

Dear members of staff,

Dear students,

In order to contribute to the protection of all members of our university and their families and in order to curtail the spread of the coronavirus, the University Executive Board and Crisis Management Team, in coordination with the state government, have decided to activate TU Dresden's emergency operations mode, starting on midnight Saturday, 21<sup>st</sup> March 2020.

### **What happens now?**

The emergency operations mode for all students and staff has the following implications:

All TU Dresden facilities are closed.

All students and university employees are still obliged to report to [corona@tu-dresden.de](mailto:corona@tu-dresden.de), if they have tested positive for the coronavirus. In addition, staff need to inform their direct supervisors.

Furthermore, the following applies to staff:

With the exception of the named persons (incl. contact details) nominated to safeguard the emergency operations by the University Executive Board and the Heads of the Structural Units, all members of staff are released from fulfilling their duties on TUD premises. Salaries and remunerations will continue to be paid. Staff not nominated for emergency duties are prohibited from entering TUD premises or their on-site offices. Wherever possible, the work is to be done remotely. Employees and supervisors should continue to keep in touch through their mutually agreed channels. All members of staff must be available by telephone or email so that they can be assigned tasks when necessary. This ensures that salaries (wages, remunerations) will continue to be paid in accordance with their respective contracts.

Only activities that are absolutely indispensable will be maintained on TUD premises (administrative tasks necessary for operations, feeding of laboratory animals, care of system-critical infrastructure, etc.).

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01062 Dresden


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01069 Dresden

*Steuernummer*  
(Inland)  
203/149/02549

*Bankverbindung*  
Commerzbank AG,  
Filiale Dresden

*audit familiengerechte  
hochschule / EMAS  
Umweltmanagement*

*Postadresse (Pakete u.ä.)*  
TU Dresden,  
Helmholtzstraße 10,  
01069 Dresden

 *Zufahrt für  
Rollstuhlfahrer  
zum EG über die Rampe  
am Haupteingang*

*Umsatzsteuer-Id-Nr.*  
(Ausland)  
DE 188 369 991

*IBAN*  
DE52 8504 0000 0800 4004 00  
BIC COBADEFF850



Units that have not yet sent in their emergency plan and therefore have not yet nominated their employees to safeguard emergency operations must do so **immediately** by writing to [corona@tu-dresden.de](mailto:corona@tu-dresden.de). Persons who are not designated for emergency operations are not allowed to enter TUD buildings and will not be granted special permission in case of a state-imposed curfew.

The regulations for the emergency operations mode apply from midnight 21<sup>st</sup> March, until further notice.

The basic services of the Central University Administration and ZIH will be maintained.

An overview of the services that the individual Directorates of the Central University Administration and the ZIH strive to provide, even during emergency operations mode, can be found at the end of this email.

The Schools, the Faculties and other Central Units are responsible for ensuring emergency operations and must guarantee the cooperation with the Central University Administration as well as the University Executive Board by providing on-site personnel to execute indispensable tasks. Units that have been closed due to quarantine regulations are exempt from this regulation.

The on-site deployment of staff is organised by the respective managerial staff. If you are designated to safeguard the emergency operations, you will be informed accordingly by your supervisor.

For units of the Faculty of Medicine responsible for patient care, separate provisions are made.

The Crisis Management Team of the Faculty of Medicine shall decide on these provisions.

The decision to switch the university to an emergency operations mode poses great challenges. I sincerely ask for your understanding and support in this exceptional situation that is difficult for all of us.

In order to complete the tasks that continue to arise as quickly as possible and to be able to resume normal operations as smoothly as possible following the emergency mode, I request that you continue your work from home as far as this is possible! This applies to all central and decentralised structures of our university. We are particularly committed to facilitating the continuation of teaching. Therefore, we ask all lecturers to provide online material for the start of the semester, as far as possible.

**It is critical that you actively familiarise yourself with the details of TUD's emergency operations mode and further developments. You are urged to check your TUD mailbox and our homepage at least twice a day!**

I am convinced that we as the TU Dresden family will master the challenges with prudence and our renowned team spirit, and I hope to see you all back soon and in good health to resume normal university operations.

I thank you very much for your understanding and I wish you perseverance and above all - stay healthy!

Best regards,

Prof. Dr.-Ing. habil. DEng/Auckland Hans Müller-Steinhagen

## **Services of the ZIH and the Directorates during emergency operations mode**

### **ZIH: Communications and IT Infrastructure**

Almost all ZIH staff are able to work from home (remotely / digitally). The Service Desk is closed for visitors, but continues to work remotely by email to resolve any potential issues. Please let us know of any particularly restrictive bottlenecks and failures in the use of services by sending us a ticket or email. At the time of writing, all important ZIH services can still be provided. The ZIH asks for comprehensive use of the openVPN infrastructure in order to be able to provide the extended possibilities of the Cisco VPN software in sufficient numbers for the admins. You can find current information on <https://tu-dresden.de/zih/dienste/aktuelles>.

### **Directorate 1: Budget and Purchases**

The Directorate Budget and Purchases will continue to work with a reduced number of staff.

It will give priority to processing incoming invoices and (late payment) reminders. Please refer to the [homepage of the Directorate](#) for regulations. Invoices entered into the data collection system will be processed and new invoices can be entered into the system. The cash desk will be closed until further notice, beginning on 23<sup>rd</sup> March 2020. In urgent cases, please contact the Director (D1). All cash acceptance points are requested to deposit their cash holdings at Commerzbank.

Procurement processes that have been started will be continued and the time schedule will be adhered to. New orders will not be processed.

Invoices for projects will be processed and entered into the system, if urgently needed. Requests for funds (*Mittelabforderungen*) will continue to be initiated. Project settlements will not be processed. Exceptions are only possible remotely.

Staff are available via email in order to be able to continue to offer the services as far as possible, excluding personal consultations and events. Please contact them exclusively by email and, if possible, directly address the responsible staff member (areas of responsibility and email addresses are available on the units' websites). If you cannot find the responsible member of staff, you can send an email to the general email address of the units:

Directorate Budget and Purchases general enquiries (D1): [dezernat1@tu-dresden.de](mailto:dezernat1@tu-dresden.de)

Unit Budget and Financial Accounting (Unit 1.1): [haushalt@tu-dresden.de](mailto:haushalt@tu-dresden.de)

Unit Central Purchases and Asset Accounting (Unit 1.2): [beschaffung@tu-dresden.de](mailto:beschaffung@tu-dresden.de)

Unit Administration of External Funding (Unit 1.3): [drittmittelverwaltung@tu-dresden.de](mailto:drittmittelverwaltung@tu-dresden.de)

## **Directorate 2: Personnel**

The Directorate is working with a reduced number of staff. The Directorate Personnel strives to ensure all extensions of contracts and recruitment procedures as well as all legal work regarding professorial appointments are completed on time. All other personnel measures and procedures (e.g. teaching assignments, working time increases, individual measures relevant to classification, business trip settlements, etc.) are processed on a subsidiary basis.

Any open recruitment and renewal applications (starting 1<sup>st</sup> April 2020 and 1<sup>st</sup> May 2020) can be scanned and sent digitally. Please send them exclusively to [dezernat2@tu-dresden.de](mailto:dezernat2@tu-dresden.de).

## **Directorate 3: Central Affairs**

The University Central Mail Services in Unit 3.3 - General Administration - will be staffed every working day to receive incoming mail from external service providers.

Time-critical shipments, such as dry ice and live goods, will not be accepted. The persons who initiated the order must independently clarify to what extent the delivery can be taken back or can be accepted directly on site by the structural unit itself. There is no parcel and express shipment.

Separate regulations apply to emergency mail operations in the schools, faculties and other structural units.

In order to process the invoices, these are delivered every working day to Directorate 1's *Zentraler Rechnungseingang*, and forwarded to the School Administrations for verifying

factual and mathematical correctness on Tuesdays and Thursdays. The processes that have been signed as correct will be taken back to Directorate 1.

Unit 3.3 - General Administration – is available via [allg.verwaltung@tu-dresden.de](mailto:allg.verwaltung@tu-dresden.de). We urgently request that you refrain from visiting the post office in person.

Unit 3.2 – Internal Service – is available via [ramona.ziert@tu-dresden.de](mailto:ramona.ziert@tu-dresden.de). No operations will be processed.

Unit 3.1 – Internal Audit and Unit 3.5 – Information Security will work remotely. They are available via [innenrevision@tu-dresden.de](mailto:innenrevision@tu-dresden.de), [informationssicherheit@tu-dresden.de](mailto:informationssicherheit@tu-dresden.de), [cert@tu-dresden.de](mailto:cert@tu-dresden.de).

Unit 3.4 – Legal Office is available via [justitiariat@tu-dresden.de](mailto:justitiariat@tu-dresden.de).

#### **Directorate 4: Property Management, Technology and Security**

The Directorate is working with a reduced number of staff who are available via the email [dezernat4@tu-dresden.de](mailto:dezernat4@tu-dresden.de). Furthermore, an on-call duty has been established. The Technical Control Centre (TLZ) will remain staffed around the clock to safeguard the technical emergency management. The following telephone number is the **central emergency number** for questions regarding the technical emergency operations mode of TUD: **+49 351 463 20 000**. Inspections will be carried out by the security service as far as possible.

Directorate 4 asks all members of TU Dresden to adhere to the following guidelines:

- Please be prudent when you leave your work place. Make sure that doors and windows are closed, switch off unnecessary electrical equipment and check that water outlet valves (taps) are properly closed and that water drainage hoses are firmly attached.
- Special rules for rented facilities: In rented buildings (e.g. Falkenbrunnen, Wiener Str., Hohe Str., etc.), the respective head of the structural unit must appoint a competent representative to carry out a weekly inspection of the rental unit.
- The TU Dresden Security Service must be notified immediately of any accidents and emergencies. The contact details of the person responsible for locking the rental unit must be provided to the Security Service.

#### **Directorate 5: Research**

The entire Directorate Research will work remotely. The members of staff can be contacted by email in order to be able to continue to offer the services - excluding personal consultations and events - as far as possible.

To avoid delays, please only contact them by email and, if possible, contact the responsible member of staff directly (the areas of responsibility and email addresses can be found on the websites of the individual units). If you cannot find the responsible member of staff, you can send an email to the general email address of the units:

Directorate Research (general enquiries) (D5): [dezernat5@tu-dresden.de](mailto:dezernat5@tu-dresden.de)

Unit Research Promotion (Unit 5.1): [forschungsfoerderung@tu-dresden.de](mailto:forschungsfoerderung@tu-dresden.de)

European Project Center (Unit 5.2): [epc@tu-dresden.de](mailto:epc@tu-dresden.de)

Unit Transfer (Unit 5.3): [transfer@tu-dresden.de](mailto:transfer@tu-dresden.de)

Unit Young Researchers (Unit 5.4): [graduiertenakademie@tu-dresden.de](mailto:graduiertenakademie@tu-dresden.de)

Unit Research Information (Unit 5.5): [fis-erneuerung@tu-dresden.de](mailto:fis-erneuerung@tu-dresden.de)

### **Directorate 6: Planning and Organisation**

At D6, all members of staff will work remotely, thus ensuring support for the IT systems SAP, CampusNet and HIS. Any enquiries are to be sent to the usual email addresses:

[erp@tu-dresden.de](mailto:erp@tu-dresden.de)

[slm@tu-dresden.de](mailto:slm@tu-dresden.de)

or to

[dezernat6@tu-dresden.de](mailto:dezernat6@tu-dresden.de)

The processing of the tickets is guaranteed at all times. Request for telephone consultations are taken into account.

### **Directorate 7: Strategy and Communication**

The following services will continue to be provided during the emergency operations mode: Internet presence, internal communication of the University Executive Board, TUD's social media channels, the Press Office and the support of TU Dresden's Crisis Management Team. Staff can be reached via email.

These tasks take precedence over all other requests that are addressed to Directorate 7 during the emergency operations mode. Staff can be reached primarily via email.

### **Directorate 8: Student Affairs and Continuing Education**

The Directorate Student Affairs and Continuing Education offers its services exclusively by email, telephone or post, with immediate effect. No events or consultation hours will be held until 4<sup>th</sup> May.

Please direct all enquiries relating to the following topics to the ServiceCenterStudium: ([servicecenter.studium@tu-dresden.de](mailto:servicecenter.studium@tu-dresden.de)):

- Enquiries regarding the Admissions Office (e.g. Enrolment, de-registration, leave of absence)
- Enquiries regarding incoming and outgoing students of the International Office (Erasmus exchange, enquiries of international students concerning their studies at TUD, etc.)
- Enquiries regarding internships abroad involving the LEONARDO Office,
- Enquiries from prospective students
- Enquiries from students about changing degree programme, generally difficult/challenging situations during their studies (topics for the Central Student Information and Counselling Services)
- Enquiries about starting a career, transition from school to university, enquiries from employers offering internships and jobs for students (topics of the Career Service)
- Enquiries regarding the German Scholarship (*Deutschlandstipendium*)

You are encouraged to use our website "[Im Studium/Corona](#)", where you will find answers to numerous questions.

Kind regards

Prof. Dr.-Ing. habil. DEng/Auckland Hans Müller-Steinhagen  
Rector  
Technische Universität Dresden

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01069 Dresden  
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Der Versand dieser E-Mail erfolgte auf Grundlage der für die TU Dresden einschlägigen gesetzlichen und rechtlichen Bestimmungen; hier insbesondere § 18 Abs. 2 Satz 2 der IT-Ordnung der TU Dresden vom 05.01.2016 i.d.j.g.F.

Für den Inhalt ist der Autor verantwortlich.

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Zielgruppe: alle Mitarbeiterinnen und Mitarbeiter sowie Studierenden