

# Procedure for research placements at UNIR

## Purpose

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UNIR is committed to receiving visiting researchers and professors who carry out their research in various fields of study, in person at their Madrid or Logroño facilities, as part of their commitment to promoting research. This reception will also be carried out without costs or fees for the visiting researchers, aside from their own travel or support costs, which should be covered by the applicants or by the groups hosting them.

The length of time may vary, and placements may be able to receive external financing (e.g., international mobility grants) or proceed with their own funding.

## Rules for visiting researchers

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UNIR visiting researchers:

1. Must have an invitation letter sent by the Vice-chancellor for Research at UNIR. To acquire this document, you should contact the receiving Research Group, who will formally request this from the Vice-chancellor through the email address [vicerectorado.investigacion@unir.net](mailto:vicerectorado.investigacion@unir.net). This document will not have the same validity as the hosting agreement specified in the following point, but it will ensure that the interested researcher will be able to justify to their institution of origin UNIR's interest in hosting them as a visiting researcher for the length of time determined in it.

2. Must sign a hosting agreement with the Vice-chancellor for Research, specifying the duration, purpose, and character of their research placement.
3. Must have the relevant authorisations from their centres of origin (e.g. travel permits, authorisations for absences, etc.).
4. Will carry out research tasks (specific scientific production activities, conferences, team meetings, participation in designing proposals and experiments, etc.) in collaboration with a group or hosting professor, who will act as host.
5. UNIR is not responsible for the travel documentation necessary for entering into and staying in Spain (visas, medical or third-party liability insurance, etc.), which the interested researcher will have to seek for themselves from the Spanish authorities, if applicable. In the same way, the researcher will have to demonstrate that they have healthcare cover for the entire duration of their stay, with a medical insurer or a valid European health card.

The placements:

1. Must be in response to a specific project and defined start and end dates. This project shall be drawn up as a report and will be included as an appendix to the hosting agreement.
2. Must be in person or half in-person, at the UNIR headquarters in Madrid or Logroño. To this end, a hosting research group will make a request for the necessary office spaces and materials from the department of Facility Services at the University.

## Application

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The application must be processed by the hosting professor or group, by sending the following to the email address [vicerectorado.investigacion@unir.net](mailto:vicerectorado.investigacion@unir.net):

1. An email requesting an invitation letter from a UNIR research group or professor, with the following documentation:
  - ▶ Project report for the research placement.
  - ▶ Application form (Appendix I)
  - ▶ Applicant's CV.

- ▶ Self-financing agreement.

2. Copy of the invitation letter from the receiving department (Appendix II)

## Accreditations

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When finishing the research placement, the duration of the researcher's placement at UNIR will be officially accredited, as well as their academic achievement, stating the activities they have participated in, and the methods used to conduct their research.

The researcher's placement at UNIR may be extended for a length of time and under the conditions that are considered relevant on the basis of the express request made by the researcher, and in the opinion of the receiving centre.

## Amendments

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	Changes to the previous version	Approval	In effect
Approval (V.1.0)			