DEPARTMENT OF COMPUTER SCIENCE WELCOME GUIDE

The Department of Computer Science:

- Website: https://www.uibk.ac.at/informatik/index.html.en
- Research Groups: https://www.uibk.ac.at/informatik/forschung/gruppen.html.en
- Upcoming Events: https://www.uibk.ac.at/informatik/events/

The Management Information System VIS: https://vis.uibk.ac.at/

- **Login** with your c-number and password

- Manage your **Absence Times**:

    o **Holiday Application**: Every holiday has to be requested in advance. `Persönliche Daten -> Meine Abwesenheiten -> Urlaub beantragen` -> Enter the required vacation period and select the person responsible for the holiday applications of your research group `Genehmigung durch: -> Speichern und Abschicken`

    o **Business Trips**: Every business trip has to be requested in advance. `Persönliche Daten -> Dienstreisen/Freistellungen -> Neue Freistellung ->` Enter the data and reason of your trip and upload any supporting documents i.e. invitation letter`-> Abschicken`

    > Note: Before booking a trip, be sure to contact your research group's secretary to ensure that expenses can be reimbursed!

- Check your **Payslips:** Before you can check your payslip under `Persönliche Daten -> Gehaltsbelege` you have to apply for access by sending this form "Antrag zur Einsicht des Entgeltnachweises" to the HR department.

- Check your **Research Documentation Database - FLD**: `-> Persönliche Daten -> Meine Forschung`. The Research Documentation Database records all past and ongoing research activities of a researcher affiliated to the University of Innsbruck. Please inform the FLD-Responsible of your working group on any research activities, so your data can be entered accordingly. More information on the Research Documentation Database: https://www.uibk.ac.at/fld/index.html.en

- Apply for a free **University Library Card**: `Persönliche Daten -> Meine Akten/Formulare -> Formular -> Neues Formular ausfüllen -> Antrag ULB-Sonderkonditionen`
  You need the library card to borrow media (books, e-books, e-journals etc.) from the University Library. Via the search portal BibSearch: https://bibsearch.uibk.ac.at/ you can

order media to the ULB location of your choice. As a university employee you have a loan period of 365 days.

- Apply for a **IVB Job-Ticket**: `Persönliche Daten -> Meine Akten/Formulare -> Formular -> Neues Formular ausfüllen-> Jobticket`
  The University of Innsbruck supports the usage of public transport for your route to work with a grant of €100,- when buying the IVB Job-Ticket:
  https://www.uibk.ac.at/rektorenteam/infrastruktur/mobilitaet-und-nachhaltigkeit/job-ticket-innsbruck/

Miscellaneous:

- **Working Hours**: Unless agreed otherwise, your working hours are spread evenly over the weekdays Mo-Fr. To change your working hours, please use this form:
  https://orawww.uibk.ac.at/public_prod/owa/antrag_teilbeschft_wiss.html

- **Sick Leave:** If you cannot come to work due to illness, please immediately inform your research group secretary. In case you are sick for 3 days or more, please upload a medical certificate over the link provided to you per email by the HR-department.

- Use of **Kitchens:** Our kitchens are communication areas where members of the institute and visitors should feel comfortable. For this reason we expect everyone to leave the kitchen clean. Please also check out the kitchen rules posted in the south kitchen.

- **Coffee Machine** in the South Kitchen: With the coffee machine in the south kitchen you can prepare various kinds of coffee for €0.50 per cup. First, you have to create a coffee account. Therefore, hold your blue access chip or any other RFID-enabled key to the portal (left side of the coffee machine) and note down the number shown on the display. With this number, you can set up a coffee account here: https://ifi-coffee.intra.uibk.ac.at/#/ To top up your credit for the coffee machine please contact Anna Maria Scheiring (Room 3M13). In case of technical problems, please contact: Simon Haller (Room 3W05).

- Who to contact in case of **Questions**:

  - Research Group Secretary:

    - Computational Logic: Martina Ingenhaeff-Falkner, Room 3M08, Tel 53229
    - Databases and Information Systems: Imren Karsli, Room 3S04, Tel 53203
    - Data Science: Maija Fedotova, DISC, Innrain 15, first floor (01-09), Tel 39768
    - Distributed and Parallel Systems: Silvia Bosetti-Haid, Room 3M10, Tel 53226
    - Intelligent and Interactive Systems: Cornelia Vidovic, Room 3M08, Tel 53268
    - Interactive Graphics and Simulation: Lisa Binderlehner, Room 3M10, Tel 53346
    - Networked Embedded Systems: tba, on behalf Cornelia Vidovic, Room 3M08, Tel 53268
    - Quality Engineering: Andrea Jungmann, Room 3S04, Tel 53203
    - Security and Privacy Lab: Jenifer Payr, Room 3S11, Tel 53354
    - Semantic Technology Innsbruck: Abfalterer Claudia, Room 3S07, Tel 53442

- Theoretical Computer Science: Martina Ingenhaeff-Falkner, Room 3M08, Tel 53229

  If the secretary of your research group is unavailable, please contact the Referat: informatik@uibk.ac.at

- o Teaching and study information: Anna Maria Scheiring, Room 3M13, Tel 53209

- o UIBK Intranet: https://www.uibk.ac.at/de/intranet/

- o UIBK Wiki: https://community.uibk.ac.at/uniwiki/

- o IFI Wiki: https://ifi-wiki.intra.uibk.ac.at/public/start