

Visiting Academic Staff Programmeⁱ

Definition

Visiting academic staff refers to the academic staff coming to the Universitat Jaume I from another university or research centre in order to carry out a teaching or research visit for a limited period of time and without any contractual obligations with the Universitat Jaume I.

By means of an internal procedure, they will be included in the Universitat Jaume I database and will enjoy a series of rights during their stay.

Duration

Visiting academic staff will be recognised as such throughout the whole of their stay. For visits lasting more than a year, renewal will be required.

Invitation

Visiting academic staff must be invited by a member of the academic and research staff of the Universitat Jaume I, who will be responsible for them while at this university.

The UJI academic and research staff shall inform the visiting staff about this procedure.

Benefits for visiting academic staff

Visiting academic staff will enjoy the following benefits during their stay:

- E-mail account.
- University card (for book loans, staff prices at the Sports Service, access to extracurricular activities, and other benefits for the UJI staff).
- Access to the library database and to other services and electronic resources.
- Information on accommodation.
- University welcome information, including the UJI Ambassador Programme.
- Access to a shared workplace in a department or to a research group work space.
- Information about activities for foreigners offered by the International Relations Office (ORI) and participation in them free of cost, if applicable.
- Incorporation into the UJI database.
- Mention in the public information provided by the department or the research group.
- Certificate of their teaching and research activity at the UJI issued by the head

of the unit responsible for the teaching or research activity carried out.

Application

At least two weeks before the beginning of the aforesaid stay, the host staff member shall request their department's or institute's approval for the incorporation of the visiting academic staff member. The request must include the name and institution of the visiting academic staff member, the inviting person, the duration of the stay and a working plan in connection with the department or institute.

If the request is accepted, the department or institute shall notify both the inviting and the visiting academic staff.

If the visiting staff member comes from a foreign university or research centre, the inviting academic staff member, department or institute shall register the person's details in the "Foreign staff" section of the IGLU application (*IGLU > Recursos Humans > Personal estranger*). If the visiting member needs a visa, the process of application to the department or institute and registration in the application shall be carried out at least 2 months before the planned date of arrival in order to ensure there is sufficient time for the procedures to be completed and the visa issued.

Incorporation

Once the visit has been approved, the department or institute in question, by virtue of the powers delegated by the Human Resources Service, shall register the visiting academic staff member in the database PERSONA of the Universitat Jaume I and shall process their request for a corporate account, indicating "Visiting academic staff" in the field "Place of work". After an account has been created, the Computing Service will issue the UJI card, together with the corporate account details, and will send it to the department or institute.

Visiting academic staff shall be mentioned as members of the department or institute in the public information section of the website while at the UJI. Staff working in a research group should appear as provisional members of the group during their stay.

For visits shorter than 15 days the standard university card will not be issued. In such cases the department may supply a temporary card.

Furthermore, after the incorporation of foreign academic staff, the host staff member shall accompany them to the International Relations Office (ORI), where they will receive information about the University, the activities addressed to this group and

the UJI Ambassador Programme.

In order to comply with the legislation currently in force on the coordination of business activities concerning occupational hazard prevention, according to the procedure established by the Universitat Jaume I the information that must be given to incoming staff joining a department (including any information on procedures and internal work regulations that may be applicable) must be given to them by the department itself. Therefore, host academic staff are responsible for informing the visiting academic staff about occupational hazard prevention, and for providing them with the necessary individual protective equipment, if the activity to be carried out requires it. The host academic staff should contact the Office of Health, Safety and Environmental Management to clarify any doubts on this issue.

Visiting academic staff members will cover their own personal costs and must have appropriate health insurance coverage.

Monitoring

Visiting academic staff shall submit a report to the department or the institute (either in one of the official languages of the University or in English) within 30 days after the end of the stay, describing the activities on their work plan that have been carried out as well as a personal evaluation of the visit.

ⁱ Approved by Resolution of 4 March 2015 of the Rector of the Universitat Jaume I. Updated and approved by the University Executive Council of 19 December 2017.