A few more administrative things…

Allan Hanbury
Seminar Schedule

- BACHELOR – add bachelor students who complete their thesis
- AVAILABLE – for presentations by guests, invited speakers, etc.
- Schedule also available to all on the DS-IFS CoLab landing page (without login)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic / Presenter</th>
<th>Room</th>
<th>Approximate Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.10.2023</td>
<td>Filip Kovacevic + Some administrative updates (Allan)</td>
<td>Seminarraum FAV 01 A</td>
<td>Novelty detection with Scientific Knowledge Graphs</td>
</tr>
<tr>
<td>17.10.2023</td>
<td>AVAILABLE</td>
<td>Seminarraum FAV 01 A</td>
<td></td>
</tr>
<tr>
<td>24.10.2023</td>
<td>Martin Bicher</td>
<td>Seminarraum FAV 01 A</td>
<td></td>
</tr>
</tbody>
</table>
| 31.10.2023   | BACHELOR PRESENTATIONS    | Seminarraum FAV 01 A | <Name1, Topic1>
|              |                           |              | <Name2, Topic2>                                                                  |
|              |                           |              | <Name3, Topic3>                                                                  |
| 7.11.2023    | Alaa El-Ebshihi            | Seminarraum FAV 01 A |                                                                                  |
| 14.11.2023   | LIKELY RETREAT            | Seminarraum FAV 01 A |                                                                                  |
| 21.11.2023   | AVAILABLE                 | Seminarraum FAV 01 A |                                                                                  |
| 28.11.2023   | Annisa Ningtyas           | Seminarraum FAV 01 A | End user understanding of medical terminology                                     |
| 5.12.2023    | BACHELOR PRESENTATIONS    | Seminarraum FAV 01 A | <Name1, Topic1>                                                                  |
|              |                           |              | <Name2, Topic2>                                                                  |
|              |                           |              | <Name3, Topic3>                                                                  |
| 12.12.2023   | Aayyesh                  | Seminarraum FAV 01 A | Social-aware Fashion Recommender System                                           |
| 19.12.2023   | AVAILABLE                 | Seminarraum FAV EG B |                                                                                  |
| 9.1.2024     | Bettina Kern              | Seminarraum FAV 01 A | Student Dropout at the Faculty                                                   |
| 16.1.2024    | BACHELOR PRESENTATIONS    | Seminarraum FAV 01 A | <Name1, Topic1>                                                                  |
|              |                           |              | <Name2, Topic2>                                                                  |
|              |                           |              | <Name3, Topic3>                                                                  |
| 23.1.2024    | Thomas Neubauer           | Seminarraum FAV 01 A | Digital Transformation in Agriculture                                             |
What KPIs determine our Research Unit budget from the university?

- Teaching (Zeugnisse, Master Theses, Doctoral Theses)
- Number of People working in the Research Unit
- Publications
Please add your publications to Repositum

• Repositum: https://repositum.tuwien.at/
• Add publications as soon as they have been published!
• For multi-author papers, make sure it is clear who enters it!

• Instructions: https://colab.tuwien.ac.at/display/DSIFS/Publications
Data Science Retreat

• All welcome!
• Paid by Research Unit budget
• 14-16 November
• Likely in Lower Austria
• Discuss research, ideas, societal impact, other impact, etc.
  • Suggestions for discussion topics welcome
• Networking
Monthly Administrative Cycles

- **Week1**: accounting each Friday and focus on personnel related tasks
- **Week2**: accounting each Friday and focus on personnel related tasks
- **Week3**: accounting each Friday and focus on changes in project allocation in TISS and travel requests and expense reports
- **Week4**: accounting and focus on timesheets and TISS

E-Mail on the mailing list every Tuesday reminding you what is due during the week, what the deadlines are, etc.
Example weekly E-Mail

**General:**
- TISS database is locked for staff entries until **11.10.2023** inclusive.
- **26.10.2023** is a public holiday please enter any holidays in SAP Services and send for approval.
- Hiring and prolongations for November please advise so we can have it prepared in a timely manner.
- **Amazon Business Account** - If you wish to buy Hardware, please reach out to Martina. If you purchase something directly via Amazon, we can not proceed with the refund, the Quaßtur will decline it and no refund will happen. Details to the guidelines can be found here [https://www.tuwien.at/tu-wien/organisation/zentrale-bereiche/finenzen/quaestur/kreditorenbuchhaltung/amazon-business-account](https://www.tuwien.at/tu-wien/organisation/zentrale-bereiche/finenzen/quaestur/kreditorenbuchhaltung/amazon-business-account).
- **Travel advances** - now offered but limited to a maximum of 200 EUR per trip and you **cannot** issue an interim payment if you use the advance. **Our suggestion** is to **NOT use this option of advances** as we would like to keep the benefit of reimbursing the costs asap to you. Further information can be found at the bottom line of this email.

**Accounting:**
- Enter travel requests for October and if possible November.
- Please check your pending travel requests and reimbursements.
- Start travel expenses as soon as possible. Interim invoices are possible as soon as the travel request has been approved and the first costs have been incurred.
- Please forward information on reimbursements to Ayu by **Thu 05.10.2023 EOB**.

**Schedule:**
- Please submit travel requests, travel invoices and reimbursements by **05.10.2023 EOB**.
- New hires and prolongations should be handed over latest by **12.10.2023 EOB**.
Office Hours for Ayu and Natascha

Wednesdays:
- 9:00-11:30
- 13:30-15:00

Thursdays:
- 10:00-11:30
- 14:00-15:00
TRAVEL requests and expense reports

- Please submit travel requests at least 1 month before the trip
- Please submit travel expenses latest 3 months after the trip
- EU projects – see additional information on coLAB
  https://colab.tuwien.ac.at/display/DSIFS/Work+Processes
- CD Lab – see additional information on coLAB
  https://colab.tuwien.ac.at/display/DSIFS/Work+Processes
REIMBURSEMENT

- **Information:**
  [https://colab.tuwien.ac.at/pages/viewpage.action?pageId=156041559](https://colab.tuwien.ac.at/pages/viewpage.action?pageId=156041559)

- **Important**
  - Please double-check:
    - Are these costs refundable?
    - Is there enough budget?
    - Do you have approval from your supervisor? (can be added as a note)
    - Correct Innenauftrag?

Please email [office@ec.tuwien.ac.at](mailto:office@ec.tuwien.ac.at) after filling in the reimbursement in SAP so that the reimbursement can proceed.
Timesheets

A folder in TU owncloud for each project will be created. You will receive instructions and invitations by the end of October.

Timesheets should be submitted by the 7th of the following month. You will receive feedback from us by the 25th of the month.
Questions