ISTA Welcome guide for Postdocs

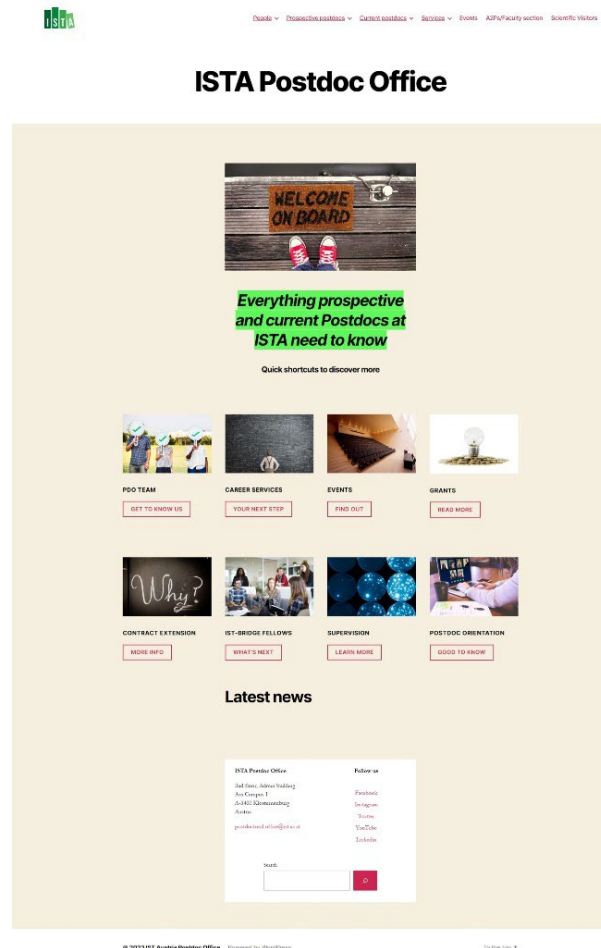# In this guide you will find more info on...

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Institute of Science and Technology Austria

Postdoctoral Office (PDO)

Talk to us about:

▶ Onboarding & orientation

▶ Contract extensions

▶ Advice on internal policies

▶ Postdoc fellowship program management

▶ Confirmation of employment

▶ Career development support

▶ **Email:** postdoctoral.office@ist.ac.at

▶ **Website:** postdoc.pages.ist.ac.at

Check our website!

Institute of Science and Technology Austria

Career Services

What I do:

- Inform, advise, and support students and postdocs on career matters

- Support your career plans in academia and/or industry

- Organize training courses and workshops: check them out!

- 1-1 career advice meetings

- **Email:** valentina.riva@ista.ac.at

- **Website:** https://intranet.ista.ac.at/s/career-development/

Institute of Science and Technology Austria

Postdoc Association (PDA)

What we do:

- Support research and social environment for postdocs

- Communicate with the other bodies of the institute

- Propose and realizing scientific events

- Establish ties to other PDAs

- Organize social events

- **Contact:** postdoc-association@ist.ac.at

- Website

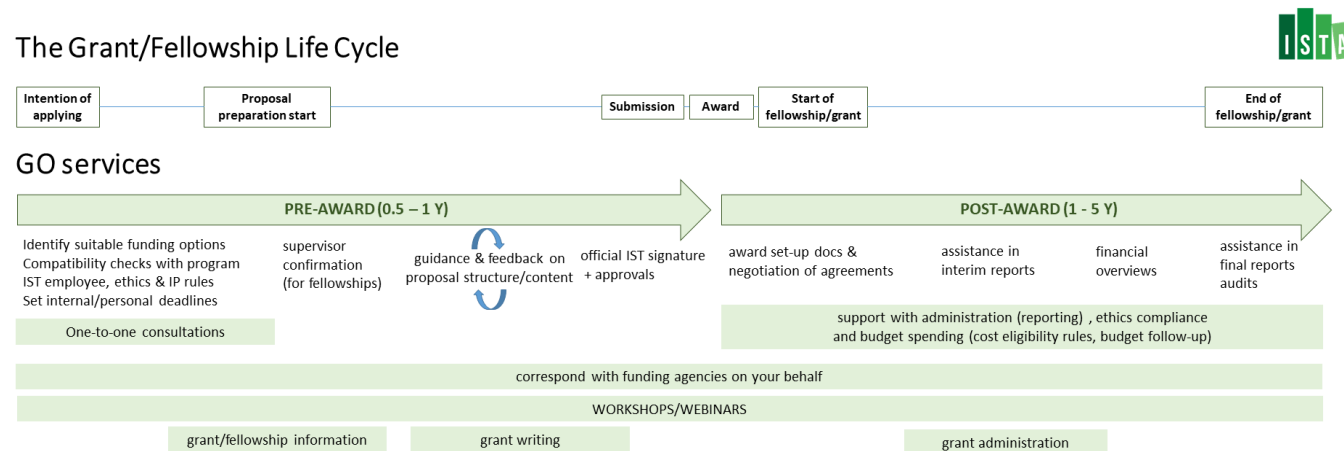Postdoc retreat Nov. 2023

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Grants & Fellowships

Talk to the Grant Office (GO) about:

- Identifying suitable external funds: check the list

- Preparing your application proposal

- Administration of your research grants

- Latest news and events related to grants: check them out!

- **Email:** grants@ista.ac.at

- **Website:** https://grants.pages.ist.ac.at/

The Grant/Fellowship Life Cycle

Further support

VISA application

▶ **Before your arrival:** which VISA?

▶ **After your arrival:**
Settlement Permit Researcher

▶ **Contact:** Vlad Cozac, International Officer vlad.cozac@ist.ac.at

Arrival in Austria

▶ Address registration

▶ Insurances

▶ Bank account

▶ Moving with family?

On-campus accommodation

▶ **Short-term:** Guesthouse

▶ **Long-term:** Apartments

IT & logistics

▶ IT needs before and after your arrival

▶ Office space

▶ Access cards etc.

▶ Contact your A2P:
https://ist.ac.at/en/research/

▶ Scientific Service Units (SSU):   equipment and training options

▶ Library

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ISTA Postdoc general contractual rules

Employment and salary:

- **5 yrs**: max limit of employment at ISTA

- Initial employment as **Predoc Visiting Scientist** counts towards 5 yrs limit

- **Working hours, holidays allowance and salary levels:** link

- Calculate your **net salary**: https://finanzrechner.at/en/

- More on **taxation in Austria**: Euraxess

Extension:

- Please **contact PDO** at least 2 months before end of current contract

- Postdoc must complete **extension request form** (Austrian labor law)

- Form and more details here

- **5th yr extension**: additional meeting with Area Chair

- **6th yr extension**: only in exceptional cases – extra approval by Vice-President or President

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We look forward to seeing you at ISTA soon!

Any questions?

Contact us: postdoctoral.office@ist.ac.at