

Guidelines and Information for Members of D1

This document is maintained by [Carola Winzen](#) and was last updated March 13, 2012.

HTML version: <http://www.mpi-inf.mpg.de/departments/d1/guide/index.html>.

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1 Regular events

1.1 Announcement

All our talks, as well as our monthly group meeting are announced in our Campus Event Calendar, which can be accessed under <http://domino.mpi-inf.mpg.de/internet/events.nsf>.

If you would like to get email every morning before 8:00 a.m. reminding you about the events of the day and newly announced events, you can subscribe to a mailing list under <http://domino.mpi-inf.mpg.de/internet/events.nsf/Mailing+Lists!Open>.

The responsibility for the announcement of a talk lies with the speaker, or, in case of guests, with the group member who invited the guest. When adding an event to the calendar, please take care to fill out all the slots provided by the entry mask (in particular, a short abstract, the intended length of the presentation, and the intended audience); note that you require an intranet account (cf. Section 5.9) to be able to add and edit events.

1.2 Noon seminar

The noon seminar takes place every Tuesday and every Friday at 1:00 pm, and it is reserved for short presentations of at most 30 minutes in length. Presentations may be of the following kinds:

- talks about own research,
- talks about great results by researchers other than the speaker,
- talks about research problems: the speaker explains a problem on which he or she would like to work and searches for collaborators,
- reports on conferences or similar activities,
- talks by guests.

Each group member has the moral obligation to attend the noon seminar whenever he or she is part of the intended audience (which is the default case). For talks intended for the whole working group, the speaker is expected to make every effort to give an appropriate talk. Be aware of the diversity within our group. 20 very technical slides (or even more) will not be appreciated by most people in the audience. The speaker should ask two group members before the talk to give feedback about the talk afterwards, in particular for improving of the talk.

If you have a proposal for a great result that you feel is worth a talk in the noon seminar, just enter it in the event calendar (in the intranet) or send an email to [Timo Kötzing](#)

You can find a list with empty slots for talks for the next few months under <https://jenga.mpi-inf.mpg.de>. You need to log in, click on ag1-wiki, and then Noon Seminar. Keep in mind that this is just a tentative schedule, you still need to enter your talk in the event calendar!

Responsible: [Timo Kötzing](#)

1.3 Group meeting

The group meeting takes place every once in a while, typically about 5 times a year. The meeting will be announced in the intranet and by email. Every group member is expected to attend, and also master students are encouraged to participate. This meeting is the forum for discussing all kinds of problems pertaining to the group as a whole.

Responsible: [Kurt Mehlhorn](#)

2 Teaching and advising

Supervising theses together with teaching is one of the central points of interaction with the university. We should try our very best to ensure highest quality here. The following rules have this aim. They also ensure that we stick to the official university rules (Pruefungsordnung), that we treat our students in a similar manner, and that we keep ourselves informed on what is going on in D1.

2.1 Rules for supervising students

Uni Definition of supervisors. A-Supervisors: Professors, junior professor, honorary professors, people with habilitation B-Supervisors: Member of CS department or MPIs holding a PhD Not available as independent supervisors: All others.

D1 B-supervisors planning to supervise a thesis need to choose an D1 A-supervisor as mentor. Before giving the thesis topic to the student, they need to explain the proposed topic to the mentor. The mentor has to agree that this is a feasible topic. The mentor has no other official duties, but should be available for consultation during the whole process whenever the supervisor or student want to.

Uni B-supervisors then need to ask the Pruefungsausschuss for permission to supervise the particular student with the particular topic. A letter of recommendation of the mentor might be added to support this proposal.

D1,Uni After completion of step 2 and 3 (if needed), the topic is proposed to the student (not yet officially handed out). Before officially starting the thesis, the student gives a talk about the topic in D1. For bachelor and master students, this is part of the “bachelor seminar” or “master seminar”. The intention of this talk is to check that the student understood the topic and to inform D1 of this ongoing activity. The talk should be at a time where interested D1 members find it easy to attend, e.g., in one of the discussion groups.

D1,Uni After submission of the thesis, the student gives a second talk reporting the results. The same rules as for the introductory talk apply. In particular, this again counts for the bachelor/master seminar.

D1 Supervisors are encouraged to be present at the official degree granting ceremony.

2.2 Rules for teaching

1. At least one of the instructors of a core course must have the right to independent teaching according to university regulations. This group is identical to what is called

“supervisors type A” in the rules for supervising students. They are ultimately responsible for the course. In particular, they must mentor junior co-instructors.

2. Junior co-instructors of a core course should have teaching experience.
3. Instructors of an advanced course require no previous teaching experience. However, it is strongly recommended that they practice teaching through several presentations in the noon seminar. The course must be approved by the senior group members.
4. Noon seminars: it is compulsory that the speaker selects two members of the audience (one close to the topic, one far from the topic) for feedback on the presentation.
5. The seniors are responsible that the courses mentioned on the web-page of D1 are covered. They plan at least one semester ahead.

3 Duties

3.1 Lectures and talks

Apart from their moral obligation to attend the talks and meetings, as mentioned above, it is each group member’s duty to give his or her share of talks. As a minimum this comprises giving two talks in the noon seminar per year. New group members should give a talk in the noon seminar in the first four weeks of their stay.

3.2 Conference reports

Every group member attending a conference with activity factor 1.0 (see <http://www.mpi-inf.mpg.de/departments/d1/travel/travelguide.html> for our rating of conferences) is expected to give a report in the noon seminar shortly after he or she has returned from the conference. The organization of this report is left to the speaker; for example, he or she might choose to give an overview of results, or to focus on a selection of particularly nice results. The goal should be to *inform* the rest of the group about the conference.

3.3 Ph.D. students

When a new student starts his Ph.D. studies in our group, sometimes he has already a particular *scientific advisor* (SA) and topic/area in mind, but very often the topic and/or the SA are not so clear yet. In that case Ph.D. students are encouraged to ‘tour’ the offices of the other members in the group and talk about their research interests and problems. It is expected that within about 6 months after entering the Ph.D. program, a topic and an SA have been found and work on the thesis topic can start. Students should not worry if a suitable research area is not found within the first few days here in the group.

Since it might take some time to get used to how things work here, it is important that within two weeks after arrival, a Ph.D. student selects an *organizing advisor* (OA) who helps getting around in the group. If the Ph.D. student does not select an OA, an OA is assigned. The OA can be anybody in the group with a Ph.D. except Kurt. If later, the SA turns out to be the same person as the OA, another OA needs to be selected.

Roughly every six months a mail will be sent to all Ph.D. students requesting a progress report about their current work. This will then be discussed with two senior members of the group (possibly OA and SA, but not necessarily) and advice for the future studies is given if necessary.

Every Ph.D. student should report on her or his work in the noon-seminar or in a mini-course at least once a year. (Students who also report in the Graduiertenkolleg seminar can simply repeat their talk in the noon seminar in English.) The organizing advisor has to make sure that these presentations actually take place.

3.4 Publications database

Whenever you get something published, you should add a corresponding entry to D1's publications database, which can be found under <http://halma.mpi-inf.mpg.de/intranet/ag1/ag1publ.nsf>. Note that technical reports are excluded from this rule (as they will be taken care of by our secretaries).

4 Administrative issues

4.1 Travel

In general, D1 provides very generous support for professional travel. Depending on the particularities of a travel, expenses are either paid for by the group or from the private budget, which each group member has (1800 EUR/year for research associates, 1560 EUR/year for postdocs, 1200 EUR/year for Ph.D. students). Detailed information on D1's rules for determining of the coverage of travel costs is provided under <http://www.mpi-inf.mpg.de/departments/d1/travel/travelguide.html>. Everybody attending a Top Conference is expected to give a report in the noon seminar shortly after he or she has returned from the conference. The organization of this report is left to the speaker; for example, he or she might choose to give an overview of results, or to focus on a selection of particularly nice results. The goal should be to *inform* the rest of the group about the conference.

Responsible: [Pawel Gawrychowski](#)

4.2 Inviting guests

Staff members who want to invite a guest, have to talk to a senior group member (see Appendix A: Researchers), providing in particular an estimate of the total cost (for MPI) of the invitation. This proposal will be decided on in the staff meeting. In particular, an upper bound on the travel expenses going to be reimbursed will be set; this upper bound must be made known to the guest as part of his or her invitation. Each group member also has a budget of 250 EUR for spontaneous invitations (e.g., at a conference); still, such invitations should be brought up in the next group meeting.

Short-term guests are expected to give at least one talk in our noon seminar (Section 1.2) for which they will be paid some fixed honorarium. Long term guests are expected to give a mini course on their research, and will be paid like research associates, postdocs, Ph.D. students, respectively, according to their current position. Travel expenses should be

commensurate with the time the guest stays; for example, expensive flights for short-term visits will usually not be covered fully.

We also have a distinguished-guest program, in which outstanding researches can be awarded a one-month stay for a generous payment. Proposals for the invitation of distinguished guests can be made to [Kurt Mehlhorn](#).

Responsible: Senior group members

5 Computers

5.1 Infrastructure

The MPII has a central computer support group (Information Services and Technology - IST) which resides on the first floor. There, in the rotunda, you also find the service desk, which should be the first address regarding problems with your computer.

See <http://www.mpi-inf.mpg.de/services/ist/index.html>

D1 does not have its own support staff, instead one of the researchers functions as D1-Admin, overseeing the local infrastructure and serving as a link between the group and the IST. The current D1-Admin is [Tomasz Jurkiewicz](#).

The distribution of responsibility between the IST and the D1-Admin is as follows: If you need anything that incurs substantial cost to the MPI (like soft- or hardware worth more than EUR 20) or information particular to the infrastructure of D1 (like the names of the mail or print servers), ask the D1 Admin. For all other problems (in particular soft- and hardware problems of your notebook), contact the service desk first.

You can reach the service desk by

- sending email: <mailto:servicedesk@mpi-sb.mpg.de>,
- phone: 5911 (Monday to Friday, 9-17h),
- form at <https://mikado.mpi-inf.mpg.de/rbg/helpdesk.nsf/Task?OpenForm>. (password required - see below), or
- simply going there: rotunda 1st floor (Monday to Friday, 9-17h)

Before turning to the service desk, however, first see, whether you can solve the problem yourself by consulting our extensive documentation: <https://wiki.mpi-klb.mpg.de/documentation>.

For organizational (not technical) matters, or in urgent cases, you may consult the D1-Admin [Tomasz Jurkiewicz](#).

5.2 Your Computer

The typical setup of your workplace is a desk, a Dell notebook with docking station, and an external display or a Dell stationary computer with two displays.

Notebooks come with two operating systems pre-installed: Windows and Linux (so called dual-boot, i.e., after turning on the power you can choose). You have root/administrator

privileges on both systems (login: administrator and password: mynotebook under Windows; login: root and a preset password under Linux). You are not supposed to replace these installations on your own or make other serious changes to the system configuration. Contact service desk if you want to change the system on your notebook (like removing one of the two operating systems, changing the partition table or getting programs installed).

Desktops come with either Windows or Linux.

Whereas files on your central home directory are backed up regularly and automatically, this is not done by default for files on your notebook. However, this is possible and for details on how to arrange this, have a look at <https://hamster.mpi-inf.mpg.de/>.

Guests, interns and applicants for Phd. positions who have not taken their entry exam are provided with a workstation (ordinary desktop PCs). There are also a number of those workstations in the computer pool in R310 free to use for all members of the group. You log into these machines with your MPI username and then operate on your home directory in the central file system.

There is the option to apply for a machine running Mac OS X (typically Macbook Air, Macbook Pro or Mac Mini). You inform the D1 Admin that you prefer to use Mac OS X. This will place you on a waiting list. The waiting list is served whenever another Mac OS X leaves the group (and her notebook becomes vacant) or a new notebook has to be ordered for D1. Group members who choose use their private notebook running Mac OS X instead of their Linux/Windows MPI notebook (which they return to the D1-Admin) are served with priority when the next Mac OS X notebook becomes available. Note that the operating system of your notebook is installed by the IST and you are not allowed to change it substantially. Also, be warned that the IST support is focused on Windows and Linux systems, so problem solving in Mac OS X might take longer than with a standard system.

5.3 Compute Servers

For compute or memory intensive jobs, or when you only have a notebook and need access to an MPI internal computer, several machines are available.

dork is an D1 internal linux compute server with two AMD dual processors: 2.4 GHZ Opteron, and 16 GB of main memory. A similar machine is *twit*.

For informations about MPI grid engine check <https://wiki.mpi-klb.mpg.de/documentation/GridEngine>.

Most of the PCs in the students room, such as *infat1501* or *infat160**, are also idle most of the time and can be used for computations.

For information about other compute servers, ask service desk.

The only machine that is visible from the WLAN network or via the internet at home is *contact*. Ssh first to contact.mpi-inf.mpg.de and then to the machine you want to work on. Please do not start any jobs on *contact* itself.

5.4 Email Setup

You can read and send email via the institute's web interface at <https://mail.mpi-inf.mpg.de> (with your unix login and password) or you can use the institute's IMAP and SMTP server mail.mpi-inf.mpg.de with your unix login and password.

The officially supported email client is Thunderbird. See the FAQ, contact the service desk or the D1-Admin for information about how to set up your client.

5.5 Mailing Lists

D1 uses the following mailing lists:

- **d1-coordinators**: research group coordinators (including Kurt)
- **d1-secretaries**: administrative assistants (do not use, read below)
- **d1-postdocs**: postdocs of D1
- **d1-phd**: phd students of D1
- **d1-staff**: *combines all the lists above*
- **d1-students**: master students, bachelor students and HiWis
- **d1-guests**: guests of D1
- **d1-others**: people who left the MPI, but have not requested to be removed from the mailing lists
- **d1-all**: *combines all the lists above*
- **d1-alumni**: people who asked to be removed from the d1-all, but still hold an unix account

Everybody with an MPI account in D1 shall be a member of exactly one of the following lists: d1-seniors, d1-secretaries, d1-postdocs, d1-phd, d1-students, d1-guests, d1-others, d1-alumni

The personal group "d1-secretaries" is a workaround to have Christina, Ingrid and Petra in d1-staff and d1-all. For all *official requests* one should use "d1-office" instead. It is a special cooperative address that is treated in special way.

Similarly, "d1-others" and "d1-alumni" are not really meant for explicit use.

5.6 SVN Repositories

If you want to create an svn repository, ask the svn admin [Adrian Neumann](#) for help.

5.7 Copy machines

The D1 copy machine is in room 331 (opposite of room 327). It is protected via a four digit password, which group members and guests can find out by asking one of our secretaries. These codes will be changed every couple of months. They also work on most other copy machines in the building. All machines provide ‘scan to email’ service. In order to use it, pick ‘E-mail’ option. Your scan will be send to your MPI email address. There is also a copy machine in library in building E2.3 and the librarian has a copy card for MPI members.

5.8 Printers

The printers of D1 are located in room 332A, just right of our kitchen. Copy machine kmky40501 in room 331 can also serve as a printer. The default printer is an HP Laserjet black and white printer, by the lovely name of *kmhp43501*. If you want to print in color, you can use Xerox *kmxe63601*. For A3 printing you need to use rgbxe72351 which is located in MPI Mediaraum on the first floor. Mediaraum is a glass room next to the service desk. It is open during working hours and provides printers, binders etc. Please, try to print doublesided whenever possible.

To print on your private machine please consult the documentation <https://wiki.mpi-klb.mpg.de/documentation/Printing>

5.9 Intranet and web pages

A lot of invaluable information concerning the internal organization of the institute, for example this document, is available via our intranet, which can be accessed at <http://domino.mpi-inf.mpg.de> Access is limited to members of the institute; to get a corresponding account ask or send email to the D1-admin.

The homepage of the institute is located at <http://www.mpi-inf.mpg.de> and is maintained by Uwe Brahm. The homepage of D1 is located at <http://www.mpi-inf.mpg.de/departments/d1> and is maintained by our local webmaster. Every group member should have a homepage in [/www/pub/homepage/<user_name>](http://www/pub/homepage/<user_name>). Currently, this is by default filled with templated dummy information. So please be sure to update your homepage as soon as possible.

6 Other useful information

6.1 Library

The institute’s library is located across the street in building E2.3. On a request it can be accessed 24 hours a day with a special card which you’ll also need for borrowing books. For rules concerning the use of this library and how to obtain a library card, see the library’s homepage at <http://www.infomath-bib.de> Each research unit also has its own group library, which is located in the rotunda of the respective floor, i.e., on the 3rd floor for D1. If you want to borrow a book from the D1 group library, take out the card from the back, fill in the date and your name, and put it in the wooden box. To return the

book, please give it to one of our secretaries. Please consider that books should not leave the institute, so that they are always available to everyone.

Responsible: [Reto Spöhel](#)

6.2 Proof Reading

As a member of D1 you have the opportunity to let important document of yours written in English (for example, the final version of a paper that is to appear in a journal) be proof read by a native speaker and professional translator by the name of Bobbye Pernice. Ask our secretaries for more information about this service.

6.3 Private telephone calls and Skype

For private telephone calls you have to dial a 6-digit personal code before the actual number; ask one of our secretaries if you want to have such a number. This code then only works for one MPI phone, the phone in your office. Every month your telephone bill is deducted from your next income. Currently, it is not possible to use other telephone providers, e.g., by dialing 01051.

Note that the use of Skype for internet telephony is currently only tolerated by the MPII. Official Max-Planck Society regulations forbid (!) the use of Skype, as Max-Planck Society resources (namely bandwidth) is used by other third parties (random people on the internet) for free (to route traffic). In any case, be sure not to remain online for extended periods of time as otherwise traffic will be routed through your machine, at the expense of the MPII.

6.4 Lunch groups

We usually have lunch in the Mensa (university canteen). There used to be two regular lunch groups: one at 11:30, the other one at 12:15. At the moment the 12:15 group is more frequented than the 11:30 group but this is subject to fluctuation. Meeting point is the staircase in our (=the 3rd floor). Most often, someone will go around and remind you that it's lunch time.

However, some of us prefer to go in smaller groups or a bit later. Ask around if you are not going with one of the above mentioned groups.

If you are unlucky and need to work on a Saturday, Mensa offers you some food during the semester/term. As the timing and choices are restricted, check out http://www.studentenwerk-saarland.de/seiten/verpflegung/frame_speise_sbr.htm for today's menu and opening hours.

Another useful link is <http://happa.dfki.de/> providing a user friendly overview of today's food choices. A widget for Mac OS users can be found on the same page.

6.5 Kitchen

Our department has a small kitchen with a microwave and a fridge in room 334. Here, you can get cold drinks, coffee, hot water for tea, and snacks. You need to register with

[Magnus Wahlström](#) to get an account at the kitchen before you buy anything from the kitchen. There is a 10 EUR deposit which will be refunded when you unregister.

Drinks: You can find full bottles of beverages inside the kitchen; more are stocked just next to the kitchen. Empty bottles need to be returned to the appropriate box next to the kitchen. Note that no empty bottles other than the ones you got from the kitchen are to be placed there.

In addition to our D1 kitchen, there is **free coffee** from (roughly) 12pm to 2pm on the first floor of the MPII building. Cups are provided. However, be advised that you are expected to return the cups at the same day (boxes for dirty cups and spoons are provided). Alternatively, but less efficient, put your cup into the designated box in our kitchen (room 334). This box is exclusively for cups and spoons from the “free coffee area”, *not* for any other items such as Mensa plates, cups, etc. If you put such things nevertheless, they will most likely never appear again in our kitchen...

7 Group Responsibilities

The following is a list of responsibilities, naming the person or persons in charge. This list was last updated March 13, 2012.

Applications for postdoc/researcher positions

[Rob van Stee](#)

Applications for PhD positions (IMPRS)

[Michael Sagraloff](#) and
[Khaled Elbassioni](#) and
[Carola Winzen](#)

Guests

[Christina Fries](#) and
[Ingrid Finkler-Paul](#) and
[Petra Mayer](#)

Noon seminar

[Timo Kötzing](#)

Computer Infrastructure (D1-Admin)

[Tomasz Jurkiewicz](#)

Creating SVN repositories

[Adrian Neumann](#)

Beamer and Laser pointer

[Tomasz Jurkiewicz](#) and
[Christine Rizkallah](#)

LEDA admin

[Eric Berberich](#)

MPI Beamer and presentation styles

[Eric Berberich](#)

Tablet PC

[Tobias Friedrich](#)

Technical reports

[Christina Fries](#)

Travel committee

[Pawel Gawrychowski](#)

Webmaster of D1

[Megha Khosla](#)

Library liaison

[Reto Spöhel](#)

Group Poster

[Alexander Kobel](#)

Collecting exams and exercise problems for Tetsuos database

[Fidaa Abed](#)

Drinks and snacks Kasse

Magnus Wahlström

Getting snacks

Xavier Pérez Giménez

Getting drinks

Mingji Xia

Maintaining coffee machine

Danny Hermelin and
Pavel Emeljanenko

Maintaining a clean fridge, clean sponges etc.

Claudio Magni

Bringing cups down to first floor

Fahimeh Ramezani

Institutsrat representative

currently unoccupied

Ph.D. students' representative

Karolina Soltys and
Christine Rizkallah

Maintenance of this document

Carola Winzen

This document is maintained by [Carola Winzen](#) and was last updated March 13, 2012.
HTML version: <http://www.mpi-inf.mpg.de/departments/d1/guide/index.html>.
Feedback, especially regarding outdated information, is very welcome.