

Dear collaborator,

Welcome to the Institute of Materials Science of the University of Valencia (ICMUV). We thank you for choosing us to develop your scientific research.

In case you have any administrative or management enquiries, please contact the Secretary (extension 44858, M<sup>a</sup> Ángeles Yuste) or the Director (extension 444793, Juan P. Martínez Pastor). You may find more information about ICMUV on our website: [www.uv.es/icmuv](http://www.uv.es/icmuv)

We include below information that will guide your incorporation to the ICMUV. We wish you a pleasant and profitable stay, from both academic and personal points of view.

1. The tutor researcher from ICMUV **must inform the Director** about the incorporation of the guest/collaborator.
2. The tutor researcher and the collaborator will fulfill the following procedures in the Secretary (This refers only to researchers with an office located at the ICMUV building):
  - Fill in a document in order to request official access to our Institute, together with a copy of the Passport or ID card. This form must be signed by the Director.
    - o EXPIRATION DATE: fill it in with the **expected final date of the stay** at ICMUV.
    - o In case the guest/collaborator needs access to the parking, the PARKING ENTRANCE DATA must be filled in with the number plate of the car.
  - The key of the office assigned to the guest/collaborator will be provided by the Secretary. At the end of the stay, **it must be returned to the Secretary**.
  - The key to access the laboratories should be requested to Ximo Navajas ([ximo.navajas@uv.es](mailto:ximo.navajas@uv.es) Phone: 43631. At the end of the stay, it must be returned to him.
  - The access to use the printers should be requested to Ximo Navajas.
  - The computer will be provided by the research group.
3. If the collaborator does not have an official administrative link to the University and provided his/her stay exceeds one month, they will need to arrange an insurance covering their stay. The insurance policy will be written in Spanish, Valencian or English and will include the following minimum coverages:
  - Death or permanent disability: € 6,000.00
  - Medical, surgical, pharmaceutical and hospitalization expenses due to illness or accident: 30.000,00 €
  - Repatriation in case of death: Unlimited
  - Health transport in case of accident or serious illness: Unlimited
  - Displacement of a relative in case of hospitalization: Unlimited
  - Civil Liability: € 60,000.00**Under no circumstances may this policy be paid with funds from the University.**
4. The tutor will inform the researcher about the technical staff of ICMUV: laboratories and instrumentation (David Vía, extension 43941), computer/electronic workshop (Ximo Navajas, extension 43631); mechanic workshop (Julián, extension 43396).
5. The Unitat de Prevenció de Riscs Laborals (Prevention Unit) of the University organizes regularly Emergency Plan training courses. We recommend that long-term collaborators participate in these courses as soon as possible, in order to join the emergency teams.