

# Onboarding AG Ferber

(last update: Monday, 30. June 2025)

## I. Contract (only if you have a contract)

Sign your contract and give it to either your HR contact or your group leader before you do anything else on your very first day.

## II. Accounts and access

After you signed your work contract, please make sure that you have access to all communication, computing, and access accounts as listed below

### A. General KIT and ETP

1. Talk to our secretary Ms. Bräunling
  - a) Receive your “Laufzettel”
  - b) Get a key to your office (MSc/PhD/Postdoc only)
2. Return the filled “Laufzettel” within 14 days, this also includes a safety briefing
3. Get your KIT (email) → usually automatically (via a letter), otherwise please talk to Ms. Bräunling
4. Get your KIT card → <https://www.kit-card.kit.edu/english/faq/index.php> “Employees and guests of the South, East and West Campuses as well as students”
5. Get your ETP account(s) (mattermost, local computing) → admin team (talk to your advisor)
6. Read our “Conduct of conduct” <https://etpwww.etp.kit.edu/~ferber/codeofconduct.html>

### B. Belle II specific

1. Follow this procedure <https://www.belle2.org/registration/checklist/>
  - a) MSc/PhD/Postdocs generally need in addition KEKCC, Grid (Belle VO), and DESY NAF accounts
  - b) BSc generally do **not** need additional accounts
2. If needed: Change/adjust your membership information → <https://b2mms.belle2.org/>
3. Tell your advisor to add your username to our Indico KIT group

## III. Hardware

Hardware (e.g. laptops) are centrally bought by our hardware admin (talk to your group leader) for PhDs and PDs. BSc and MSc can borrow good but used laptops from our hardware admins.

Office materials are available in Ms. Bräunlings office.

#### IV. Pronouns

If you feel comfortable sharing your preferred pronouns, please do so. This is not about sharing your gender or other private information, but it is helpful because these are a part of the German and English language in how we typically refer to people.

#### V. Holidays (only if you have a contract)

You are entitled a number of paid holidays as per your work contract. Please note that your full entitlement to holidays typically starts only after six months (or whatever your work contract specifies). In the first half year you will only be entitled to 1/12 of the annual vacation entitlement for each month of the employment relationship. In general, you must apply for vacation time at least 14 days in advance via <https://up.scc.kit.edu/>.

#### VI. Meetings

- A. We are having one mandatory **group meeting** once per week, currently Monday 14:00-15:30. Generally, one student is asked to prepare a more detailed report with slides each week. We have a round-table with brief statements about ongoing work and planned next steps.
- B. We have one **KCETA particle physics colloquium** at KIT every week, Thursday 15:45-17:00, which should be attended by everyone.
- C. We have one **ETP institute meeting** approximately every second week, Monday 17:00-18:00, which should be attended by everyone.
- D. We group students to post-docs in thematic mini-teams of 3-7 people and have meetings with each mini-team and the advisor(s) once per week.

#### VII. Thesis guideline document

Guidelines for students (and their supervisors) can be found <https://etpwww.etp.kit.edu/~ferber/theses.html> . The guidelines include rules for citations and plots as well as help how to structure documents.

#### VIII. PhD program

PhD students at ETP generally have either a contract or a stipend. This is generally independent of the acceptance as a PhD student.

PhD students must be accepted by the KIT faculty of physics at the beginning of their PhD. In addition, the students should be enrolled in the graduate school KSETA (talk to your supervisor).

#### IX. Travel

All business travel must be requested at least 2 weeks before the trip starts and signed by the group leader. Hotel invoice **must** include the KIT address. For details see <https://>

**[www.pse.kit.edu/650.php](http://www.pse.kit.edu/650.php)** (“Universitätsaufgabe”).

Please note that KIT generally does not pay advancements for people without a contract.