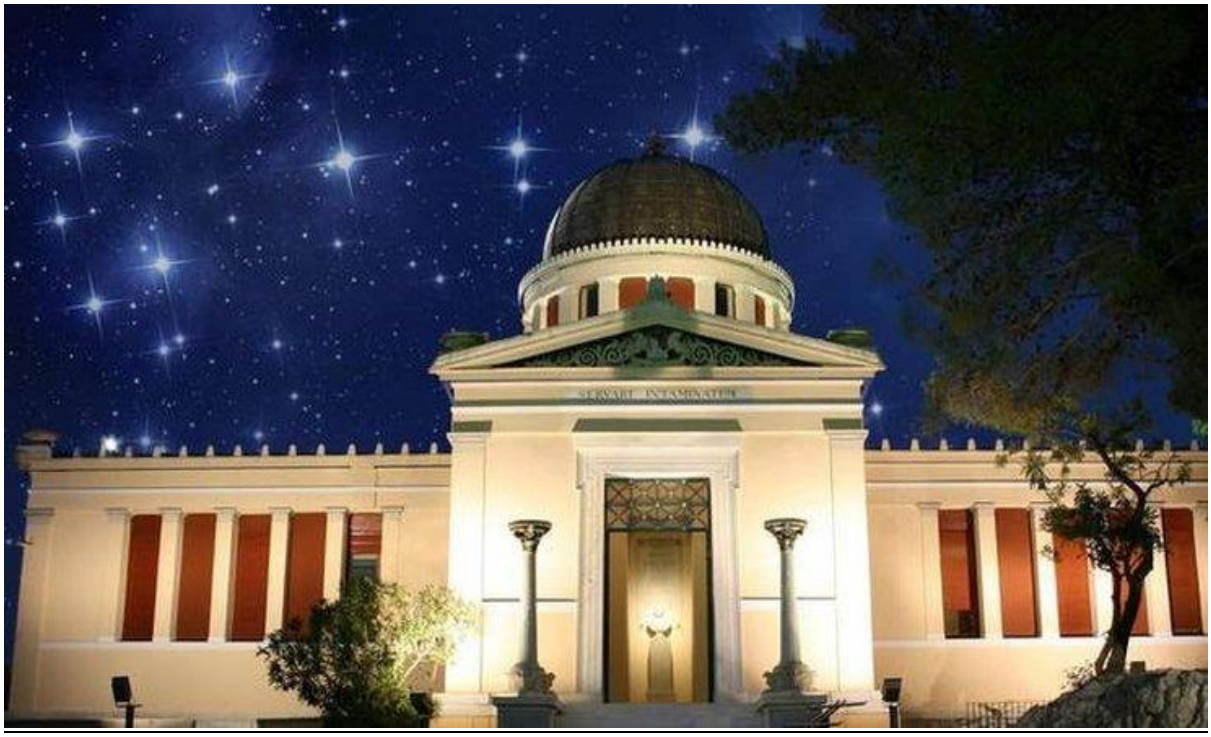
IAASARS

Student and Early-Career Welfare



1. NOA Information

1.1. NOA description

The National Observatory of Athens is the first research Institution created in Greece (1842) after the Greek Revolution from the Ottoman Empire in 1821 and Greece's liberation in 1828, the arrival of King Otto as the head of the modern Hellenic Kingdom (1833) and the establishment of Athens as the capital of the modern Hellenic State (1834). It followed the establishment of the three other oldest institutions of higher learning in the modern Greek state, the Hellenic Army Academy (1828), the National Technical University of Athens (1836) and the University of Athens (1837). The construction of the historic Sina's building on the hill of the Nymphs was financed by the Greek entrepreneur and national benefactor Georgios Sinas who was a successful banker in Vienna and ambassador of Greece to Austria. Sinas subsidized not only enterprises but states and royal families in Europe, financed the first permanent connection across the Danube between Buda and Pest, which is used even today and his name is inscribed on the base of the south western foundation of the bridge on the Buda side.

The original Observatory building was designed by the renowned Danish Architect Theophilus Hansen, who also designed the Holy Metropolitan Church of the Annunciation to the Virgin Mary in Athens (1842) and two of the three contiguous buildings forming the so-called "classical trilogy", namely the Academy of Athens and the National Library of Greece. The third building of the trilogy, the National and Kapodistrian University of Athens, was designed by his brother Christian Hansen. Theophilus Hansen is considered an outstanding representative of neoclassicism. Besides his works in Athens, he is one of the most important and influential architects of the Viennese Ringstraße. His most famous work is the Austrian Parliament building, which was created in the style of an ancient, neoclassical temple, and serves to refer to the Greek beginnings of democracy. Hansen's famed Musikverein in Vienna is one of the most notable concert halls in the world; a concert hall whose design and acoustics are often admired and copied in present-day music houses.

The hill of the Nymphs, selected as the place to build the Observatory, is one of the seven hills of Athens, a sanctuary of the Nymphs in antiquity. It is also next to the Pnyka hill where one of the early Observatories of the 5th century was located and where Meton's Heliotropion was placed. The hill of the Nymphs is aligned with one of the most celebrated and best preserved meteorological/astronomical observatories, the Tower of the Winds, also the emblem of the Royal Meteorological Society. A rough copy of this Tower was built at the University of Oxford.

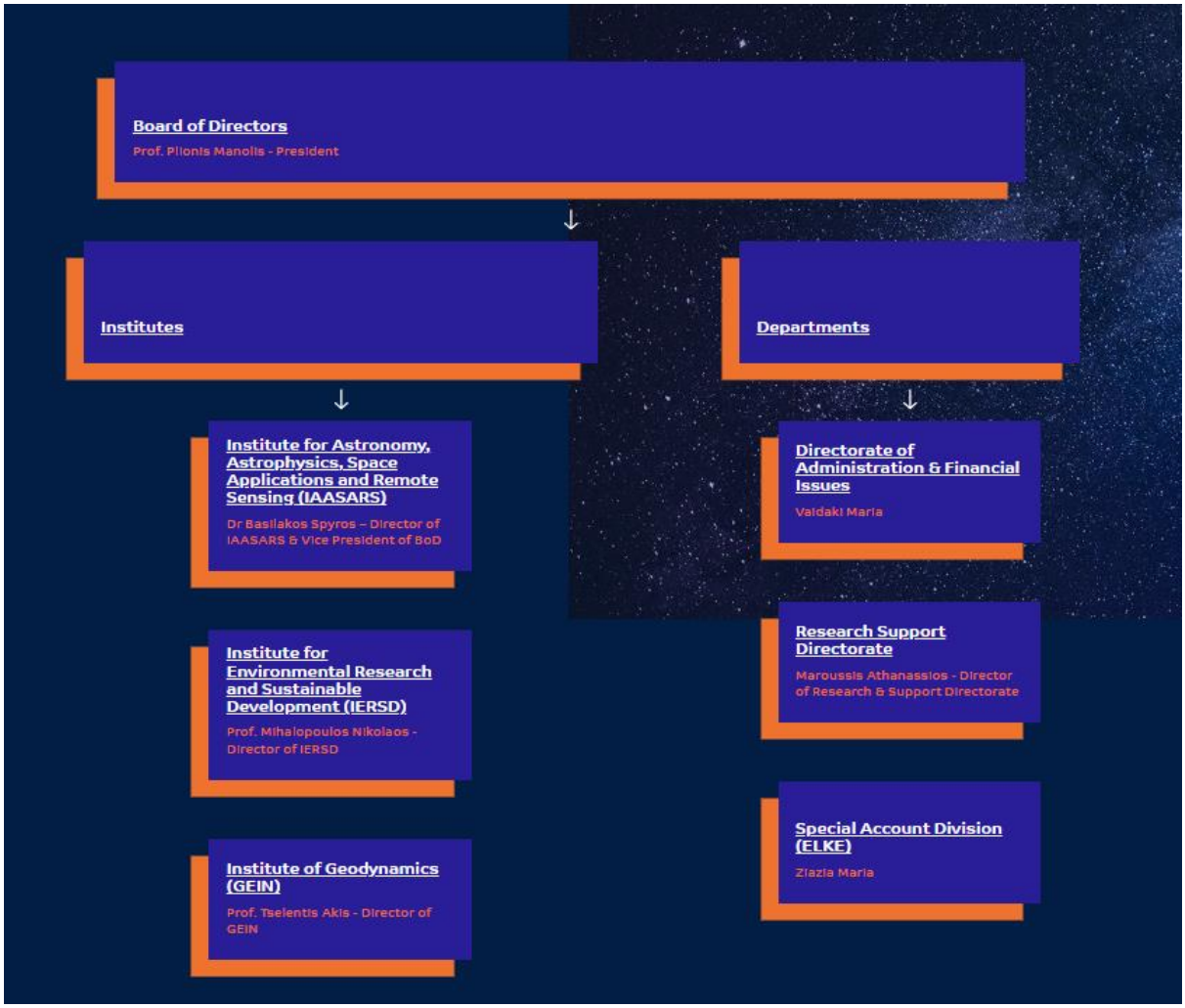
The National Observatory of Athens facing the Parthenon and Thission is one of the landmarks of Athens; it has long been used by Greek and foreign Astronomers as the basis for astronomical, meteorological, cartographic and geodynamical measurements and observations in the more than 180 years long course of its history. Today the buildings of NOA at Thission include an Astrogeophysics Museum, housing clocks, telescopes and other instruments of the 19th century, as well as an extensive 19th century library. The activities of the National Observatory of Athens are organized in 3 research Institutes: the Institute of Astronomy, Astrophysics, Space Applications and Remote Sensing, the Institute of Environmental Research and Sustainable Development, and the

Institute of Geodynamics. Besides basic and applied research and services to the society, these Institutes provide the facilities for graduate student training in collaboration with other Greek and

foreign Universities. NOA hosts the UNESCO Chair for Natural Disasters and the Greek Focal Point of the Global Earth Observing System of Systems (GEOSS), operates the National Seismological Network, participates in the OPTICON and other international research networks, etc.

1.2. NOA Organizational Structure

The organizational structure of NOA is presented in the following scheme:



Link: https://www.noa.gr/domi/organogramma-eaa/

1.2.1 NOA Institutes / Administration

The National Observatory of Athens (NOA) is a National Research Center under the supervision of the General Secretariat for Research and Innovation. It has three Institutes, namely the Insititute of Geodynamics (G.I.), the Institute for Astronomy, Astrophysics, Space Applications and Remote Sensing (IAASARS), and the Institute for Environmental Research and Sustainable Development (IERSD).

1.2.1.1 Institute of Geodynamics (GEIN)

https://www.gein.noa.gr/
The Institute of Geodynamics (G.I.) is one of the three Institutes of NOA. Its headquarters are located in Athens, on the hill of the Nymphs, in the Thiseion area. The G.I. is one of the oldest research institutes in Greece. It was founded in 1893, when the Greek state recognized the problem posed by earthquakes, and since then it has been operating without interruption. In 1897, the first seismograph was installed in Athens. By 1900, the first seismographic network began operating, consisting of just five stations (in Athens, Aegion, Zakynthos, Kalamata and Chalkida) equipped with Agamemnon seismographs. G.I. began its systematic seismicity monitoring within the area that extends from 34°-42° N latitude and from 19°-30° E longitude.

The Institute's main operational activity is the continuous, 24-hour monitoring of seismicity in Greece, including the provision of information to the pertinent authorities and the public. The Institute's primary scientific purpose is to conduct research in disciplines within the domain of earth sciences; this includes the disciplines of seismology, physics of the Earth's interior, geophysics, plate tectonics, seismotectonics, engineering seismology, geodesy, tsunamis and volcanology-geothermy.

Within the framework of its operational and scientific objectives, G.I. records, collects, and analyzes a variety of seismological and geophysical parameters through a number of national and international networks. At the same time, it participates in national and international research projects, development projects, and expert consulting, while also providing training and third-party services. In 2010, the National Tsunamis Warning Center was established by law, with the mandate to inform and help mitigate this natural hazard.

1.2.1.2. Institute for Astronomy, Astrophysics, Space Applications and Remote Sensing (IAASARS)

https://www.astro.noa.gr/en/
The Institute for Astronomy, Astrophysics, Space Applications and Remote Sensing (IAASARS) is one of the three research Institutes of NOA which was the first research Institution in Greece founded in 1842. The present structure of IAASARS was established in March 2012, by the merging of two independent institutes of NOA: The Institute of Astronomy and Astrophysics (IAA) and the Institute for Space Applications and Remote Sensing (ISARS). IAA evolved from the old Astronomical Institute, which was founded as a discrete section of NOA in 1890, together with the Meteorological and Seismological institutes. It carried on the tradition of ground-based observational astronomy that commenced with the construction of the Observatory of Athens in 1842, but also expanded it to modern research fields such as space observational astrophysics. ISARS had also evolved from the old Ionospheric Institute, which was founded in 1955.

1.2.1.3 Institute for Environmental Research and Sustainable Development (IERSD)

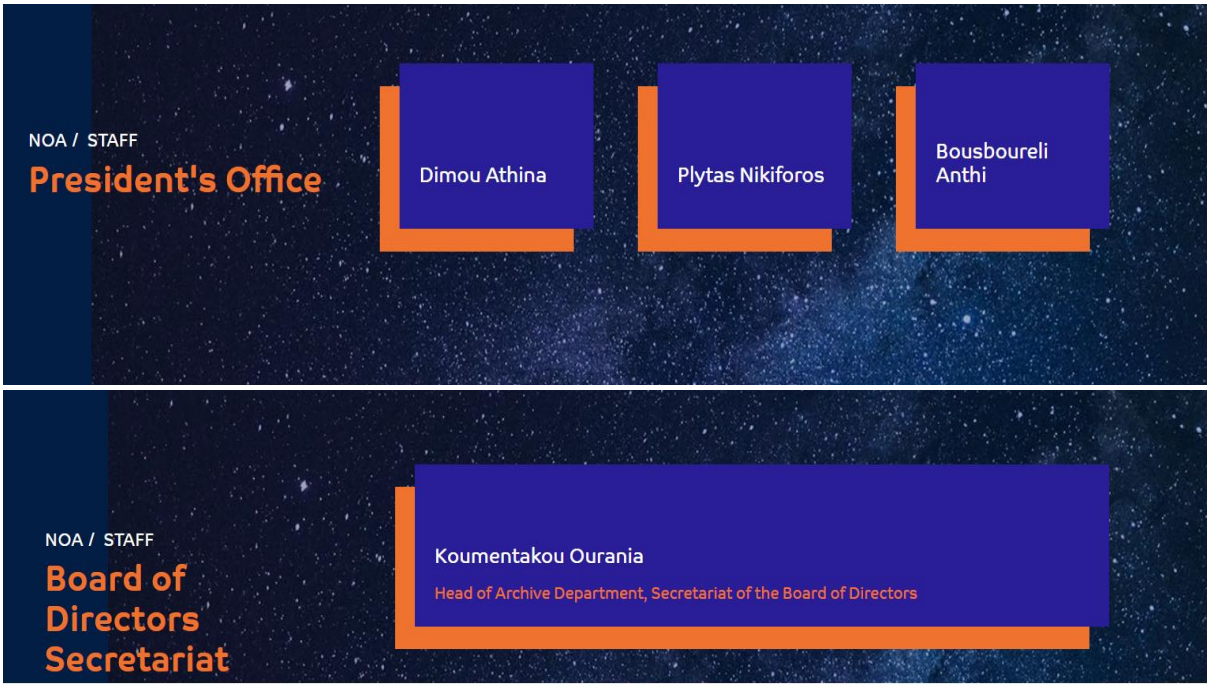
https://www.iersd.noa.gr/en/

The Institute for Environmental Research and Sustainable Development (IERSD) is one of three Institutes of NOA, the first Research Centre in Greece and the Balkans. Initially named as Meteorological Institute (MI), it was established in 1846 while the first meteorological observations began in 1858. IERSD holds the longest and most complete climatological records in Greece, spanning a 150-year period. It constituted the first official Meteorological Service of Greece, operating almost all meteorological stations of the existing network until 1931, when the National Meteorological Service was founded.

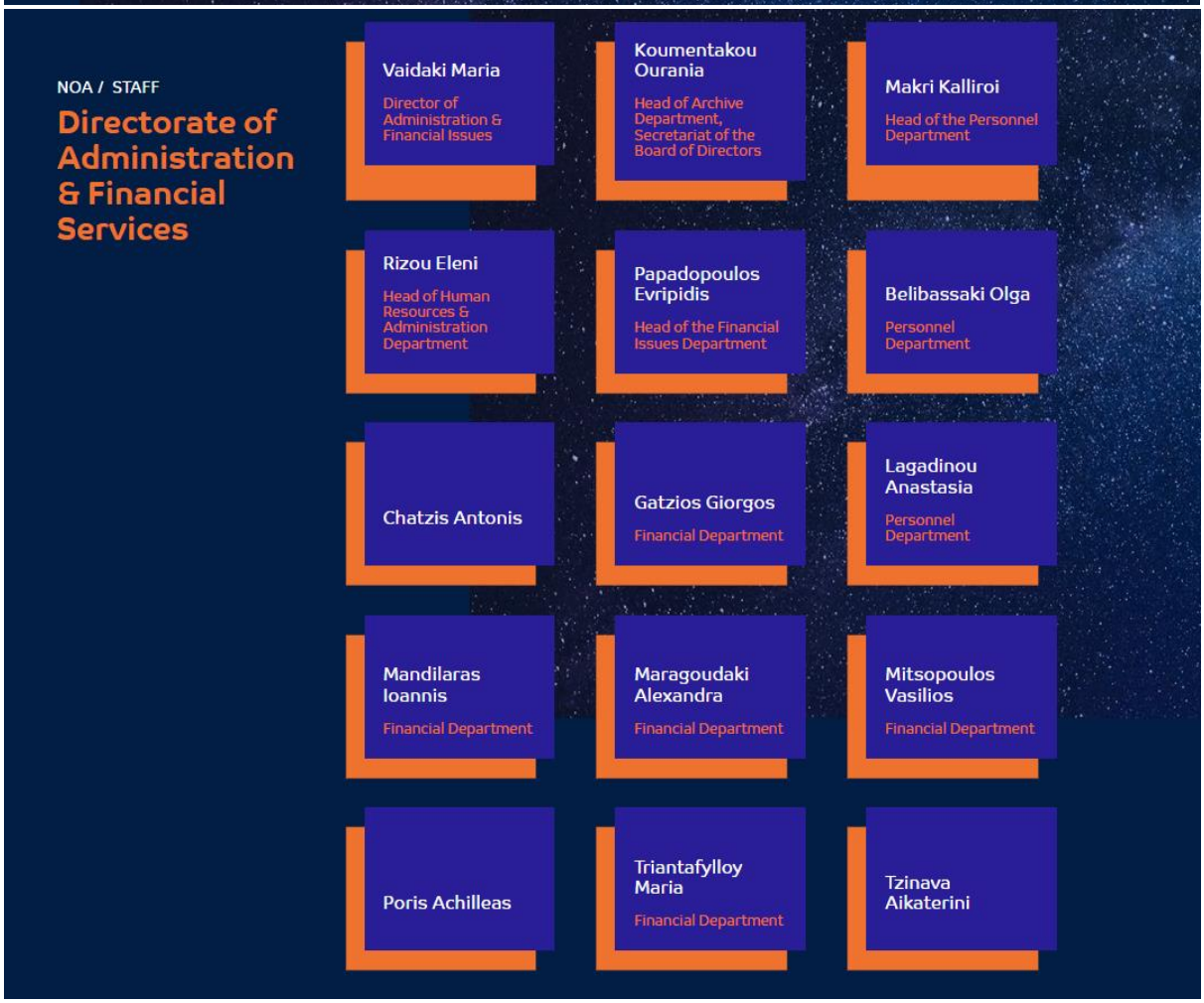
Besides climatic records, IERSD holds a historical record of atmospheric ozone data, monitored from 1900 to 1940, which is unique for Southeastern Europe. A milestone in the evolution of the Institute was the study of atmospheric pollution, well before its evident appearance in Athens, through the systematic monitoring of classical pollutants with a network of six stations. The network was tranfered to the Ministry of the Environment in 1984 and formed the basis of the National Network for the Monitoring of Atmospheric Pollution.

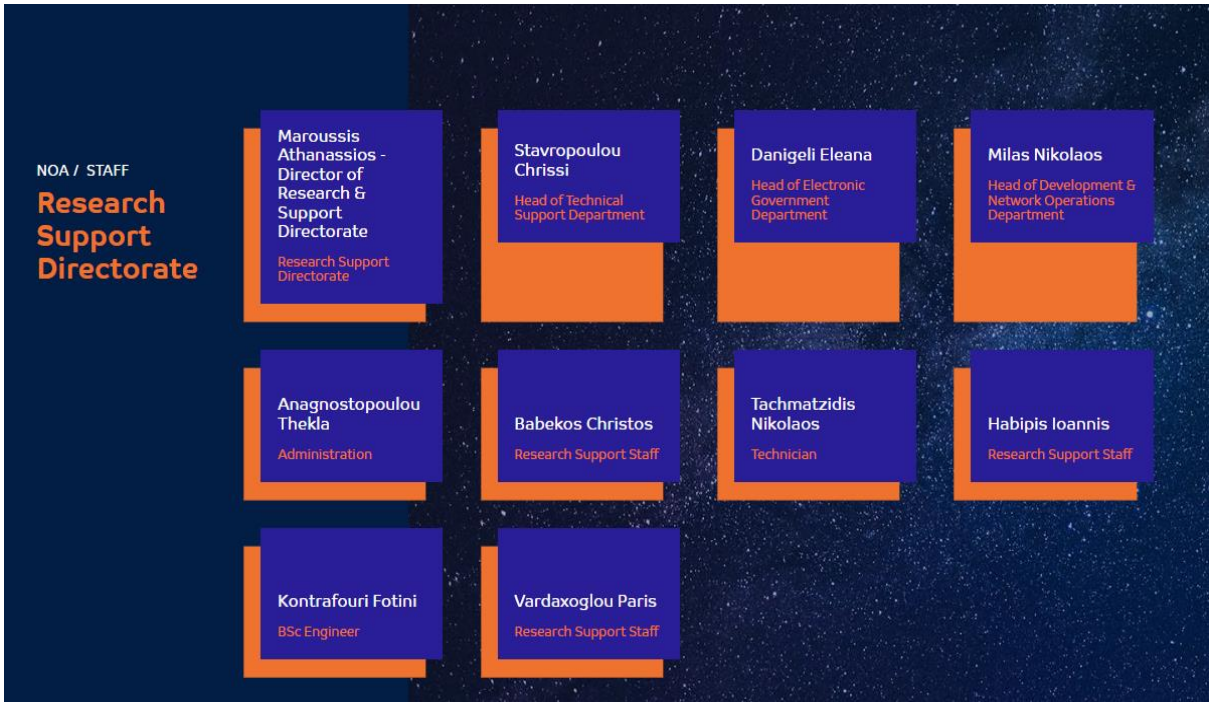
1.3. Administration

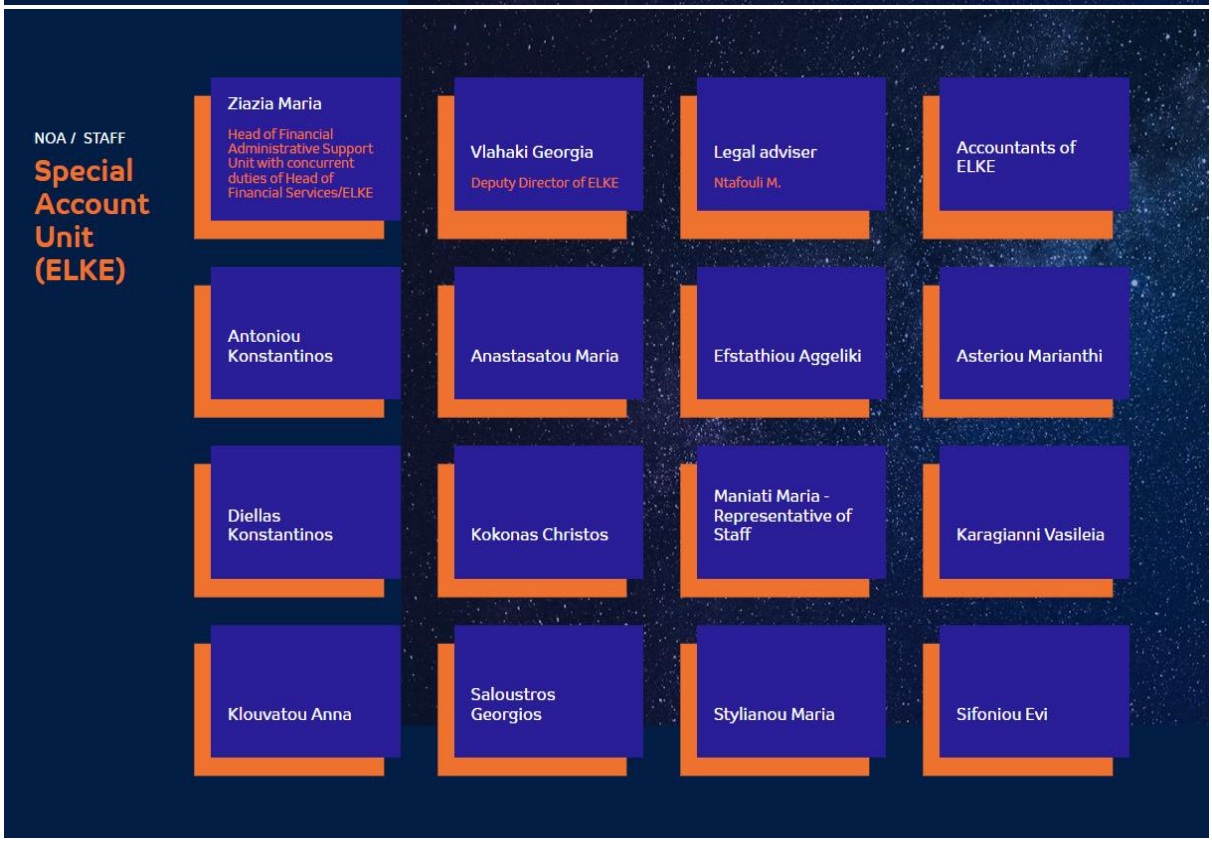
The NOA administration organigram is presented here below.




NOA / STAFF
NOA Secretariat
NOA Secretariat
Call Center
Gioftsos Nikolaos
Kokorogiannis Konstantinos
Secretariat
Prokaki Eirini


NOA / STAFF
Directorate of Administration & Financial Services
Vaidaki Maria
Director of Administration & Financial Issues
Koumentakou Ourania
Head of Archive Department, Secretariat of the Board of Directors
Makri Kalliroi
Head of the Personnel Department
Rizou Eleni
Head of Human Resources & Administration Department
Papadopoulos Evripidis
Head of the Financial Issues Department
Belibassaki Olga
Personnel Department
Chatzis Antonis
Gatzios Giorgos
Financial Department
Lagadinou Anastasia
Personnel Department
Mandilaras Ioannis
Financial Department
Maragoudaki Alexandra
Financial Department
Mitsopoulos Vasilios
Financial Department
Poris Achilleas
Triantafylloy Maria
Financial Department
Tzinava Aikaterini





1.4. Addresses

The contact information of NOA are the following:

CENTRAL PREMISES

The central premises of the National Observatory of Athens are situated on top of Lofos Nymphon (Nymphs' Hill) at Thissio. Nymphs' Hill borders with Philopapou Hill and is opposite the Acropolis and the Athenian Agora.

Lofos Nymphon , PO Box 20048, 11810, Athens

Phone No. +30 2103490000 (NOA Secretariat)

Γενικές Πληροφορίες: info^noa.gr

Πρωτόκολλο: protocol^noa.gr

THISSIO VISITOR CENTER

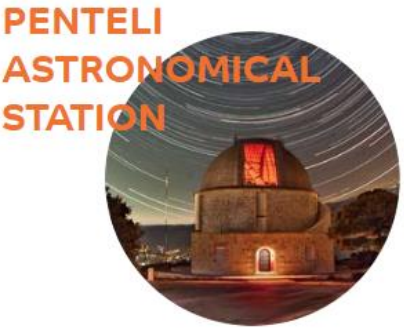
THISSIO VISITOR CENTER

Thisio Visitor Center is located in the historical site of NOA in Thisio at the top of Nymphon Hill, opposite the sacred rock of the Acropolis. It is housed in the Sina building, which was founded in 1842 after a donation by George SinaS, and was based on plans by the Danish architect Theophilos Hansen.

Lofos Nymphon , PO Box 20048, 11810, Athens

Phone No. 2103490160, 2103490055

visitorcenter@noa.gr



Penteli Astronomical Station is situated on 'Lofos Koufos' at Penteli, between Metaxa and Vassileos Pavlou streets.

Vas. Pavlou & I. Metaxa, GR-15 236 Penteli, Greece

Phone No. +30 2103490150

as_sec@noa.gr

1.5. Telephone list

Phone numbers for all NOA staff can be found here:
http://noccenter.noa.gr/knowledgebase.php?article=17
Online directory (updated 1-2 times per year):
https://www.astro.noa.gr/en/intranet/
GRNET's Directory service:
https://ds.grnet.gr/

2. IAASARS overview

The Institute for Astronomy, Astrophysics, Space Applications and Remote Sensing (IAASARS) is one of the three research Institutes of NOA, which was the first research Institution in Greece founded in 1842.

The present structure of IAASARS was established in March 2012, by the merging of two independent institutes of NOA: The Institute of Astronomy and Astrophysics (IAA) and the Institute for Space Applications and Remote Sensing (ISARS). IAA evolved from the old Astronomical Institute, which was founded as a discrete section of NOA in 1890, together with the Meteorological and Seismological institutes. It carried on the tradition of ground-based observational astronomy that commenced with the construction of the Observatory of Athens in 1842, but also expanded it to modern research fields such as space observational astrophysics. ISARS had also evolved from the old Ionospheric Institute, which was founded in 1955.

2.1 Address

NATIONAL OBSERVATORY OF ATHENS

INSTITUTE FOR ASTRONOMY, ASTROPHYSICS, SPACE APPLICATIONS AND REMOTE SENSING (IAASARS)

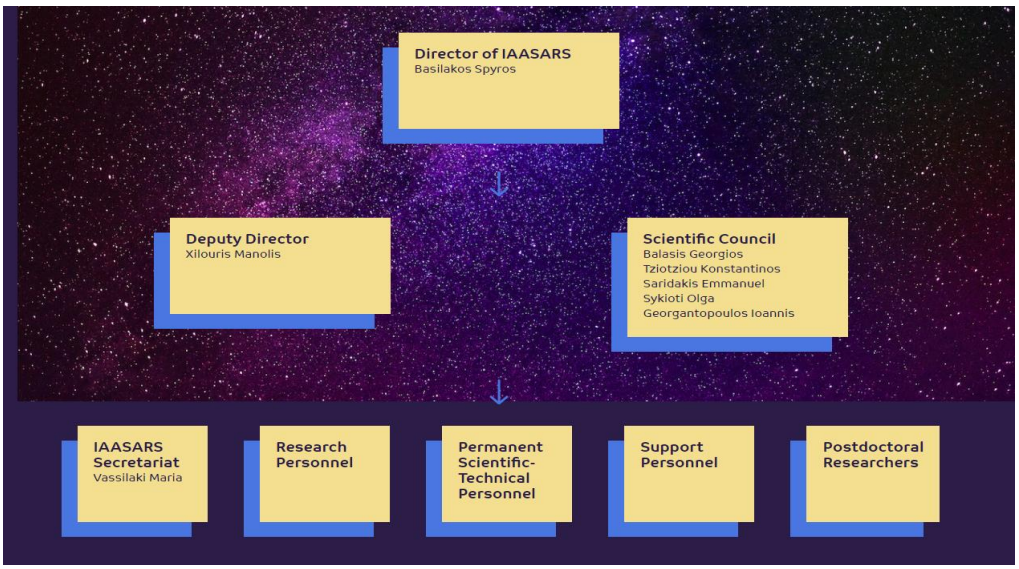
The building of IAASARS is located on the grounds of the National Observatory of Athens in Penteli, about 19 km northeast of the historical building of the Observatory at the center of Athens. In the following map we indicate the Institute building as well as the location of the Visitor Center.

Vas. Paylou & I. Metaxa, GR-15 236 Penteli, Greece

Phone No. +30 2103490150, Fax.

as_sec@noa.gr

2.2 IAASARS Organizational Structure



2.3 IAASARS Scientific Areas (Teams Description and Contact Points)

2.3.1 Observational Astrophysics – Cosmology

Ground-Based Astrophysics
IAASARS researchers have expertise in ground-based observations with optical telescopes in both photometry and spectroscopy. They mainly address problems related to stars, their evolution, and complex interplay with the ISM, as well as binary stars. In addition, group members are studying the morphology and evolution of nearby galaxies.

Scientific Team Members
Permanent: Akras Stavros, Bonanos Alceste, Boumis Panayotis, Hantzios Panayiotis, Liakos Alexis, Xilouris Manolis

X-ray Astrophysics
The X-ray Astrophysics group is one of the largest groups of the institute with four permanent staff and six postdoctoral researchers. The group has extensive experience in X-ray data analysis mainly from the XMM-Newton space observatory and also from the Chandra X-ray observatory. The group has been focusing on problems related to AGN formation and evolution as it can be probed by the X-ray emission of distant and nearby galaxies.

Group webpage: http://xraygroup.astro.noa.gr

Scientific Team Members
Permanent: Akylas Athanassios, Georgakakis Antonis, Georgantopoulos Ioannis, Koulouridis Elias, Plionis Manolis

Infrared Astrophysics
The Infrared Astrophysics group has strong expertise in infrared data analysis obtained with the Spitzer Space Telescope of NASA and the Herschel Space Observatory and Infrared Space Observatory of ESA. The team addresses various topics in extragalactic astrophysics and in particular in galaxy evolution, dust formation and gas depletion in interacting galaxies and Active Galactic Nuclei, gas and dust properties of Luminous Infrared Galaxies, as well as radiative transfer modeling and dust properties of nearby galaxies.

Scientific Team Members
Permanent: Bonanos Alceste, Xilouris Manolis

Cosmology
The research activities in the fields of Theoretical and Observational Cosmology focus on the study of the Universe as a whole, from its primordial to its late-time era, and in particular on the following:
a) Accelerated expansion of the Universe
b) Dark Energy and Dark Matter

c) Primordial Universe (Big Bang, Inflation, Reheating, Phase Transitions, Baryogenesis, Nucleosynthesis, etc)
d) Matter Clustering and Large Scale Structure
e) Test of General Theory of Relativity at cosmological scales
f) Modified and Extended Theories of Gravity
g) Black Holes and Gravitational Waves
h) Cosmological Simulations
i) Elaboration of Cosmological Data (from Cosmic Microwave Background Radiation (CMB), Supernovae Type Ia (SNIa), Baryonic Acoustic Oscillations (BAO), Cosmic Chronometers (CC), Growth Index, Large Scale Structure (LSS), etc) in order to check cosmological scenarios and theories.

Scientific Team Members
Permanent: Basilakos Spyros, Plionis Manolis, Saridakis Emmanuel

2.3.2 Solar-Terrestrial Environment – Space Physics

Solar and Heliospheric Physics Group
The Solar and Heliospheric Physics Group studies the Sun using observational data from satellites (such as SoHO, TRACE, and Hinode) and/or ground-based observatories (such as THEMIS in Tenerife and DOT in La Palma) in combination with modeling and theoretical tools (such as radiative transfer). These observational data provide, through a multi-wavelength analysis, coverage of the solar atmosphere from the lower layers to the outer corona and permit the extraction of quantitative information about the physical parameters that describe the thermodynamic state of the solar plasma. The group is currently investigating a wide range of solar phenomena occurring in active and quiet regions that include sunspots, loops, surges and small-scale structures.

Moreover, analysis and interpretation of Solar Energetic Particle (SEP) data, as well as complementary plasma and magnetic field data collected by ESA and NASA spacecraft (e.g. STEREO, Ulysses, ACE, Wind, Cluster) is carried out in order to study the effects of eruptive solar events in the interplanetary space and the Earth's environment. Research is performed on the solar origin, acceleration, and transport of SEPs in the Heliosphere, Heliospheric Particle Reservoirs, Space Weather forecasting, the effect of solar storms on the environment of Mars, and astronauts of future Manned Space Missions. In collaboration with European and American partners, the first European Space Weather Alert System is being implemented.

Scientific Team Members
Permanent: Malandraki Olga, Tziotziou Konstantinos

Ionospheric Physics
The main activities of the Ionospheric Group focus on the performance of systematic ionospheric monitoring and the development of ionospheric and trans-ionospheric nowcasting and prediction systems through the online implementation of advanced modeling techniques ingesting ground and space data from all geospace regions. Today, the Ionospheric Group through its research

infrastructures (the Athens Digisonde and the DIAS system) and systematic funding by the EC, EOARD, NOA, and ESA, provides services able to support systematically HF communication systems, satellites orbiting at LEO and MEO heights and systems relying on transionospheric propagation, at any location of the Earth's upper atmosphere up to the plasmapause, and protect these systems from ionospheric disturbances and irregularities triggered by space weather events.
Group webpage: http://www.iono.noa.gr

Scientific Team Members
Permanent: Belehaki Anna, Tsagouri Ioanna

Space Research and Technology
The Space Research and Technology Group specializes in studies of planetary and interplanetary plasmas, geomagnetism and space magnetism, and space weather prediction. It operates the HellENIc GeoMagnetic Array (ENIGMA) an array of 3 ground-based magnetometer stations in the areas of Trikala, Attiki, and Lakonia that provides measurements for the study of geomagnetic pulsations, resulting from the solar wind – magnetosphere coupling. The group has developed and operates the Solar Energetic Proton Flux (SEPF) tool, which is a European space weather asset, as well as the FORecasting Solar Particle Events and Flares (FORSPEF) tool. Furthermore, the group participates in the Swarm/ESA mission as a member of the Validation Team. The main scientific objective of the group is the detailed investigation of interconnected space plasma physics phenomena at the Sun, the interplanetary space, and the Earth and other planets. The group has become involved in the design and implementation of space instrumentation and in the application of innovative space communications for efficient space-data exploitation.

Group webpage: http://maxwell.space.noa.gr/srtg/

Scientific Team Members
Permanent: Anastasiadis Anastasios, Balasis Georgios, Giannakis Omiros, Papaioannou Athanasios

2.3.3. Remote Sensing and Machine Learning

Remote Sensing and Machine Learning

The groups' research focus is summarized as follows:

• Remote Sensing for physical parameter estimation, including multispectral remote sensing (land use/cover change detection, geology), atmospheric remote sensing (physical and optical properties of aerosols), thermal remote sensing (Urban Heat Islands), hyperspectral remote sensing (minerals, vegetation, and man-made materials), GNSS and InSAR (ground deformation).

• Modeling based on EO products, including natural hazard and risk modeling, atmospheric life cycle of aerosols, clouds and trace gases, Radiative Transfer Models, Regional Climate Models.

• Big satellite data processing – Information extraction, including Machine and Deep Learning, signal and image processing, Pattern Recognition, Compressive Sensing, multi-modal data fusion, data cubes and big EO data analytics.

• Cal/Val research campaigns for validation and certification of new mission data and value added products.

Furthermore, a substantial effort is invested in producing new complex value-added products, such as

• Atmosphere: (i) dust storms, volcanic eruptions, smoke episodes, nuclear accidents, (ii) 3D climatology, (iii) air quality & ozone pollution mapping from space, and its impact on humans, (iv) multi-wavelength lidar to monitor Saharan dust episodes, (v) solar energy assessment at large scale.

• Land: (i) Terrestrial ecosystem dynamics monitoring (natural ecosystem productivity, biotope and wetland habitat mapping), (ii) mineral exploration, (iii) urban environment mapping and monitoring, and (iv) agricultural land classification, yield assessment, smart farming, food security.

• Marine: radiological and oil-spill pollution in the marine environment.

• Natural Disasters and Civil Protection: (i) Emergency Response in Wildfires, Flooding, and Earthquakes and Support for Recovery actions, (ii) Risk Assessments, Continuous Monitoring, and Modeling of Geo-hazards, (iii) deformation source modeling, and (iv) early assessments of heat waves.

• Climate Change: time-series analysis of natural disasters and correlation with climatic drivers.

Scientific Team Members

Permanent: Amiridis Vassilis, Elias Panagiotis, Keramitsoglou Iphigenia, Kontoes Charalampos, Koutroumbas Konstantinos, Paronis Dimitrios, Sifakis Nicolas, Sykioti Olga, Marinou Eleni

2.4 Visitor centers

IAASARS is very active in a variety of public outreach activities. Members of the Institute, using mainly the Visitor Centers of IAASARS located in Penteli and Thissio, regularly organize a wide range of activities informing the general public, as well as the media, about topics of their scientific expertise focusing in particular in the areas of Astronomy and Space Physics. You can find up-to-date information for the activities of the Visitor Centers, as well as various astronomy news (in Greek) in our Facebook page:
https://www.facebook.com/visitorcenters

You can view all scheduled events in our event calendar.
https://www.noa.gr/imerologio-ekdiloseon/

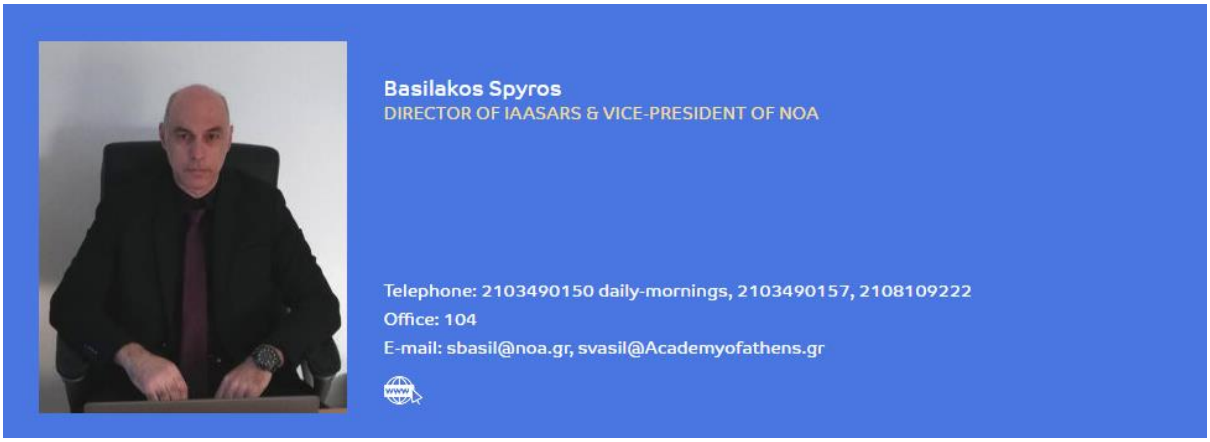
Students or postdocs are welcome to volunteer by helping out with visitor center tours, public nights, and even by taking part in observations at the 1.2m Kryoneri telescope and the 2.3m Aristarchos telescope to gain experience with obtaining astronomical observations.

2.5. Seminars

https://www.astro.noa.gr/en/seminar/
The seminars of the Institute of Astronomy, Astrophysics, Space Applications and Remote Sensing (IAASARS) are held on a weekly basis in the “Emilios Harlaftis” room. Seminars are given in English. Students and postdocs are encouraged to attend. Postdocs are encouraged to give a seminar upon arrival; PhD students are also encouraged to give a seminar toward the end of their PhD.

2.6. IAASARS Contact List

2.6.1 Director/Deputy Director/Secretary



2.6.2 Office space committee

The committee for office space consists of 4 members: Georgios Balasis, Alceste Bonanos, Manolis Xilouris, and Panagiotis Elias. IAASARS researchers are expected to communicate any changes in office space needs regarding their students (undergraduate, graduate, or PhD) and postdocs with the committee as early as possible.

2.6.3 Committee for gender equality and against discrimination

The Committee for gender equality and against discrimination consists of 5 members: Olga Ktenidou, Natassa Kotronarou, Kalliroi Makri, Eleni Rizou, Emmanuel Saridakis. Anyone who faces a harassment or discrimination issue could contact the Committee members for assistance. The website is https://www.noa.gr/news/epitropi-isotitas-fylon/.

2.6.4 Student/Early Career Welfare Committee

The student/early career welfare committee consists of 3 members: Alceste Bonanos, Eleni Marinou, and Emmanuel Saridakis. New PhDs, postdocs, and permanent staff can contact the committee for any information needed.

2.7 General Assembly

The IAASARS General Assembly is a meeting of all members of IAASARS (researchers, technical staff, students, etc.). It is usually held once a year, and it is convened by the IAASARS Director, and provides an opportunity for all IAASARS members to come together to review the institute's progress. A plan is presented by the IAASARS Director for the future. The time, place, date, and agenda of the general assembly are sent via email to all IAASARS members in advance.

General Assemblies are an important part of any democratic organization as they allow all members to have a voice in the decision-making process. We encourage you to attend the General Assembly to learn more about the institute's activities and to have a say in its future direction.

2.8 Unions of Researchers and Staff

The union of the permanent researchers of NOA is the “Association of Researchers of National Observatory of Athens” https://seeaa.noa.gr/, with its own elections and Management Board. The union of permanent administrative staff and non-permanent researchers is the “Association of Staff of National Observatory of Athens” https://speaa1.wordpress.com/, with its own elections and Management Board.

3. IAASARS practical information

3.1. IAASARS Access

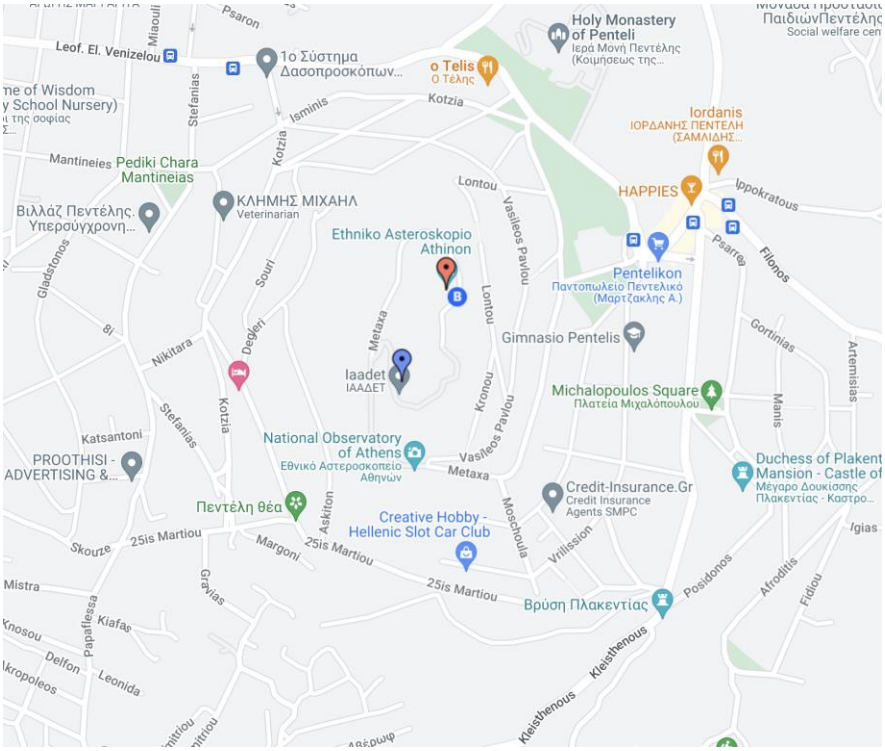
3.1.1. Transport

IAASARS is situated on 'Lofos Koufos' in Penteli, at the intersection of I. Metaxa and Vasileos Pavlou streets. It is accessible by public transport as indicated below. The OASA "Haravgi" bus stop in Penteli is a 10-minute walk from the entrance of the Observatory.

By Bus
Bus Line 460: From Halandri Metro Station (Line 3) toward Penteli.
Bus Line 461: From Halandri Metro Station (Line 3) toward Penteli.
Bus Line 446: From Marousi Station (Line 1) toward Penteli Hospital.

Metro & Train
From Marousi Station (Line 1) take Bus Line 446.
From Halandri Metro Station (Line 3) take Bus Line 460 or 461.

3.1.2. Campus Map



Map link:
https://www.google.com/maps/d/u/0/edit?mid=1QFDJU2-lCCfYN8tcOQ1reRv6uylRtag&usp=sharing

3.2. Security and network information

3.2.1. IAASARS Access Codes

If you are visiting IAASARS for the first time, please note that you will need to pass by the security building at the Observatory's entrance. You will be asked to provide a valid form of identification, such as a passport or national ID card, and to state the reason for your visit.

Upon your contract start, you will be notified by your supervisor about the security codes needed to enter the main IAASARS building, which is password protected.

Please be aware that there are security cameras located at the exterior of all NOA buildings in Penteli. These cameras are monitored by our security staff and are in place to ensure the safety and security of our staff and visitors.

3.2.2 Email account & IP address

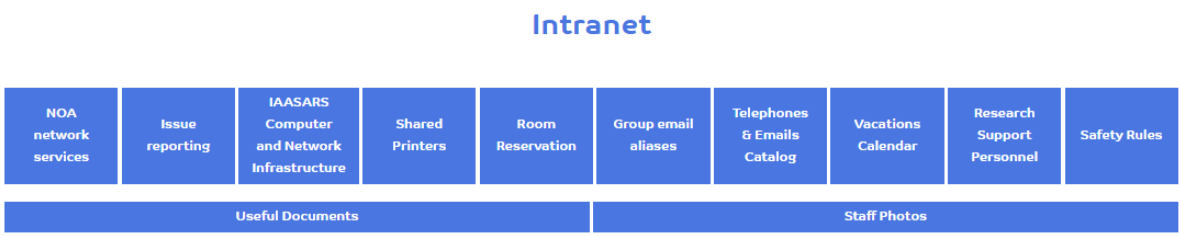
Your supervisor needs to send a request via the NOA NOC center (http://noccenter.noa.gr/) about the creation of a NOA email account and issuing an IP address for your office space, so you can connect via ethernet and have access to the internet.

3.2.3. Other network services

Once you have obtained an email account, you may submit a request to the NOA NOC center (http://noccenter.noa.gr/) about setting up VPN and creating your own personal website.

3.3 IAASARS internal links (NOC Center, Intranet, etc.)

The following link https://www.astro.noa.gr/intranet/ is our institute's Intranet page, which contains all the information and resources you need.



A description of the available resources can be found below:

- Network Services: This section provides information on all the network services available to our institute's employees. This includes the Institute's Wi-Fi network, VPN access, and remote desktop services.

- Issue Reporting: This page allows you to report any issues or problems you encounter while using our institute's IT infrastructure (http://noccenter.noa.gr/) or IAASARS facilities (http://techcenter.noa.gr/).

- IAASARS Computer and Network Infrastructure: Here, you can find information about our Infrastructure. This includes details on our servers, storage solutions, and other network infrastructure.

- Shared Printers: You can find information on printer locations, printer models, and how to install the printer drivers.

- Room Reservation: This section allows you to reserve the 102 meeting room or the Harlaftis seminar room.

- Group Email Aliases: This page provides information on all IAASARS group emails, e.g. the alias to contact all students at IAASARS is: as_stu@noa.gr

- Telephone and Email Directory: This section contains a directory of NOA's support personnel and IAASARS permanent employees, their phone numbers, email addresses, and department information.

- Vacation Calendar: The institute's staff vacation calendar is linked here.

- Research Support Personnel: This section provides information on our institute's research support personnel.

- Safety Rules: This page provides information on our institute's safety rules and procedures. You can find information on emergency procedures, evacuation plans, and safety equipment.

3.4. IAASARS Internal Rule Document

Many useful documents on the Law of Research, reimbursement and payment orders, project management documents, letterheads, etc, can be found here:
https://www.astro.noa.gr/en/intranet/forms/

3.5. NOA/IAASARS Social Media and Outreach Links

NOA
https://www.facebook.com/athensobservatory/
https://www.facebook.com/visitorcenters
https://magazine.noa.gr/
https://www.youtube.com/channel/UCoJhWyGmrTii_l8LlwhbO9A

IAASARS
https://www.facebook.com/iaasars/
https://www.youtube.com/user/IAASARS/

3.6. IAASARS website profile

To ensure that we include your information on the IAASARS websites:
https://www.astro.noa.gr/staff/ (in Greek)
https://www.astro.noa.gr/en/staff/ (in Eglish),
we kindly request that you follow the procedure outlined below:

- Take a clear photo of yourself, with a plain background, preferably in professional attire.
- Prepare a short CV in both Greek and English (Word format).
- Email the photo, CV, NOA email address, ORCID iD, office number and your office phone number to cpap@noa.gr with the subject line "Information for IAASARS Website - [Insert Your Name]."
- Once we receive your email, we will confirm receipt and let you know if there are any issues with the files you have sent.

3.7. NOA webpages

- Institutes:
  https://www.noa.gr/institutes/
- Operational Units:
  https://www.noa.gr/archiki/epixeirisiakes-monades/
- Infrastructure:
  https://www.noa.gr/infrastructure/
- Services:
  https://www.noa.gr/services/yein/
  https://www.noa.gr/services/iaadet/
  https://www.noa.gr/services/iepba/
- Education:
  https://www.noa.gr/research/post-graduate-programs/
- Institute of Geodynamics:

https://www.gein.noa.gr/syndesmoi/

- Institute for Astronomy, Astrophysics, Space Applications and Remote Sensing
  https://www.astro.noa.gr/en/syndesmoi/
- Institute for Environmental Research and Sustainable Development:
  https://www.iersd.noa.gr/en/syndesmoi/
- Directory of NOA/IAASARS Staff
  The directory is available here: https://www.astro.noa.gr/intranet/
- ELKE website: http://www.elke.noa.gr/

4. Practical information for students and early-career staff

Any new member of IAASARS, with the responsibility of the Scientific supervisor upon arrival should arrange to meet the Director.

4.1. Contract types (benefits and obligations)

4.1.1. **Student scholarships**: there are two types, excellence scholarships (position awarded to the most excellent applicant; υποτροφία αριστείας) and reciprocity scholarships (granted to an applicant that demonstrates ability to perform tasks and complete deliverables for the program; υποτροφία ανταποδοτικότητας). These contracts are not taxed, except for a 3% withholding. A student with a scholarship is not permitted to receive per diem reimbursement for travel, although other travel expenses are reimbursed.

4.1.2. **Fixed-term contract** (ΙΔΟΧ or σύμβαση εργασίας): is a contractual relationship between an employee and an employer that lasts for a specified period. With such a contract, the working hours are defined (typically 9 am-5 pm, card-swiping is required upon arrival and departure), as is the working location (e.g. IAASARS building). The employee has access to public health system benefits, as well as sick leave, pregnancy leave, etc. NOA encourages all postdocs to be employed with such contracts. The salary for non-scientist positions is limited by their academic degrees and prior work experience.

4.1.3. **Service contract** (σύμβαση έργου): this contract allows the employee the freedom to work for multiple employers, not to be limited by a fixed working schedule or working location, however, payments are made according to the work delivered. The employee has access to the public health system; but does not have sick leave, pregnancy leave, etc.

All details about the various types of contract types, as well as the corresponding procedures, benefits, and obligations, will be soon available from the main NOA website https://www.noa.gr/ .

4.2. ELKE (Special Research Funds Account)

ELKE (Special Research Funds Account) is responsible for all procedures regarding grants and funding. It is located near the Historical NOA buildings in Lofos Nymfon, in Aktaiou 11 & Poulopoulou 22, 11810, Athens. For more information, please visit the ELKE website:
http://www.elke.noa.gr/
and consult the following manual on the management of research programs:
“Εγχειρίδιο διαδικασιών για τη διαχείριση προγραμμάτων - Μάϊος 2023”
http://www.elke.noa.gr/?page_id=1039 .

4.3. Ph.D. Students

1. Angel supervisor:
   If a researcher in IAASARS is on the 3-member committee of a PhD, with main supervisor responsibilities, then an Angel supervisor will be appointed for the whole period of the PhD. The Angel supervisor will be responsible for providing guidance to the PhD student and his/her supervisor in case problems arise between the two parties. He/she must be appointed to this position, by a common decision between the Director and the PhD supervisor, and he/she should be from the same research group of IAASARS. He/she should be willing to accept this role, and his/her responsibilities will be: (a) to have a meeting (at least) once per year with the Ph.D. student and get feedback on the collaboration between the Ph.D. student and supervisor, (b) to be available for any meeting requested by the Ph.D. student in order to provide guidance and act as an intermediary and provide guidance to the Ph.D. and his/her supervisor in case of problems. The Angel supervisor cannot be a member of the 3-member committee.

2. Yearly PhD presentation: preparatory talk in the Institute. 1-3 weeks before the yearly PhD presentation at the PhD student's University, it is suggested that the PhD student give a talk at the Institute. The scope of this talk will be to give a preparatory presentation with the points that will be presented in the PhD talk, and receive feedback from the Institute on the talk and on future work.

4.4. Living in Athens

Living in Athens, Greece, as a PhD student can be an exciting and enriching experience. Athens is a bustling city with a rich history and culture that dates back to ancient times, making it an ideal place for academic research and study.

In addition to its academic offerings, Athens has a vibrant social scene with plenty of opportunities to explore the city and connect with other students and professionals. Whether you enjoy visiting museums and art galleries, trying new restaurants and cafes, or attending cultural events and festivals, Athens has something for everyone.

Of course, living in Athens also has its challenges. The city can be crowded and noisy, especially during peak tourist season, and the public transportation system can be unreliable at times. However, with a little patience and flexibility, these issues can be easily overcome.

Overall, living in Athens as a Ph.D. student is an opportunity to be immersed in a dynamic and exciting academic and cultural environment. Athens offers a wealth of resources and opportunities to support your academic goals and personal growth.

https://www.thisisathens.org/