**PROCEDURE FOR AUTHORISING STAYS OF VISITING RESEARCHERS FROM EXTERNAL ENTITIES IN USP-CEU**

# Art. 1.- Visiting researcher.

Researchers belonging to entities outside USP-CEU who are going to carry out a temporary research stay in one of the USP-CEU centres will be considered as visiting researchers.

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

# Researchers from external entities who are considering carrying out temporary research mobility programme in one of the USP-CEU centres, may request to the USP-CEU researcher hosting the researcher a provisional letter of invitation. To do so, the USP-CEU researcher hosting the external researcher must complete the application through the following link http://bit.ly/SolicitudInvitacionInvestigador. The Research Vice-Rector’s Office will issue the corresponding letter of invitation, which does not automatically imply authorisation for the proposed stay, since the documentation established in the procedure described in article 3 must be provided in order to obtain the final authorisation.

# Art. 3.- Procedure for obtaining the status of visiting researcher.

By submitting the corresponding formal application, at least 15 days before the intended stay, to the Research Vice-Rector's Office of the University, which will include the following:

1. The formal application form for authorisation (Vid. Annex I) filled in and signed by both the researcher requesting the research stay at our University and the USP-CEU researcher hosting the researcher, which includes the approval for the stay by the management team of the Academic Centre where the researcher is based.
2. Summarised curriculum vitae of the visiting researcher.
3. Authorisation to carry out the stay from the entity where the researcher is based.
4. And a document certifying that he/she has appropriate health coverage during his/her stay at our University.

The Research Vice-Rector's Office will review the application and, once it has been verified to be duly filled in, it will be sent to the Occupational Risk Prevention Service in USP-CEU, so that the latter can draw up a report in accordance with the general procedure for accepting research staff associated with FUSP-CEU research groups. Once this Service has confirmed that there is no problem in receiving the external researcher in the terms proposed, the Research Vice-Rector's Office will issue the corresponding authorisation, which will be communicated both to the applicant and to

the management team of the Academic Centre where the visiting researcher or research group is based.

# Art. 4.- Duration.

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

USP-CEU may cancel the issued authorization at any time.

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

The condition of visiting researcher will not imply any labour relationship with USP-CEU and will entail the following rights and obligations:

# Rights:

* 1. Freedom to conduct research, with due respect for the Constitution, applicable laws and the rules of organisation and operation at USP-CEU, as well as the University's ideology.
  2. Availability of the necessary means to carry out their functions, according to the resources of the University, having access to the facilities, infrastructure and research equipment under the same conditions as USP-CEU's teaching and research staff.
  3. Proposal of measures to improve the results of the research activity.
  4. Participation in the University's various academic activities (seminars, lectures, conferences, round tables, etc.)
  5. Participation in R&D&I projects, both internally financed or financed and commissioned by other entities, under the same conditions as USP-CEU's teaching and research staff, in accordance with the University's management regulations.

# Obligations:

* 1. To know, comply with and enforce the regulations of the University as far as it is applicable and to respect, in the fulfilment of the research activities, the principles and the Ideology underlying the spirit of the University, as well as its facilities and heritage.
  2. To contribute to the achievement of the University's research objectives and to fulfil the research tasks to which he/she has agreed in the application submitted to the Research Vice-Rector's Office.
  3. To participate in R&D&I projects, both internally financed or financed and commissioned by other entities, under the same conditions as USP-CEU's teaching and research staff, in accordance with the University's management regulations
  4. To maintain the confidentiality of information they may have received in the context of their collaboration with USP-CEU researchers.1.
  5. To mention USP-CEU in publications, contributions to conferences and any other action resulting from the research activity carried out as a USP-CEU associate researcher.

1 Considering as such any information conveyed 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 carried out at USP-CEU that (i) is provided by USP-CEU, its research groups or its researchers to the external researcher, or (ii) is reasonably obtained by the external researcher by observation, examination, analysis of, or based on, the Confidential Information.

# ANNEX I: APPLICATION FORM FOR FORMAL AUTHORISATION FOR RESEARCH STAYS WITHIN USP-ECU RESEARCH GROUPS2

Name and surname(s) of the visiting researcher:

Date and place of birth:

Nationality ID/Passport number:

Address:

Entity/university of origin (name, address): Cick here to insert text.

Relation with the institution/university of origin (professor or researcher employed by the institution, undergraduate student, PhD student...):

Medical insurance that covers the stay (a copy of some supporting documents must be attached; for example, a letter from the person in charge of the centre of origin explaining their status as staff members of the centre and, therefore, as beneficiaries of insurance coverage for stays in universities like ours, within the framework of their professional activity):

Expected length of stay: start: dd/mm/aaaa end: dd/mm/aaaa

Host research group (that one of the researcher in charge of processing the action internally):

If applicable, research project within the framework of which the stay is proposed:

Brief description of the research activity that the visiting researcher plans to carry out during his/her stay:

The applicant states that he or she is aware of the regulations of San Pablo-CEU University governing research stays at said institution, as well as the rights and obligations established therein.

In , on (date) Cick here to insert date.

|  |  |
| --- | --- |
| Signed: . (Visiting researcher) | Signed:  (Host researcher at USP\_CEU) |
| Approved  Academic management of the centre where the host researcher  is based | |

2 The application form, together with all the other requested documents must be submitted to the

Research Vice-Rector's Office( [sede.investigacion@ceu.es](mailto:sede.investigacion@ceu.es) ).