

## Guidelines Dual Career Service



1. The Dual Career Service of the University of Graz offers advice and helps partners of newly appointed professors, junior scientists, artists and administrative managers from the surrounding regions and abroad to look for a suitable employment.
2. This advice and support is provided by matching personal needs and requirements. No guarantee can be given that a permanent job will be found.
3. When required, the Dual Career Service can also provide support by organising individual training measures (e.g. career coaching, application training, language courses).
4. To facilitate the establishment of contacts with other professionals, a network of co-operation partners and companies can be provided upon request.
5. The objective is always to develop a professional network and point out job opportunities.
6. Support services (childcare, interaction with the authorities, looking for a place to live) related to the relocation to Graz / Styria are covered by the [Welcome Center](#) of the University of Graz and by [CINT](#) (Club International).
7. If the support indicates a possible position at the University of Graz, the same selection criteria will be applied as those for advertised positions. Therefore, the normal application procedure must be followed. The requirements and selection criteria apply to the partner in the same way as they do to all applicants for the relevant position. The selection procedure must be explainable and transparent.
8. Subject to the satisfaction of the professional qualification requirements and the approval of the Rector's Office and senior person (professor, head of institute, dean), partners may be eligible for start-up financing, limited to max. one year, for scientific development. The purpose of the time-limited employment is to allow the employee to raise research funds independently.
9. A Dual Career couple employed by the University of Graz should not have a direct dependence relationship at work to avoid conflicts of interests and possible tensions arising from the perception of third parties.
10. The support of the Dual Career Service ends as soon as the measure leads to the first positive results. It can be taken advantage of for max. 16 months even if the attempts to find a job have not been successful when this deadline expires.
11. There is no legal entitlement to support by the Dual Career Service.