



CEU
*Universidad
San Pablo*

*Vice-Rectorate for Research, Transfer and Scientific
Dissemination.*

PROCEDURE FOR THE AUTHORIZATION OF VISITING RESEARCHERS FROM EXTERNAL ENTITIES TO STAY AT USP-CEU

Art. 1.- Visiting researcher.

Those researchers belonging to entities external to USP-CEU who are going to carry out a temporary research stay in one of the USP-CEU centers will be considered visiting researchers.

Art. 2.- Request for a provisional letter of invitation.

Those researchers from external entities who are considering carrying out a temporary research mobility in one of the centers of USP-CEU, may request a provisional letter of invitation to the CEU Host Researcher. To do so, the **CEU Host Researcher** should fill out the application at the following link <http://bit.ly/SolicitudInvitacionInvestigador>. The Vice-Rectorate for Research, Transfer and Scientific Dissemination will issue the corresponding letter of invitation, which will not automatically entail authorization for the proposed research stay, since in order to obtain it, it will be necessary to provide the documentation established in the procedure of article 3.

Art. 3.- Procedure for access to the status of visiting researcher.

By means of the prior presentation of the corresponding formal application, **at least 15 days before** the planned stay, to the Vice-rectorate for Research, Transfer and Scientific Dissemination of the University, which will be composed of:

1. The formal application form for authorization (Vid. Annex I) completed and signed, both by the researcher requesting the research stay at our University, as well as by USP-CEU researcher hosting him/her, which includes the approval of the Academic Center to which the latter is linked.
2. Curriculum vitae summary of the visiting researcher.
3. The authorization of your institution of assignment to carry out the stay.
4. Self-declaration of the visiting researcher
5. Self-declaration of the host main researcher (CEU)
6. Self-declaration of the visiting researcher's home organization

The CEU Host Researcher will be in charge of sending this documentation to sede.investigacion@ceu.es, copying the Health Promotion, Safety and Welfare at Work Area servicioprevencion@ceu.es.

The Vice-Rectorate for Research, Transfer and Scientific Dissemination will review the application and, once the Occupational Risk Prevention Service has given its approval and confirmed that there is no problem in hosting the external researcher under the terms proposed, the Vice-Rectorate for Research will issue the corresponding authorization, which will be sent to the host researcher and to the Management of the Academic Center to which the researcher or research group hosting the visiting researcher is linked.

Art. 4.- Duration.

The visiting researcher will be considered as such for the duration of his/her research stay within the host research group or academic center.

USP-CEU reserves the right to cancel the authorization issued at any time.

Art. 5.- Rights and obligations of visiting researchers.

The status of visiting researcher will not imply any employment relationship with USP-CEU and will entail the following rights and duties:

A) Rights:

- a) Exercise freedom of research, with due respect for the Constitution, the laws and USP-CEU Organization and Functioning Rules, and the Ideology of the University.
- b) To have the necessary means for the fulfillment of their functions, according to the resources of the University, having access under the same conditions as the teaching and research staff of USP-CEU to the facilities, infrastructures, and research equipment.
- c) Propose measures to improve the results of the research activity.
- d) Participate in the different academic activities of the University (seminars, conferences, congresses, round tables, etc.).
- e) Participate in R+D+I projects, whether internally funded, funded or contracted by other entities, under the same conditions as USP-CEU teaching and research staff in accordance with the University's management regulations.

B) Duties:

- a) To know, comply with and enforce compliance with the University's regulations as they affect him/her and to respect, in the exercise of research, the principles and the Ideology that inform the spirit of the University, as well as its facilities and patrimony.
- b) Contribute to the achievement of the research goals of the University and fulfill the research tasks to which he/she has committed in the application submitted to the Vice-Rector's Office for Research.
- c) Participate in R&D&I projects, both internally financed and financed or contracted by other entities, under the same conditions.

that USP-CEU's teaching and research staff in accordance with the University's rules and regulations

- d) Maintain the confidentiality of the information they may have received in the framework of their collaboration with USP-CEU ¹researchers.
- e) Cite USP-CEU in publications, contributions to congresses and any other activity resulting from the research work carried out as a USP-CEU research associate.

¹ Understanding as such any information transmitted verbally, in writing or by any other means of communication (including, without limitation, data, compilations, formulas, models, patent information, processes, procedures, projections, protocols, test results, scientific methods, analyses, business plans, strategy or techniques), related to the research being developed at USP-CEU that (I) is provided by USP-CEU, its research groups or its researchers to the outside researcher, or (II) is reasonably obtained by the outside researcher by observation, examination, analysis of, or based on, the Confidential Information.