



## LEAVE CHECKLIST

### **To be submitted**

Item	Note
<b>2 copies of bound thesis</b> (include defense and copyright pages; 1 to Dr. Huang; 1 to Faculty of Engineering)	
<b>Electronic copy of thesis</b>	
<b>PowerPoint of thesis defense</b>	
<b>Published papers (electronic version)</b>	
<b>Submitted reports (electronic version)</b>	
<b>Data</b> (Experimental data, projects' data, etc.)	
<b>Code</b> (developed software code)	
<b>Documentation</b> (Code comments, manual, handbook, etc.)	

### **To be returned**

Item	Note
<b>Key/Access Card to office</b>	
<b>Key/Access Card to lab</b>	
<b>Key/Access Card to Education Building</b>	
<b>Key/Access Card to PTRC</b>	
<b>Borrowed Papers</b>	
<b>Borrowed Books</b>	
<b>Borrowed Reports</b>	
<b>Borrowed Theses</b>	
<b>Borrowed Software</b>	
<b>Computer</b>	
<b>Equipment</b>	
<b>Copy card</b>	