

CHECK IN - to be filled in within the first week after starting at the chair

TU Dresden, Faculty of Mechanical Science and Engineering, Institute of Materials Science, Chair of Materials Science and Nanotechnology



name, first name:		ResearcherID:	
title (Dipl.-Phys., M. Sc., B. Sc., ...):		GoogleScholarID:	
latest degree (which, year, university):		ORCID:	
starting date:		ScopusID:	
finishing date:			

starting as: ☐ PostDoc ☐ PhD student ☐ Diploma student ☐ Master student ☐ Bachelor student ☐ Lab Rotation ☐ Schülerpraktikant ☐ WHK ☐ SHK ☐ Guest ☐ Honorar or Werkvertrag ☐ other ☐ / project name:

employment: PMN contract ☐ (full time ☐ / part time ☐ %) / Fellowship from ☐ / Associated employed by ☐ / Non employment ☐ /

PMN rersearch group: group leader: / day-to-day supervisor: / buddy:

Building / room:	HAL <input type="checkbox"/> room:....., tel.....	MBZ <input type="checkbox"/> room:....., tel.....	DCN <input type="checkbox"/> room:....., tel.....
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To Do	Responsible person HAL	Responsible person MBZ	Responsible person DCN	Date, signature
Set up room: desktop, office telephone, office material, information printer, Chair webpage: shared Docs + Google calender invitation	Mrs Katzarow/Mrs Kost (HAL 113b/c)	Mrs Katzarow/Mrs Kost (HAL 113b/c)	Mrs Katzarow/Mrs Kost (HAL 113b/c)	
Get info: about house rules (online attendance list, locking services, postbox, kitchen rules, coffee)	Mrs Katzarow/Mrs Kost (HAL 113b/c)	group leader	group leader	
Get: keys for <input type="checkbox"/> main entrance and/or <input type="checkbox"/> room no.: / Building: -> Keys will be handed out AFTER a short meeting with Prof. Cuniberti	Mrs Katzarow/Mrs Kost (HAL 113b/c)	Dr. Ibarlucea (MBZ 408)	group leader (and linda.luther@tu-dresden.de)	
Get: laboratory instructions	Dr. Al Aiti (HAL 120)	Dr. Ibarlucea (MBZ 408)	Dr. Al Aiti (HAL 120) (and antje.werner@tu-dresden.de)	
Get: safety instructions	Dr. Al Aiti (HAL 120)	Dr. Ibarlucea (MBZ 408)	Dr. Al Aiti (HAL 120)	
Get: picture, ResearcherID, google scholar, info about official correspondence	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Send in: short narrative CV for web	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Set up hardware/software, computer, ZIH certificate	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	Dipl.-Ing. Kampmann (HAL 118)	
Mailing list insertion	group leader	group leader	group leader	
Get info: group meeting, journal club, publication rules	group leader	group leader	group leader	
Get info: weekly nanoSeminar (short presentation)	group leader	group leader	group leader	
Permission for group drives (IDM tool)	group leader	group leader	group leader	

<input type="checkbox"/> Herewith, I certify that I am aware that I am not allowed to give the Institute keys to any unauthorized third person. <input type="checkbox"/> Furthermore, I agree on being listed with name, function, tel.no., email and a picture on the chair's homepage as well as on the websites of TU Dresden and that my name and telephone number are listed in the online attendance list and in the PMN WhatsApp chat. <input type="checkbox"/> I notice that Prof. Cuniberti has to be informed and to approve any document which is related to the Chair of Materials Science and Nanotechnology and which could have legal consequences for the TU Dresden. This concerns particularly grant proposals, patents drafts as well as manuscripts for publications. Such documents should be submitted to him for approval before filing. For patent and manuscript drafts you are asked to go through some internal peer report before sending your document to the secretariat/Prof. Cuniberti (more info: https://nano.tu-dresden.de/shared/2)	Date, signature
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Dresden,
Prof. Dr. Gianaurelio Cuniberti

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<u>Contact information</u>		<u>For students only</u>	
name, first name:		course of study:	
date and place of birth:		year of study:	
permanent address:		faculty:	
address in Dresden:		name of university / school:	
home telephone:		detailed reason of stay:	
mobile no.:			
private email:			

Example of brief CV for our webpage:
Please send to steffen.kampmann@tu-dresden.de and office.nano@tu-dresden.de the following text:

For staff members (please prepare in third person):

... studied Physics at the Ernst-Moritz-Arndt Universität Greifswald (Germany) and at the University of Sussex (Brighton, UK) from 1996 to 2003. He got his Diploma on the "theory of carbon nanocontacts" with Dr. Alexander Quandt.

For his PhD he went to the Max Planck Institute for Solid State Research in Stuttgart and worked in the group of Prof. Ole K. Andersen. There, he primarily worked on bulk and nano structures of elemental boron, conventional superconductivity, and methods of electronic structure calculations (especially density functional theory).

In Oct 2008, after defending his PhD thesis, he joined the group of Prof. Gianaurelio Cuniberti as Assistant. In Dresden, ... plans to work on ab initio modeling charge and heat transport in nanostructures.

For internal use only:

Welcome email sent	<input type="checkbox"/>
Added to nano-webpage	<input type="checkbox"/>
Added to staff lists + birthday	<input type="checkbox"/>
Added to key list	<input type="checkbox"/>
Added to RICOH	<input type="checkbox"/>
Change room plan, door label	<input type="checkbox"/>
Added to Whats App group "PMN chat"	
+ online attendance list	<input type="checkbox"/>
Added to task list	<input type="checkbox"/>
Check in process closed:	<input type="checkbox"/>

Date, signature: