Starter Info Pack
for Students and Guests

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This is an information pack for students, PhD students and guests joining or visiting the Neuroinformatics Group.

You will find information on the organizational structure of the group, the usual work flow, and available services.
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Organizational Structure

In general we follow the idea of a flat hierarchy. However, as the head of the department, Prof. Dr. Gordon Pipa needs to be involved and consulted in many cases. In order to distribute and channel requests, there are certain staff members assisting the head of the department. It is very important for the efficiency of the entire group that you first direct your question or request to the person responsible. This structure is outlined and explained below.

Professor and Chair of the Department
Gordon Pipa

For consulting Gordon Pipa, please make an appointment with his personal assistant, Anna Jungeilges. Consultation hours take place once a week. Scientific consultations are scheduled on demand during the corresponding scientific hours. In case a scientific consultation is set up, Anna Jungeilges needs to be informed in order to block the appointment in the calendar.

Consultation hours:
Tuesdays: 8:30 a.m. – 10:30 a.m.

Scientific hours:
Monday: 1 p.m. - 4:30 p.m.
Tuesday: 8 a.m. - 12 p.m.
Wednesday: 8 a.m. - 12 p.m.
Thursday: 8 a.m. - 10 a.m.
Secretary and Personal Assistant
Anna Jungeilges

Anna Jungeilges is the secretary of the department and the personal assistant of the head of the department. Anna can be approached for:

- general questions
- to schedule appointments with Gordon Pipa
- to request documents that you need
- to get office supplies
- to get on email lists, Mendeley account, and the CVS repository

Office hours:
Mondays: 10 a.m.-12 p.m.

Scientific Manager
Dr. Prashant Joshi

For consulting Prashant Joshi, please make an appointment via Email. Consultation hours take place once a week on Tuesdays from 1 p.m. – 2 p.m. Scientific consultations are scheduled on demand during the corresponding scientific hours.

Consultation hours:
Tuesday: 1 p.m. – 2 p.m.

Scientific hours:
Daily: 10 a.m. – 12 p.m.
Thursday: 8 a.m. – 10 a.m.
Office hours: By appointment
Technical Assistants
Martin Schmidt and Thorsten Kundoch

Our technical assistants administrate the computer systems and help with general technical questions. To channel responses and to optimize the work flow, you should first briefly discuss your request with the technical proxy of the Neuroinformatics department before you approach the technical assistants. You can approach the technical assistants for:

- software and hardware issues
- applying for computer accounts
- detailed information on services offered, please visit: https://doc.ikw.uni-osnabrueck.de/

Office hours:
By appointment

Technical Proxy
Andreas Wilmer

The technical proxy mediates your requests between you, the head of the department and the technical assistants. He is the first person you should talk to if you have a technical problem or request. The technical proxy knows the infrastructure of the lab and can help you to formulate your request. You can approach the technical proxy for:

Technical Assistants:

Martin Schmidt
Thorsten Kundoch

Room 31/418
University of Osnabrück
Albrechtstr. 28
49069 Osnabrück
Germany

tel. +49 (0) 541 969-3362
e-mail: ikwadmin@uni-osnabrueck.de

Technical Proxy:

Andreas Wilmer
Room 31/405
University of Osnabrück
Albrechtstr. 28
49069 Osnabrück
Germany

tel. +49 (0) 541 969-7090
e-mail: andreas.wilmer@uos.de
• getting information on the available infrastructure
• learning how to access services
• Mediation of requests between you and the head of the department, as well as the technical assistants.

Journal Club Organizer
Mina Shahi

Our Journal Club takes place every Tuesday at 1 p.m. sharp. We present either 3-5 papers for not more than 5 min each or 1 paper in detail. Mina organizes the Journal Club. Please send her an e-mail if you want to present a paper. Upload the paper into the Mendeley folder entitled ‘Next Journal Club’. After the paper has been presented, move it to ‘NI Archive Folder’. The Journal Club manager also maintains the list of journals that needs to be monitored. Every member of the lab should screen 1-2 journals and report on important papers.

General Secretary of the IKW
Beate Eibisch

Besides managing all organizational issues of central relevance to the IKW, Beate Eibisch is responsible for the financial and human resources issues of the Institute. In general you should consult her for:

• Employment contracts and related issues
• Submitting applications for official traveling*
• Submitting travel expense claims*
• Submitting grant applications to the Universitaetsgesellschaft
• Submitting applications for holidays (You must apply for holidays!)
• Keys and transponder buttons
• Rooms

* The application forms for travel can be found under http://ikw.uni-osnabrueck.de/de/ikw/formulare

Office hours:
Tuesday: 9:30 a.m. – 11:30 a.m.
Friday: 9:30 a.m. – 11:30 a.m.

Do’s and Don’ts

To keep the work efficient and enjoyable, there are a few, but very important rules that need to be respected:

• Science relies on the exchange of thoughts and discussions. It is clear a certain predictability of physical presence makes the exchange easier since meetings are then easier to schedule. Therefore you are asked to be in the office/lab during certain core hours of the day (10 a.m. to 4 p.m.) to facilitate exchange with your colleagues.
• The group meeting is obligatory for all members of the group.
• You should regularly present papers and screen your journals on important work.
• Since theoretical work requires a high level of concentration, a quiet and calm environment is essential. Please refrain from hearing music without head phones. Nor should you use the office as a social room for chatting with others or making long telephone calls.
• Respect the privacy of your colleagues. Please ask your colleagues before you change things in the office.
• Do not smoke in any of the offices or in the building in general.
• None of the rooms, including the meeting room, of the department is a social room. That means that the room can be used only for work-related issues. For social
activities, we can use the cafeteria of the AVZ on the ground floor.

- In case you want to use the meeting room for social activities, you can only do so with the permission of the Department Chair.
- Keep your room tidy (no dirty cups, dishes, empty bottles, etc.).
- Always keep the rooms locked when not being used. That means, always lock the door when you are the last one leaving the room. It is your responsibility to ensure that the equipment cannot be stolen.
- Keep in mind that future colleagues will appreciate having nice rooms as well. Therefore, do not hang up any kind of poster, paper or other stuff on the walls. No pins nor tape or anything similar should be used on the walls.
- Clean the white boards only with the respective cleaners. Only use board markers to write on the boards. Do not use permanent markers.
- Close the windows when you leave the room.
- Do not lend your keys to other persons. Only you are responsible for the use of your key.
- Do not use the telephone in your room for private calls.
- Do not use the network to share files that may violate copyright rights. The usage of the network traffic may be monitored by the IT department.
- Computers, services and disk space from the department can only be used for work-related issues. For example, do not misuse the disk space for storing your private music collection, or videos.
- Do not switch off your computer in the offices or in the lab.
- Switch off the projector after using it.

**Scientific Rules and Guidelines**

The most important issue that every scientist should keep in mind is reproducibility. Make sure that you can reproduce your results in a couple of years. Any project that cannot be reproduced is absolutely useless! This requires that you keep track of your
methods, document parameters and changes.

It is recommended that you work in a project-oriented manner. Save your source code by assigning version numbers. Use your CVS repository to save your code. However, keep personal copies of the stable versions of the source code that you used.

To document your work, your work flow and your ideas you should use a lab book. Please use your lab book as a diary so that you use it on a regular basis with dated entries. You should use the lab book to document both the conceptual and software-related work. Use print outs that you glue into your book for documenting your results. Always bring your lab book when you discuss your work with the chair of the department.
Infrastructure and Services

Printing and Scanning

We offer a set of black and color printers, as well as an A3 scanner. To configure the printer:

- In Windows 7:

  In the search function of windows, type \printserv and enter the UOS user and password when required.

- In Linux:

  See information provided at https://doc.iwk.uni-osnabrueck.de/content/printers-scanners

Mendeley

The department maintains a commercial service for storing publications and to managing citations. The service is called Mendeley. You can either use the service online via the web www.mendeley.com or you can download a desktop application.

To use the account of the NI department, you need to generate a personal and free account. Once you have done this, Anna Jungeilges will invite you to the shared services of the group.

You can download all pdf files that are shared by the NI group. Please do not delete any of the papers in the archives. Deletions cannot be reversed.

You can delete papers from the Journal Club folder, once they are no longer being considered. If a paper has been presented, you should move it from the Journal Club folder to the NI archive folder.
CVS directory

The department maintains a version control system. This can be used to share your code with other colleagues, as well as to monitor changes and to save code. For using the repositories, you must get an account. Our technical proxy can assist you. A client must be run on your local machine, which is Tortoise for Windows. A system is already pre-installed on Linux.

There are a few main branches in the CVS. Each relates to a separate project tree. Make sure that you don’t check in (commit / add) any data, only for very special cases such as example calls, since any change of the data file will create a new copy of the file on the server. Data files that are changed may lead to an explosion of used disk space on the servers.

Keep in mind that files that are marked as releases are stable. If you make a change on these files, other users will be affected by your changes as well. Therefore never change functionality of released files without renaming the functions.

Using the IKW Computers via ssh

Just to give an example, this might be useful to run your Matlab programs without having to sit in front of the PC in 31/412 and wait until it has finished (you are not supposed to just lock the screen and go way...). For some applications, using the grid engine might be another possibility.

Establish a connection

From outside the university you have to pass through a gate, from inside the university network you can directly "ssh" to the computer of your choice. In any case, you need to know the name of the computer you would like to connect to. For the computers in 31/412, this is dolly01 up to dolly13. In general, the name is written on the PC. If you want to know which other processes are
currently being run on the computer, you can execute the shell command `ps -xau` once you are logged into the machine.

From outside:

Type the following commands on your terminal:

- `ssh yourrzlogin@gate.ikw.uni-osnabrueck.de`
  e.g. `ssh aostendo@gate.ikw.uni-osnabrueck.de`

- After having logged in with your usual login and password, a welcome message will appear. You are now in your home directory. For running programs, you need to leave the gate. Therefore type: `ssh nameofthecomputer`
  e.g. `ssh dolly01`

From inside:

You can directly connect to the computer of choice:

- `ssh yourrzlogin@nameofyourcomputer.host`
  e.g. `ssh yourrzlogin@dolly03.cogsci.uni-osnabrueck.de`

Using screen

Screen allows you, for example, to cut the ssh connection while your programme is running, and to come back and have a look at the screen window created again, at any time. It is already installed and ready to use on the IKW machines.

- to start a new session type:
  `screen -S nameofyoursession`

- to detach from the session press:
  `strg a d`

- to list all the current session type:
  `screen -ls`

- to attach to the session again, type:
  `screen -r nameofyoursession`
• if you want to end the session (i.e. your program is finished, you are done), press: strg d
  or close the shell through exit

• if that does not work, try to kill the window with:
  strg a k

Storage and file exchange on the IKW server

On the server of the IKW you will find a folder named NI, where the members of the group can store data and working codes. This folder is organized in different sub-folders, one for each research path of the NI, choose the one you feel identified with and feel free to use it. If you cannot access the folder you are interested in, contact mcastellano@uos.de. Location and access of the storage folder:

Log in into the IKW server and look for the folder /net/store/ni where you will find the project-related subfolders.
**Other things**

There is a quota limit for the home directories, so if a huge amount of data is created, you might want to store it somewhere else directly or soon afterwards, for example on the computer of your choice's own disk in the folder work (not synced or backed up!)

See [https://doc.ikw.uni-osnabrueck.de/content/data-storage](https://doc.ikw.uni-osnabrueck.de/content/data-storage)

There is also the possibility of using the grid engine. You have to apply for this via the systems administrators.

See [https://doc.ikw.uni-osnabrueck.de/static-tags/grid-computing](https://doc.ikw.uni-osnabrueck.de/static-tags/grid-computing)
More information or additional commands

For Screen:

- [http://wiki.ubuntuusers.de/ssh](http://wiki.ubuntuusers.de/ssh) Additional information and the process/commands introduced here are explained again.

- [http://kb.iu.edu/data/acuy.html](http://kb.iu.edu/data/acuy.html) This is a nice summary with the most important commands.


For ssh:

- [http://wiki.ubuntuusers.de/ssh](http://wiki.ubuntuusers.de/ssh)

For general IKW network services:

- [https://doc.ikw.uni-osnabrueck.de/](https://doc.ikw.uni-osnabrueck.de/) You have to login to see most of the content (find the login link at the bottom of the page).