

國立清華大學化工系離校手續單


NTHU CHE leaving school checklist

學士(bachelor) 碩士(master) 博士(PhD)

學號(ID number) : _____

姓名(name) : _____

日期(date) : ____ (Y) ____ (M) ____ (D)

① 導師/指導教授 (Professor) 簽名	② 系館門禁 (Security) 【Mr. Chou】 R109	③ 計畫薪資確認 (Project) graduated student only 【Ms. Emily Chen】	④ 系友資料填寫 (Alumni)  【Ms. WeiWei Chen】	⑤ 系所辦公室 (Department) 【Ms. Tsai】

檢 查 項 目 (check item)	驗收簽名 (signature)	備註(note)
(1)所使用的儀器設備完整否? (Are the instruments OK?)		適用研究生 graduated student only
(2)個人所屬實驗區是否清理乾淨? (Have you cleaned the lab area?)		適用研究生 graduated student only
(3)所生產之廢液廢料是否清除? (Have you cleaned waste due to experiment?)		適用研究生 graduated student only
(4)所使用之電腦、軟體及檔案是否清楚交接? (Have you handed over the computer, software, and files to your members?)		適用研究生 graduated student only
(5)個人所屬辦公桌及書櫃等是否清理完畢? (Have you cleaned your desk and drawers?)		適用研究生 graduated student only
(6)實驗記錄簿是否交回指導教授? (Have you returned the recorder to your professor?)		適用研究生 graduated student only