

Orientation Guide – from Ämtli to Team members

This Guide can be downloaded as PDF with active Links from the CVL Homepage/Internal/Internal Admin

Absences: All absences need to be entered into ETHIS: <https://sap-wdp.ethz.ch/irj/portal/ethis>

Ämtli (internal small jobs): All PhDs who are not already in the final phase of their studies have to cover an assignment like support for the lectures, librarian, organizing social events, webmaster for the CVL-Homepage, etc. You can look up the list of the Ämtlis and the responsible person on the internal CVL-Webpage (login with your normal username and password):

https://www.vision.ee.ethz.ch/internal/aemtlis/aemtlis_listall.cgi?lang=en

Business cards: can be ordered at ETH print services, provided you are staying longer than a year. The homepage is only available in German.

<https://www.print-publish.ethz.ch/visitenkarte-einseitg-deutsch-193.html>

Business expenses: To get reimbursed your business related expenses via ETHIS, please consider the Guidelines attached to this Starting package. You can find the file also online on the CVL Admin-page:

<https://www.vision.ee.ethz.ch/en/internal-new/administrative-docs/>

Business travel: Business travels shall always be approved by your supervisor. In addition, please inform the secretariat about the planned travel in advance and consider the information for business travels at CVL on our internal administrative webpage before you start your trip:

<https://www.vision.ee.ethz.ch/en/internal-new/administrative-docs/>

Changing your office: If you would like to move to another office for specific reasons please contact the secretariat. Please don't change your office without notifying.

Coffee machine and kettle: We have our own coffee machine and a kettle at ETF C 106. Coffee and Milk is offered by the CVL.

Computer accounts and other IT questions:

1. ITET/CVL internal account:

The IT Support Group ISG will create an account which enables you to use the IT infrastructure at the department ITET. With this account you will be able to log into most computers. If you want to use your own device, please get in contact with the IT Support Group:

<https://computing.ee.ethz.ch/Welcome> (IT Support Group and general IT Information)

<https://wiki.vision.ee.ethz.ch> (for CVL specific IT Information)

<https://computing.ee.ethz.ch/NewLinuxUser> (Information about Linux)

<https://isgapps.ee.ethz.ch> (several Information from the IT service)

Please browse through these Websites and check especially the following Wiki- articles: 'GridEngine' and 'DataManagement'.

If you have a question which is not answered in one of these wikis, feel free to contact the IT support group by email <support@vision.ee.ethz.ch> this will automatically create a request ticket.

2. ETHZ Account

Besides the ITET account you will receive or have received a letter from HR containing the credentials for your NETHZ account. The NETHZ account has to be used for every non D-ITET specific service and has the same login and the same password as the D-ITET one:

https://idn.ethz.ch/cgi-bin/admin_tool/main.cgi/kkbejfnstpnqvspmqsor/_top

Copier: We have a multipurpose b/w and colour printer at the secretariat. There are also copy machines with a higher printing speed and additional functions like stacking automatically. Usually there's one at every floor and you need your ETH card to use it.

Dissertation: If you have questions about your doctoral studies, please contact the responsible office.

http://www.ethz.ch/doctorate/index_EN

<https://www.ee.ethz.ch/doctoral-studies.html>

Email address: You will get an email address firstname.lastname@vision.ee.ethz.ch which will also be published on the CVL Website. You can request an alias if you prefer to have a different name as long as it has anything to do with your legal name. If you want to contact everyone at CVL by mail, you can use the mail address biwi@vision.ee.ethz.ch. All secretaries can be reached by sending an email to cvladm@vision.ee.ethz.ch.

Emergencies: ETH emergency phone no. 7days/24hours: internal 888, from outside ETH 044 342 11 88. Please keep all important information ready (who you are and where they can reach you, what happened exactly, when, where, how many people are involved, anything else that might be important). If you need to call directly to the fire brigade or similar, always dial a zero first: 0-118 for fire brigade, 0-144 for Ambulance, 0-145 for poisoning, 0-117 for the police.

Entry to the building outside opening hours: For entering the building on weekends and in the night, you can add an admission code to your ETH employee (or student) ID card:

<https://www.bi.id.ethz.ch/eAdressen>

(nethz user name and password). Test it, before you really need it!

ETH ID cards: You will receive an ETH ID Card before you start to work. If you live in Switzerland, it will be sent to your home address through the post. If you come from abroad, the card will be sent to our office and handed out at your first working day. This card entitles you to special rates at ETH and some other universities or advanced technical colleges (e.g. for meals at the canteens and cafeterias and for using the sports facilities). Please find more detailed information about offers and benefits under:

<https://www.ethz.ch/services/en/employment-and-work/employment/offers-and-benefits.html>

Fax: We have a multipurpose printer at the secretariat. For sending a fax you always need to dial a zero to get a line and then the number with the necessary zeros, e.g. for USA you dial 0 and then 001 for US. You can either place your document on the glass directly or put it on the paper feed. For receiving a fax; our own number is +41 (0)44 632 11 99.

Hardware: Your working space is equipped with a computer. Please do not move or change it without talking to the CVL responsible person for hardware (see "Ämtli"). If you have special requirements for hardware, discuss this with the CVL responsible person for hardware. Do **not** remove any hardware even if it seems unused. Always check with the responsible first!

Holidays/public holidays: Find all relevant information about Holidays under:

<https://www.ethz.ch/services/en/employment-and-work/employment/working-hours/holidays-leave-sabbaticals.html>. In addition, please contact the secretariat for any questions regarding holidays

On a public holiday the ETH canteens may be closed and some services may not be available. ETH has an annual closing between Christmas and New Year. The working days falling into this period have to be worked in advance or you have to give holidays for this.

IEEE: Membership fee can be claimed back from CVL, if the registration for a conference is cheaper with the membership. (At least as much cheaper as the membership costed.)

Keys: You get one group key that opens all CVL rooms (labs, conference rooms, etc.) except the Professors office and the secretariat. When you pick up your key at the Info & Service Center at Gloriestrasse 35, ETZ E 60.1, bring along your ETH-ID card. If you need any additional key, please contact the secretariat.

Library: We have our own library in ETF C 106 with books relevant for our fields of research. If you have any questions regarding our library, contact the CVL Library responsible (see "Ämtli"). The ETH main library is in the main building. You can find information about it on the ETH Website:

<http://www.library.ethz.ch/en/>

Linux user: Please find all information needed under <https://computing.ee.ethz.ch/NewLinuxUser>

Mail: Every CVL-member has a P.O. Box in ETF C 106 (coffee room). Please pick up your mail as often as possible. Please use your office address for business purpose only.

Office material: We have a small storage of office material at the secretariat. If you have any special requirements, let the secretariat know. Please also tell them, if you have taken the last of something, so that the stock can be filled again as soon as possible.

Phone calls: You will get your own phone number when you start at the CVL. Always dial a zero first to get a line out, then dial the number you want to call with the full area code. More information on telecommunication at ETH:

<https://www.ethz.ch/services/en/it-services/catalogue/communication/telephony.html>

You can check your own or other ETH employees address details on:

<https://www.ethz.ch/en/utills/search.html?pagetype=people&form=ext>

Poster plotting: Our Department has its own poster printer which is managed by the IT Support Group. Information on how to print on that computer can be found on their computing Website:

<https://computing.ee.ethz.ch/Printing/SpecialPrinter>

IMPORTANT! Never try to print on glossy paper. The option is still available but support for glossy paper rolls has been discontinued!

In addition ETH provides a special print and publish Service:

<https://www.print-publish.ethz.ch/>

Printing: Each floor has at least one PIA Printer accessible for all ETH employees. There's a colour printer installed on all floors. There should also be at least one Multifunctional Printer (e.g. Printing, Scanning, sending scanned files to emails) on each floor. The CVL multifunctional printer at the secretariat should not be jammed with your print jobs. It is used mainly for the professors, the secretaries and other administrative purposes.

The steps to configure a specific printer on your computer can be found on the following website:

<https://computing.ee.ethz.ch/Printing/PrintService>

The card-ethz queue Printer can be used to print at ANY printer on our department which has a card reader. So if you print to that queue you can get the printout on any printer you like by just walking by and holding your LEGI at the card reader.

Public Transport: ETH is donating half-price tickets to all employees with a contract duration of at least 6 months and an employment level of 50% minimum. As alternative you can get a rebate for a general ticket. The current information can be found here: (the website is in German but English information is available):

<https://www.ethz.ch/services/en/finance-and-controlling/travel.html>

Publications: All publications you're author or co-author need to be entered into

- a) our databases; the CVL database on <http://www.vision.ee.ethz.ch/publications/index.en.html> and
- b) on the ETH research collection platform: <https://documentation.library.ethz.ch/display/RC/Research+Collection>

For any further questions regarding the research and collecting platform please contact:
Research Collection Support, E-Mail: research-collection@library.ethz.ch, Telephone: 044 632 72 22.

Each team member is allocated to a professor and can submit contributions to the professor's annual reports. These will then be accepted or rejected.

Talks of invited speakers and public relation outreach have also to be entered in the annual academic achievement (AAA) <https://sap-wdp.ethz.ch/irj/portal/ethis>

Leitzahlen: Luc: 03514 / Ender: 09579 / Orçun: 09528

It is mandatory that you enter all your publications by yourself!
For any further information please look up at:
<https://www.research-collection.ethz.ch/?locale-attribute=en&lz=02652>

Purchase: For any kind of purchase please contact the secretariat.

Scanning documents: As explained in **Printing**, on each floor one multifunctional printer is available which can be used to scan documents and send them by email.

Seminar: During the semester CVL is organizing Seminars, usually on Thursdays and taking place in ETF C 106. The actual schedule and venue can be looked up at:
<http://www.vision.ee.ethz.ch/en/activities/cvl-seminar>

Secretariat: Located at ETF C 116. Contact:

Christine: 28020 (christine.braun-roth@vision.ee.ethz.ch)
Christina: 25154 (christina.krueger@vision.ee.ethz.ch)
Kris: 20154 (kristine.haberer@vision.ee.wthz.ch)

We will support you with all administrative issues.

Time recording: Please check the ETH Website for all questions regarding time recording:
<https://www.ethz.ch/services/en/employment-and-work/employment/working-hours/recording-working-time-and-absences.html>

Team members working on EU-projects have to follow special rules for time recording and need to fill timesheets. The secretariat will support you with all questions.