



ISTA Welcome guide for Postdocs

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

In alphabetical order:

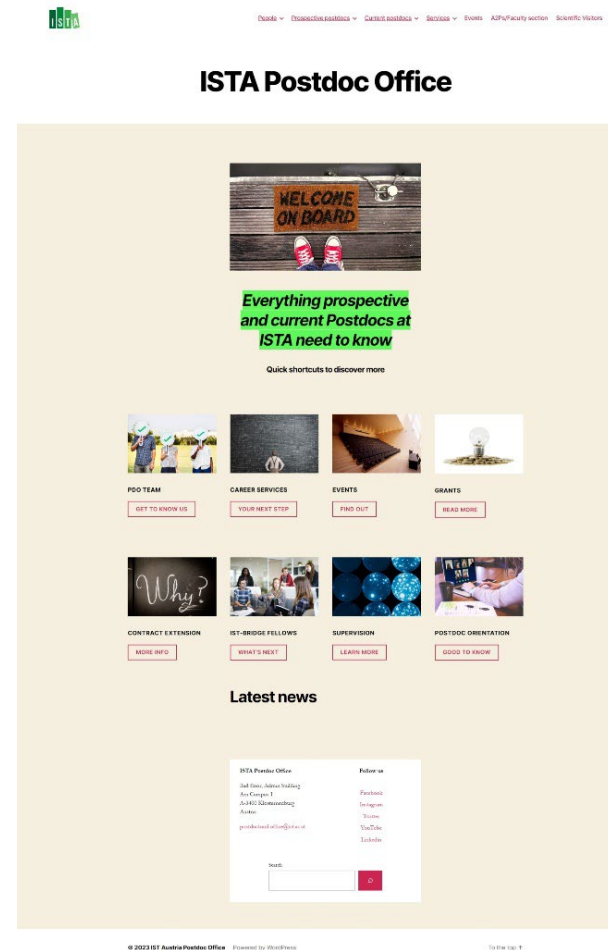
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Postdoctoral Office (PDO)

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!

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://career-development.ista.ac.at/>



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](#)

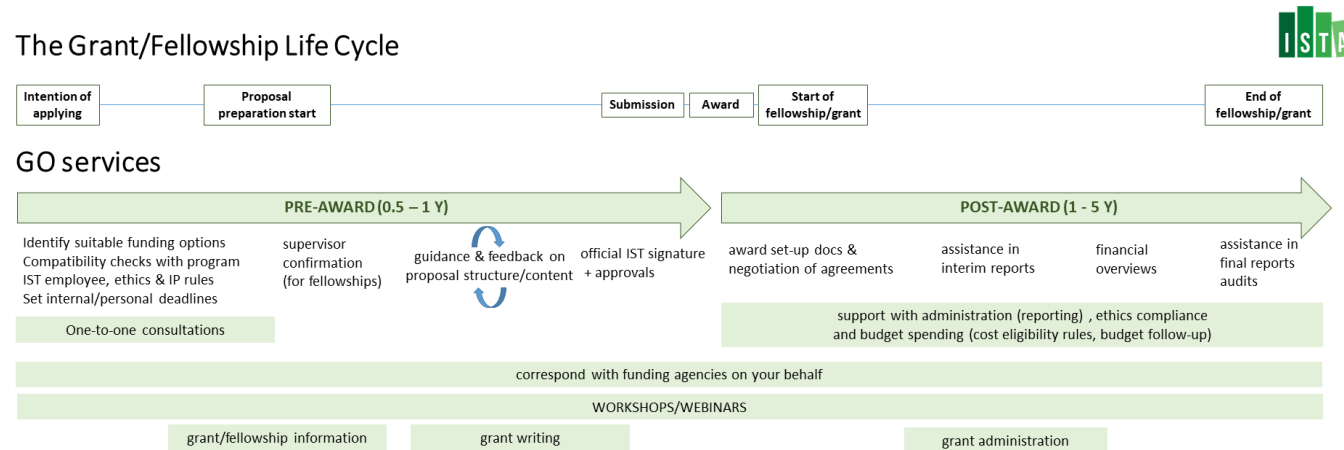


Postdoc retreat Nov. 2023

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.ista.ac.at/>



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](#)


ISTA Postdoc general contractual rules

Employment and salary:

- ▶ **5 years:** max limit of employment at ISTA
- ▶ Initial employment as **Predoc Visiting Scientist** counts towards 5 years limit
- ▶ **All-in contract:** the salary covers all performance by the postdoc for the participation in the research and training activities, including any overtime, even worked on Saturdays, Sundays and bank holidays.
- ▶ **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 year extension:** additional meeting with Area Chair
- ▶ **6th year extension:** only in exceptional cases - extra approval by Vice-President



We look forward to
seeing you at ISTA soon!

Any questions?

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