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Editor: E. Groteclaes

Regulations for the Use of the Central Facility for Electron Microscopy (GFE) at RWTH Aachen University

Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

1. The GFE is a central operating unit of RWTH for microstructure imaging, microstructure analysis, and microanalysis with a focus on electron beam technology.
2. The Senate bears overall responsibility for the GFE and monitors it. The Senate is supported in this by the Senate Advisory Committee for the GFE (§ 35 (3) in conjunction with § 24 University Charter and Bylaws).
3. The GFE can be used by all scientific institutions (institutes, departments), full-time professors, and members of RWTH who make use of the right to freedom of research.
4. The main task of the GFE is to carry out investigations in the fields of microstructure imaging, microstructure analysis, and microanalysis with a focus on electron beam technology for the authorized users mentioned under item 3.

In addition, the tasks of the GFE include the implementation of joint research projects together with authorized users as defined in item 3.

Furthermore, it is one of the tasks of the GFE to conduct its own research in the field of development and optimization of methods for microstructure imaging, microstructure analysis, and microanalysis with a focus on electron beam technology.

In addition, the GFE is entitled to undertake scientific work for external parties within its capacity (public institutions, industry, etc.), either directly or via an authorized user as defined in item 3.

5. In agreement with the management of the GFE, it is possible to accept interns, students working on their final thesis, doctoral candidates, and scientists as guests in the case of commissioned, long-term work at the GFE.
6. Prior to the commencement of an investigation, the client shall consult with the director or administrative director of the GFE. The person consulted shall provide scientific advice on the investigation methodology to be used and the necessary preparation and evaluation procedures. Furthermore, they shall determine the appropriate and possible scope of investigation within the relevant capacity and they shall submit a financial offer. The factual responsibility for the subject of the investigation is borne by the clients themselves.
7. The order for the investigation shall be entered on a form by an authorized user as defined in item 3.
8. As a rule, all work falling within the GFE's scope of services is performed by GFE employees. The client may be requested to assist with preparation and evaluation.

Guests as described in item 5 may be permitted to carry out all or part of the work themselves after an appropriate training period.

9. The use of the GFE is generally subject to a fee. The costs of the investigation are charged to the client; the amount charged is the amount of the expenses incurred. The calculation is based on the GFE's current fee rates, which are set by the GFE director in consultation with the Senate Advisory Committee on the GFE. The director shall decide on any exceptions to this rule, especially in the case of investigations with low expenditure or preliminary investigations.

In the case of joint research projects, the costs are borne proportionately from the third-party funds that have been approved for this purpose.

10. Results of the investigations are discussed together with the client. An investigation report will be provided upon request. In the interest of a forthright exchange of ideas with the client, the GFE shall treat all findings and documents that have become known to it as a result of the investigation confidentially.
11. In the case of orders that go beyond the standard methods and that require development work on the part of the GFE, a special agreement between the GFE and the client is required with regard to any publications, copyrights, or patent rights that may arise.
12. Upon agreement with the client, the GFE shall store film negatives for 10 years. In particularly justified cases, the film material can be lent out; a receipt will need to be generated for this.
13. These regulations were passed by the Senate on February 8, 1996, and entered into force on the day after publication in the Official Announcements of RWTH.

of RWTH Aachen University

sgd. Prof. Dr. K. Habetha

Univ. Prof. Dr. Klaus Habetha