

## REGULATION FOR INTERNATIONAL VISITING SCHOLARS/RESEARCHERS

### Article 1. Purpose and scope

1. This regulation aims at establishing the official conditions of international visiting scholar/researchers (UDC international visiting scholar/researchers programmes, hereinafter UDC IVRP).
2. International researchers taking part in this programme will be allowed to make researching stays at the UDC, being considered as official international visiting researcher.
3. This will give the international visiting researcher the access to the same services and rights as UDC researchers.
4. International visiting scholar/researchers will be included in one of these categories:
  - a) Visiting Scholar: Professor or Researcher from other foreign institution making a stay at the UDC aimed at researching in collaboration with a UDC researcher or research group.
  - b) Visiting Researcher: PhD student from a foreign institution or Doctor with less than ten years experience from a foreign institution. In this case, the stay will be supervised by a UDC Professor or Researcher.

### Article 2. Requirements to take part in the UDC IVRP

Any person from a foreign institution who wants to make a research stay at the UDC, can participate, as long as:

- a) The stay lasts at least two months and no more than twelve months.
- b) The international visiting researcher has an invitation letter issued by a UDC Professor or Researcher, proving the feasibility of the planned stay, and the Visiting Researcher has the commitment of the UDC Professor or Researcher to supervise the applicant during the whole stay.
- c) The applicant agrees to comply with UDC own regulation during the stay, specifically as regards risk prevention, intellectual property and data protection. The applicant will be informed if he/she has to take out an accident insurance, whenever necessary, depending on the workplace at the UDC.

### Article 3. Application Process

The applicant to the UDC IVRP must send the application form (Annex I) and the acceptance letter issued by a UDC Professor or Researcher via e-mail to UDC International Relations Office (IRO).

If the applicant does not have an acceptance letter when applying, he/she must include a brief reference to research subject(s) he/she would like to work on at UDC, together a brief CV describing his/her researching experience. The International Relations Office will search for a possible Professor/Researcher willing to receive the Visiting Scholar or supervise the Visiting Researcher during the proposed stay. The International Relations Office will confirm if this search has been successful or not.

All application forms must be sent at least one month before the beginning of the proposed stay.

### Article 4. Before the stay

All accepted applicants will receive an official acceptance letter. This letter will entitle to apply for a visa, if necessary.

### **Article 5. Arrival at the UDC**

At his/her arrival to the UDC, the visiting researcher will go to International Relations Office to provide the following documents:

- Copy of passport or identity card if from a EU Member State.
- Copy of health insurance or European Health Insurance Card
- Copy of accident insurance coverage, if necessary according to Article 2.c

After providing all these documents, the International Relations Office will register the international visiting researcher and will communicate the arrival to the host corresponding Faculty/School.

The visiting research will receive a username and a password to have access to UDC services (WI-FI, library, sport and cultural facilities, etc), and also an electronic address of udc.es domain. Likewise, the visiting researcher will be able to apply for an official university card (meanwhile, the International Relations Office will issue a provisional card).

### **Article 6. Duties and economic conditions of the stay**

Visiting researchers will comply UDC legislation and they commit to follow instructions as regards their research, particularly as regards labour risk prevention.

According to UDC Statutes, visiting researchers will not have the right to take part in UDC electoral processes.

Visiting researchers will receive no financial contribution from UDC during his stay. Costs related to travel, accommodation,, insurance and subsistence will remain the responsibility of the visiting researcher. The International Relations Office will facilitate information on possible accommodation if required.

Passports, visas and rest of documents necessary to stay in Spain must be valid for the whole period of the stay, and justified to the International Relations Office.

### **Article 7. Official certificate of stay**

At the end of the stay, international visiting researchers will receive a UDC official certificate. This document will certify the condition of international visiting researcher, length of stay, research subject and name of host researcher/tutor.

To get this official certificate, the visiting researcher must contact the International Relations Office one week before the planned end of the stay.

### **Additional statement**

Visiting researchers from other Spanish universities, R&D centres, public research organisms and other public institutions of the Spanish System of Science, Technology and Innovation complying requirements of Article 2 will be considered as UDC visiting researcher, with the same rights and duties as established in this regulation for international visiting researchers.

The Vicerrectorate for Research and Transfer is responsible for developing a specific procedure for these visiting researchers from Spanish institutions.

### **Final statement**

This regulation will come into effect after being published in UDC Webpage on 1st April 2014.

**ANNEX I: APPLICATION FOR ADMISSION TO THE VISITING RESEARCHERS PROGRAMME**
**Personal Data**

Surname		Name	
Full postal address:			
Postal Code	City	Country	
Tel.		E-mail	
Birth date			
Passport/Identity Card		Nationality	

**Home institution data**

University/Institution		Country
Faculty	Department	

**Data on mobility at the University of A Coruña**

Research subject(s)		
Host Faculty / Research group		
Teacher responsible of the stay at the UDC, if applicable		
Planned mobility (months)	Start date	End date
Choose:		
<ul style="list-style-type: none"> <li>• <i>Visiting Scholar</i> <input type="checkbox"/></li> <li>• <i>Visiting Researcher</i> <input type="checkbox"/></li> </ul>		

Date

Signature

TO FILL IN BY THE UNIVERSITY OF A CORUÑA

**APPROVAL BY RESEARCH PROFESSOR AT THE UDC RESPONSIBLE FOR THE MOBILITY**

Mr/Ms \_\_\_\_\_, Professor at the University of A Coruña, Department / Research Group \_\_\_\_\_ (Faculty) \_\_\_\_\_), agrees to be the host/tutor of the applicant \_\_\_\_\_ during the period of his/her mobility as international visiting researcher, guaranteeing the viability of the mobility and the planned research.

Signature and stamp

Date: