RtSys Group Manual

This short manual gives a (more or less) systematic overview of "how things work" in our group. This manual is relevant for all "rtsys group members", which includes employees and students advised by a group member (bachelor/master/study/diploma/doctoral theses).

- General Information
- Things to Do as a New Member

General Information

- **Medical Emergencies:** A First Aid Kit (*Erste-Hilfe Kasten*) is in the kitchen (*Teeküche*, Room 1120). Above the first aid kit there is a poster with basic first aid information including the name of the first aid specialist (*Ersthelfer*) for the floor.
- **Evacuation (*Geschossbeauftragter*):** In case of evacuation Sören Domrös and Lena Grimm are responsible that the floor is cleared.
- **Tea:** Probably the most important piece of advice (apart from the previous two, which might actually save lifes...): participate in the "tea meetings". Daily at 9:30 am in the lab 1114/1115. Yes, this also applies to students!
- **Energy Awareness:** Be conscious of resource usage, including unnecessary stand-by operations. PCs and Displays should be turned off when leaving for more than a couple of hours.
- **Group calendar:** The central calendar is software based, see this page for usage instructions. Please mark planned absences there (travel, holidays).
- **Oberseminar:** The forum for internal presentations of ongoing research, including student theses. All group members (except for non-scientific staff) should give a presentation there once per semester, and should attend all presentations. Please inform the Oberseminar organizer in advance if you cannot participate.
- **Reporting Technical Problems:** Go talk to the system administrator, write him an e-mail, or mention the problem during the daily tea meetings.
- **Security:** To prevent theft, all offices, labs and server/printer rooms should generally be locked if nobody from the group is around. The protocols for the different rooms in question are as follows.
  - Rooms 1105, 1111–1113, 1116–1118: Locked by the last person to leave the room (for longer than a very short break - this qualification is henceforth omitted).
  - Lab 1114/1115: Locked by the last person to leave one of the rooms. If you don't have a suitable key, find somebody in the other offices who does. Furthermore, the last person to leave one of the other offices should check that both lab doors are locked, or that somebody that has a key for the lab is inside and is aware that he/she should lock the lab upon leaving.
  - Server/Printer Room 1122: Similarly to the lab, the last person to leave one of the offices should lock this room, or ensure that somebody is in the lab 1114/1115 that has a key to 1122 and is aware that he/she should lock 1122 upon leaving.
  - *General note:* Beyond these codifications, use common sense to prevent problems. Also, this protocol is meant to prevent theft, not to prevent work. If you regularly find yourself kicked out of the lab or not getting printer access as needed because you don't have the right key, contact the head of the group about the option of getting a different key.
- **Kitchen:** Don't ever dare to put dirty cups or plates or anything really anywhere except into the dish washer. If you notice that the dish washer has finished and is full of clean stuff, empty it and put everything into the cupboards. If the dish washer is still running, either clean your stuff yourself, or wait for the dish washer to finish, empty it, and put your stuff into it afterwards.

Things to Do as a New Member

There's some things you'll have to do as a new group member.

- **Mailing Lists:** As described here, you should subscribe to rt-all and rt-bier if you want to participate in social events.
- **Git:** To get access to our Git repositories on GitHub, you need to create an account and ask any of the Ph.D. students to add you as a contribute to the respective project. Likewise for our repositories on GitLab.
- **SSH:** If you do not already have an SSH key, you should generate one to get access to some of the systems you'll be working with. Also upload this key to GitHub and GitLab to enable ssh access to git repositories.

  An SSH-Key is a key pair for use in asymmetric cryptosystems. It can be generated with the program `ssh-keygen`, see man `ssh-keygen` for more details.

  The filename prompt for the key can be skipped with return. The passphrase is a symmetric key that is used to encrypt your secret key; if you write something there, you have to enter that same password every time you use your key, e.g. when you log in with `ssh` on a machine where the key is needed. The file `.ssh/id_rsa` is your secret key, you must never give this file to anyone else. `.ssh/id_rsa.pub` is your public key, this is the one you can give to others so it can be used for cryptography.

- **WWW:** To further familiarize yourself with the group's activities and processes, you should surf and read the group's website and wiki. In particular, there is further advice if you write a thesis or if you prepare a paper for publication.
- **LaTeX:** The group uses the kcss style for publications and theses.
- **KIELER:** If you are working in the KIELER project, see the project website and especially read and follow the KIELER wiki!
- **Keys:** To get a key to your office, please contact the secretary. (usually only for Master's students but ask your advisor)

And there's even more things you'll have to do if you are a new *Mitarbeiter*.

- **Ifl Account:** If you do not have an employee account at the institute , you should get one at the Technik Service (see here for further details).
- **Ifl Group in OLAT:** Get access to the institute calendar and other institute-wide information.
- **Mailing Lists:** Subscribe to rt-ma.
- **Calendar:** Contact our system administrator to get access to shared calendars and follow the setup guide afterwards.
- **Plone Account:** Contact our system administrator to receive an account for the RTSYS Homepage. There is no tutorial on how to use it, but any of your new colleges will be happy to give you a quick guide (probably, ...maybe, ...hopefully).

    - **Personal Homepage:** You should create a personal homepage on the Team page. Just follow the layout of the other personal homepages or ask them how they did it.
    - **Photo:** For historic reasons the portrait photo in the profile have a height:width aspect ratio of **4:3** but with a white padding to get them into a **3:4** ratio such that Plone will not scale them up, e.g. see here.
    - **Publications:** You can include a list of your publications on your homepage. The summary will be generated automatically from our central BibTex file (see next item) but you have to contact our system administrator to activate this feature beforehand.
- **BibTeX:** At the group we maintain central **BibTeX** files and a Digital Library.
- **Parking:** If you want to park on the CAU campus, you need a "Parkmarke". Contact the secretary for this.
- **Drivers Licence (optional):** You should get a *Landesfahrerlaubnis*, which permits you to drive a CAU vehicle (eg, for excursions). We usually try to maintain a quota of two to three group members with this permit, hence, just ask if you are needed as a dedicated driver.
- **Account for Server (optional/on-demand):** If you need access to a specific server for your work, you need to contact your system administrator.
- **Registration as a Ph.D. Student (ONLY Ph.D. Students):**
    1. On this page, you need to fill out the two forms listed below *"Antrag auf Annahme als Doktorandin/Doktorand".* Those froms need to be send to the dean of the faculty including a certified copy of the certificate and the report of your degree (*Abschlussurkunde und Abschlusszeugniss*). After those forms are processed you receive a document stating that you are accepted ad a Ph.D. Student.
    2. On this page you need to fill out the form *"Erklärung zur Einschreibung für das Studienziel Promotion"* and if you were a student at Kiel University prio you also need a form for declaring a change of study. This can be obtained here. Those two forms and the "*Nachweis eines Dekanats über die Annahme als Doktorand*in an einer Fakultät der CAU*" need to be handed in at the *Studierendenservice*.
    3. For teaching, you will also need some continuing education (*Weiterbildung).*