

# WHAT TO DO & HOW TO DO IT

**PLEASE READ THIS INFORMATION CAREFULLY  
AND KEEP IT FOR FUTURE REFERENCE.**

BESIDES THIS SHEET, PLEASE CHECK:  
[HTTPS://WWW.RICAM.OEAW.AC.AT/INTERNAL/](https://www.ricam.oew.ac.at/internal/)  
E.G. FOR TEMPLATES - LATEX, TIME RECORDING, FORMS, ETC.

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### **Welcome to RICAM**

In my function as Director of the Institute, I wish you a warm welcome as new member of the Institute.

With this folder we provide you with useful information for an overview on the What, How, Where, When questions by giving a range of general information on topics related to settling and living in Linz as relevant internal tools and processes.

We wish you a great start to your (new) life in Austria and an inspiring time here at RICAM in Linz!

With kind regards,  
Herbert Egger  
Director

### THE OEAW

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The OeAW (the **Austrian Academy of Sciences**) is the largest non-university research and science institution in Austria. The statutory mission of the Academy is to “promote science in every way”.

Founded in 1847 as a learned society, today the Academy has over 760 members, 1800 employees in Vienna, Graz, Innsbruck, Leoben and Linz and is dedicated to innovative basic research, interdisciplinary exchange of knowledge and the dissemination of new insights with the aim of contributing to progress in science and society as a whole.

### HISTORY

On 14 May 1847, Emperor Ferdinand I approved via a patent the founding of the Imperial Academy of Sciences in Vienna. From the outset, the Academy undertook pioneering research of great importance to the State and increasingly on the international stage in the central fields of the arts and sciences. In 1857 the Academy moved to the former premises of the University of Vienna on Dr. Ignaz Seipel Platz and has remained there since then.

Fast forward: Today, thanks to increasing international collaborations, the OeAW once again plays a central role in the global research landscape and conducts basic research in key fields – from Life Sciences to Mathematics, Physics and Materials Sciences, the Social Sciences, Cultural Studies, Antiquity and Historical Studies and the Digital Humanities.

### MISSION STATEMENT RICAM

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The Johann Radon Institute for Computational and Applied Mathematics (RICAM):

- does basic research in computational and applied mathematics according to highest international standards
- obtains the motivation for its research topics also from challenges in other scientific fields and industry
- emphasizes interdisciplinary cooperation between its workgroups and with institutions with similar scope and universities world-wide
- cooperates with other disciplines in the framework of special semesters on topics of major current interest
- wishes to attract gifted postdocs from all over the world and to provide an environment preparing them for international careers in academia or industry
- cooperates with universities by involving PhD-students into its research projects
- promotes, through its work and reports about it, the role of mathematics in science, industry and society

The Institute was founded in 2003 by Prof. Heinz W. Engl.

### RESEARCH GROUPS

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**HERBERT EGGER**  
COMPUTATIONAL METHODS  
FOR PDES



**BERT JÜTTLER**  
GEOMETRY IN SIMULATIONS



**OTMAR SCHERZER**  
INVERSE PROBLEMS AND  
MATHEMATICAL IMAGING



**PHILIPP GROHS**  
MATHEMATICAL DATA SCIENCE



**LUCA GERARDO-GIORDA**  
MATHEMATICAL METHODS IN  
MEDICINE AND LIFE SCIENCES



**KARL KUNISCH**  
OPTIMIZATION AND OPTIMAL  
CONTROL



**JOSEF SCHICHO**  
SYMBOLIC COMPUTATION



**RONNY RAMLAU**  
TRANSFER GROUP

### RESEARCH PROJECTS



**ARNE WINTERHOF**  
APPLIED DISCRETE  
MATHEMATICS AND  
CRYPTOGRAPHY



**PETER KRITZER**  
MULTIVARIATE ALGORITHMS  
AND QUASI-MONTE CARLO  
METHODS

## SCIENTIFIC ASSISTANT



**PETER KRITZER**

Scientific Assistant, Project Leader

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## ADMINISTRATION



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### ADDRESS

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Please inform us ([office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at)) about the details of your new address in Austria. This information is needed for the wages department and for the health insurance. **Whenever your address changes, inform us** by sending the new registration form (Meldezettel)! The Meldezettel has to be issued by Magistrat Linz within 3 days of moving.

### IF YOU ARE AN EU CITIZEN

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Please register with main residence ("Hauptwohnsitz") in Linz, because you need an "**Anmeldebescheinigung**" from Magistrat Linz, if you stay in Austria for more than 3 months. Please send a scan to [office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at) within 4 months after entering Austria. The secretaries will forward the scan to the personnel department. Attention: There are fines of up to 250 EUR if you forget to apply for this "Anmeldebescheinigung".

### HEALTH INSURANCE CARD

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For the health insurance card (**e-card**), you will have to arrange an appointment at the Bundesamt für Fremdenwesen in Derfflingerstraße 1, 4020 Linz. Appointment via: <https://citizen.bmi.gv.at/at.gv.bmi.fnsetvweb-p/etv/public/Terminvereinbarung>

You will have to provide a photo, your passport and your SV number (information from the secretaries). The photo will be printed on your e-card for health insurance.

### CO-INSURANCE FOR FAMILY

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If you bring your family along to Austria, it is recommended to take out health insurance for them. The form for the co-insurance can be found at [www.gesundheitskasse.at/mitversicherung](http://www.gesundheitskasse.at/mitversicherung). Send the form together with the following documents to the insurance company ÖGK:

- birth certificate of your children
- marriage certificate
- registration form (Meldezettel) for all of your children and your spouse



## PARTNER CARD/KEY CARD FOR THE OFFICE

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You will be informed by e-mail to send a photo to JKU. Then the card will be delivered to RICAM.

The card has the following functions: **key function** for the Science Park building 2, and for the Math Library; **parking function** for the parking lot of the University.

To **activate** the key-function for the Science Park building 2, your office and Math Library, please go to <https://password.jku.at/sspr/public/> and create a password. Afterwards, please go to our system administrators in room 458. They will activate the access to your office. In the main library you will have to activate your math library access.

## BANK ACCOUNT

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If you don't have an Austrian/European bank account yet, please open one. It makes no difference which bank you choose, but some banks offer special conditions for people here at the University – just ask the bank assistants.



## TECHNICAL STUFF (COMPUTER, E-MAIL, PRINTER, ...)

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Please ask Florian or Wolfgang (room 458) – they can help you.

## CONTACT

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We have personal mailing addresses and two extra ones:

[office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at): Incoming mails are read by Gabi, Annette and Peter.

[direktorium@ricam.oeaw.ac.at](mailto:direktorium@ricam.oeaw.ac.at): This address is to be used for matters concerning the time recording system, thus applications and approvals for holidays, illness, travelling, etc.



## RESEARCH ADMINISTRATION

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Peter Kritzer (room 466) will help you with questions on research proposals, funding possibilities, project finances, and much more.

## PROJECT PROPOSALS

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If you plan to submit an application for research funds, please inform Peter Kritzer (room 466) in due time. He will help you with finishing your application, and with gathering all signatures required by the Austrian Academy of Sciences. Please allow sufficient extra time for this step.

## RICAM WEBSITE

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Please send to the secretaries ([office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at)) your data for the RICAM people website. It is up to you which information you want to provide on your employee site! See <http://www.ricam.oeaw.ac.at/people/>.

Photos will be taken every few months by a professional photographer.

## PAY SLIP

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You are able to open your pay slip by entering the following combination of characters (without spaces):



- the first two digits of your family name
- followed by the first two digits of your first name
- followed by the last 11 digits of the IBAN of your salary account, whereby leading zeros are not included

Example:

Last name: Müller-Meier

First name: Max

IBAN: AT94 1200 0000 0123 4567

Password: muma1234567

## PLACE OF WORK



According to your work contract, the place of work is at **the institute!** Not at home, not in other cities. This is very important for insurance reasons! Home office days have to be approved in advance by your group leader and are only possible once per week.

### HOLIDAYS



If you want to go on holidays, please send an e-mail request to your group leader. He will answer to [direktorium@ricam.oeaw.ac.at](mailto:direktorium@ricam.oeaw.ac.at) and put you in cc. Then you access the time recording system at <https://zeit.oeaw.ac.at> and enter the request with the absence code "U" under Menu/Requests/Submit Request. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on holiday.

### ILLNESS



If you are sick, immediately **call or write** an e-mail to inform us! Or enter the time recording system at <https://zeit.oeaw.ac.at> and request an absence with the absence code "KA". No end date has to be inserted! The sick leave will be automatically terminated whenever you will insert the first working hours on your return to the office. When you were sick for more than 3 days, you have to bring a certificate from your doctor. Weekends are included in the counting!

### TIME RECORDING

Please insert your working hours and lunch break for every working day by going to <https://zeit.oeaw.ac.at> and opening the item "Activity Recording". First, you make sure that the current date is activated. Then you insert the morning working hours, your lunch break and the afternoon working hours. Then you go to "Save". Please make sure that the line with the lunch break shows the absence code "P".

Other absence codes than "P" for a break are "BG" for appointments with authorities or "A" for a visit with the doctor. Please do not forget to bring by a confirmation.

By the eighth of the following month the latest you have to submit the time recording by going to "Fertigmeldung/Submit". The director will have to acknowledge the correctness of your time recording by the fifteenth of the following month the latest.

Important for PhD students: Attending courses in the framework of PhD studies does **not** count as working hours!

Important for employees who teach for the university: This does **not** count as working hours!

### TRAVELLING (CONFERENCES, WORKSHOPS, COOPERATION, ...)



Please inform your group leader by e-mail about the planned participation, travel, etc. and get the OK from your group leader by having him send an e-mail to [direktorium@ricam.oeaw.ac.at](mailto:direktorium@ricam.oeaw.ac.at). Then you access the time recording system at <https://zeit.oeaw.ac.at> and submit a "Travel Order". You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on a business trip! This is **very important** due to insurance reasons. Please note that it is not allowed to mix a business trip and holidays!

Plane tickets: Please book plane tickets for a business trip at an economy fare on your own. You can ask for reimbursement of the flight costs along with the rest of the travel costs via a form (see next point "Reimbursement").

You can ask for reimbursement by submitting the receipts for expenses you had prior to the trip (e.g., conference fee, flight invoice, etc.) and indicating IBAN and BIC of your bank account.

Always take your **A1 form** with you when travelling! It confirms that you are insured in Austria. It can happen that you will be asked to present the A1 form and there are high penalties if you do not have it. The A1 form is valid for two years. Before it expires, ask us for a new one.

**Remember to fill in your working hours also during a trip in the time recording system.** Travel times do not count as working hours, except when you work on the train, etc.

## REIMBURSEMENT

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After travelling you have to fill in the travel reimbursement form (*Reiserechnung*). See <http://www.oeaw.ac.at/intern/oeaweb/rechnungswesen/formulare/> at „Reiserechnungen“ and the rules at [http://www.oeaw.ac.at/fileadmin/service/rechnungswesen/intern/richtlinien/Travel\\_Expenses.pdf](http://www.oeaw.ac.at/fileadmin/service/rechnungswesen/intern/richtlinien/Travel_Expenses.pdf).

For the travel reimbursement please keep **ALL** the receipts (**boarding passes**, bus, train, conference fee, ...). If you pay with credit card/bank transfer, always add a copy of your credit card bill/bank statement. We can help you to fill in the form for the first time – it's easier than it looks!

## SECONDARY EMPLOYMENT

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If you have an employment additional to your RICAM employment, please let us know. It needs to be reported to ÖAW. The secondary employment also includes teaching at Johannes Kepler University.

### RESEARCH DOCUMENTATION (AKADEMIS)



Always keep your research documentation in the **Akademis** system up to date! This is **very important**.

<https://akademis.oeaw.ac.at/akademis/>

For more details see [https://akademis.oeaw.ac.at/download/AkademIS\\_2.0\\_Schnelleinstieg\\_en\\_2.pdf](https://akademis.oeaw.ac.at/download/AkademIS_2.0_Schnelleinstieg_en_2.pdf)

### TALKS

Talks at RICAM are announced in the weekly newsletter, on the website <http://www.ricam.oeaw.ac.at/news-events/events/> and on the info board. The talks are structured in three groups:



### RADON COLLOQUIA

All RICAM employees **are expected to attend** these colloquia.

In these talks internal and external scientists can present overviews over important fields dedicated also to *non-specialists*. When internal members give a talk, we use this to learn more about the work of other groups and to facilitate cooperation between groups.

### RADON SEMINARS



In these talks, RICAM employees and external visitors present work which is of interest for at least 2 groups at RICAM. The talks can be a bit more specialized, but should be understandable for other groups. Therefore, they should also be attended by all RICAM employees.

### GROUP SEMINARS

These are specialized talks by internal and external scientists intended mostly for members of the organizing group(s), although, of course, members of other groups are also welcome.

### MEET & GREET

Every few weeks we have the Meet & Greet where introduce themselves informally and there is some



new employees can briefly time for socializing afterwards.

### TALK ANNOUNCEMENTS



Requests for talk announcements should be sent (**at the latest 3 days before** the talk) to [office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at). Please let us know which kind of talk should be announced.

### MAIL



In the secretariat there is an incoming mail-box for you. Please check **regularly** if you have mail. If you have outgoing mail, just take it to our office and put it into the "outgoing mail box" (just across the entrance). No private mail and applications please.

### PHONE

Please no private phone calls. Even for business calls you should use Skype in order to avoid high telephone bills. The institute gets a list of telephone costs for each single telephone set. Dial the digit zero to make outside of the university campus calls.



### OFFICE SUPPLIES



Just help yourself (at the RICAM office) when you need office equipment (ring binder, pencil, CDs, ...).  
If anything is missing, let us know.

### BOOKS



If you cannot find a book in the library ([liss.jku.at](http://liss.jku.at)) or if there is a book you need for your research, you can order it via the secretariat or you can buy it on your own and ask for reimbursement. Please inform us when you lend a book from the RICAM library, because we have to update the location in our database.

### WIFI

agodaricamo



The password for RICAM Wifi is

### ZOOM

Every RICAM employee has a Zoom account. Use your mailing address [mmueller@oeaw.ac.at](mailto:mmueller@oeaw.ac.at) and your ÖAW password (the same you use for the time recording).

### GREEN DEVELOPMENT & SUSTAINABILITY



As RICAM is a Climate Alliance partner, we pay special attention to various ways to save the environment as well as resources. There is also the possibility to apply for the Green Travel Fund, if you travel by train in a climate-friendly way. Details in the Office.

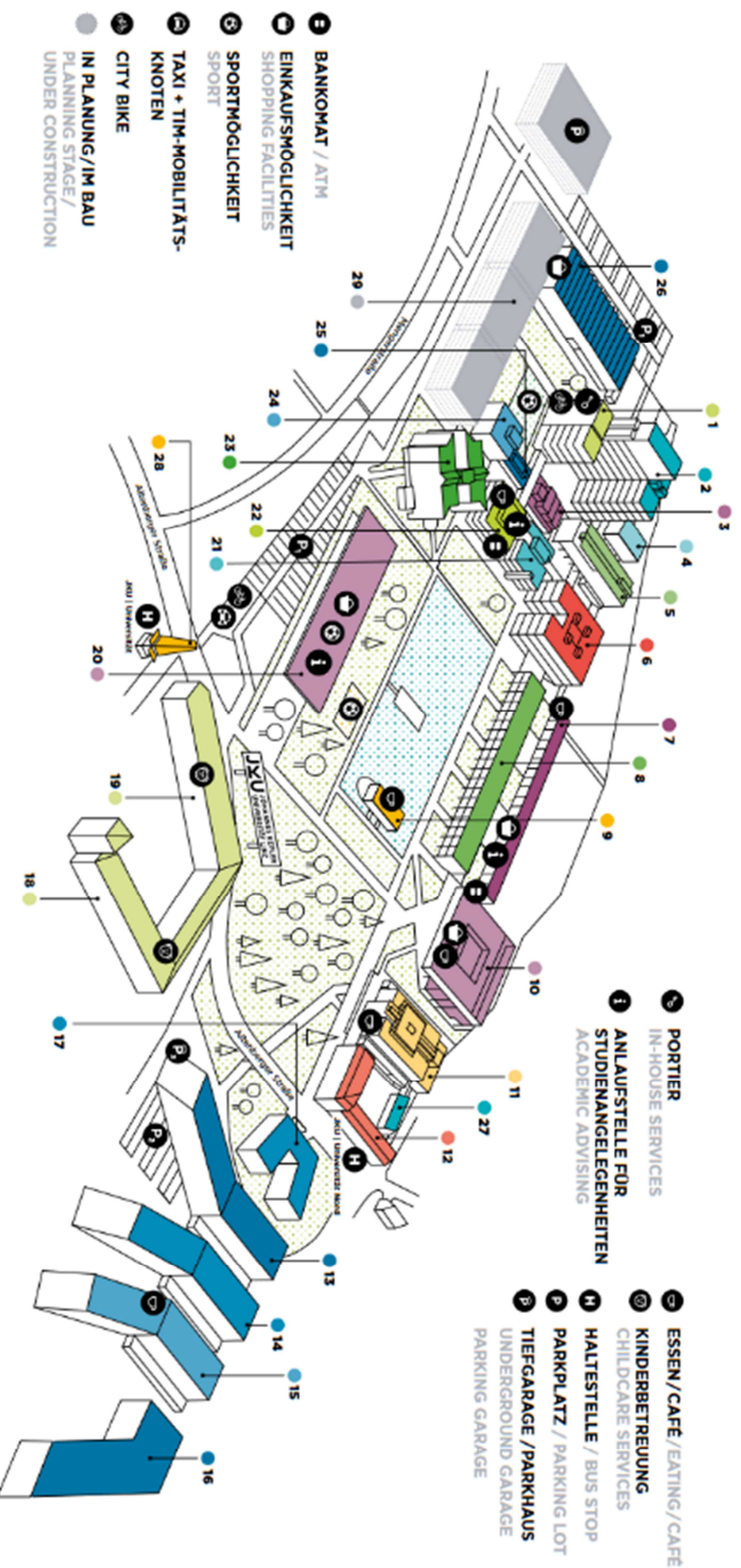
Detailed campus map. Updates via following link:

<https://www.jku.at/campus/der-jku-campus/gebaeude/>

# JKU CAMPUS.

# JKU

JOHANNES KEPLER  
UNIVERSITÄT LINZ





## AUSTRIAN ACADEMY OF SCIENCES

As part of the Welcome Center, useful information for scientists from abroad is provided on the OeAW-Homepage.

The aim is support you with information on topics such as visas and immigration, registration requirements, information on social insurance and general information about living and working in Austria.

You can find the Welcome Center on the ÖAW homepage at

<https://www.oeaw.ac.at/welcome-center>