

TUD Dresden University of Technology, Faculty of Mechanical Science and Engineering, Institute of Materials Science, Chair of Materials Science and Nanotechnology



\*shared docs: nano/nano

PMN research 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.....
------------------	---	---	---

To Do	Responsible person HAL	Responsible person MBZ	Responsible person DCN	Date, signature
Set up: desktop, telephone, office material, printer, chair webpage: shared docs (QR code*), 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: house rules + locking services, online attendance list, postbox, kitchen rules, coffee	Mrs Katzarow/Mrs Kost (HAL 113b/c)	group leader	group leader	
Get: keys for □ main entrance and/or □ room no.: / Building: -> Keys will be handed out <b>AFTER a short meeting</b> with Prof. Cuniberti	Mrs Katzarow/Mrs Kost (HAL 113b/c)	Dr. Huang (MBZ 408)	group leader (and linda.luther@tu-dresden.de)	
Get: laboratory instructions	Dr. Al Aiti (HAL 120)	Dr. Klinghammer (MBZ 410)	Dr. Al Aiti (HAL 120) (and antje.werner@tu-dresden.de)	
Get: safety instructions	Dr. Al Aiti (HAL 120)	Dr. Klinghammer (MBZ 410)	Dr. Al Aiti (HAL 120)	
Get: picture, ORCID, google scholar, info about official correspond.	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	
Send in: short narrative CV for web	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	
Set up hardware/software, ZIH user certificates, 2-factor authentication	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	Li Chen/Lukas Volkmer (HAL 122)	
PMN WhatsApp chat + 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, contact seminar.nano@tu...)	group leader	group leader	group leader	
Permission for group drives (IDM tool)	group leader	group leader	group leader	

<p><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.</p> <p><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.</p> <p><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: <a href="https://nano.tu-dresden.de/shared/2">https://nano.tu-dresden.de/shared/2</a>)</p>	<p><b>Date, signature</b></p>
--	-------------------------------

Dresden, .....

Prof. Dr. Gianaurelio Cuniberti

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

**Contact information**

name, first name:

date and place of birth:

permanent address:

address in Dresden:

home telephone:

mobile no.:

private email:

**For students only**

course of study:

year of study:

faculty:

name of university / school:

detailed reason of stay:

**Example of brief CV for our webpage:**

Please send to [hr.nano@tu-dresden.de](mailto:hr.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:**

Inform Marita Keil ☐

Added to nano-webpage ☐

Added to staff lists + birthday ☐

Added to key list ☐

Added to RICOH ☐

Mailing list insertion ☐

Change room plan, door label ☐

Added to Whats App group "PMN chat" + online attendance list ☐

**Check in process closed:** ☐

Date, signature: .....