

Protocol for UNIR Research Stays

Purpose

UNIR in its commitment to backing research expresses its volition to receive on-site at its facilities in Pozuelo de Alarcón (Madrid) or Logroño visiting researchers and professors from diverse fields of study. This reception will be provided to the visiting researchers without costs or taxes, though transport and living expenses will have to be borne by the applicants or their host groups.

The term of the stay may vary, and these may be covered by outsourced funding (e.g. international mobility grants) or carried out in a self-financed manner.

Applicable regulations for visiting researchers.

UNIR visiting researchers:

1. Must have been issued with a letter of invitation from the UNIR through the Research Vice Rector's Office. To obtain this document, they must contact the host Research Group, who will formally request this from the Research Vice Rector's Office at the email address vicerectorado.investigacion@unir.net. This document will carry equivalent validity as a reception agreement and will be used so that the applicant researcher may justify to their home institution UNIR's desire to receive them as a visiting researcher for the term determined in said letter.
2. Must also have the relevant authorisations from their home study centres (e.g. travel permits, leave of absence, etc.).
3. Will undertake research tasks (specific activities involving scientific production, conferences, team meetings, involvement in the design of proposals and experiments, etc.) in collaboration with a receptor group or professor, who will act in the role of host.
4. UNIR will not be responsible for the necessary documentation for the journey, entry into and stay in Spain (visas, medical or civil liability insurance policies, etc.) that the applicant

researcher must request themselves from the Spanish authorities, should this be a requirement. Likewise, the researcher must prove that they have healthcare coverage for their stay, either through medical insurance or a valid European Health Insurance Card.

The stays:

1. Must respond to a specific project with defined start and end dates. Said project will be drafted in the form of a report and will be included in the reception agreement.
2. Must be of a face-to-face (on-site) or semi face-to-face nature, in the UNIR Headquarters in Pozuelo de Alarcón or Logroño. For this reason, the host Research Group will request the spaces and office materials necessary from the University's Facility Services Department.

Application

Each application must be processed by the host professor or group sending the following documentation to the email address vicerectorado.investigacion@unir.net:

- ▶ Application form (Annex I).
- ▶ CV of the visiting researcher.
- ▶ Project report detailing the research stay.
- ▶ Self-funding commitment.
- ▶ Letter of invitation (Annex II) completed in all its aspects and signed as accepted by the stay's tutor and receptor Faculty.

The Research Vice Rector's Office will rule on each request either positively or negatively in response to the documentation submitted. Should the application be favourably received, the Research Vice Rector's Office will return the signed request as Annex II, the stay being understood as accepted at this time.

Accreditations

Upon the finalisation of the research stay, the stay time of the researcher at UNIR will be officially accredited, along with their academic utilisation made, stating the activities in which the researcher had been involved, and the manner in which the research tasks have been performed.

The researcher's stay at UNIR may be extended over time and with the conditions deemed timely, upon submission of an express application by the researcher and ruled on by the host centre.

Modifications

	Changes with regard to the previous version	Approval	Valid
Approval (V.1)			
Approval (V.2)		29/06/2023	29/06/2023