

## **MANAGEMENT INSTRUCTION 5/2016**

### **INSTRUCTION REGULATING THE TERMS AND CONDITIONS FOR THE AUTHORISATION OF STAYS IN THE FACILITIES OF THE UNIVERSITAT DE VALÈNCIA TO STAFF NOT RELATED TO THE UV**

#### **Concept and scope**

For the purposes of this directive, stays at the Universitat de València by students or researchers from entities outside the UVEG (universities, institutions, research centres or companies) will be considered stays by staff not linked to the UV. These staff will have no relationship of public service, professional or statutory with the UV, and will perform activities in the field of training, teaching, research, development or transfer of technology in the premises or facilities of the Universitat de València.

A temporary stay not linked to the Universitat de València does not modify or alter the legal relationship with the home institution. The stay will not generate any type of obligation on the part of the Universitat with respect to the visiting staff, nor will it imply any consideration by the Universitat.

Staff not linked to the UV on a stay in the framework of a public call, are excluded from the scope of this directive as their stay will be governed by the rules of the call.

## **Prerequisites, application and authorization of stays**

For the stay to take place the following requirements must be met:

1. Application for authorisation of stay completed by the UV staff responsible for the stay.
2. Prior authorisation from the Department Governance, institute, Interdepartamental Research Structure (ERI) or administrative unit in which the stay will take place.
3. Existence of valid accident and civil liability insurance throughout the duration of the stay.

For this, the UV staff responsible for the stay must send through the entry register the completed application for authorization of stay to the Department Governance, institute, Interdepartamental Research Structure (ERI) or administrative unit in which the stay will take place. The application can be found in Annex I of this Instruction.

Once the compliance with the previous requirements has been reviewed by the Department Governance, institute, Interdepartamental Research Structure (ERI) or administrative unit in which the stay has been requested, the stay, if appropriate, will be authorised. This authorisation will be conditioned to the presentation of a copy of a policy of accident and civil liability insurance valid for the entire period of the stay and never less than this, written in Spanish, Valencian or English, signed and stamped by the insurance company. The accident and civil liability insurance policy signed and sealed, for the purposes of proving the insurance, may also be replaced by a certificate of the policy and proof of payment.

Such policy must be hired by the staff not related to the UV and contain at least the following coverages:

Death or permanent disability .....	6.000,00 €
Medical, surgical, pharmaceutical and hospitalization expenses due to illness or accident .....	30.000,00€
Repatriation in the event of death .....	Unlimited
Medical transportation in case of accident or serious illness .....	Unlimited
Travel of a family member in case of hospitalization .....	Unlimited
Civil liability.....	60.000,00 €

### **Access to UV facilities**

The UV staff responsible for the stay will request access to the resources of the Universitat de València that are necessary for the completion of the stay, assuming the cost that these services represent.

Communication to the competent Vice-principal for the purpose of the stay

Within 15 days from the end of the stay, the Department Governance, institute, Interdepartamental Research Structure (ERI) or administrative unit in which the stay has been authorized will communicate the completion of the stay to the competent Vice-Rector's Office through the electronic office, transferring the information that appears in Annex I of this Instruction.

Valencia, 13 June 2016

Joan Oltra Vidal

Manager

## ANNEX I

### APPLICATION FOR THE AUTHORISATION OF STAYS IN THE FACILITIES OF THE UNIVERSITAT DE VALÈNCIA FOR VISITING STAFF (to be filled in by the hosting staff at UV)

<b>PERSONAL DETAILS</b>	
Full name	
NIF/Passport	
Postal address	
Email address	
Contact telephone	
Nationality	

<b>PROFESSIONAL DETAILS OF THE VISITING STAFF AT THE UV</b>		
University or organisation of origin		
Type of staff	Undergraduate student Master student PhD students	Administration staff Researcher Professor

<b>STARTING AND FINISHING DATE OF THE STAY</b>	
Starting date	
Finishing date	

<b>DETAILS OF THE UV PERSON RESPONSIBLE FOR THE STAY</b>	
Full name	
Department, Institute ERI, Centre	

<b>BRIEF DESCRIPTION OF THE STAY:</b>          	
<b>LOCATION</b>	
Research group	
Laboratory or office	
<b>OTHER NECESSITIES:</b>          	

Please, submit this form, by entry register, to the appropriate Head of the Department, Institute, Interdepartamental or Research Structure (ERI).