of all your research related posters, videos, graphs, and photos to the Professional Support Unit (Irene.mcevoy@dcu.ie) ? Please provide at least one item (e.g. poster) that accurately summarizes your achievements as a Research student in DCU |  |  |  |
| 11 | Has your desk been cleaned and all personal items/ papers etc. removed?  |  |  |  |
| 12 | Do you understand that items left behind will be destroyed? |  |  |  |
| 13 | Have you returned all books loaned to you by a member of the Faculty? |  |  |  |
| 14 | Have you returned all Library books?  |  |  |  |
|  | **Question** | **Yes** | **No** | **N/A** |
| 15 | If you worked as a tutor/ demonstrator, have you returned all notes and materials that were provided to you? |  |  |  |
| 16 | In order to comply with GDPR regulations, have you deleted or destroyed any personal data in relation to other DCU individuals? For example, mark sheets or sick certification from students if you were engaged in teaching duties. |  |  |  |
| 17 | Are all your peer-reviewed journal/conference publications uploaded to DORAS?  |  |  |  |
| 18 | Have you any outstanding CORE expenses? |  |  |  |
| 19 | Do we have your permission to contact you using the e-mail address/ phone number provided above? |  |  |  |

|  |  |  |
| --- | --- | --- |
| 20 | What’s the serial number of your lap top? |  |
| 21 | When is your last day in the office? Your account will be closed on this day |  |
| 22 | Where is your next destination - e.g. Work, Study, Post-doctoral Researcher.? |  |

**Section 3 – This Section applies to School of Mechanical and Manufacturing Engineering and Electronic Engineering Students Only**

**Laboratory room number/s used:**

The laboratory/room and facilities used should be left clean, tidy and safe on completion of research work within the School of Mechanical and Manufacturing Engineering.

PLEASE TICK RELEVANT BOX BELOW:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** | **N/A** |
| 1 | Is the bench-space clean, cleared and left in a safe manner? |  |  |  |
| 2 | Have the under-bench units been cleaned and left in a safe manner? |  |  |  |
| 3 | Have the drawers been cleared and cleaned and left in a safe manner? |  |  |  |
| 4 | Returned all remaining chemicals/biomaterials to Laboratory Superintendent/supervisor? |  |  |  |
| 5 | Have you removed and disposed of your chemical waste in accordance with Health & Safety guidelines? |  |  |  |
| 6 | Have you tidied the fume hood workspace and removed your materials & test equipment in a safe and correct manner? |  |  |  |
| 7 | Have you cleaned equipment used in these areas? |  |  |  |
| 8 | Have you labelled all new experimental rigs to include references to the funding scheme/body? |  |  |  |
| 9 | Have you returned all tools and equipment to Laboratory Superintendent/Supervisor? |  |  |  |

**Section 4 – Signatures**

Research Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Technical Officer (MME and EE students ONLY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_