



PROCEDURE FOR THE MANAGEMENT OF TEMPORARY STAYS OF EXTERNAL RESEARCHERS AT THE UPV/EHU

I. INTRODUCTION

As part of the internationalisation process of research taking place at the UPV/EHU, research staff from other entities often come for temporary stays at the UPV/EHU to join research teams.

Given the problems associated with the application and fulfilment of the internal rules of the UPV/EHU, and the accreditation of the existence of personal and material assurances that can be required of researchers who are staying, it is necessary for the University to provide itself with a procedure that contains, explicitly and in detail, all the conditions and aspects that must be fulfilled during any stay at its installations.

During a session of the Governing Council of the UPV/EHU on 12 March 2015, and in compliance with the operating regulations of the aforementioned (regulations that were published in the Official Bulletin of the Basque Country of 26 May 2009), an agreement model was approved that must be signed in relation to each researcher on a temporary stay, with a duration of more than six months, at the UPV/EHU. This model was subsequently modified during a Governing Council session of 7 March 2019.

The approval of the above-mentioned agreement model at the Governing Council involves including in the Operating Regulations of the Governing Council the collaboration agreement between the UPV/EHU and the entities of origin to regulate the temporary stays of research staff at the UPV/EHU.

This inclusion, in turn, means that the agreement model cannot be modified in any of its sections and that it must only be informed in the sections that identify each particular case. Once formalised, it must be sent to the General Secretary's Office to be recorded in the registry of formalised agreements and the Governing Council must be informed of its formalisation.

In the case of stays lasting less than six months, it will not be necessary to formalise an agreement and an invitation letter will be sent instead.

A. Stays longer than six months

I. PROCEDURE

The process is started by the researcher of the UPV/EHU with whom contact is made by the external researcher who will carry out the stay, but always with the prior knowledge and authorisation of the director of the department or institute where this stay will take place.

Once the conditions have been specified and the dates of the stay are known, the process must be formally initiated to record the entry of this person in the UPV/EHU.

These are the steps to follow:

- 1. Access to the website of the Vice-Rectorate of Research** indicated below where the agreement model approved by the Governing Council can be downloaded.

[Access to the VRR Website](#)

There are two versions of the agreement, both in bilingual format: Basque/Spanish and English/Spanish.

Either of them can be used. They must be completed in the two languages of the version chosen.



2. Delivery of the agreement to the researcher who will be carrying out the stay. In the document sent, the content of terms three and five must be mentioned, which refer respectively to the certification of an occupational relationship with the entity of origin and that they have medical and accident insurance.

Additionally, it should also indicate whether they have civil liability insurance to cover any damages that may be caused during the stay. For this purpose, there are two models of document on the website ("CL Insurance Certificate" and "No CL Insurance Certificate") that must be used to certify whether they have civil liability insurance or not:

- CL Insurance Certificate: if the visiting researcher has civil liability insurance.
- No CL Insurance Certificate: if the visiting researcher does not have civil liability insurance.

The documents indicated must be sent, along with the completed agreement, by the visiting researcher to the address rrhh-inves.dgi@ehu.eus in order to receive the approval of the Vice-Rectorate of Research (VRR).

3. After revising the documentation at the VRR and if it agrees, it will request the legal representative of the entity that the visiting researcher proceeds from to sign the agreement.

4. In order to issue the UPV/EHU card, the visiting researcher must send via an email to rrhh-inves@ehu.eus a copy of their national ID or passport and a personal ID photo in jpg format, for their registration in the computer system of the UPV/EHU and printing of the personal identification card that will grant them access to the installations of the UPV/EHU. The researcher from the UPV/EHU hosting the visiting researcher must complete and send the document "Visitor card application form", available on the website of the Vice-Rectorate of Research, to the email address rrhh-inves.dgi@ehu.eus.

The registration confirmation in the computer system of the UPV/EHU and the delivery of the card will be carried out by the UPV/EHU researcher who started the procedure for the stay.



II. RECOMMENDATIONS

The procedure described in the above section requires a minimum amount of time for its completion, therefore we highly recommend that it is started with sufficient time before the start of the stay.

PROCEDURE SUMMARY:

- Completion of the stay agreement by the visiting researcher.
- Delivery of the completed agreement to rrhh-inves.dgi@ehu.eus along with the requested documentation: Certificate of the occupational relationship with their Entity, one of the two documents called "CL Insurance Certificate" and "No CL Insurance Certificate", as applicable to certify whether they have civil liability insurance or not.
- Revision at the Vice-Rectorate of Research of all the documentation received and communication of its approval for the agreement to be signed by the legal representative of the entity of origin of the visiting researcher.
- In order to issue the UPV/EHU card, an email must be sent to rrhh-inves.dgi@ehu.eus: photo in jpg format, copy of national ID or passport and the document "Visitor card application form", completed by the UPV/EHU researcher hosting the visitor.
- At a point in time after signing the agreement, the Governing Council of the UPV/EHU is informed of the same.

IMPORTANT:

- The agreement on the stay must be signed before the start of the same by the researcher at the installations of the UPV/EHU.
- The address to send original documentation ON PAPER, if required, via certified or internal post is this:

Universidad del País Vasco/Euskal Herriko Unibertsitatea (UPV/EHU)
Vicerrectorado de Investigación (RRHH INVES)
Edificio Rectorado
Barrio Sarriena, s/n
48.940 Leioa (Bizkaia)

B. Stays shorter than six months

I. PROCEDURE

The process is started by the researcher of the UPV/EHU with whom contact is made by the external researcher who will carry out the stay, but always with the prior knowledge and authorisation of the director of the department or institute where this stay will take place.

Once the conditions have been specified and the dates of the stay are known, the process must be formally initiated to record the entry of this person in the UPV/EHU.

These are the steps to follow:

- 1. Access to the Vice-Rectorate of Research Website** indicated below where the model invitation letter can be downloaded.

[Access to the invitation letter](#)

There are two versions of the invitation letter, both in bilingual format: Basque/Spanish and English/Spanish.

Either of them can be used.

- 2. The UPV/EHU researcher inviting the researcher must complete the invitation letter that must be signed by both the visiting researcher and the director of the department or institute where the stay will take place** (the seal must be included).

The visiting researcher must have medical and accident insurance.

Additionally, they must also indicate whether they have civil liability insurance to cover any damages that may be caused during the stay. For this purpose, there are two models of document on the website ("CL Insurance Certificate" and "No CL Insurance Certificate") that must be used to certify whether they have civil liability insurance or not:

- CL Insurance Certificate: if the visiting researcher has civil liability insurance.
- No CL Insurance Certificate: if the visiting researcher does not have civil liability insurance.

The visiting researcher must also send a copy of their national ID or passport and a personal ID photo in jpg format to the following address rrhh-inves.dgi@ehu.eus, for their registration in the computer system of the UPV/EHU and, if applicable, to issue the visitor's card.

- 3. Delivery of the completed invitation letter to the address rrhh-inves.dgi@ehu.eus** and, once revised, it will be signed by the Vice-Rector of Research. A signed copy of the invitation letter will later be sent to the department or institute.
- 4. In order to issue the UPV/EHU card, an email will be sent to rrhh-inves.dgi@ehu.eus with the document "Visitor card application form" completed by the UPV/EHU researcher hosting the visitor, provided the stay is for longer than two weeks. Cards will not be issued for shorter stays.**



II. RECOMMENDATIONS

The procedure described in the above section requires a minimum amount of time for its completion, therefore we highly recommend that it is started with sufficient time before the start of the stay.

PROCEDURE SUMMARY:

- Completion of the "invitation letter" document by the UPV/EHU researcher hosting the visiting researcher.
- Delivery of the completed invitation letter signed by both the visiting researcher and by the director of the department or institute hosting them to the address rrhh-inves.dgi@ehu.eus along with the requested documents: Certificate of the occupational relationship with their Entity, one of the two documents called "CL Insurance Certificate" and "No CL Insurance Certificate", as applicable to certify whether they have civil liability insurance or not.
- After revising the requested documentation, approval will be granted by the Vice-Rector of Research.
- In order to issue the UPV/EHU card, an email must be sent to rrhh-inves.dgi@ehu.eus: photo in jpg format, copy of national ID or passport and the document "Visitor card application form", completed by the UPV/EHU researcher hosting the visitor.

IMPORTANT:

- The invitation letter must be signed before the start of the stay by the researcher at the installations of the UPV/EHU.
- The address to send original documentation ON PAPER, if required, via certified or internal post is this:

Universidad del País Vasco/Euskal Herriko Unibertsitatea (UPV/EHU)
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