Leaving the group



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Leaving The Group

Backups

Before you leave, you must make two backups of your workstation.

You should already possess one HDD that you have been using for regular backups (see the group's backup policy); ask Edward Linscott for a second HDD for the second backup.

Leave one HDD with Edward and take the other one with you when you leave.

Leaving your office

- · Clean and empty your desk, drawer and bookshelf
- Return any equipment you might have borrowed from the lab for remote working.
- · Leave the drawer key in the keyhole
- · Return your office key to the secretaries

Ongoing access

Ask to frihe for an extension of your EPFL account; typically 6 months should suffice (ask Nicola the specific amount of time depending on your future plans and the status of your current projects). The extension needs to be justified, a typical reason is "completion of a publication".

If you require ongoing access to your THEOS workstation after you leave, discuss this with the group's IT managers.



Acknowledgements







Nicola Colonna



Riccardo De Gennaro



Yannick Schubert





slides available at O github/elinscott

SPARE SLIDES