

March 6, 2017

Dear Balazs,

On behalf of IST Austria's ISTernship selection committee I am pleased to inform you that your application to IST Austria's ISTernship program has been successful and that we are offering you a summer internship in the group of Professor Laszlo Erdős and Jan Maas. They would jointly supervise you.

Please respond no later than March 12<sup>th</sup>, 2017 in order to inform us whether you accept or decline the position and then inform us by March 27<sup>th</sup> regarding your expected date of arrival. This timetable is important for the processing of the scholarship as well as any necessary visa-related matters. The earliest possible start date for the ISTernship program is May 15<sup>th</sup> and all internships must be concluded no later than September 15<sup>th</sup>.

Please carefully review the information in the following pages as they contain the most relevant information about the program. Please do not hesitate to contact us with any questions.

Once again, congratulations on being selected to IST Austria's summer internship program.

We look forward to seeing you this summer.

Sincerely,



Michael Jordan  
Academic Affairs  
IST Austria

## About the ISTernship program

### General overview:

The ISTernship program is a summer internship program at IST Austria that welcomes approximately 25 summer interns to our campus each year. The program is a scholarship program managed in coordination with the OeAD (<https://www.oead.at/EN>). The OeAD is the Austrian Agency for International Cooperation in Education and Research and has extensive experience with organizing exchanges. In Austria the OeAD is the central service point for European and international mobility and cooperation programs in education, science and research. A representative from the OeAD will assist you with all issues related to travel to Austria, the payment of your scholarship, insurance, and any visa issues (if necessary).

### The scholarship:

All ISTerns receive a scholarship of EUR 960 per month.

All internships should begin on either the 1<sup>st</sup> or 15<sup>th</sup> day of the month.

The standard length of the ISTernship program is 3 months (if you are not available for the full 3 months we are flexible but please discuss this with your host and Academic Affairs).

Upon your acceptance of the offer you should contact your host professor to decide on the preferred starting date and length of your internship. As soon as you have determined the starting date and length of your internship, please inform Michael Jordan ([michael.jordan@ist.ac.at](mailto:michael.jordan@ist.ac.at)) and Jerneja Beslagic ([jerneja.beslagic@ist.ac.at](mailto:jerneja.beslagic@ist.ac.at)) in Academic Affairs. This information is needed by the end of March.

The OeAD will assist you in the purchase of insurance for your stay in Austria.

In addition to the scholarship, a travel allowance will be paid during your first month in order to help cover the cost of your travel to Austria. Please be advised that the payment is a lump sum and may not cover 100% of the cost of travel to Austria.

## Housing

As an ISTern you will be entitled to internal/employee pricing in the IST Austria guesthouse.

Please find below information on our Guesthouse and its room rates for short stays (less than 30 nights) and long stays (30 days – 6 months).

| IST AUSTRIA GUESTHOUSE <u>DAILY</u><br>ROOM RATES | EXTERNAL<br>GUESTS | IST AUSTRIA<br>EMPLOYEES | INVITED<br>PERSONS -<br>INSTITUTE<br>LEVEL | INVITED<br>PERSONS -<br>RESEARCH<br>GROUP LEVEL |
|---------------------------------------------------|--------------------|--------------------------|--------------------------------------------|-------------------------------------------------|
|                                                   | RACK RATE          | 50% OFF RACK RATE        |                                            |                                                 |
| Single room excl. Breakfast **                    | € 72,00            | € 36,00                  | € 36,00                                    | € 36,00                                         |
| Double room excl. Breakfast **                    | € 100,00           | € 50,00                  | € 50,00                                    | € 50,00                                         |
| Junior suite excl. Breakfast **                   | € 122,00           | € 61,00                  | € 61,00                                    | € 61,00                                         |

| IST GUESTHOUSE <u>LONG-STAY*</u><br>ROOM RATES   | EXTERNAL<br>GUESTS | IST AUSTRIA<br>EMPLOYEES | INVITED<br>PERSONS -<br>INSTITUTE<br>LEVEL | INVITED<br>PERSONS -<br>RESEARCH<br>GROUP LEVEL |
|--------------------------------------------------|--------------------|--------------------------|--------------------------------------------|-------------------------------------------------|
|                                                  | RACK RATE          | 50% OFF RACK RATE        |                                            |                                                 |
| Single room excl. breakfast ** <i>per month</i>  | € 870,00           | € 435,00                 | € 435,00                                   | € 435,00                                        |
| <i>per night</i>                                 | € 29,00            | € 14,50                  | € 14,50                                    | € 14,50                                         |
| Double room excl. breakfast ** <i>per month</i>  | € 1.218,00         | € 609,00                 | € 609,00                                   | € 609,00                                        |
| <i>per night</i>                                 | € 40,60            | € 20,30                  | € 20,30                                    | € 20,30                                         |
| Junior suite excl. breakfast ** <i>per month</i> | € 1.466,00         | € 733,00                 | € 733,00                                   | € 733,00                                        |
| <i>per night</i>                                 | € 48,87            | € 24,43                  | € 24,43                                    | € 24,43                                         |

\* for more than 29 consecutive nights (discount to daily room rates)

\*\* breakfast is offered daily from Monday till Friday (except holiday) by the company SV (Österreich) GmbH at the cafeteria I22. The continental breakfast is at EUR 8,-- per person and day (price is quoted from SV Group).

The guesthouse room prices include all taxes and services. The prices are effective as of January 1, 2017 for new contracts and can be withdrawn or amended anytime one-sided by the employer without stating reasons. (Klosterneuburg, January 01, 2017)

All room rates mentioned above already include the IST Austria employee discount. The room rental has to be paid at the reception desk. On the second floor of our guesthouse you will find our guesthouse kitchen, which is fully equipped. The laundry room equipped with a washing machine and a drier is also located on the second floor.

If you wish to book one of the Guesthouse rooms, we kindly ask you to contact our guesthouse team at [guesthouse@ist.ac.at](mailto:guesthouse@ist.ac.at) (Tel.: +43 2243 9000 1040). Please send them the following information:

- 1.) Arrival date
- 2.) Departure Date
- 3.) Arrival time (as our reception is not manned 24/7 reception)
- 4.) Citizenship
- 5.) Birth date
- 6.) Please mention that you will be an ISTern

In case you should arrive outside our office hours (MON – FRI from 08.30 a.m. until 05.30 p.m.), you will get an access code to the Guesthouse entrance door. An envelope with your access card to the building and to your guest room will be placed on the reception desk.

If you prefer to stay within the Vienna city limits rather than on the IST Austria campus, please contact the OeAD regarding potential availability of housing in one of their student dormitories in Vienna.

#### **The summer ISTernship schedule of events:**

In addition to your work within the research group there are a number of activities scheduled for ISTerns each summer:

1. The barbeque (open to entire campus): Each summer the IST Austria summer barbeque takes place on campus and is open to all employees and visitors as well as guests.
2. The ISTerns lecture series: Each Friday during an 8 week period in the summer 2 of our research groups will give a 30 minute overview of their research to the ISTerns to provide you with a broad overview of various research areas at IST Austria (the finalized schedule will be provided to you closer to your arrival).
3. The ISTern poster session. In August each ISTern creates a poster providing an overview of the research they conducted during their internship. This is an informal gathering of scientists that gives you a chance to answer any questions others have about your research and an opportunity to network with other scientists (students, postdocs, and professors) at IST.

**Transportation:**

The IST Austria shuttle bus travels between the IST Austria campus and the subway station Heiligenstadt in Vienna once per hour (Monday-Friday from 7 AM 8 PM). There is also a public bus which travels the same route.

**Directions:**

From the airport take the City Airport Train (CAT). The CAT travels directly to the subway station Wien Mitte/Landstraße making no other stops. From this station take the subway line U4 (green) in the direction of Heiligenstadt. At the last station, Heiligenstadt take the IST shuttle or the public bus 239 to Maria Gugging. Please note that there is another 239 bus going to Klosterneuburg Niedermarkt only which is about half way to IST Austria so make sure to take the right bus going all the way to Maria Gugging.

For further information and the bus timetables, please have a look on our website. <http://ist.ac.at/contact-visit-us/directions/>