****For students of F-modules, P-modules, Bachelor thesis, Master thesis, visiting students and interns

When you leave, you need to send this checklist by e-mail to **jochen.krueger@kit.edu**. A cc has to be sent to your project supervisor. **Without the cc, you will not get your CAS entry.**

**Name(s):**

**e-mail for contact:**

**start in the lab: end in the lab:**

**students:**

1. Have you completed the handover of labspace (tidy?), samples (discarded or handed over properly?), data (organised?) with the project supervisor?
2. Lab performance. We expect you to:

 **🞏 follow safety rules and keep workspace and lab tidy.**

**🞏 be cooperative.**

**🞏 take responsibility for your actions and your team.**

 **🞏 communicate in case of problems.**

 **🞏 participate in lab duties (after instruction to do so).**

If there have been problems in your team, about we should know, you can state them here. If your supervisor sees problems in your team, he / she will report directly. Therefore, your supervisor needs to be in cc.

1. KEYS GIVEN BACK?

🞏 **Spindschlüssel (personal cupboard) given back to Herr Krüger**

🞏 **Lab keys (if any) given back to Herr Krüger**