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Description automatically generated

# GS16 RESEARCH STUDENT/GRADUAND EXIT FORM AND CHECKLIST OF DUTIES 2023-2026

This form must be completed by all postgraduate students/graduands prior to graduation and should be returned to the Graduate School.

**SECTION A: Must be completed by the research student/graduand.**

**SECTION B: Should be completed by the research student/graduand and signed off by relevant TUS staff as stipulated.**

**SECTION A: Must be completed by the research student/graduand:**

|  |  |
| --- | --- |
| Research Student Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| Research Student Number |  |
| Faculty/Research Centre/Institute |  |
| Programme Code and Title |  |

**SECTION B: To be completed by the research student/graduand and signed off by appropriate TUS staff**

|  |  |
| --- | --- |
| **Actions to be completed** | **Signed by:** |
| Lab book(s) have been returned to appropriate offices  Yes  No  Not applicable | Research Office |
| My library books have also been returned to the TUS library  Yes  No | Library |
| My laboratory bench and storage cabinet have been cleared  Yes  No  Not applicable | Lab manager |
| Materials and equipment that I used during my studies have been stored  Yes  No  Not applicable | Supervisor |
| If no, were the samples given to another researcher?  Yes  No  Not applicable | Researcher |
| If no to both, have samples been disposed of appropriately?  Yes  No  Not applicable | Lab manager |
| My TUS access card has been returned  Yes  No | Research Office |
| Any reference papers and data, and copies of my thesis have been given to my academic supervisor as required  Yes  No | Supervisor |
| A hard-bound copy of my thesis has been provided to the Graduate School  Yes  No | Graduate School |
| A hard-bound copy of my thesis has been provided to the Library  Yes  No | Library |
| My laptop has been returned to the Research Office  Yes  No  Not applicable | Office of Research |
| If you answered ‘Not applicable’ to the last question, please provide brief detail on why laptop has not been returned. |  |
| My office/lab space, desk and cabinet keys have also been returned  Yes  No | Research Office |

**By ticking this box,** I confirm that all my exit duties have been addressed.

**Signed**

Research Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Research Institute Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_