

Dear student,

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

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 researcher from ICMUV **must inform the Director** about the incorporation of the student. An e-mail address should be provided in order to add the student to the ICMUV e-mail list.
2. The tutor and the student will fulfill the following procedures in the Secretary:
 - Fill in the **PERSONAL DATA COMMUNICATION FORM** in order to request official access to our Institute. The student should also provide 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 student needs access to the parking, the PARKING ENTRANCE DATA 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. Once the student receives, per post, the official university card, the provisional one **must be returned to the Reception**. In case the student already has an UVEG university card, it will be properly activated at the Reception.
 - The key of the office assigned to the student will be provided by the Secretary. At the end of the stay, it **must be returned to the Secretary**.
 - The Secretary will take as well a photo of the student in order to put it on the ICMUV board and on the web page (only long-term students).
3. Information about the **School Insurance coverage** for the students enrolled at the **Universitat de València**:
 - Students under 28 years of age: they are covered from 1st September to 31st August, and in any case, it covers the regulated practices.
 - **Students over 28 years of age are not covered**. These students need to arrange their own insurance. Please, ask the Secretary what is the minimum coverage of the insurance you need.
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 students participate in these courses as soon as possible, in order to join the emergency teams. The basic information about the action plan in case of emergency is provided at the other side of this document.