

## **RULES FOR VISITING RESEARCHERS AT COMPLUTENSE UNIVERSITY OF MADRID**

In accordance with the policy of excellence in teaching and research at the Complutense University of Madrid (UCM), and in view of the numerous applications for visiting research positions that the UCM Departments receive, it has become necessary to regulate the figure of the Visiting Researcher, through the present rules, with the objective of promoting the effective collaboration between UCM researchers and those from other research Centers and Universities. This list of Rules responds to the goal of welcoming researchers that want to obtain a visiting research position at the UCM, without formalizing any contractual relation.

### **ARTICLE 1. OBJECTIVE AND CONTEXT OF APPLICATION**

1. The objective of the present rules is to establish the figure of the Visiting Researcher, and to establish the procedure to be accepted in one of the departments, institutes, or centers of the UCM.
2. Applicants who do not belong to the UCM and who intend to complete a temporary research period at the UCM will have the consideration of Visiting Researchers.
3. During the period in which they are accepted into a department or institute of the University, they will be able to develop their research in collaboration with a research group or professor, following the terms determined by both parties, and without the necessity of any formal agreement between the institutions, with the exception of inscribing themselves in the “**Register for Visiting Researchers**” at the Complutense University. They will not receive any remuneration or grant from the UCM, only a certificate of their stay, if requested.

### **ARTICLE 2. PRESENTATION AND APPLICATION PROCESS**

1. Those interested in being accepted as visiting researchers should send the attached request (**Annex I**) by email, at any time during the academic term to a UCM professor or Department Chair, or Director of Research Institute, requesting to be invited as a Visiting Researcher.
2. The invitation request should be accompanied by the following documents:
  - a) A description of the research that is intended to be carried out during the stay.
  - b) CV of the applicant.
  - c) Acknowledgement of received grant or subsidy (or request thereof), or commitment to self-financing.
3. Once the Department has evaluated the request, it will decide whether to accept the Visiting Researcher, in which case a letter of invitation will be sent out to the applicant. This letter will specify the facilities which the Department will be able to put at his/her disposal during his/her stay. A model letter is provided in **Annex II**.
4. The Visiting Researcher will be responsible for **processing his/her visa**, if necessary, and for having **medical insurance** and civil liability insurance (if needed), as well as making the UCM completely exempt from responsibilities during the researcher’s stay.

### **ARTICLE 3. ARRIVAL AT THE UCM AND REGISTRATION IN THE UNIVERSIDAD COMPLUTENSE'S VISITING RESEARCHER'S REGISTER**

1. Upon arriving at the UCM, the Visiting Researcher should submit the following documents in the **Personnel Section** of the receiving center:
  - a) Copy of ID or passport.
  - b) Copy of visa, if necessary.
  - c) Copy of proof of medical insurance, or if needed, European health insurance card.
  - d) Copy of the emailed application and of the received letter of acceptance.
2. Once these documents have been submitted, the Personnel Section of the center will process the registration at the Complutense University's "Register for Visiting Researchers" and will proceed to give the visiting researcher an ID.
3. The risks of extra-contractual responsibilities will be covered by the current policies of the UCM or by those subscribed to that end.

### **ARTICLE 4. DURATION**

1. The Visiting Researcher will have that consideration during the duration of his/her stay as a researcher in the Department or Institute (minimum stay: 2 weeks).
2. The UCM reserves the right to annul the authorization issued at any moment.

### **ARTICLE 5. OBLIGATIONS OF VISITING RESEARCHERS**

The condition of Visiting Researcher will not imply a contractual relation with the UCM and will entail the following obligations:

- a) Knowing, and following the regulations of the UCM and respecting, during the research, its facilities, and premises .
- b) Carrying out the performance standards of the Department or Institute in which the research is done, adapting the research organization to its necessities.
- c) Carrying out the research duties agreed upon in the request for invitation.
- d) Maintaining the confidentiality of the information received during the collaboration with researchers at the UCM.
- e) Citing the UCM in the publications, contributions to conferences and any other activity that results from the research completed as Visiting Researcher at the UCM.
- f) Respecting the Complutense ethical code of Conduct  
( see [https://www.ucm.es/data/cont/docs/3-2013-02-19-21-Codigo%20de%20Conducta%20Complutense%20\(para%20impresi%C3%B3n\).pdf](https://www.ucm.es/data/cont/docs/3-2013-02-19-21-Codigo%20de%20Conducta%20Complutense%20(para%20impresi%C3%B3n).pdf))

### **ARTICLE 6. INTELLECTUAL AND INDUSTRIAL PROPERTY**

1. In relation to intellectual property, the authorship rights will be the researcher's, according to UCM regulations.
2. Ownership of patent and rights of exploitation that derive thereof will always be in line with the general regulations of the UCM, which the Visiting Researcher should respect.

## **ARTICLE 7. OFFICIAL CERTIFICATION OF THE VISITING RESEARCH POSITION**

At the end of the research stay, Visiting Researchers will be able to request an official certificate of their stay from the Vice-rector for Research

## **FINAL DISPOSITION**

The present Rules will come into effect the day following its publication in the Official Bulletin of the Complutense University of Madrid (BOUC).