



Last Modified: October 15, 2023
For feedback or concerns, please [e-mail](#) Sara.

Contents

1 Storage	2
1.1 GitLab	2
1.2 TUCCloud	2
1.3 AFS	2
2 Mailing Lists and IdM Groups	3
3 Communication Platform (Element/Matrix)	3
4 Time and Work Organization	4
4.1 Calendars (Exchange)	4
4.2 Task Management (Microsoft ToDo)	5
5 Teaching	5
5.1 Offered Courses and Seminars	5
5.2 Supervision of Theses	5
5.3 Supervision of Forschungspraktika	5
5.4 Relevant Studiengänge	5
5.5 Instructors	5
5.6 Written Exams	6
6 Office-related	6
6.1 Distribution of offices	6
6.2 Wireless Printing in TW11	6
7 Virtual Meeting Rooms	6
8 Website	7
8.1 Updating the Aktuelles Webpage with your News	7
8.2 General Wishes for Modifications	7
9 Employment	7
9.1 Current Employees and HiWis	7
9.2 Hiring HiWis	7
10 Meetings, Socializing etc.	8

1 Storage

For storage we use GitLab, TUCCloud and AFS.

1.1 GitLab

URL: <https://gitlab.hrz.tu-chemnitz.de/pva1>

GitLab is used for storing files related to: research, papers and teaching.

Instructions on how to use Git are in a separate document, found in the Interna Webpage.

The PVA group is structured in multiple subgroups:

- Various research topics (e.g. Algorithmic Thinking, Autonomous Driving)
- Papers
- Teaching

These subgroups contain repositories that you can download (*clone*) to your local computer, modify locally, share your updates (*add*, *commit*, *push*) and download updates made by others (*pull*).

Repositories that belong to the Papers and Teaching subgroups follow a certain structure. When you want to create a new repository, please follow the corresponding template found in the subgroup “0_Templates”.

If you need to create a repository whose theme does not fit into any of the already existing subgroups, reach out to the contact person.

Contact person: [Sara](#)

1.2 TUCCloud

In TUCCloud we store organizational files that are editable by everyone in the `project-pva-orga` folder. The exact files are references further on in this document.

Contact person: [Marco](#) or [Sara](#)

1.3 AFS

(generally not used)

AFS is used for secretary files, official documents, back-up of old repositories...

`\afs\tu-chemnitz.de\project\pva`

In order to access AFS, follow the instructions [here](#).

Note that you need VPN if you are not connected to the university network. More info [here](#).

Contact person: [Elisa](#)

2 Mailing Lists and IdM Groups

Mailing Lists

- pva-members (Research assistants + Prof.)
- pva-assistants (Student assistants)
- pva-talks (Content related to presentations within the professorship)

IdM Groups (For access rights)

- grp:pva-admins
- grp:pva-mitarbeiter
- grp:pva-hiwis

3 Communication Platform (Element/Matrix)

Aside from E-mail communication, we use Element for quick message exchange and calls.

We have a PVA Space on the TU Chemnitz Matrix server that is organized as follows:

- General - General messages not fitting to any category
- News - Sharing news relevant for our professorship
- Lectures - Anything related to lectures, exercises, seminars, exams, etc.
- _Mitarbeiter Only_ - A room only for research assistants
- Banana room - banana

The chat services can be accessed:

- Via a [web browser](#)
- As a [desktop app](#) and [phone app](#)

When you activate your TUC account, do not forget that you have to log in on the `matrix.tu-chemnitz.de` server!

For organizing team outings, we have a PVA WhatsApp group - do **not** use this group for work purposes.

4 Time and Work Organization

4.1 Calendars (Exchange)

We have three professorship Exchange calendars:

1. cal-281431-abwesenheit (HSW, PVA: Abwesenheit)
Use this calendar to note down your absence from work for holidays, etc.. Make your colleagues jealous ;)
2. cal-281431-events (HSW, PVA: Events (Conferences, Workshops, Deadlines, ...))
In this calendar we keep track of conferences, workshops, deadlines, anything to do with any kind of event, including professorship socializing times, reoccurring meetings, birthdays...
3. cal-281431-lehre (HSW, PVA: Lehre)
Class schedule.

Aside from them, we can also make use of the following laboratory/seminar rooms calendars:

1. room-tw11-113 (HSW, PSY: Labor TW11/113)
A calendar for the lab room in Thüringer Weg 11, 113. (Contact person: [Elisa](#))
2. room-tw11-103 (HSW, IAB: TW11/103)
A calendar for the seminar room in Thüringer Weg 11, 103. (The calendar is supervised by Ms. Nikoleit who is substituted by Ms. Schrutka when absent.)

If you use a browser for your e-mails, in order to include these calendars you need to use the [Exchange 2013 Mailbox](#) (instead of the [URZ Mailbox](#)). You can modify that in your IdM-Portal.

In the Exchange Mailbox you can add the three PVA calendars to your account as shown in Fig. 1. Everyone can modify the Abwesenheit calendar. Everyone can view Events and Lehre, but only research assistants can modify them.

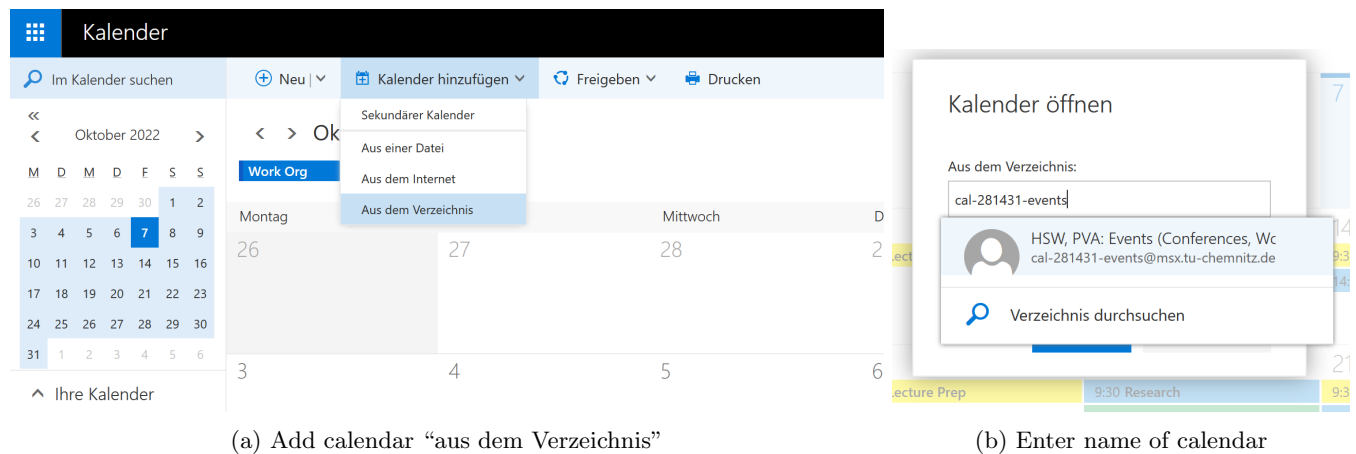


Figure 1: Adding a group calendar to Exchange Mailbox

More information regarding Exchange can be found [here](#).

Additionally, we schedule independent meetings through Exchange calendars as well. You can send an invitation to your target group, along with details, location etc., accept other people's invitations and save them to your personal calendar.

Most importantly, you can view other people's personal calendars, in terms of "busy", "free", etc. so that you know when you can annoy them :)

4.2 Task Management (Microsoft ToDo)

For task management we use Microsoft ToDo. It can be accessed [here](#). Please make an account with your [...]@hsw.tu-chemnitz.de (or equivalent) university email address.

The organizational lists that *everyone* should be part of are:

- PVA General - general organizational tasks
- Website - website related tasks incl. wishes for changes, additions, removals etc.
- HiWis - for assigning tasks to HiWis in general
- Teaching General - overall teaching tasks not specific to a course
- Research General - overall research tasks not specific to a project

Once you make an account, please get in touch with [Sara](#) so that she can invite you to all relevant lists.

5 Teaching

5.1 Offered Courses and Seminars

The courses and seminars currently offered by our professorship are listed in this [TUCCloud file](#).

Every lecturer/assistant is responsible for updating the file for their own lecture.

5.2 Supervision of Theses

If you want to have your topic published on our [website](#), please create a task in ToDo in the Website list. Assign it to Sara initially, and then it will be distributed accordingly. Please use the description part of the task to elaborate properly.

If you are currently supervising a thesis, please add the relevant information in the Laufende Abschlussarbeiten sheet of this [TUCCloud file](#). Once your student has completed their thesis, reach out to Sara so they can be added to the completed theses [webpage](#).

Completed theses and accompanying implementation files should be pushed to the [git repository](#).

5.3 Supervision of Forschungspraktika

If you are currently supervising a Forschungspraktikum, please add the relevant information in the ForschungspraktikantInnen sheet of this [TUCCloud file](#).

Reports and/or implementation files should be pushed to the [git repository](#).

5.4 Relevant Studiengänge

The study programs that we are involved in currently are listed in this [TUCCloud file](#).

5.5 Instructors

All of the instructors along with their taught courses are listed in this [TUCCloud file](#).

Every person is responsible for updating the file for their own experiences.

5.6 Written Exams

What you should bring with yourself:

1. The exams :)
2. Answer sheets (if applicable)
3. Additional empty white paper
4. [Prüfungsprotokoll](#)
5. List of people that will take the exam (Zulassungsliste)
6. Two “Bitte nicht stören” signs
7. Chalk
8. Stapler
9. Additional pens
10. Tape

6 Office-related

6.1 Distribution of offices

The current distribution of offices among people can be found [here](#). Contact person: [Elisa](#)

6.2 Wireless Printing in TW11

1. being logged in eduroam WLAN
2. Open Explorer and type in:
drucken.ad.tu-chemnitz.de
3. Window “Windows -Sicherheit” Opens
4. DO NOT LOG IN !!
5. Choose “anderes Konto wählen” and type TU*eigene Nutzerkürzel*
6. search Printer C35-105-1-color

Note: if there is an error Message, just restart the Laptop and try exactly the same again.

Important you should be registered in our Kostenstelle (281431) you can check that in your TUC-Profile

7 Virtual Meeting Rooms

- [PVA Meetings](#)
- [PVA HiWi Meetings](#)
- [Kolloquium: Prädiktive Verhaltensanalyse](#)

8 [Website](#)

8.1 Updating the Aktuelles Webpage with your News

Whenever you:

- Have an accepted paper
- Presented a poster or gave a talk somewhere
- The publication of your paper is done and the PDF can be accessed
- Had any kind of similar achievement

please create a task in ToDo in the Website list. Assign it to Sara initially, and then it will be distributed accordingly. Please use the description part of the task to elaborate properly.

8.2 General Wishes for Modifications

If you want something done on the website, especially regarding your personal webpage, please create a task in ToDo in the Website list. Assign it to Sara initially, and then it will be distributed accordingly. Please use the description part of the task to elaborate properly.

9 Employment

9.1 Current Employees and HiWis

A list of current employees and HiWis is maintained in this [TUCCloud file](#). For each HiWi the associated Mitarbeiter are also listed.

You are responsible for maintaining the dates in the file for yourself **and** your HiWis. If you do not maintain this properly, **you and/or your HiWis might lose rights to access the relevant platforms.**

If you are a Mitarbeiter, please get in touch with Marco 2 months before your contract expires and 1 month before your HiWi's contract expires.

9.2 Hiring HiWis

In order to prepare a contract for a new HiWi, you need the following information:

1. Where does the funding come from (Haushalt vs. Projekt)?
2. Do they have a bachelor degree or not? (Studentische vs. Wissenschaftliche Hilfskraft)
3. Name
4. Address
5. Date of birth
6. Place of birth
7. How many hours per month will they work?
8. What kind of tasks will they have?
9. When should the contract start?
10. How long should the contract go for?

Once you have this, provide the information to our secretary.

10 Meetings, Socializing etc.

Note: You are not strictly obliged to attend the following, but it would be beneficial.

Team Meetings

Target: Research Assistants + Prof.

Purpose: Organization

Time: FoKo time, Mondays, 15:30

Location: 2/TW11/103 (C35.103) and [BBB PVA Meetings Room](#)

Lunch & Coffee

Target: Research Assistants + Prof., HiWis welcomed

Purpose: A little catch-up session.

Time: Mondays, 13:00

Location: Meet in Mensa/Caffeteria.

Team Outing

Target: All

Time: Once every now and then

Location: Casual WhatsApp group for more info