



WORKSTATIONS IN THE BUILDING MAX-BRAUER-ALLEE

FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN
GRADUATE SCHOOL

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WELCOME TO MAX-BRAUER-ALLEE 60!

The Graduate School Team would like to welcome you to Max-Brauer-Allee 60. We are delighted that the Office of the Dean of the Faculty of Business, Economics and Social Sciences (WiSo) enabled us to provide you with these rooms. Below, please find some important information about using the rooms.

YOUR SAFETY

You can use your transponder to enter and leave the building at any time. The building is locked, however, between 6 pm and 7 am. Please remember that the main doors must always remain locked during these hours. We would also like to remind you that you are responsible for your transponder and you may not give it to a third party. Please also ensure that you always lock the room when you leave it, even if you intend to leave it only briefly. There has already been a theft in such a case.

THE BUILDING

Hardy Werner is the building's janitor. However, Mr. Werner is also responsible for nine other buildings and thus cannot always be on site. You can reach him on his cell phone at +49 172 4103569. Mr. Werner is very helpful and you can contact him with any building-related problems.

You may also use the common kitchen facilities in Room 125 and the main copy machine in Room 114. Mail addressed to your workstation is sorted into your postbox on the ground floor. Your building key also provides access to the copy and mail rooms.

As for parking, there are a few parking spaces behind the building. Unfortunately, however, you may not use these. Furthermore, it is often impossible to park near the building, so we strongly urge you to go by bus, train, or bike!

ORDERING OFFICE SUPPLIES

Claudia Salinger in the Graduate School Office is responsible for ordering office supplies. She may have support from a doctoral student working in the building. Please ask your colleagues there. For the sake of efficiency and economy, we ask you to confer with colleagues and to order supplies for the entire office rather than contacting Ms. Salinger individually.

CONTACT:

Claudia Salinger

Room 1042

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IT

If you have any IT problems, please contact the Faculty's IT service:

CONTACT:

Phone: 040 42838-6184

<https://www.wiso.uni-hamburg.de/einrichtungen/wiso-it/startseite>.

GENERAL INFORMATION

We also wish to remind you that you represent the Graduate School when you work at Max-Brauer-Allee 60. You have a responsibility to give the public a positive impression of the Graduate School and to treat your environment with respect. This applies to your relationship with the building's staff as well as to your treatment of the rooms you work in.

We also depend upon your help in order to provide you with the best possible supervision. For this reason, we would like to ask you for feedback, praise, and criticism as you see fit. Please let us know what you need for your work at Max-Brauer-Allee 60 or to successfully complete your doctoral studies.

We wish you a good start at your new workstation and we look forward to working with you!

YOUR GRADUATE SCHOOL TEAM