**Checklist when leaving BIGSAS**

(updated: 24.02.2021)

Name:

Date of leaving:

Transponder/keys returned on (date):

Have you returned all devices borrowed from BIGSAS (e.g. Laptop, other IT-equipment, voice recorder etc.)?

[ ] yes [ ] no (please return them before leaving and have the return

 confirmed by any BIGSAS staff member)

Please check all your personal data (e.g. exact topic of dissertation at the time of completion) and state changes (if any):

New contact details (e.g. address, email address, phone number):

Activities, employment and location etc. after completion or leaving BIGSAS:

Do you wish to be added to our BIGSAS Alumni mailing list?

[ ] yes [ ] no

I consent to the publication of photos of me, personal data and further information concerning my time at BIGSAS in printed materials and online if it relates to me as an Alumnus/Alumna in the framework of BIGSAS and the Africa Multiple Cluster of Excellence (e.g. brochures, posters and presentations).

[ ] yes [ ] no

I permit the Cluster to use photos of me, personal data and further information to publish

[ ] on the Cluster and BIGSAS website

[ ] in brochures

[ ] on posters

[ ] in Power Point presentations

[ ] on flyers

[ ] in press releases

[ ] in articles

[ ] in newsletters

[ ] in The BIGSAS World

[ ] in event documentations

Date, signature of Alumna/Alumnus:

BIGSAS confirms the return of all devices borrowed from BIGSAS:

Date, signature of BIGSAS team member: