

MANAGEMENT INSTRUCTIONS 5/2016

MANAGEMENT INSTRUCTIONS TO REGULATE CONDITIONS FOR AUTHORISING NON-UV STAFF MEMBER STAYS AT UNIVERSITY OF VALENCIA FACILITIES

Purpose and scope

Non-UV staff member stays at the University of Valencia shall be regarded, for the purposes of this circular, as those carried out by students or researchers from entities outside the UVEG (universities, institutions, research centres or companies) with no civil servant, labour or statutory link with the latter, in order to conduct activities related to training, teaching, research, development or activities regarding technology transfer at UV facilities or on UV premises.

Temporary stays for non-UV staff at the University of Valencia shall not modify or alter the legal relationship with the entity of origin. The stay shall not result in any type of obligation by the University of Valencia regarding invited individuals nor shall it imply any remuneration from the University of Valencia.

Excluded from the scope of this circular are non-UV staff carrying out their stay within the framework of a public call, which has its own regulations.

Requirements, application form and authorisation for stays

The following requirements must be met:

1. Authorisation request form completed by the UV staff member in charge of the stay.
2. Prior authorisation by the head of the department, institute, interdisciplinary research organisation or administrative unit where the stay will take place.
3. Accident insurance and civil liability policy in effect throughout the entire stay.

Thus, the UVEG staff member in charge of the stay must send the completed authorisation form (Annex 1) to the address of the department, institute, interdisciplinary research organisation or administrative unit where the stay will be carried out, via entry register.

Once the requirements have been met, the head of the department, institute, interdisciplinary research organisation or administrative unit where the stay has been requested, shall authorise it, if applicable. This is subject to the submission of a copy of an accident insurance and civil liability policy in effect for the entire stay. The copy must be written in Spanish, Valencian or English and must be signed and stamped by the insurance company. The accident

and civil liability insurance policy which has been signed and stamped as proof of the policy may also be substituted with a certificate of the policy and proof of payment.

This policy must be **taken out by the non-UV staff member** and provide the following **coverage**:

Death or permanent disability.....	€6,000.00
Expenses (medical, surgery, pharmaceutical, hospitalisation for illness or accident).....	€30,000.00
Repatriation in case of death.....	unlimited
Medical transport in case of accident or serious illness.....	unlimited
Travel expenses for a family member in case of hospitalisation	unlimited
Civil liability.....	€60,000.00

Access to UVEG resources

The UVEG staff member in charge of the stay shall request access to UV resources that are needed, covering the cost of these resources.

Notification to the appropriate Vice-Rector regarding the purpose of the stay

Within 15 days of finalising the stay, the head of the department, institute, interdisciplinary research organisation or administrative unit which has authorised the stay shall notify the appropriate Vice-Rector, via the electronic headquarters, transferring the information from Annex 1.

Valencia, 13 June 2016


 Joan Oltra Vidal
 General Manager





ANEXE I

**AUTHORISATION REQUEST FORM FOR NON-UV STAFF MEMBER
STAYS AT UNIVERSITY OF VALENCIA FACILITIES**

PERSONAL DATA	
Name and Surname(s)	
ID number (NIF)/Passport	
Postal address	
Email	
Telephone contact number	
Nationality	

PROFESSIONAL DATA OF NON-UV STAFF MEMBER		
University or organisation of origin		
Type of staff	Undergraduate student Master's degree student PhD student	Administration staff Researcher Teacher

UVEG STAFF MEMBER IN CHARGE OF THE STAY	
Name and surname(s)	
Departament, Institute, Interdisciplinary Research Organisation, Centre	

STARTING AND ENDING DATES OF THE STAY	
Starting date	
Ending date	

BRIEF DESCRIPTION OF THE ACTIVITY TO BE CARRIED OUT:

SCHEDULED LOCATION	
Research group	
Laboratory or office	

OTHER REQUIREMENTS: