UNIVERSIDAD COMPLUTENSE MADRID

HR EXCELLENCE IN RESEARCH



RESEARCHER'S WELCOME MANUAL

JULY 2019

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Welcome message of the Rector

Dear Complutense Fellow, dear friend,

It is a pleasure for me to present this Manual to you not only because it serves to welcome you to the Complutense University of Madrid, but also because for me, as the person in charge of the University, it is a privilege to be able to look its future in the eye. Because the University´s future is you; our success will depend to a large extent on you, on your effort and your commitment to the institution. That is why we have put this guide together to make your integration into our University as easy as possible, so that you can get to know the infrastructures available to you and the administrative processes that will be useful to you at work, but also to give you an overview of what is done at Spain's largest on-campus university, whether at the teaching, research and professional level or in terms of its cultural, sporting and leisure activities. As well as welcoming you, I encourage you to get to know the Complutense beyond your professional field.

In the same way, this Guide is intended to help you get to know the society in which our University is integrated and to provide you with tools to help you find accommodation, mobility, and the cultural offer of the city, of which the Complutense is and will continue to be a major player. The integration of the Complutense University in the society it serves is not only a strategic goal in terms of transfer, but also because of the leading role it plays in education, science, research, the economy, sustainability, the environment and culture in Madrid.

You become part of a University that by history, tradition and size leads the university life of our city and our country, but which also looks beyond its borders and is aware of the responsibility that this leadership entails. You arrive at a university whose presence in international rankings has an undeniable upward trend, which is important because it endorses a job well done, but which is not as important as the people who make it up and give it meaning. In the same way, the HRS4R seal supports the values of equal opportunities, merit, transparency, and capacity that are inherent to it, but which would have no meaning as a declaration of principles if they were not reflected in the daily work of the entire Complutense community. This is a University of people; its main asset is its human capital, of which you are now a part, a place where effort is rewarded, where respect is lived, learned, and taught. That is why I hope that this guide will help you to integrate quickly and easily into what is already your home, because your professional success will be everyone's success because the future of the Complutense University of Madrid is in your hands and in those of all the people who, like you, invest their talent, effort, and commitment in making ours the best University possible.

I hope that this guide will help you to get to know and enjoy the Complutense University of Madrid for all that it is, because this key not only opens the doors to a new work experience, but also to a whole world of vital and professional possibilities that will open wide for you.




Somos








Metro
Ciudad Universitaria







1. General information at Complutense University of Madrid

The Complutense University of Madrid (UCM), is the oldest public university in Madrid. It is considered one of the most important and prestigious universities in Spain and the Spanish-speaking world. In addition, it is currently the 3rd largest presential teaching university in Europe.

The current UCM was founded by Cardinal Cisneros as a result of the "*Inter cetera*" Papal Bull granted by Pope Alexander VI on 13 April 1499. This Papal Bull provided the Cardinal with the power to found and construct a College of Scholars located in Alcalá de Henares.

Its present ubication, was decided in the XIX century aiming to create the first university in the city of Madrid, that would be reserved for the most advantaged students and composed by the most outstanding professors, that would serve as a model for the rest of universities of Spain and in which the training of well-prepared professors would expand to the provinces new doctrines and new teaching methods. It was officially opened on 7 November 1822.

Over 71,000 students chose to study at UCM during the 2018/2019 academic year. Approximately 52,000 students were enrolled in undergraduate courses, 12,700 in postgraduate courses and 6,400 in associated centres. The UCM's staff is close to 6.100 professors and researchers, 1200 researchers as well as nearly 3.350 administrators and

service personnel. Detailed information on student statistics, research, knowledge transfer and university financials, among others, can be found on the UCM transparency portal.

In addition to teaching, research constitutes a second fundamental pillar of UCM, with 38 research institutes, 26 faculties and 97 departments. Its research groups operate in technical, scientific, social and humanistic fields. In addition, other research institutions are located within the UCM campus: CIEMAT, CSIC, INIA and Polytechnical University of Madrid.

In 2011 UCM was awarded the "Campus of International Excellence" stamp by the Spanish Ministry of Education for its Moncloa Campus initiative. The project sets a framework agreement based on the idea of sharing campuses, physical and human resources for teaching and research, and, above all, the same vision of the role that the Moncloa Campus can and should play on the international scene and the aspiration for excellence. The Moncloa Campus aims to define a space of connectivity between all the aggregated institutions, which allows to exploit the richness that their complementarity of visions and research represents, taking advantage of the individual strengths of each one to transform diversity into knowledge.

In August 2018, the UCM obtained the HR Excellence Award.The UCM is committed to improve its Human Resources policies in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

In 2019, UNA Europa received funding for this three-year pilot under the Erasmus+ Programme. UNA Europa is an alliance of eight leading, research-intensive European universities that received the prestigious EU grant to launch European University of the Future. The UNA Europa partners are Freie Universität Berlin, Alma Mater Studiorum Universitá di Bologna, University of Edinburgh, Uniwersytet Jagielloński w Krakowie, KU Leuven, Universidad Complutense de Madrid and Université Paris 1 Panthéon-Sorbonne.

Academic programmes and calendar

The university has a broad academic offer, with currently 322 Official Degree Programmes:

- 69 Bachelor's Degrees (25 totally or partially in English), 20 Double Bachelor's Degrees,
- 158 Master's Degrees (6 totally or partially in English), 16 International Degree Programmes, all of which are in accordance with the standards of the European Higher Education Area, and

- 58 Doctorate Programmes:
  - 12 programmes in experimental science
  - 3 programmes in engineering and architecture
  - 17 programmes in social science and law
  - 11 programmes in health science
  - 15 programmes in arts and humanities

The UCM has 6,020 students enrolled in these 58 PhD programs; which develop general and specific training in research techniques leading, ultimately, to the completion of the PhD thesis.

Complutense University of Madrid Doctorate School

The Complutense University of Madrid Doctorate School (EDUCM) develops a range of training activities, workshops, competitions and seminars addressed to the entire university community, with special attention to PhD candidates. Focusing PhD students, a series of methodological training activities have been designed to complement and support those offered by programs. Such activities are organized by area of knowledge and taught by our own professors and experts from other institutions. With a view to collaborating in the integration of our PhD students in teaching activities, also an introductory activity to university teaching aimed at our FPU recruits is being developed.

EDUCM, with the collaboration of the Vice-rectorate of Students, promotes the Complutense PhDay: This initiative is coordinated by the PhD students themselves, and seeks to strengthen the relationship between researchers from our different centres and enhance the transfer of knowledge.

The EDUCM has also joined the joint call organized by the universities in Madrid for the Thesis in 3 minutes competition. This activity was initiated at the University of Queensland in Australia, with the aim of bringing the work of researchers in training closer to society and, in turn, instilling them an interest in the dissemination and transfer of their scientific activity. The first call gathered more than 70 UCM participants; one for each field of knowledge was selected and went to the competition of Madrid region universities.

The EDUCM also aims to encourage the internationalization of our PhD students; to this aim we collaborate with The Europeaeum Scholars Program, a consortium of twelve prestigious European universities.

The aim of the EDUCM is to promote integration and diversity at our University. In collaboration with the Diversity and Inclusion Support Unit, we developed a workshop to promote diversity in research teams and processes. Besides, addressed at UCM

professors, a workshop is developed to enhance their skills concerning the supervision of PhD theses.

The academic year at UCM usually spans from September to July, with breaks in December, April and August.

Campuses and faculties

The UCM has two campuses in Madrid: Moncloa and Somosaguas. Some other university premises are also located in the centre of Madrid. There are easy connections to UCM from Madrid Barajas Airport and Madrid's extensive public transport system (underground, buses and trains) is convenient and easy to use.

Moncloa

In 1927, the Ciudad Universitaria was conceived as an integrated campus where education, science and culture would merge harmoniously with each other.The Campus Moncloa project endeavours to take the lead in responding to the challenges of the 21st century, namely knowledge and sustainable development.



1Campus Moncloa

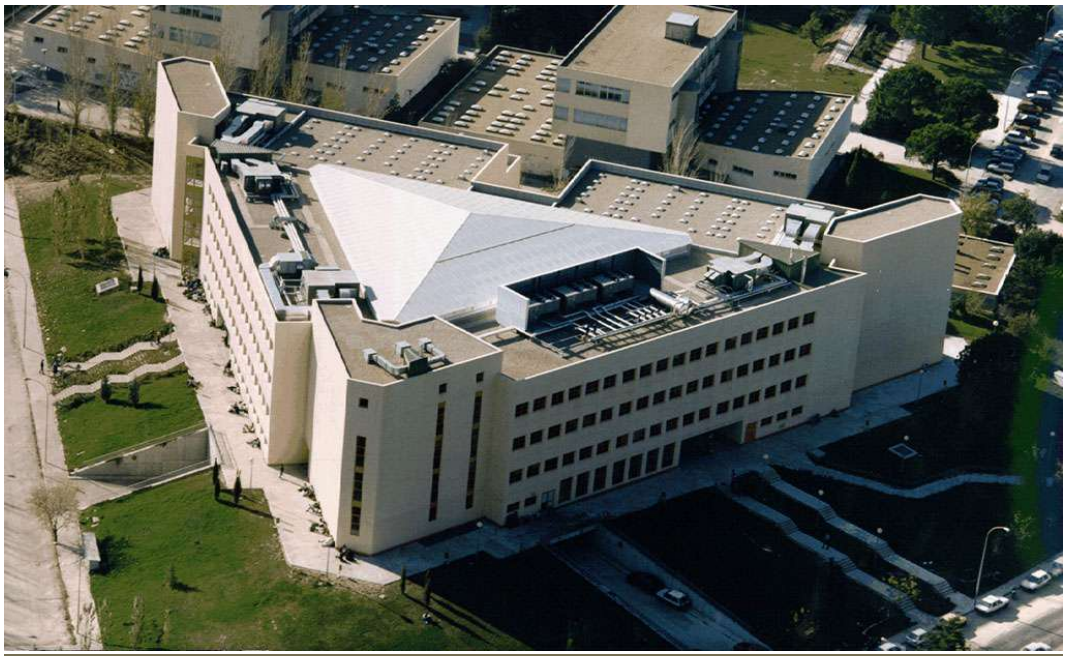
The Campus includes the following Faculties:

- Fine Arts
- Biological Sciences
- Chemical Sciences

- Computer Science and Engineering
- Dentistry
- Education – Teaching and Learning Centre
- Geography and History
- Geological Sciences
- Language Studies
- Law
- Mathematical Sciences
- Media & Communication Science
- Medicine
- Nursing,Physiotherapy and Podiatry
- Pharmacy
- Philosophy
- Physical Sciences
- Statistical Studies
- Veterinary Medicine

Somosaguas

Somosaguas Campus is located in the residential area of Somosaguas, in the western outskirts of Madrid, where teaching and administrative buildings are surrounded by green open spaces.



2Campus Somosaguas

The Campus includes the following faculties:

- Economics and Business Administration
- Political & Social Science
- Psychology
- Social Work

Other Premises located in the centre of Madrid

- Faculty of Commerce and Tourism
- Faculty of Optics and Optometry
- School of Employment Relations
- UCM Halls
- Marques de Valdecilla Historical Library
- General Foundation of UCM

Academic and Technological Resources

The Library

The UCM Library is the largest in the country, only surpassed by the National Library, and it has a collection of 3,000,000 books and documents, electronic resources and over

11,000 manuscripts from all periods. This service supports learning, teaching and research and it also provide laptops loans. The library also offers other services such as user information, interlibrary loan, and document retrieval. The guide to services for researchers has very detailed and practical information on access to books, journals and other resources subscribed to off-campus.

Language Study

The Centre for Modern Languages (CSIM) offers a wide range of languages, facilitating official recognition across Europe of all certificates obtained,and preparation for tests such as TOEFL, Cambridge, DELF, CELI, etc. UCM students may enrol in any of 22 different languages at the Faculty of Philology, which will appear in their academic records.

Complutense Centre for Spanish Teaching

The Complutense Centre for Spanish Teaching, Manages courses of Spanish as a Foreign Language, Spanish Culture and Spanish Teacher Training. It is the examining centre for Spanish as a Foreign Language Exams DELLE and SIELE.

Summer Courses

The summer courses include all areas of knowledge and are established as an intellectual forum for sharing based on plurality. Around 4,000 participants and 1,500 speakers gather at the venue in San Lorenzo de El Escorial or at others such as the Santander Group City, the Royal Theatre or the Prado Museum.

UCM online

UCM online provides a personalized and safe consultation and academic management service through Internet. It also allows to do certain processes online. To use the service, the student or staff needs to be registered.

All UCM staff (PAS and PDI) can obtain their TUI-UCM staff card. This UCM staff card, in addition to the function of identifying the bearer as UCM staff, allows the use of all library services (including borrowing) and also serves as an identification card that the Administration and Services Staff also use for presence control.

UCM provides an e-mail address. In the case of visiting researchers to activate the e-mail account, they will be asked for a letter of invitation from a UCM professor or department or institute director with the following information: description of the research activity, applicant's CV, grant or scholarship award or self-financing commitment.

Computer services –(UCMtic)

In addition to the computer labs located in academic buildings, UCMtic is a special one to encourage the use of Information and Communications Technology (ICT). All are free of charge and placed in Aula 1006, Edificio Multiusos, Plaza del Profesor Aranguren, s/n, Campus de Moncloa.

The Office for the Integration of Persons with Diversities (OIPD)

The Office for the Integration of Persons with Diversities serves the entire Complutense community (students, teachers, administrative and service personnel), providing a space where doubts and needs are addressed and suggestions on how to deliver quality services are welcome.

School insurance

The school insurance covers students under 28 years old of Spanish nationality or foreigners holding legal residence in Spain, who are taking official studies, through health care benefits, in the case of diseases, school-related injuries and family hardship.

Sports and Cultural Resources

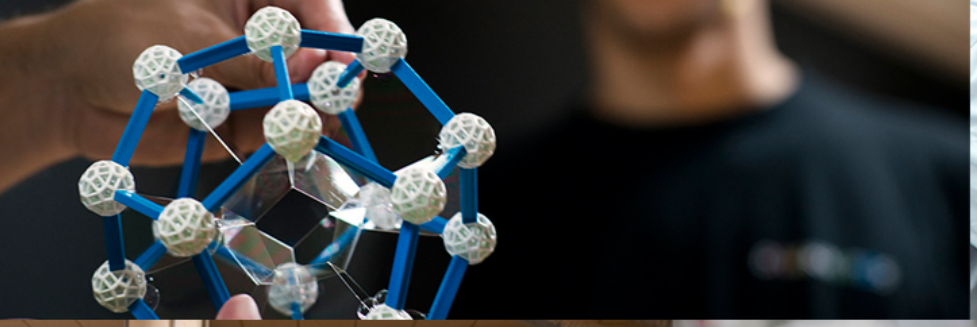
UCM promotes, nurtures and organizes sports activities including a wide range of competitive and recreational initiatives. UCM's own sports facilities are aimed at students, researchers and teaching, administrative and services staff. Bookings forms are provided online as well as sport facilities fees.

On the other hand, UCM is aware of the necessity to promote the creation of spaces with a cultural and artistic creativity scope, as well as to provide cultural activities promoting music, theatre, literature and arts.

Environment and Sustainability

The recently established Environment & Sustainability Unit has been established and is responsible for coordinating initiatives and the impact of university activities on the environment. The university is committed to achieving a healthy and sustainable campus by adopting well defined environmental strategies.

The Complutense University has a commitment to the Environmental Excellence of the Campus in Moncloa (CEI) and to developing a strategic plan (involving research and teaching) for the Alfonso XIII Royal Botanical Garden with the purpose of making it a place of exceptional interest and a fundamental part of our heritage.











2. Research and Innovation at UCM

Research

Research is considered one of the basic pillars of any university. It requires a strong willingness to collaborate and adequate human and financial resources. In the current socio-economic context, we need to promote both the participation of UCM research teams in international conferences and gatherings and "The Complutense Research Environment", which aims to foster the collaboration between UCM research teams and those of other universities or research centres. The ultimate goal of these efforts is to promote patent development and the transfer of knowledge.

Qualifications and authorisation

To enrol into a PhD programme, you need to hold the official Spanish title of Bachelor, or equivalent, and the University Master's degree or equivalent, having passed at least 300 ECTS credits summing up both studies or titles.

Those who fulfil any of the following conditions may also access:

- Official university title of Bachelor (5 years), Architect, Engineer or PhD, or equivalent, issued by a Spanish university or approved or declared equivalent to such titles by the Ministry of Education, Culture and Sport.
- Official Spanish university degree, or from a country member of the European Higher Education Area, which qualifies to access the Master's degree, having

"passed" a minimum of 300 ECTS credits in official university studies, of which at least 60 must be at Master's level.

- Official Spanish Bachelor Degree, the duration of which, in accordance with European regulations, is at least 300 ECTS credits.
- University graduates who have passed with positive evaluation at least two years of training in a program to obtain the official degree of one of the specialties in Health Sciences (MIR, BIR, FIR, etc.).
- A degree obtained in accordance with foreign educational systems outside the European Higher Education Area, without the need for homologation, subject to prior authorisation by the rector (verification made by the university that the level of training is equivalent to that of the official University Master's degree and that it entitles in the issuing country to access a PhD programme). These students may apply for admission within the time limits indicated in the call for admission, attaching the proof of having applied for authorisation.
- Diploma of Advanced Studies obtained in accordance with the provisions of Royal Decree 778/1998, of 30 April, or have achieved the "research sufficiency" regulated by Royal Decree 185/1985, of 23 January.
- To be studying, during the academic year, an official Spanish university degree that entitles to access a PhD program and to be in a position to accredit it before November previous to the year of start.
- Official university degree that has obtained the correspondence to level 3 of the Spanish Qualifications Framework for Higher Education.

Some programs include the requirement to pass training complements, which will be determined by the Academic Committee of the programme, according to the student's access profile.

Several scholarships and grants from a large variety of public and private institutions are available to PhD students and researchers.

Doctorate Studies

The aim of the Doctoral School of the Complutense University of Madrid (EDUCM)is to promote integration and diversity at our University. In collaboration with the Diversity

and Inclusion Support Unit, we developed a workshop to promote diversity in research teams and processes. Besides, addressed at UCM professors, a workshop is developed to enhance their skills concerning the supervision of PhD theses.

- Regulation of the UCM Doctoral School
- General Regulations of PhD Studies
- UCM PhD regulation

Research ethics

UCM complys with the general norms for the ethical research . Moreover, UCM defends animal research aimed at improving the health and quality of life of people and animals when there are no other viable alternatives. All species used in research and teaching are treated ethically, responsibly and respectfully.

To make this activity more transparent, the Complutense University of Madrid has adhered to the agreement on transparency in animal research, promoted by the Confederation of Scientific Societies of Spain (COSCE), and has become the first Spanish institution to join the European Association for Animal Research (EARA).

The Animal Experimentation Committee (CEA) of the Universidad Complutense is in charge of issuing the mandatory reports requested in relation to the use of animals for experimentation and, in particular, in research projects that require the use of animals in their development. The Comitee's web page provide links to the current legislation and also the documents required for the use of animals in research.

Research plans and funding

Research plans provide funding mechanisms for projects and research. UCM provides a platform for the description and announcement of public and private calls. In addition, a complete hub of the documents that should be known and signed for the completion of the contracts is available.

UCM's research related services

Library

The Complutense Library offers about 11,000 seats for reading in 26 libraries in addition to the Historical Center Library.

The Library, as manager of the information resources needed by the University community to accomplish its objectives on teaching, studying, researching and university expansion, offers a wide variety of services which are intended to facilitate the access and dissemination of all the information resources belonging to the University legacy, as well as to contribute to the processes of learning. The following services are available.

- Borrowing service
  - Advance request
- Teaching and Research support
  - Open Access
  - Research evaluation
  - Recommended Bibliographies
  - Training
- Borrowing electronic devices
- Theses and Dissertations
- My Library Account
- Interlibrary Loan Service
- Services for people with special needs
- Bibliometric portal
- UCM Library: Information about the Bibliometric Portal
- UCM Research Reports

Research Assistance Centres (CAI - ICTS)

UCM provide a high variety of research related services:

- Archaeometry and Archaeological Analysis
- Brain Cartography
- Cytometry and Fluorescence Microscopy
- Correlation Spectroscopy
- Elemental Microanalysis
- Genomics and Proteomics
- Geochronology Lab
- Geological Techniques
- Mass Spectrometry
- Methods of Behaviour Analysis
- Nuclear Magnetic Resonance (NMR)
- PET Technological Institute
- Physical Techniques

- Research Laboratories
- Spanish National Centre for Electron Microscopy (ICTS)
- UCM Animal Facility
- Ultrafast lasers Centre (CLUR)
- X-Ray Diffraction

Intellectual property rights

All issues and enquiries related to intellectual property rights and the way to protect and make use of your research results and inventions will be dealt at the Patents Section of the "Oficina de Transferencia de Resultados de Investigación" (OTRI). You can visit their website or contact them at otripat@ucm.es

OTRI

The Office for the Transfer of Research Results was created in 1989 to liaison between the University and Companies with the core objective of reinforcing their relationships and promoting the transfer of science and technology from the university to the business world. Our main objectives include:

- **To build a database** of research lines and the Research & Development at the Complutense University of Madrid.
- **To identify** the transferable results generated by researchers as well as the needs of businesses, with the aim of putting together research contracts to meet those needs. This role is played through the Complutransfer portal, including the templates that should be filled by the researchers to communicate their discoveries to the OTRI.
- **To advise researchers** on the preparation of research contracts, proposals for national and European R&D projects, and the drafting and processing of patents, both nationally and internationally.

European office

The European Office is the EURAXESS Network Local Contact Point. Its main goal is to help researchers in mobility (those developing her/his research activity at UCM -incoming mobility- as well as those moving to another country from UCM -outgoing mobility-) by providing them with useful and reliable information on topics related to such mobility, such as: visa formalities, taxation; recognition of qualifications; Social Security; national healthcare system; etc.

UCM divulga

The Scientific Culture portal aims to communicate the value of the work of scientists to society in order to increase scientific culture and public interest in Science. With the new guidelines, approved by the Conference of Spanish University Rectors (CRUE) in late 2018, dissemination of scientific knowledge can now be included into the evaluation process of researchers.

There are several grants and awards available for the dissemination of scientific knowledge and for fomenting a culture of science, technology and innovation.

Human Resources Strategy for Researchers

The Human Resources Strategy for Researchers (HRS4R) is the mechanism through which the European Commission (EC) seeks to ensure that concrete steps are put in place by institutions to enhance working conditions for researchers across Europe as set out in the European Charter and Code.

The 'HR Strategy for Researchers' supports research institutions and funding organisations in the implementation of the Charter & Code in their policies and practices. The strategy encompasses a 5 step implementation process for gaining EC recognition for commitment to implementation of the European Charter and Code principles: the HR Excellece Award.

During 2017, UCM Endorsed the Principles of the Charter and Code and committed itself to implementing the HRS4R at the institution.

In August 2018, UCM obtained the HR Excellence award, and started the implementation of the Action Plan.
















Edificio de Alumnos

3. Guidelines for the Mobility of Foreign Researchers in Spain

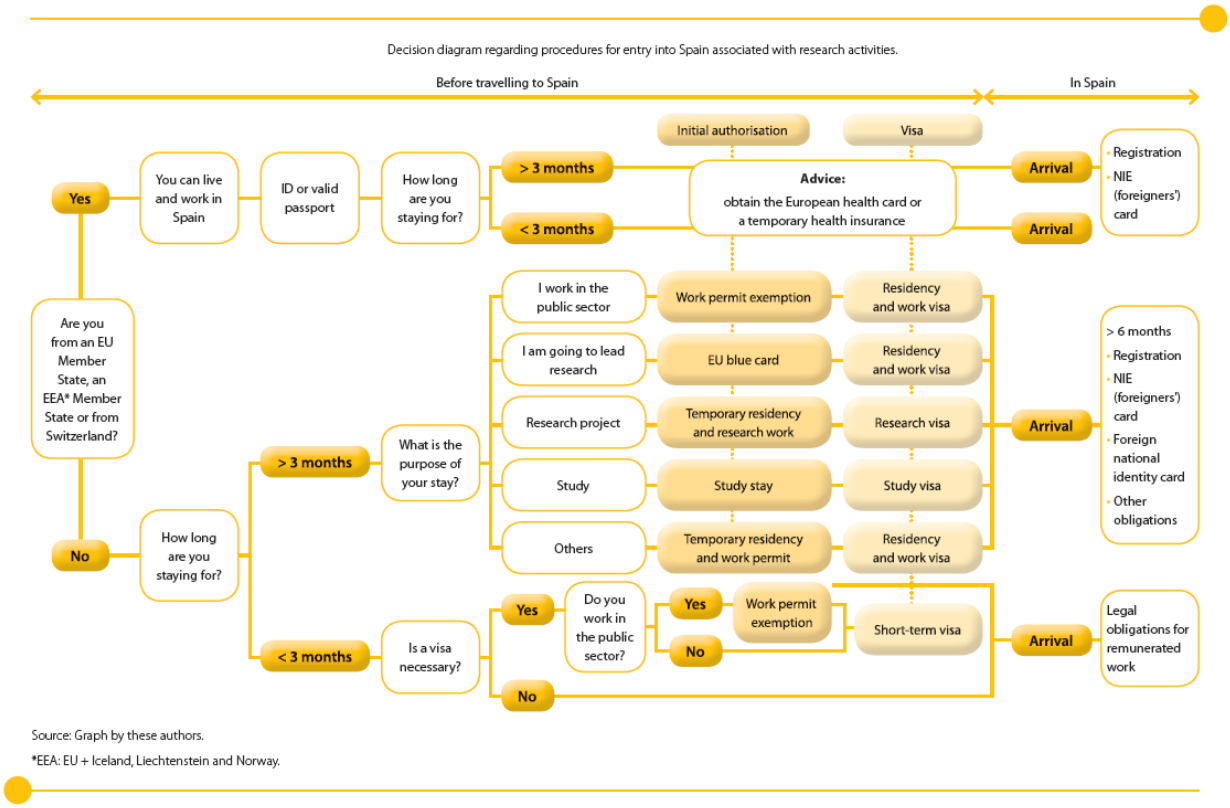
Learning spanish language and culture

Visiting researchers at UCM will be given the opportunity to learn the Spanish language and participate in cultural immersion activities at the "Centro Complutense para la Enseñanza del Español". You can find information about courses and activities following this link.

Before Arrival

Work and Residency permit

The requirements for legally residing and working in Spain depend on your citizenship and the purpose and length of your stay in Spain. The following decision tree helps you identify the required steps for legally staying and working in Spain. For additional information please refer to Euraxess Spain.



SOURCE: EURAXESS SPAIN

Citizens from EU/EEA countries and Switzerland:

EU/EEA countries and Swiss citizens are free to stay in Spain for up to 3 months. Longer stays need to be registered with local authorities in Spain in order to obtain a Foreigner's Identity Number (NIE).

- EU-citizens are citizens from Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom
- EEA-citizens are citizens of Liechtenstein, Norway and Iceland. Citizens of Switzerland fall under the same rules as EU/EEA-citizens

You can find detailed information regarding working and residency regulation and formalities at the webpage of Spanish National Police.

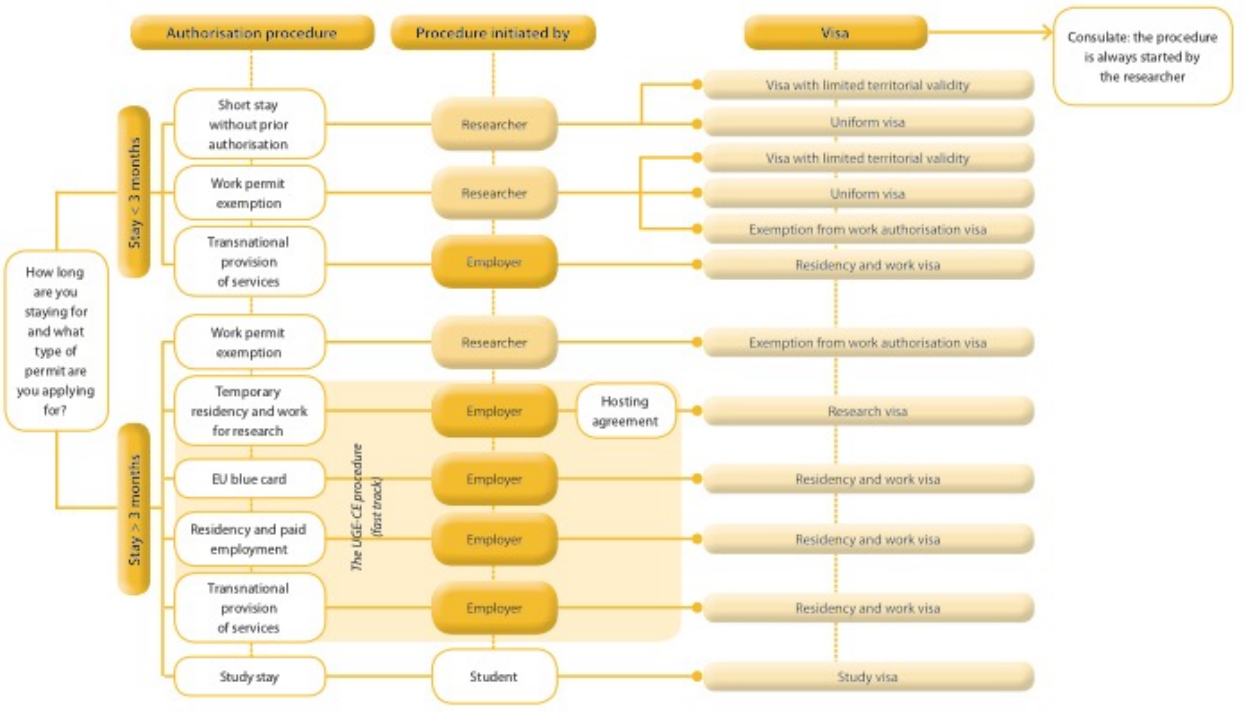
Citizens from outside the EU

As a non-EU citizen intending to stay for more than 90 days, you must apply for residence and work permit in the Spanish Embassy of your home country between two and three months before you intend travelling to Spain to allow time to process your application. Exact application requirements may vary from consulate to consulate but in general you'll need to show your passport, as well as provide the following documentation:

- details of position and research that you'll be doing at UCM;
- proof of medical insurance;
- medical certificate confirming that you don't have any diseases that require quarantine;
- proof of sufficient funds to support you for the duration of your stay in Spain (e.g. scholarship details);
- a criminal record certificate issued by the competent authorities in your home country.

For a detailed list of requirements please check with the relevant consulate in your home country. It is important to highlight that you can't come to Spain on a short-stay tourist visa and then apply for a student visa. You have to return to your home country and apply from there.

There are various kinds of visas depending on the duration and purpose of your stay in Spain. Below table summarizes entry, residency and work authorization procedures and responsibilities.



SOURCE: EURAXESS SPAIN

Regulations and procedures of arrival, stay and departure of foreigners in Spain underly constant changes. We recommend you regularly consult the web pages of the Spanish National Police (Comisaría General de Extranjería y Fronteras) and of the Ministries of Education, Labour and Foreign Affairs and reach out to UCM's International Relations Office.

For further reference please refer to chapter 3 of Euraxess Spain Guidelines for the Management of the Mobility of the Foreign Researcher in Spain.

Upon Arrival

Registration with local administration

New residents in Spain are required to register with local administration to be entitled to obtain public services such as healthcare, education, etc. The "empadronamiento", also known as the "padrón municipal de habitantes", is a municipal register or census record. The information provided during registering is confidential and subject to data protection laws.

Registration is done at the town hall of the district where you reside.

You need to provide the following documents when registering:

- Original passport and photocopy; and NIE or registration certificate from the national police foreigner's office, plus photocopy.
- Proof of ownership of real estate property
- If you do not own a property and are renting, your rental contract in Spanish and a photocopy
    - You live in a university residence:
        - A certificate from the university residence itself. You should request this at the reception office of your residence.
        - Registration form or "Hoja padronal" filled out.
    - You rent an apartment:
        - Registration form – Filled out in your name
        - Photocopy of the landlord's ID
        - Rental contract
    - You share an apartment (and at least one of your roommates is already registered):
        - Registration form – Filled out in the name of your registered roommate
        - Photocopy of the passport or Foreigner's Identity Number (NIE) of your roommate
- All family members over the age of 18 have to sign the registration form.

Obtaining Foreigner's Identity Number (NIE), Certificate of Residency and Foreigner's Identity Card (TIE)

The Foreigner's Identity Number (NIE) number is a legal number assigned by the Spanish National Police to any foreign national. Obtaining a NIE number is mandatory for all foreigners with financial, professional or social affairs in Spain, regardless of whether you are a resident or non-resident in Spain. Children also need a NIE number in order to, among other things, get social security. Your NIE number is assigned on a permanent basis, in case you were a legal resident in Spain before you don't need to do the NIE expedition process again.

The Certificate of Residency proves the registration of EU citizens in Spain's Central Registry of Foreigners. EU citizens who plan to stay in Spain for a period exceeding 3 months are required to obtain the certificate within 3 months from the date of entry

into Spain. This certificate is issued immediately and contains name, nationality and address of the registered person, the NIE number and date of registration.

To obtain the Certificate of Residency (EU citizens only) you need to make an online appointment with the relevant Spanish National Police station in Madrid To the appointment you need to bring the following documentation:

- Copy of the Appointment Confirmation email
- Application form EX-18 (original and copy)
- Valid passport or national ID (original and copy)
- Certificate of employment with UCM (original and copy)
- Proof of payment of corresponding fee using a 790 form

The Foreigner's Identity Card (TIE) is the unique and exclusive document that contains the NIE number and that certifies the legal permanence of non-EU foreigners in Spain, their identification and that the authorization or recognition of the right to remain in Spanish territory for a period exceeding six months has been granted, in accordance with current regulations. The TIE allows you to travel through the European Union and to countries that have signed agreements with Spain or the European Union for the free movement of people. It is valid for a maximum of one year and can be renewed annually. Non-EU citizens must obtain the TIE within the first 30 days of having entered Spanish territory.

To obtain the Foreigner's Identity Card (TIE) you need to make an online appointment with the relevant Spanish National Police station in Madrid. To the appointment you need to bring the following documentation:

- Copy of the Appointment Confirmation email
- Application form EX-17 (original and copy)
- Valid passport (original and copy)
- 2 recent colour passport photos on white background, 4cm x 4cm
- Letter or printout showing the approval of your visa (Carta de resolución) – An easy way to obtain this document is to navigate to this site and fill in the required information. You will then be redirected to a page with all the relevant information on the status of your visa resolution. Take a printout of this page
- Certificate of registration with local administration (Certificado de Empadronamiento)

- Proof of payment of corresponding fee using a 790 form

Social Security and Pensions

As a foreign visiting researcher at UCM you will most likely contribute to Spanish Social Security, which provides a series of financial and non-financial benefits, e.g. pension, unemployment subsidy, universal healthcare.

Universal healthcare and social benefits to all citizens and their families are guaranteed through Social Security. In order to apply for social benefits, you must be included in the General Social Security Regime. Both, workers and employers are obliged to make contributions to Social Security. UCM will automatically deduct contributions to Social Security from your monthly pay slip.

Registering with social security

Anyone who works or studies in Spain is required to have a Social Security number. In order to obtain a Social Security number you will need to complete the TA-1 form and provide the following additional documentation:

- ID or passport and photocopy
- Rental and employment contracts (plus photocopy)
- Foreigner's Identity Number (NIE)
- Residency papers and visa if you are a non-EU citizen

You need to present these documents to your local Tesorería de la Seguridad Social to apply for your Social Security number. It is worth getting there early to avoid the usually long queues.

Pensions

Spain has a mandatory pension system that is funded by contributions to the Social Security system. Foreign residents working in Spain are entitled to claim a Spanish pension providing they meet certain criteria, and in some cases international pensions can be transferred to or count towards your pension in Spain.

Spanish pensions are funded by contributions from employees at around 4.7% of gross salary, while employers contribute the equivalent of 23.6% of an employee's salary. Spanish pension rates are relatively high, amounting up to 81% of earned income.

Spain also has bilateral Social Security agreements with the several non-EU countries, which provide varying conditions for transferring pension and Social Security benefits.

Taxes

As a foreign visiting researcher at UCM you will classify as Spanish resident for tax purposes if you have been living in Spain for 183 days or more in a given calendar year (not necessarily consecutively) or you have your main interests in Spain. In this case you will need to submit a Spanish tax return and pay Spanish income tax on your worldwide income (if you meet certain conditions). You will have to declare all assets abroad > €50,000 (Form 720).

If you live in Spain for less than six months (183 days) in a calendar year, you are classified as a non-resident and will only be taxed on the income earned in Spain. Your income is then taxed at flat rates with no allowances or deductions.

Personal income tax rates depend on taxable base and range from 19% to 45%. Spain has signed several treaties to avoid double taxation. The Spanish tax authority maintains an up-to-date list of treaties.

There are several special tax regimes for researchers and research grants. For detailed information on the taxation of foreign researchers in Spain and general information on the Spanish tax system please consult directly Euraxess very detailed information on taxes in Spain.

Registering with Spanish National Tax Authority

In order to be able to pay taxes in Spain you need to register with the National Tax Authority (Agencia Tributaria). To register for the first time, you need your Foreigner's Identity Card (NIE) number and present tax form 30 (Modelo 30) and present the registration at the local office of the Spanish National Tax Authority. See here for further details regarding registration process.

Health Insurance

Spanish healthcare consists of both private and public healthcare. It's not mandatory to have private health insurance to get medical treatment in Spain. However, it usually allows you to receive faster treatment for non-emergency procedures.

Public healthcare is provided by the Spanish National Health System (SNS) free of charge to anyone living and working in Spain. The state system is funded by Social

Security contributions. You can find your nearest local health centre or public hospital in the Community of Madrid.

Dental work in Spain does not fall under the public care system and must be paid for out of your own pocket, unless you have private health insurance.

To be able to apply for and renew the Foreigner's Identity Card, you will need to provide a certificate of health and accident insurance. Repatriation insurance is also highly recommended. There are numerous insurance companies that offer specific policies that cover these events. These policies vary in extent of coverage and price.

Coverage of public health insurance in Spain

Foreign nationals legally residing in Spanish territory have the same access to healthcare as Spanish nationals. As a foreign researcher at UCM you are covered by public healthcare if you are living and working in Spain. Part of your mandatory Social Security contributions go towards providing you with free state healthcare all over Spain. Your spouse and children are also entitled to healthcare in Spain, provided they also reside in Spain.

Obtaining the health card

Once you have formally registered with the Social Security system, you'll be given a certificate stating that you're entitled to public health insurance. You need to present this certificate, passport and TIE to your local health centre (consult this map to find the closest one to you) and register with a doctor.

At your local health centre, you can apply for the health card (tarjeta sanitaria individual-TSI) that identifies you as user of the SNS (National Health System). The TSI covers care from doctors and at hospitals, as well as 40-60% of the cost of prescription drugs, depending on your earnings. When presenting the TSI card you don't pay any fees when receiving treatment at hospitals or from a doctor. The prescription fee at pharmacies, however, must be paid by you at the time of purchase.

European Health Insurance Card (EHIC)

European residents who are covered by a social security scheme in their country of residence are entitled to a **European Health Insurance Card**(**EHIC**). The card simplifies the procedure when receiving unforeseen medical assistance during their visit to a member state. It should be carried when travelling within the European Economic Area, (i.e. the European Union, Norway, Iceland and Liechtenstein) and Switzerland. Each person travelling should have their own card.

The EHIC entitles the holder to the same treatment at the same cost as a national of that country. For example, if medical care is provided free of charge in the member

state where treatment is required, the claimant will be entitled to free medical care on presentation of the card or an equivalent document.

Presentation of the EHIC guarantees reimbursement of the medical costs on the spot, or soon after returning home.

Madrid Healthcare system

Healthcare centres are manned by the Primary Healthcare Team, which mainly consists of family and paediatric doctor/s, nursing staff and administrative staff. There may also be other support staff, such as social workers, midwives and physiotherapists.

You should visit your closest healthcare centre for any health-related problem or query. As a general rule, they are open Monday to Friday from 08:00 until 21:00.

Specialist healthcare centres (*Centro de Especialidades*) are places where you can arrange appointments with specialist physicians, including gynaecologists, trauma surgeons, cardiologists, ophthalmologists, etc. Your specialist healthcare centre will depend on where you live. Please visit your local healthcare centre (*Centro de Salud*) for further information.

Billateral Agreements

There are specific bilateral agreements with the following countries: Andorra, Argentina, Australia, Brasil, Canadá, Chile, Colombia, República Dominicana, Ecuador, Estados Unidos, Filipinas, Marruecos, México, Paraguay, Perú, Rusia, Túnez, Ucrania, Uruguay and Venezuela). For further information visit the following website.

School Insurance Benefits

This insurance cover Spanish and foreign students residing in Spain under the same conditions as Spanish students under the age of 28, from the 3rd year of compulsory education (ESO) to the third cycle at university for school-related injury, illness or family misfortune, providing them with medical and pharmaceutical services and economic compensation as needed.

Accomodation

Issues related to accommodation are dealt with the "Oficina de Alojamiento" (Accomodation Office) and the "Centro Internacional de Visitantes y Acogida, CIVA" (International Welcome Center). The UCM can provide the visiting researchers with the

possibility to get accommodation though different options like residences or apartments.

The most economical option when choosing housing is usually a shared flat. The rent is usually paid within the first five days of each month and when you get there you will have to pay a deposit, which will be returned to you when you leave if everything is in order.

- Make sure to check the message boards on campus as well. Especially in September there are plenty of students and researchers looking for roommates.
- Useful web resources to find apartments or rooms include (UCM has no affiliation with any of these sites): Idealista, Fotocasa, Enalquiler, Roomgo, Pisocompartido
- The Accommodation Office provides the University community or any other person temporarily connected to the Complutense University with all the information concerning different types of housing, neighbourhoods, prices, websites, online accommodations services, etc.
    - Housing agencies
- Private facilities for Complutense students
    - Halls of Residence
    - Summer Residences
    - Other Available Options

Banking

Banks in Spain are normally open, Monday to Friday, from 8:00am to 2:30pm. Online banking and telephone banking are widely used. There is a very large network of automatic teller machines; Servired and 4-B offer the most terminals. Important: each of them charges a fee for withdrawing cash if the card does not belong to their network. Credit card payments are also very common. All major credit cards are accepted at most businesses, but payment by check is not commonly accepted.

In order to be able to open a bank account in Spain you need to provide documentation proving your legal status in the country (resident or non-resident).

1. In case you already have proof of residency (Foreigner's Identity Card - TIE), all you have to do is present it at the bank when opening the account.

2. In case you do not have Foreigner's Identity Card but are resident of another EU country:
    - Option 1: Go to Police Headquarters (Dirección General de la Policía) with your passport (original and photocopy) and ask for "certificado de no residencia" (a certificate of non-residency). Provide passport and certificate to any bank to open an account.
    - Option 2: Go to any bank with your passport. The bank itself requests certificate of non-residency. The account will be restricted until the bank receives certificate from police.
3. In case you do not have Foreigner's Identity Card and are not resident of another EU country:
    - Open account by presenting your passport. Keep in mind that if 2 months after opening the account, you have not provided proof of residency the bank might cancel your account and block your funds.

It is highly recommended to shop around when choosing a bank as they might differ in terms of maintenance fees, charges for certain transactions, minimum balance, etc.

Since 1 July 2003, all transfers in euros within the EU are considered domestic transactions, so the fees charged cannot exceed those charged between banks in Spain for the same amount, although there is an additional fee for SWIFT transfers. Any transfer or deposit from a foreign bank in an amount greater than €50,000 must be reported to the Bank of Spain.

Car and driver's license

Importation of a motor vehicle

If you bring your car to Spain, carefully read the information on the web- site of the Spanish Traffic Authority regarding bringing (and registering) a vehicle with foreign license plates to Spain. There you will find information regarding duty, VAT and registration tax for the import of a used car from abroad.

Driver's license

If you are a national from an EU/EEA country you are free to drive in Spain using your existing driver's license for the first two years of residence in Spain, although you must register with the traffic authorities after six months. After 2 years of residency in Spain, you will have to obtain a Spanish driver's license either by exchanging your foreign

license or renewing your foreign license. Exceptions apply depending on the expiration date of your license.

If you're from outside the EU/EEA you are legally allowed to drive in Spain with your existing foreign driver's license for up to six months after you have registered for residency in Spain. If your foreign license is not in Spanish, you must carry at all times an official translation or an International Driving Permit. The IDP is valid for one year and must be applied for outside of Spain.

After six months of residency, your foreign driving license will cease to be valid in Spain and you must get a Spanish driving license. Depending on your nationality, you may be able to exchange your license for a Spanish license. Spain has agreements with more than 20 countries, which allow drivers to directly exchange a foreign driver's licenses for the equivalent Spanish license. These agreements change, so always check with your home country's consulate in Spain or the Spanish traffic authority.

Childcare and Education

Compulsory education in Spain doesn't start until the age of six, but most parents in Spain take advantage of pre-school education (from as young as a few months old).

Pre-school

Preschool is divided into nursery schools (guarderías) for children from three months up to three years and kindergarten or infant schools (escuela infantil) for children from three to six years. Pre-school availability is not always widespread and often it can be quite difficult to find a place for your child.

Nurseries offer low-cost childcare. There are public, Spanish-speaking nursery school, as well as private, fee-based nursery schools. The latter generally cater for children aged two to six.

Kindergarten is voluntary, but most children in Spain attend, starting from the age of three until age six, when compulsory education at primary school begins. Public preschools in Spain aim to prepare children for social integration within the school environment.

You can register your child with a state school once you and your family are registered as residents at the local town hall. The local authorities will require the minor's birth certificate, proof of residence and legal identity document.

Primary and secondary School

For all children aged 6 to 16 school education is mandatory. This includes primary education (educación primaria) and secondary education (educación secundaria obligatoria). To enrol your child into mandatory education, you can choose between

a state school, charter Spanish school or a fully private school, which includes most international and foreign schools. It's also legal to home school your child.

The regional government of Madrid annually communicates guidelines regarding the process and requirements for admission to public and charter schools and pre-schools and also for those students wanting to enter the school system in the middle of a cycle. To access this platform you need a digital certificate or username and password that can be obtained at the Governmental agencies sites in Madrid.

Citizen information & Emergencies

012 is the telephone channel of the Citizen Information Offices in Madrid. There you can obtain general administrative information, as well as carry out numerous types of procedures without the need to present yourself at one of the municipal offices.

Dial 112 for any emergency (health emergency, fire and rescue, public safety, civil protection). Other important phone numbers are:

- Local Police: 092
- National Police: 091
- Fire Department: 080
- Civil Guard (Guardia Civil): 062

Checklists

Here we provide you with a quick checklist of things to be done before your arrival to UCM and Spain and before living Spain.

Before arrival

- ☐ Reach out to the UCM International Relations Office with any questions and requests regarding your stay at UCM
- ☐ Check if you need a permit to legally reside and work in Spain. If applicable, identify the appropriate permit
- ☐ If a visa is required, request from UCM an invitation or document accrediting the purpose of the stay
- ☐ In exceptional cases, prepare medical certificates required to enter Spain
- ☐ Reserve temporary accommodation in your destination city. UCM International Relations Office will happily assist you with guidance
- ☐ If you plan to bring your car or drive in Spain, check requirements and validate if your current license will allow you to legally drive in Spain
- ☐ If you are a researcher from a Member State of the EEA, apply for the European Health Insurance Card
- ☐ If you are planning to bring your family apply for the corresponding permits and visas and research childcare/ school facilities and requirements

Upon arrival in Spain

- ☐ Open a bank account
- ☐ Find permanent accommodation
- ☐ If you are going to stay with UCM for a longer period of time, obtain the Certificate of Residency or the Foreigner's Identity Card (TIE)
- ☐ If applicable, register your children with local childcare/ school
- ☐ Obtain your Social Security card
- ☐ Obtain your public healthcare card

- Apply for the European Health Insurance Card if you are going to travel to other countries in the European Economic Area or Switzerland

Before leaving Spain

- Cancel your bank account
- Cancel all services (e.g. electricity, water, internet, TV, cellphone)
- Cancel your rental agreement. Schedule review of flat with landlord to obtain partial or full refund of security deposit
- Obtain an employment record of your professional activities in Spain from the Social Security Service and check If information is correct. Request correction if necessary
- Obtain activity report, recommendation letter, etc from UCM
- Check if you are entitled to social welfare benefits while relocating and settling in in your home country




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10:53:32


Teatro de mujeres del Barroco



4. Information on living in Madrid

Madrid is the central hub of modern Spain, with a vibrant urban flair. The city is a hive of activity, with great investments being made in construction and improvements to the city's infrastructure. Madrid is also the country's business center, home to an array of banks and international companies, and fashion capital.

Cost of Living

One of your most important questions when coming to Madrid is probably how much money you will need in your everyday life. Although the average monthly expenses of a student are about €900-1,300, prices (especially housing) vary quite a lot depending on the place you choose (and if you choose a shared flat, a hall of residence, etc.) University restaurants usually offer very economical meals.

Public transportation

Madrid has both a local and inter-cities bus service, and an underground transport network. Complete information about Bus transportation and Madrid's parking spaces, Underground transportation, Train and Adolfo Suarez Barajas International airport, are provided online. Also, useful mobile applications regarding public transportation could be downloaded for free.

In addition, Taxi service, as well as transportation provided by other companies UBER, Cabify, are also available.

The transportation options to get to UCM can be found here. And if you come by car you can park in the public parking.

Students discounts

As an international student, we recommend several options to get discounts in Spain, so that most of your leisure activities, travel, transport in the city, accommodation, etc. will not cost you as much.

International Student Identity Card (ISIC)

The International Students Identity Card It is valid in over 120 countries and you will be able to get discounts on travel, restaurants, museums, accommodation, transport, telephony, sports, etc. You can apply for it online or get it directly in Spain even if you are a foreign student (you will need a document that proves you are enrolled in a school or university, a recent passport photo and your ID card or passport). The minimum age to apply is 12 and there is no maximum age. It is valid for no more than 16 months.

European Youth Card

Promoted by the European Youth Card Association – EYCA for young people aged 14 to 30, valid in over 40 countries. In Spain this card is promoted by the Youth Institute (Injuve) and the youth organisations of the Autonomous Regions. We suggest visiting their website, where you find where you need to go in Madrid. It also includes requirements and fees.

International Youth Travel Card (IYTC)

The International Youth travel card It is valid for young people aged 12-25 who are not full-time students. It is especially useful for getting discounts on international air travel, rail tickets, and others. It is valid for 12 months from the date of issue.

Spanish Youth Hostel Network (REAJ) Card

The Spanish Youth Hostel Network card is recognised internationally and you will be able to use it in many national and foreign hostels. To apply, all you need is your ID card or passport, and to pay the fee.

Things to remember

Even if you haven't got any of these cards, if you prove you are a student you can get discounts on many services such as transport, car hire, housing, etc...Take a look at the proposals on the official page of the Youth Institute (Injuve).

Lenguages

Linguistic pluralism in Spain

The official language in Spain is Spanish or Castilian Spanish, which is spoken by all citizens. However, certain Autonomous Communities have their own official language in addition to Spanish. Catalan is spoken in Catalonia, Galician in Galicia, and Basque in the Basque Country and part of Navarre. The Balearic Islands and Valencia also have their own official languages. In order to better integrate into any of these regions, you should study the local language.

Learning Spanish

If you want to study Spanish before coming to Spain, the Cervantes Institute network is a good option. To find the nearest centre you can visit the web page. Once in Spain, there are also Official Language Schools in each province.

The Spanish language Studies Centre of the Complutense University is accredited to get the Instituto Cervantes Diplomas in Spanish as a Foreign Language (DELE).

Turism and leisure

The Art Route

A route that will take you through the past, present and future of painting: this is the "Paseo del Arte" (Art Avenue) in Madrid. Spain's capital is home to three of the world's most important collections: the Prado Museum, the Thyssen-Bornemisza Museum and the Reina Sofía National Museum.

Prado Museum

The Prado Museum has one of the world's most important collections of paintings, with some of the finest works from the Spanish, Italian and Flemish schools from the 12th to the 18th centuries.

Thyssen-Bornemisza Museum

The Thyssen-Bornemisza Museum represents the perfect transition, a link between the classic works of the Prado Museum and the contemporary style found in the Reina Sofía Art Centre. The itinerary begins with 13th-century Western painting and goes all the way through to the most important movements of the 19th and 20th centuries. Highlights of its artistic collection include works from the Impressionist, avant-garde and 60s Pop-Art movements.

Reina Sofía National Art Museum

The Reina Sofía National Art Museum is a modern art museum. It highlights the most innovative artistic trends and sets the standard in contemporary art.

Traditions and useful information

Business opening hours

In Spain, large department stores and shopping centres open all day from 10 am to 10 pm. Lunch and dinner times are later than is normally the case in other European countries. People usually have lunch between 1 pm and 4 pm, while dinner is served between 8 pm and 11pm.

Climate

Madrid has a dynamically varied climate, sunny warmth in the summer and a damp cool breeziness during the winter. Winter temperatures rarely dip below freezing, even in the coldest months of December and January.

International calls

If you wish to recieve calls from abroad, the code for Spain is 34. Keep in mind that if you want to make a call outside of Spain with a cell phone, the cost will be considerably higher than with a landline phone.

Electricity

Electricity in Spain is 220 volts, and plugs have two pins.

Tapas

Tapas are a typically Spanish custom that has been successfully exported recently abroad. It consists basically of small portions of food served at bars to accompany drinks. Depending on the part of the country, it may be just a bite-sized portion offered free of charge by the establishment or more or less sophisticated, complete portions that the customer selects and pays for, in place of a meal. People usuallly go out for tapas at the weekend.


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5. Returning Home

Bank account

If you wish to provisionally maintain your Spanish bank account after your departure, contact your bank agency regarding the options to manage the account from abroad and potential paperwork you need to provide (e.g. evidence on tax residency).

Housing arrangements

Make sure to cancel your rental agreement in advance, in line with the specific terms and deadlines stipulated in the agreement. Settle any questions regarding your rental security deposit – you are entitled to a partial or total refund of the money. Contact the water, gas, electricityn TV and internet providers to cancel your contracts.

Activity report

The public or private institution funding your research stay at UCM might require you to provide a report concerning your stay with us. Make sure to submit this report to your research supervisor at UCM.

Recommendation letter

If you would like to obtain a letter of recommendation from UCM for your CV or as a reference for future employers, please ask your research supervisor at UCM to provide you with one.

Certificate of services rendered

Regarding your social security pension benefits, if a social security agreement between your home country and Spain exists (you can verify here), you can request a Certificate of services rendered from your UCM human resource department.

Official Employment Record

We recommend you obtain an official Employment Record of your professional activities in Spain from the Social Security Service and check that the information is correct.

Welfare Rights

You might be entitled to social welfare rights after expiration of your contract with UCM and while moving back to your home country. This might be particularly regarding unemployment, health- care, etc. Carefully review the requirements and information available on the website of Spanish Social Security and make sure you do the required paperwork before leaving for your home country.

