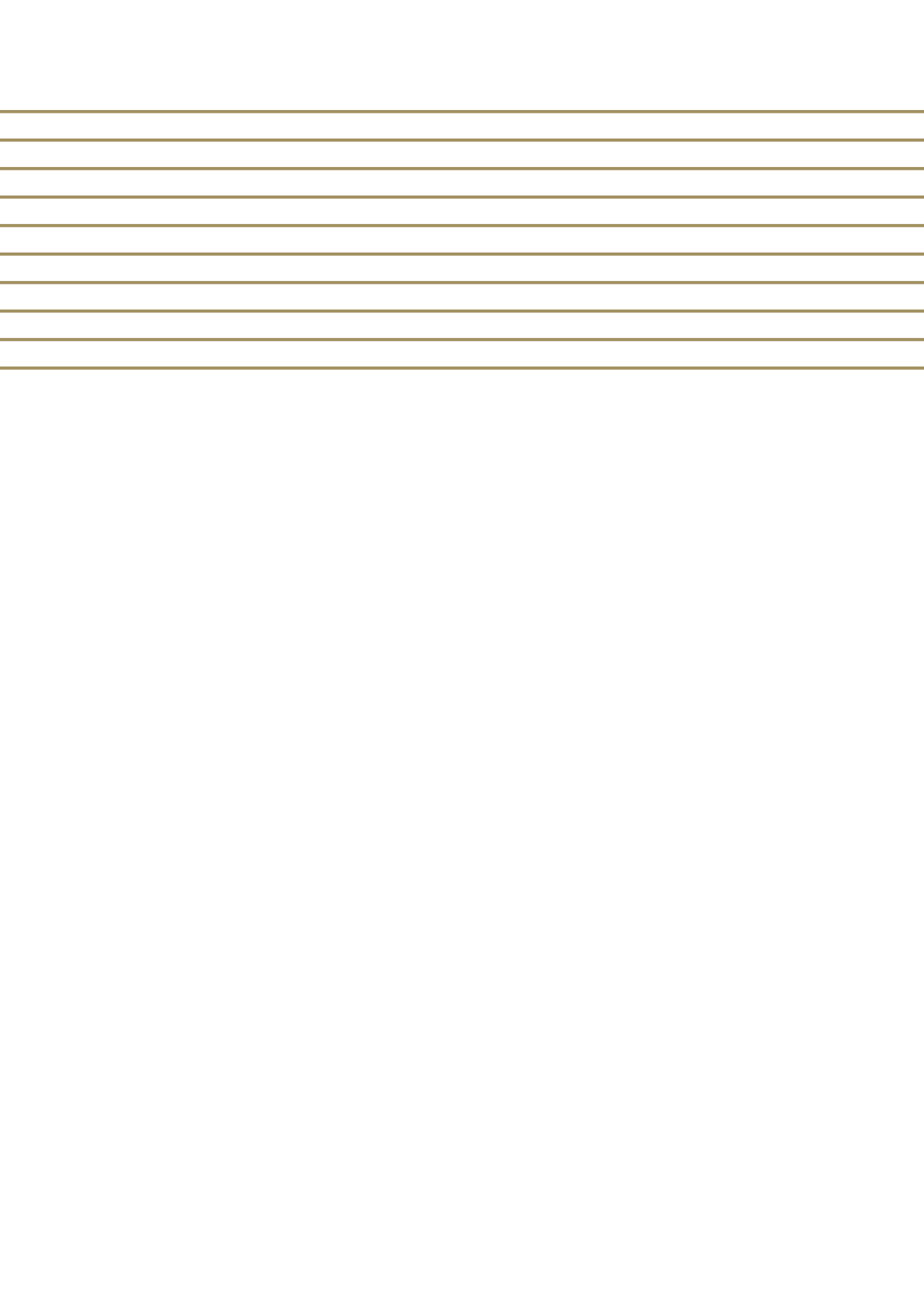


RULES

*Visiting
research staff*





RULES FOR VISITING RESEARCH STAFF

The University of Vigo, as part of its commitment to encouraging scientific research, promotes collaboration with other organizations, either public or private research entities.

In addition, the European Commission is awarding the «HR Excellence in Research Award» to research organisations which integrate into their policies, in particular into their human resources policies, the 40 principles of the European Charter for Researchers and the Code of Conduct for the recruitment of research staff. In particular, it recognizes and encourages all forms of regional, national and international mobility, whether geographical or intersectoral. In 2017, the University of Vigo obtained this recognition from the European Union. The description of the types of research entities is provided in Annex I.

Within the framework of this collaboration, and in an attempt to fulfil the commitment made by the University of Vigo with the European Commission to the implementation of the principles on the European Charter for Researchers, it is feasible and desirable that external research staff associated with a public or a private research entity can temporarily carry out their research activity at the University of Vigo.

The purpose of this regulation is to regulate and normalize the activity of the visiting staff who wish to carry out a research stay at the University of Vigo without formalizing any contractual relationship with the institution.

Article 1. Object and concept

The present procedure aims to regulate the reception of national or international staff from a public or private research entity that intends to develop a stay associated with a research activity at the University of Vigo.

This procedure shall apply to temporary research stays at the University of Vigo of more than 7 days and less than 24 months. As regards the application of this regulation, stays with a duration of less than 7 days will also be considered temporary if during the stay the visitor uses specific research equipment, laboratories or scientific instrumentation, or performs any field work, sampling etc. This regulation is not applicable to stays of the research staff that are carried out within a mobility program (Additional Provision). In this respect, this regulation will only be taken as supplementary.

Article 2. Definition of visiting research staff and status scope

Staff affiliated with entities other than the University of Vigo that intend to develop a temporary stay of research in our university will be considered 'visiting'.

Their activity must be carried out in collaboration with or under the supervision of a researcher (host) of the University of Vigo, under the terms laid down by both parties and without meddling an official agreement between the home institution and the host institution, other than enrolment in the Register of Researchers/Visitors of the University of Vigo.

Visiting research staff may fall into one of the following categories:

- a) Euraxess R3-R4 researchers with a profile (senior researcher visitor: professor or researcher associated with another entity – public or research bodies, companies... – who develop a stay at the University of Vigo with the purpose of carrying out research in collaboration with a researcher or within a department, group or research center). The description of research staff with a R3-R4 profile is given in Annex I.
- b) Euraxess R1-R2 researchers (predoctoral or postdoctoral researcher visitor: student of a doctoral program in another institution or doctor with less than ten years of experience who performs the research activity under tutelage of a professor or researcher of the University of Vigo). The description of researchers with profile R1-R2 is given in Annex I.

Pre-doctoral researchers registered as visiting researchers must also formalise their enrolment at the University of Vigo under the modality of registration «Stay» for the time of its duration in a specific doctoral programme or in the generic programme of the International Doctoral School (Eido) if they do not find within the offer of doctoral programs of the University of Vigo a research line similar to the researchers'. This condition does not hold for visiting researchers staying less than one month at the University of Vigo.

In this case, if the researcher's predoctoral stay period is less than 3 months, s/he will only pay for 25% of the total cost of his/her tuition. If the duration does not exceed 6 months, the cost will be 50%, and 75% if the duration is less than 9 months. For periods of 9 months, 100% of the tuition fees will have to be paid. If the stay comprises a periods corresponding to two academic years, the tuition fees for the first year will include the total cost of the stay.

Those pre-doctoral researchers enrolled in an interuniversity doctoral programme at a university other than the University of Vigo, in which the University of Vigo is a participant, will not be required to enroll since, according to the regulations, they must have already paid fees for the whole period in their home university.

If the stay of predoctoral researchers takes place under the auspices of a network or a European program of collaboration between researchers in which the University of Vigo is involved, the Vice-rectorate of Research will determine the need or not of the researcher's registration.

Article 3. Requirements for visiting staff and stay scope

An individual, national or foreign, who wishes to stay at the University of Vigo must participate in this procedure, provided that the following conditions are met:

- So that a researcher belonging to an institution other than the University of Vigo can develop a temporary stay of research, s/he must be invited by a researcher of the University of Vigo, who thus becomes his/her host, and will comply with the commitments and obligations set out in Article 7.
- The visitor must be expressly authorized to carry out the research stay at the University of Vigo by his/her entity of origin in the terms set out in these regulations.

Visiting staff will not have the status of (ordinary) staff of the University of Vigo, will therefore not exercise the rights inherent in such a status, and will have only the rights explicitly recognized in Article 5.

The University of Vigo does not assume any obligation to pay for the tasks carried out by the visitor during the temporary stay. The institution will not be responsible for travel, accommodation, insurance (medical, accident) and meal expenses of the visiting staff or for any other expenses that may arise from such a stay, other than the assistance provided by the host centre, department or group, if applicable, which will be funded by the host entity's budget. In the case of pre-doctoral research staff (article 2b), enrolment in doctoral programmes implies the payment of the corresponding health insurance.

Article 4. Procedure for requesting a stay

The general application process is as follows:

- The researcher's 'host' will fill in the visitor's details and the terms of the stay on a form available on the virtual secretariat at least 30 days before the start of the stay. The system will issue an invitation letter (PDF) which will be sent to the visitor.
- The invitation letter sent to the visitor will include a link to a form or questionnaire which must be filled in by the latter.
- The visitor will contact the Vice-Rectorate for Research at least one week in advance to confirm his/her definitive arrival date. The Vice-Rectorate for Research will communicate the arrival of the visitor to the director of the host's center and the department and, if appropriate, to the Head of the International Doctoral School (Eido).
- The visiting researcher's arrival will also be reported to the Risk Prevention Unit so that the latter can take care of issues within its area of responsibility.
- Upon arrival at the University of Vigo, the visiting researcher will collect his card at the premises of the issuing entity on (Ourense, Pontevedra or Vigo) campus. This card will allow him/her to access the necessary services of the University of Vigo (library, wifi network, email account).
- When the stay is over, the visiting researcher will receive a stay certificate by email.

- The Vice-Rectorate for Research will enable and maintain the corresponding register of visiting staff and will publish on the University website the procedure for the recognition of visiting status, as well as the forms and documents necessary for its implementation.
- Likewise, this Vice-Chancellor is empowered to resolve any doubts and to provide any additional clarifying instructions that may arise from this general procedure.

In the lack of the explicit authorization by the Vice-Chancellor for Research, formalized through the corresponding letter of invitation and its subsequent registration,

a) the temporary research stay may not start.

b) visiting research staff will not have the rights set out in the following article, including the certification of their stay.

Article 5. Rights of visiting staff

Duly authorised visiting staff shall have the right to use the following university services:

- Library (loan and access to databases)
- E-mail account of the University of Vigo
- Free access to the wifi of the University of Vigo
- Access to the facilities required to carry out the research
- Access to certain extra-mural cultural and sport university services, as defined in the *Welcome Manual*, under the same conditions as the rest of the university community
- Training, under the same conditions as the rest of the university community
- Recognition of authorship or co-authorship of the scientific works in which they have participated.

Article 6. Duties of visiting staff

Although the status of visiting staff does not imply any employment relationship with the University of Vigo, each visitor will have the following obligations:

- Respect the procedures established in this regulation for the application and development of the stay, as well as additional indications, if any, made to his/her by the host or the competent Vice-chancellor in relation to the development of the stay.
- Visiting research staff, independently of their origin, must contract an accident insurance policy, which will include repatriation if necessary. Visiting staff from European Union countries and from Iceland, Liechtenstein, Norway and Switzerland must submit their European health card; staff from non-European countries need health insurance. Pre-doctoral researchers who have been insured by

the University of Vigo because they are students of the institution will only be required to contract accident insurance if they are engaged in activities involving specific risks, such as the use of specific research equipment, laboratories or scientific instrumentation, or in field work, sampling, etc.

- Join the corresponding center of the University of Vigo on the date indicated on the invitation letter and communicate, if applicable, any changes regarding the dates of their stay.
- Respect and take care in the exercise of their research of the university property and facilities.
- Mention the University of Vigo in any activity that results from the research carried out during their stay.
- The University of Vigo may request the consent of the visiting staff to announce their stay through the public means (website of the university, the group, etc.).
- Visiting staff must comply during their stay to the university's own regulations, especially with regard to risk prevention, intellectual property and data protection.

In the event of failure to comply with the university operating rules, this procedure or any additional instructions, the University of Vigo reserves the right to revoke at any time the authorization for the development of the stay.

Article 7. Duties and rights of hosts

Visiting staff can be hosted by a centre, department, research group or by the EIDO of the University of Vigo.

The unit or staff of the University of Vigo that welcomes visiting staff to carry out research stays must:

- a) Assume the commitment to make necessary resources and space available which will be necessary to carry out the tasks envisaged.
- b) Be responsible for ensuring that the visiting staff comply at any time with safety requirements established by the applicable risk prevention regulations.
- c) Follow the procedure on the website of the University of Vigo as regards the reception of visiting research staff. In the event of a failureh of this duty, the host shall assume responsibility for any damages and claims derived from the visit. Likewise, the university may impose limitations with respect to the acceptance of future visitors to this host researchers.

The researchers from the University of Vigo that have hosted a visiting researcher are eligible to be issued a certificate accrediting such a circumstance.

Article 8. Completion of the stay

Among others, the following will be causes of immediate termination of the stay:

- Reaching the end-of-period date set out on the invitation letter issued by the Vice-Chancellor for Research.

- Mutual agreement between the visiting staff and the receiving entity of the University of Vigo, after informing the Vice-Chancellor for Research.
- Mutual agreement between the entity of origin and the University of Vigo.
- Extinction of the legal relationship of the visiting staff to the entity of origin, which must be communicated to the University of Vigo by the visiting researcher.
- Failure by the visiting research staff to comply with the regulations of the University of Vigo, with this procedure or with any commitments derived from it.

Article 9. Industrial and intellectual property rights

Ownership of the intellectual and industrial property rights will be ruled by current state and regional legislation, as well as by the terms established in the internal regulations of the University of Vigo.

As a general rule, the University of Vigo is responsible for the ownership of the exploitation rights over any result deriving from its own research activity and from research carried out within the institution, in which visiting research staff may participate.

Depending on the nature of the activity carried out, visiting research staff will be subjected to the signature of transfer and non-disclosure agreements, which will warrant the legitimate allocation of the corresponding industrial and intellectual property rights.

Article 10. Data protection

In accordance with the regulations on the protection of personal data, the data provided by visiting researchers will be processed under the responsibility of the University of Vigo in order to manage the stays associated with the research. This treatment has its protection in Law 6/2001, of 21 December of Universities, in Law 14/2011, of 1 June, of Science, Technology and Innovation, and in Decree 13/2019, of 24 January, approving of the Statutes of the University of Vigo.

The data will be processed for the time period necessary to fulfill their purpose and will be stored according to the regulations of archive and documentation.

Visiting research staff will have the right to request from the University of Vigo at any time access, rectification or removal of their personal data and processing limitations. They will also have the right to object to the processing and to request the portability of their data. In this vein, they will address their request to the data-protection officer or delegate of the University of Vigo (dpd@uvigo.gal).

More information: <https://www.uvigo.gal/protection-datos>

Article 11. Incompatibilities

Visiting staff status is incompatible with any kind of association with the University of Vigo, either as civil servants or as ordinary or statutory staff.

Article 12. Participation in teaching tasks

Visiting postdoctoral research staff who remain at the University of Vigo for periods equal to or longer than 3 months may, on an optional basis, collaborate in teaching tasks, provided that these activities respect the conditions of the contract or status of their home institution. The maximum teaching allowed will be 30 hours per year, or the proportional part when the period of stay is less than one year. The teaching collaboration hours of the research staff will be incorporated into the teaching organization plans of the departments, without in any case leading to a reduction in the teaching of the same teaching staff

Additional provision

The visiting staff, whose mobility is regulated by programs, agreements or specific agreements between the institution of origin and the University of Vigo, will be governed by the provisions of this regulation.

The rules contained in this procedure will be applicable, in a supplementary way, to every aspect that is not regulated by specific mobility agreements.

Final disposition

This procedure will take effect on the day following its publication on the official bulletin board on the website of the University of Vigo.

ANNEX I

Description of profiles of researchers according to Euraxess

First Stage Researcher (R1)

Includes researchers who carry out supervised research in industry, research institutes or universities. Pre-doctoral researchers are included in this profile.

Recognised Researcher (R2)

- PhD holders who have not yet achieved a significant level of independence.
- Researchers with an equivalent level of competence and experience.

Established Researcher (R3)

Researchers who have already achieved a certain level of independence.

Leading Researcher (R4)

Researcher leaders in their area or field of research. It includes Principal Investigators of a research group or Heads of an R&D laboratory of a company.

Research entity: any public or private body that employs research staff on a contractual basis or that welcomes them through other types of contracts or provisions, including those that do not have a direct economic relationship, and/or that provides funding (including salaries, awards, grants and scholarships) to public and private research institutions, including higher education institutions

European Charter and Code, European Commission, 2005.

