

New by Mg

Deutsche Version:

neu_bei_magnesium.docx

English version:

neu_bei_magnesium_english.docx

Here are some tips:

- You need to do a tour with your advisor through the institute with the "Laufzettel". At some important stages, you need to get signatures (administration, workshop, coffee person, admin...). If everything is signed, you hand in the paper and receive your E-Mail-account from Mrs. Kaisik (room E204). At the end of your time at the institute, you need to do the same with a different paper.
- Report to Mr. Scholz for a general safety instruction and to Mr. Kovacev for a laser protection orientation. At the nuclear laboratory (upstairs) and the resonator laboratory (downstairs) you need an orientation specific for the laboratories, which is marked in the red safety book of the laboratory afterwards. Important! Without this indoctrination you can't enter the laboratory!
- There are the fire safety regulations and the safety handout on the website of the institute under profile>safety for downloading. These need to be taken note of!
- Ask your advisor where you can sign the "Gefährdungsbeurteilung".
- Get your Transponder („pieper“) for a 30€ deposit from Mrs. Kaisik.
- Do you have a PC from the institute? Get the software Open AFS and Network Identity Manager. With this you can log in to the network storage. You get the access data from the network admin, which is Dominika Fim at the moment.
- Write an E-Mail with your institute address to the following people and ask for enrollment to the most important mailing lists:

o schlippert@iqo.uni-hannover.de → Mailverteiler „AG Rasel“

o faber@iqo.uni-hannover.de → „Ertmergroupies“

o huenitzsch@iqo.uni-hannover.de → general institute mailing list

o goeldner@iqo.uni-hannover.de → address book of Fr. Goeldner-Pauer

o frye@iqo.uni-hannover.de → „PizzaBierSeminar“

- Do you need antistatic laboratory shoes? Ask if it's useful for you to get some.

Information:

- The last person, who leaves the office, closes the windows and the door. In the evening the door has to be locked and the light switched off. The door of the laboratory needs to be closed at all times and the light stays switched on all the time, even at night! When you leave your workplace you have to lock your computer (Windows + L)!
- Under [\\afs\iqo.uni-hannover.de\projects\magnesium\Dokumente\Türschilder](https://afs.iqo.uni-hannover.de/projects/magnesium/Dokumente/Türschilder) you find the door plate, where you put your name in (only if you plan to stay one year).

- Everybody from Master should inform themselves daily about the newest papers for the topic Atom Optics: <http://arxiv.org/list/physics.atom-ph/recent>
- Type in \\printserv in Windows Explorer and double-click on printer to install them. Relevant for us are pubcp1 (color) and pubbw4 (black-white).
- Software can be found in the AFS-network and in the cabinet for software. There you can also find an activating code for MS Office, which still works mystifyingly.
- At the IQwiki (type in \iqwiki in the browser) you find the segment Research Groups>Magnesium. Please take a look around there. Some outdated information (Software, printers...) are still in the old version Twiki (\twiki).
- Vacation: always clarify in weekly group meetings or with all PhD's. After that you have to put it in the calendar; information for this are in the IQwiki.
- In the folder ...\\magnesium\dokumente you find the vacation and the business trip request forms.
- For a 5€ deposit you get a Mensacard at the ground-floor of the Mensa.
- In the folder ...\\magnesium\\Bestellungen you find an instruction for ordering.
- Electronics: everything you fix or build has to be controlled by a professional in electronics (Kai-Martin Knaak, Thijs, Hossain, Wolfgang B.

Specifics for PhD's:

- You want to enroll as a student?
- Write a project outline
- Make a doctorate agreement

Specifics for FWJler:

- You get an envelope from your advisor with a certification, which allows you to eat for employee conditions.
- Your vacation request form needs to be signed by your advisor before it's handed in.
- If you hand in charges of a business trip, always hand in the filled in document Mitteilungsverordnung as well(\\afs\\iqo.uni-hannover.de\\projects\\magnesium\\Ehemalige Mitarbeiter\\Felix Kegler\\Dokumente und Schilder\\Mitteilungsverordnung)
- Important documents for FWJler (especially organizational matters) are in the AFS under common/FWJ. Please read the README-file there first.

Specifics Hiwi:

- Hiwi-students need to fill out the right PDF-document and sent it to d.huenitzsch@iqo.uni-hannover.de and to your reference person from the Mg-Team in cc.

Erstellt 2016 von FWJlern Pia & Felix

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