University of Southern Queensland

(CRICOS Provider No. 00244B|QLD/02225M NSW)

Research Exit Checklist

(*This form is to be completed by all research higher degree candidates or visiting scholars/academics prior to leaving USQ. For RHD candidates, the completed form must be submitted to the Office of Research and Higher Degrees with your permanently bound copies of your dissertation as part of your final requirements for graduation. Note: Faculties may wish to use this form internally for students or visiting scholars on extended leave from USQ.)*

Please complete all boxes and mark as N/A where appropriate

Name		**Student/Staff ID**	
Program		**Extension No.**	
Faculty		**Discipline**	

Departure Date/Comments

.....

.....

.....

.....

Will you be returning to USQ?

☐ No ☐ Yes – Please indicate date: .....

Ethical/Biosafety Requirements

Did your research project require ethical clearance?

☐ No – Go to next section. ☐ Yes – Please include your ethical clearance number: .....

Student/VisitingScholar Initials

Ethical progress final report has been completed and forwarded to Ethics Officer ☐ .....

Original data associated with the project has been deposited with the University (or other approved repository) as follows:

Name: .....

Location: .....

.....

.....

Format: (e.g. CD/DVD, etc):.....

Other materials (e.g. samples) associated with the project have been disposed of by the approved processes:

☐ Yes – Go to next section. ☐ No – Please provide details (e.g. deposited with, and location):

.....

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Resources

	Student/VisitingScholar Initials	
All items have been removed from desk / filing cabinet / lab / workspace	☐	.....
Desk and filing cabinet drawers have been cleaned	☐	.....
All property and equipment belonging to USQ, including computing, tools and parts have been returned	☐	.....
ICT notified to close personal USQ email account. Attach email. (Note: Named Student email account will be closed following graduation.)	☐	.....
Remove swipe card access (from date of departure). Attach email.	☐	.....
Temporary swipe card returned	☐	.....
All keys, including desk, filing cabinet, work room, laboratory and general faculty access have been returned	☐	.....
Switchboard notified	☐	.....

Legal

	Student/VisitingScholar Initials	
Embargo requirements have been outlined on the Dissertation Submission Form	☐	.....
A project participation agreement has been signed with USQ (if appropriate)	☐	.....

Signatures

I acknowledge that I have returned all required items, complied with all university and legislative requirements and confirm all information outlined above is true and correct.

Student / Visiting Scholar	Name			
	Signature		Date	

We confirm the above requirements have been satisfied and this requirement for graduation is met.

Principal Supervisor	Name			
	Signature		Date	
Associate Dean (Research)	Name			
	Signature		Date	

Forward completed form to:

Office of Research and Higher Degrees
University of Southern Queensland
TOOWOOMBA QLD 4350

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

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