

## Terms of use for the Core Facility “Microscopy and Materials Analysis (CMMA)” at Otto–von–Guericke–University Magdeburg

### Preamble

The Core Facility “Microscopy and Materials Analysis (CMMA)” at Otto–von–Guericke–University Magdeburg combines the essential infrastructure for the characterization of materials using electron and ion microscopy as well as the associated spectroscopic methods and possibilities of in–situ testing technology. Furthermore, selected methods of qualitative and quantitative element analysis are bundled here.

The aim of the CMMA is to offer internal and external users an efficient infrastructure and a platform for scientific and technological exchange in the area of imaging, materials analysis and the production of structures at the micro–nano scale. It is also integrated into university training and education programmes.

Our approach is to accompany research projects from the idea, via preparation, right through to imaging, analysis or the measured characteristic parameters. Users are provided with expert advice, equipment training, assistance and full–service offers at every stage.

The CMMA terms of use are obligatory for all users. They agree to sign and accept a user agreement ([www.cmma.ovgu.de/Organisatorisches/nutzungsordnung](http://www.cmma.ovgu.de/Organisatorisches/nutzungsordnung)). Current information and changes can be accessed on the homepage at [www.cmma.ovgu.de](http://www.cmma.ovgu.de).

### (1) Contact

Central e–mail address for enquiries about using the CMMA: [CMMA@ovgu.de](mailto:CMMA@ovgu.de).

Head of the Core Facility:

Dr.–Ing. Markus Wilke

0391/6754542

Scientific support:

M.Sc. Karsten Harnisch

0391/6754515

## **(2) Technical equipment**

The Core Facility “Microscopy and Materials Analysis (CMMA)” offers state-of-the-art equipment and methods for imaging of materials using electron and ion microscopy as well as selected methods of solid-state analysis. In addition, the Core Facility has access to the main preparation methods for achieving optimum analysis results.

A detailed list and description of all devices belonging to the CMMA can be found on the website at [www.cmma.ovgu.de/Leistungen/Gerätetechnik](http://www.cmma.ovgu.de/Leistungen/Gerätetechnik).

## **(3) Access**

The equipment and devices managed by the CMMA are available to the following user groups for scientific studies:

- Employees of the Otto-von-Guericke-University
- Employees of further research institutions in Magdeburg
- Users of further academic organizations from Germany and abroad

The joint processing of studies is based on the fulfilment of the criteria listed under point (4). For authorized studies, the first-come-first-serve principle applies when booking measurement time.

The CMMA's equipment is available on working days outside the OVGU's period of closure from Monday to Friday from 7.00 am to 4.00 pm. For users authorized by the CMMA, the Core Facility is also accessible outside these times by arrangement, technical instruction and appointment booking. All equipment may only be used independently after appropriate general safety instruction by OVGU staff.

All services of the Core Facility are also available to external users of academic institutions. Any necessary prioritization of processing is carried out by the management of the CMMA; priority is given to questions from OVGU institutes.

In principle, the CMMA's equipment can also be used by industry and business. Separate arrangements must be made for this.

## **(4) Usage of CMMA equipment and inventory**

- New users discuss the type, scope and objective of the planned work with CMMA staff in advance. The type of use (service or user mode) is clarified and the user agreement is signed.
- If the user has sufficient theoretical and practical knowledge, the equipment can be used independently after expert instruction. After being instructed by CMMA employees, the users receive the status of “qualified user”. The status is documented on a personalized basis and confirmed by the user’s signature.
- If users require personnel and technical support in the realization of research projects, a service provided entirely by CMMA or a scientific cooperation can be agreed.

- Appointments are booked using the online calendar, available at [www.cmma.ovgu.de/Organisatorisches](http://www.cmma.ovgu.de/Organisatorisches). Users should look for free appointments on the devices with a maximum advance notice of 10 working days and send an email with the desired date, details of the sample type, duration of the booking and necessary methods/ devices to: [CMMA@ovgu.de](mailto:CMMA@ovgu.de). We ask every user to avoid large empty spaces in the calendar as far as possible and to realistically estimate the required duration in advance. The booked appointments are binding. Non-appearance for booked appointments does not release the user from the obligation to pay for the booking duration on the respective device. CMMA commits to clearly mark scheduled maintenance work in the calendar and to avoid the cancellation of appointments (excluding breakdowns or spontaneous service interruptions).
- In the case of very high workloads, overbooking or time-critical tasks, the responsible Vice Rectorate decides on the prioritized assignment of access times in consultation with the CMMA management and in agreement with the respective users.
- By signing the user agreement (terms of use), every user of CMMA equipment agrees to handle devices, consumables and inventory with care and to adhere to agreements and these terms of use.
- Users are responsible for ensuring that no unauthorized third parties are granted access to the CMMA laboratories and equipment.
- Users are responsible for the data generated during usage (including data storage and data transfer) and for the analysed samples itself. The CMMA reserves the right to delete the data after a period of at least 20 working days.
- When processing service orders, an individual agreement is made on the handling of the samples provided to CMMA and the generated data (including data storage, data transfer and reporting).
- If malfunctions are identified in the hardware or software used, a CMMA employee must be informed immediately. Unauthorized repair attempts and modifications are strictly forbidden.
- In the event of damage caused by wilful intent or gross negligence on behalf of a user, the user himself or the associated working group may be held liable.
- Gained knowledge, sample material and data remain the (intellectual) property of the user, unless a co-operation agreement with the CMMA explicitly regulates otherwise.
- All activities within the CMMA are subject to the guidelines of "good scientific practice" in the latest published version of the OVGU and the German Research Foundation (Deutsche Forschungsgemeinschaft DFG).
- A formal written warning will be issued in the event of violations of the terms of use. In the event of repeated violations, cooperation may be restricted or terminated by the CMMA management.

## **(5) Costs/ Fees**

Usage of CMMA equipment, materials and services is generally subject to a charge. The costs arising can be found in the list below. For internal use (OVGU), services are invoiced by specifying a OVGU cost account to be charged. In the case of external use, a quotation is prepared in advance and an invoice is issued after the service has been provided.

The costs for utilization can be included in project proposals (e.g. DFG “Requested other costs”). CMMA employees will be pleased to assist you in estimating the amount of work involved and the costs to be budgeted.

The fees charged are based on the guidelines for equipment usage costs in DFG Core Facilities. Fees for service orders for external partners may differ.

## **(6) Acknowledgements**

Every user agrees to acknowledge the CMMA in publications and bachelor, master or doctoral theses that contain data, findings or images obtained with the support of or using CMMA equipment, methods and materials by citing the CMMA in the acknowledgements and informing the CMMA accordingly:

“We acknowledge the support of the Core Facility: Microscopy and Materials Analysis (CMMA) of the Otto-von-Guericke-University Magdeburg”.

Head of the CMMA

Dr.-Ing. Markus Wilke

Magdeburg, 09.09.2025