Information for leavers

Access to Email:

Please note that, upon leaving the LMCB, your UCL email address will be disabled. If you wish to retain your UCL address for a brief period of time after leaving, please contact Claire Hebblethwaite (c.hebblethwaite@ucl.ac.uk). If you are a student, you will be allocated an alumni email address.

Before your UCL email account is disabled:

Please make sure you have set up an alternative email address for future correspondence. Consider setting up an automatic response with your new contact details, and email forwarding to your new contact email. If you wish to keep a copy of your email content on your personal computer, contact the IT team (Taru Khanna and Fabrice Ducluzeau (lmcb-it-help@ucl.ac.uk) to help you set this up with Apple Mail or Outlook.

Access to Journals and online UCL resources:

UCL only provides network resources to current students and staff. This means you will no longer have access to UCL records, online journals or the VPN. Remember to print or download a copy of your training records (accessed on UCL Moodle) and payslips/P60 documents (accessed on UCL MyHR). These will not be accessible once you formally leave UCL.

Computer hardware, software and data:

Data stored on laptops and desktops must be consolidated and transferred onto LMCB servers/project folders, so that storage space can be re-used.

You may be required to return the laptop provided to you during your stay at the LMCB. It is your responsibility to remove all data and personal information from computers so that they can be re-used, and to prevent personal information from ending up on LMCB servers/project folders.

Please remember to back-up content stored on Dropbox. In the event that the annual subscription license is not renewed by your supervisor, your data will be inaccessible. Please note that Prism files may also be inaccessible if the annual subscription license is not renewed.

It is your responsibility to remove UCL- or LMCB-owned licensed software from any computer you may be taking with you. Contact the IT team if you are unsure how to do so.

Name:

Post:

Group:

Date of leaving:

Forwarding address:

Details of next position:

LMCB email address:

Mailing lists (if you're a member of mailing lists, please list them here so we can unsubscribe you):

Alternate/new email address:

Social media:

To be completed on leaving the lab

General:

☐ **Return all institute keys (lockers, offices, building, etc.) to lab management team (Priya Madhou p.madhou@ucl.ac.uk and Valentina Senatore v.senatore@uc.ac.uk)**

☐ **Email Valentina Senatore v.senatore@uc.ac.uk to confirm office desk has been cleared**

☐ **Return ID/Entry card to lab management team**

Signature (Priya Madhou or Valentina Senatore)   **Date**

Lab:

☐ **Leave office area clean and tidy**

☐ **Return lab coat to lab management team**

☐ **Leave all laboratory areas used clean, tidy and safe**

☐ **All materials in cold storage (fridge, freezer, etc.) must be correctly disposed of or transferred to new ownership**

☐ **All chemicals/reagents must be correctly disposed of or transferred to new ownership**

☐ **Transfer lab notebooks and protocols to supervisor**

Signature (Group leader/manager)   **Date**

Computer hardware, software and data:

☐ **Consolidate data in a single location and make it easily accessible to supervisor/manager (coordinate with IT team if necessary)**

☐ **Back up data on personal external device or laptop (do not leave this until the last minute!)**

☐ **Remove UCL- or LMCB-owned licensed software from any computer you may be taking with you**

☐ **Return laptops to supervisor**

Signature (Taru Khanna or Fabrice Ducluzeau)   **Date**

Please tick box if you are happy to be contacted by the LMCB after you leave   ☐

This form must be returned to Claire Hebblethwaite, LMCB Room 2.22

LMCB Privacy Notice:

http://www.ucl.ac.uk/lmcb/sites/default/files/lmcb_privacy_notice_0.pdf