

Dear researcher,

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^a Ángeles Yuste) or the Director (extension 44793, Juan P. Martínez Pastor). You may find more information about ICMUV on our website: 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 of the researcher that has an official administrative link to the University **must inform the Director** about your incorporation.
2. The tutor and the researcher will fulfill the following procedures in the Secretary:
 - Fill in a document in order to request official access to our Institute. This form must be signed by the Director.
 - EXPIRATION DATE: fill it in with the **expected final date of your stay** at ICMUV.
 - In case you need access to the parking, the Parking Entrance must be filled in with the number plate of the car.
 - The above mentioned form must be taken to the Reception (at the main entrance of the building. **working hours - Monday to Friday, from 9.00 to 14.00**), who will provide a provisional entrance card or activate the UVEG university card in case the researcher already has it. Once the researcher receives, per post, the official university card, the provisional one **must be returned to the Reception**.
 - The key of the office assigned to you 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 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.
 - In case you need an email address to access the University services, the Secretary will provide the form to request it. Once obtained, it will be communicated to the Director to be added to the ICMUV mailing list. At the end of the stay the Director must be informed to remove him/her from the list.
 - The computer will be provided by the research group.
 - The researcher with access to the laboratories who needs a lab coat, should request it to the Secretary, presenting a copy of the contract or a document that proves your official administrative link to the University. At the end of the stay, **the return of the lab coat must be informed to the Secretary. Otherwise, the expenses incurred will be at the researcher's expense**.
3. **It is compulsory to request permission** to go through a stay outside the University of Valencia, even if it is for one single day. The Secretary will provide the information detailing the kind of permission to be requested depending on the contract.
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 researchers participate in these courses as soon as possible, in order to join the emergency teams.