



Radboud University Nijmegen

Checklist for new members of the Molecular Chemistry Cluster

All new members:

- Introduced to the secretary for:
 - activating door pass
 - handing over your signed internship agreement
 - being added to email list
 - being added to print budget
 - registration on the webpage
 - email login request C&CZ
 - introduced to other secretaries
- Introduced to Peter van Galen, for making a photograph for the website (except bachelor students)
- Introduced to Safety Stewards
- I have read and understood the Information & Safety Manual and agree to work by the rules laid out therein.
- Pass the safety exam (ask your safety steward for the exam, be aware that you are not allowed to work in the lab before you pass the exam!)
- Safety tour around the lab
- Introduced to
 - Peter van Dijk and Theo Peters (logistics and Purchasing Agent, PAM-mers)
 - Jan Dommerholt en Theo Peters (Chemicals)
 - all research assistants: Peter van Galen (NMR, MASS), Helene Amatdjais (NMR, MASS), Paul White (NMR)
- Confidentiality agreement, answer sheet of the safety test, registration form and this checklist filled in and signed back to the secretary of your group

Employees:

- people with a working agreement will get a post box with their name on it as well as a name tag on the board outside the wing you are going to work (Jacky).
- Only for employees: send an email to Ine Hendriks (i.hendriks@science.ru.nl) to be put in the mailing list of IMM-co workers

Students:

- Only for PhD's and Postdocs: meet Kim Bongers, the contact person of the Wednesday Cluster Meeting for registration
- Only for PhD's and Postdocs: meet Dennis Löwik, for teaching tasks.
- Only for BSc and MSc students of the Rowan- and van Hest group: meet the contact person for registration for the group meetings.
- Only for all students when you reach the end of your internship:
 - make sure that you send the secretary an email with the files of your report and assessment
 - make sure that your supervisor has all the dates

Date:

Name (new member):

Name (Work Group Leader):

Signature:
