



GUIDE FOR THE MANAGEMENT OF  
THE MOBILITY OF THE FOREIGN  
RESEARCHER IN SPAIN

2014



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**2014**

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# WELCOME TO THE RESEARCHER'S GUIDE

Scientific research is traditionally an international activity, but in the globalized world we live in, this international perspective is becoming an essential requirement, and mobility has taken on a vital role in scientific progress.

International mobility throughout a researcher's career secures professional growth. Moreover, the development of a research career in Spain includes, together with mobility, the capture of talent, its recruitment and its integration in the Spanish Science, Technology and Innovation System.

In this background, the Spanish Foundation for Science and Technology (FECYT), a public institution under the Ministry of Economy and Competition through the State Office of Research, Development and Innovation, is working to bring our country to the front in the attraction and retention of international research talent.

The fact that Spain is today within the high top countries by scientific output and has thirteen centers awarded with the "Severo Ochoa" mark of excellence, means that we are already well placed as an attractive and competitive country.

If we wish to continue improving in the ranks and develop a world-leading science capable of bringing us financial returns, employment, services and guarantees to preserve the well-being of our society, we will necessarily have to attract to the best scientists and researchers in the world.

In order to contribute to this goal, FECYT has been leading since 2004 the Euraxess Spain project, originating from the Euraxess network. This is an European Union initiative with the target of facilitating interdisciplinary, intersector and geographic mobility for researchers in Europe offering information and personalized assistance on accommodation, visas and working permits, education system, social security system and national R+D+I system, among other issues.

Science is built by real people and it is essential to believe in them and make it as easy as possible to let them establish and develop their research in Spain. Therefore, as FECYT Managing Director, it is an honor to present to you "THE GUIDE FOR THE MANAGEMENT OF FOREIGN RESEARCHERS MOBILITY IN SPAIN, 2014". In this guide, the main points of interest for researchers arriving to our country for the first time, due to work, grants or scientific projects, are set out simply and practically, to offer assistance for their move and integration.

**José Ignacio Fernández Vera**  
Director General of FECYT

# INTRODUCTION

The Spanish Strategy on Science and Technology and on Innovation 2013-2020, led by the Ministry of Economy and Competition through the Secretariat of State for Research, Development and Innovation, presents the main challenges our country faces in terms of research and innovation to make both activities levers of change and progress.

The Strategy also enables Spanish policies to be aligned with the objectives sought by the European Union as regards R+D+I, defined in the “Innovation Union” and in the new framework programme for the funding of R+D+I activities, “Horizon 2020”. We must therefore contribute to the consolidation of the European Research Area from the Spanish Science, Technology and Innovation System.

The European Charter for Researchers (2005/251/EC) points out that the availability of human capital in R+D, sufficient and well-developed, is the cornerstone of advancement in scientific knowledge, technological progress, enhancing the quality of life, ensuring the welfare of European citizens, and represents an essential contribution to European competitiveness. Therefore, human resources dedicated to R+D+I are at the top of the list of priorities for the Spanish Strategy on Science and Technology and on Innovation 2013-2020.

The Strategy covers the mobility of PhD graduates, technologists and R+D+I personnel between public institutions and in the business sector, as well as international mobility as a key factor in boosting the strengths of the Spanish System.

Following these directives, with the aim of contributing to boosting mobility and development of a research career in Spain, the Spanish Foundation for Science and Technology (FECYT) edits, in both English and Spanish, the Guide for Mobility of Foreign Researchers in Spain, addressed to agents of the Spanish Science, Technology and Innovation System, who advise foreign scientists. This guide aims to answer the queries that might arise for any researcher, with or without a family, before, during and after experiencing the journey of researching in Spain.

The first chapter of the Guide gives information on the new European Union Research Framework Programme, “Horizon 2020”, and European grants for researcher mobility and the European Charter and Code of Conduct for the Recruitment of Researchers.

The second chapter sets out the characteristics and indicators of the Spanish Science, Technology and Innovation System, the development of a research career in Spain, the protection of R+D and the recognition of foreign qualifications.

The third chapter focuses on entry and residency requirements in Spain, which is one of the aspects that worry research personnel the most. It details the steps and procedures that allow a researcher to enter the country, including the various kinds of visa.

Items relating to work relations in Spain, such as tax, subsidies and the various Social Security benefits, as well as health care under the National Health System, are set out in Chapter 4.

Chapter 5 explains how to join the Spanish education system, the types of educational centres in Spain, how to secure a place at a state school, university access and useful addresses.

The sixth and final chapter presents the EURAXESS Spain Network, a European Commission initiative that seeks to facilitate research mobility. The EURAXESS Spain Network has over 85 centres across the various Autonomous Communities which provide information and personalised service to researchers and their receiving institutions.

# INTRODUCTION

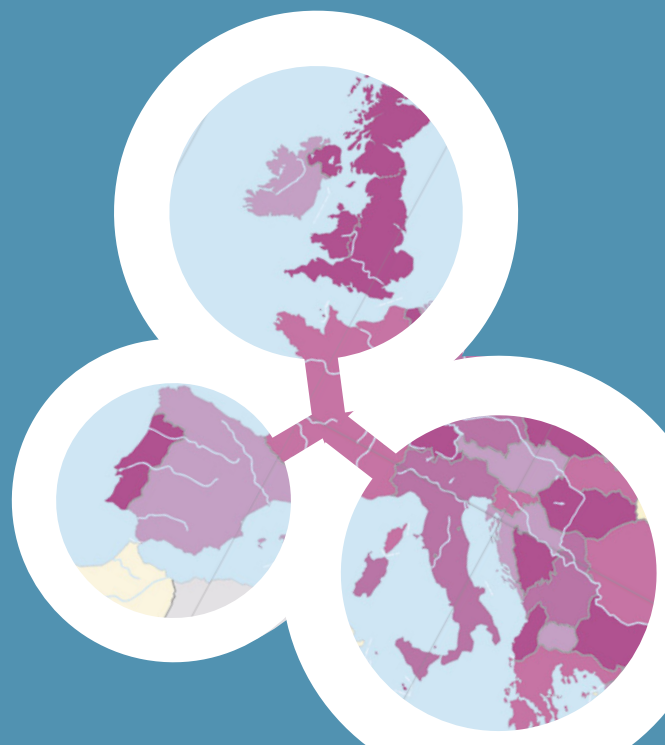
To prepare this Guide, in order to ensure that the information contained in this publication is technically rigorous, FECYT benefited from the participation of experts from the various Ministries involved in the mobility of researchers. Contributions were received from the Ministry of Economy and Competition, the Ministry of Employment and Social Security, the Ministry of Education, Culture and Sport, the Ministry of Finance and Public Administrations, the Ministry of Foreign Affairs and Cooperation and the Ministry of Industry, Energy and Tourism.

This guide is for orientation purposes and in no way substitutes the information provided by the competent organisations, with which in any case it will be necessary to conduct procedures.



1

## EUROPEAN UNION FRAMEWORK







# 1

## EUROPEAN UNION FRAMEWORK

### 1.1. THE EUROPEAN UNION FRAMEWORK FOR HUMAN RESOURCES IN R+D

#### 1.1.1. Europe 2020

Europe 2020 is the EU's Growth Strategy for the coming decade. For this it has three priorities: sustainable, smart and inclusive growth to help the European Union and Member States to offer high levels of employment, cohesion and productivity.

To achieve these objectives, the strategy establishes seven flagship initiatives, including the Innovation Union with three headline targets:

- To make Europe a point of reference in global science
- To eliminate obstacles to innovation (to transfer ideas to the market)
- To promote joint work between the public and private sectors through cooperation in innovation between European institutions, national and regional authorities and private companies

The European Union needs to define where it wants to be by 2020. To this end, the Commission proposes the following main objectives:

- 75% of the population aged 20-64 should be employed.
- 3% of the EU's GDP should be invested in R+D.

- The 2020 climate/energy targets should be met (including an increase to 30% of emissions reduction if the conditions are right).
- The share of early school leavers should be under 10% and at least 40% of the younger generation should have a tertiary degree.
- 20 million people fewer should be at risk of poverty.

All these targets are interconnected and are mutually supporting:

- Educational improvements contribute to employability and reduce poverty.
- More R+D and innovation in the economy, along with more efficient resources, will make us more competitive and create jobs.

#### 1.1.2. Investing in cleaner technologies combats climate change and creates new business and employment opportunities. The Framework Programme for Research and Innovation in the European Union (Horizon 2020)

2020 is the financial instrument for the implementation of the Innovation Union as part of the European strategy to boost growth and employment in Europe (Europe 2020). This new programme, which has a timescale of 2014-2020, is much simpler than previous Framework Programmes, provides a single set of rules and gathers together all the research and innovation funds currently divided through the Framework Programme for Research (FP7), the Competitiveness and Innovation Programme (CIP) and the European Institute of Innovation and Technology (EIT)

# 1. EUROPEAN UNION FRAMEWORK

The priorities of Horizon 2020 are:

- **Excellent Science:** Horizon 2020 aims to raise the level of excellence in Europe's science base to secure Europe's long-term competitiveness. To achieve this, it will support the best ideas, develop talent within Europe, provide researchers with access to priority research infrastructure, promote mobility of researchers and make Europe an attractive location for the world's best researchers.
- **Industrial Leadership:** The aim of industrial leadership is to make Europe a more attractive location to invest in research and innovation. It will provide major investment in key industrial technologies, maximising the growth potential of European companies by providing adequate levels of finance to innovative SMEs.

- **Societal Challenges:** Horizon 2020 will deal with societal challenges, helping to bridge the gap between research and the market, and helping innovative companies to translate their technological advances into viable products with genuine commercial potential. This market focus will include establishing partnerships with the private sector and Member States to gather the necessary resources.

Horizon 2020 will also contribute to the development of the European Research Area (ERA) by 2014 with the aim of breaking down boundaries to create a single market for knowledge, research and innovation.

The following graph shows the planned timescale for the development of state and European science policy instruments.

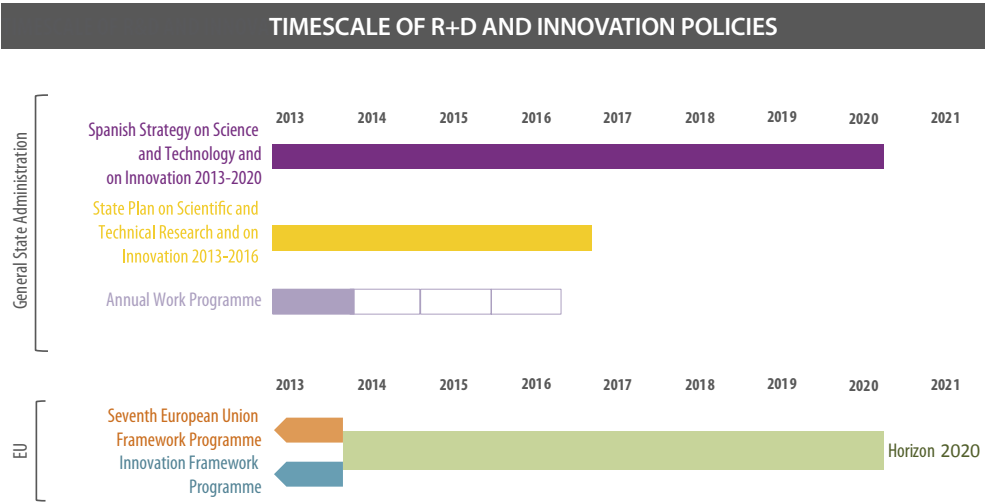


Figure 1. Timescale of Science, Technology and Innovation policies and plans in Spain and in the European Union

## 1.1.3. European grants for the mobility of researchers

In addition to any grants for human resources in Research and Development that may be implemented at a national level within the various subprogrammes of the State Plan,

we should not forget the opportunities afforded by the grants given by the European Union for the mobility and recruitment of research staff. These are some of the most significant aids that will remain active in the new European framework Horizon 2020 and in other European programmes:

MARIE SKŁODOWSKA CURIE ACTIONS	<p>To date, at Community level, the European Union's 7th Research Framework Programme,<sup>1</sup> as part of its programme PEOPLE, has drawn up various actions to strengthen R+D human resources. These are called Marie Curie Actions (in Horizon 2020 they will be called Maria Skłodowska-Curie Actions), targeted towards researchers at any point in their careers, whether from state or private entities. Among the activities supported are initial research training for young researchers, lifelong learning and career development.</p> <p>The Horizon 2020 programme will continue with the same aims that Marie Curie Actions have had thus far, in terms of researcher training development and promotion of research careers and mobility, although they will mainly strengthen research staff exchanges between public/private entities (intersectoral mobility) and international entities.. Marie Skłodowska-Curie Actions in Horizon 2020 will have a simplified structure as compared with FP7, as the programme moves from the 8 Marie Curie actions in place today to 4 actions which embrace both the promotion of PhD training and the exchange of management and research staff between sectors, as well as the co-financing of national and regional mobility programmes.</p> <p>It is essential to bear in mind that Marie Curie actions can be individual (applied for jointly by the researcher in question and the research centre where he/she will undertake his/her project), but there are also others positioned within the international cooperating network between centres. All of them require the researcher to a country other than that in which he has permanent residence.</p> <p><b>Information available at:</b></p> <p>In Europe: <a href="http://ec.europa.eu/research/mariecurieactions/">http://ec.europa.eu/research/mariecurieactions/</a></p> <p>In Spain: <a href="http://oficinaeuropea.es/programa-marco/personas">http://oficinaeuropea.es/programa-marco/personas</a></p>
ERC (EUROPEAN RESEARCH COUNCIL)	<p>The European Research Council (ERC) is a European agency that provides grants for fundamental research. Its grants (IDEAS programme) are given on the only criterion of scientific excellence, whatever the nationality (any researcher in the world can participate in the competition, although the work must be conducted in a laboratory in one of the European Union member countries or one of the countries involved in the 7th European Research Framework Programme.</p> <p>The European Research Council gives out various kinds of research grants through yearly calls for proposals. There are currently 5 different subprogrammes a year called Starting Grants (StG) (for scientists at the beginning of their careers), Advanced Grants (AdG) (for experienced scientists who are well known in their fields), Synergy Grants (SyG), Proof of Concept (PoC) and Support Actions (CSA). In Horizon 2020 the IDEAS programme will considerably increase its budget and its structure will be practically the same, except that it will no longer offer Synergy Grants (SyG)</p> <p><b>Information available at:</b></p> <p>In Europe: <a href="http://erc.europa.eu">http://erc.europa.eu</a></p> <p>In Spain: <a href="http://www.oemiciinn.es/programa-marco/ideas">http://www.oemiciinn.es/programa-marco/ideas</a></p>
ERASMUS MUNDUS	<p>The Erasmus Mundus Programme is the global extension of the European student exchange programme, Erasmus<sup>2</sup>. Its aim is to enhance higher education in Europe through exchanges of students and academics between Europe and the rest of the world. It funds institutions to create joint Masters and Doctorates, as well as individuals (students and academics) by supporting mobility between universities through grants, for purposes that include taking these joint qualifications. Scholarships/fellowships are open to higher education students and academics from all over the world.</p>

<sup>1</sup> The Seventh European Union Framework Programme for Research and Technological Development (2007-2013) – henceforth FP7 – brings all community initiatives related to research together under the same umbrella and plays a crucial role in achieving growth, competitiveness and employment objectives. For additional information, consult <http://cordis.europa.eu/fp7/> {available in English, French, German, Italian, Polish and Spanish),

<sup>2</sup> Further information on the Erasmus programme at: [http://ec.europa.eu/education/lifelong-learning-programme/erasmus\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/erasmus_en.htm) {available in English, French and German)

# 1. EUROPEAN UNION FRAMEWORK

ERASMUS MUNDUS	<p>To create joint Master and Doctorates, a consortium of European universities from at least three different countries design and implement joint programmes of outstanding academic quality. Consortia may also include universities from other parts of the world. Programmes include obligatory study and research periods, in at least two universities, And award recognised double, multiple or joint degrees. Erasmus Mundus masters and PhD programmes shall be selected for a five-year period, subject to an annual renewal procedure based on progress reporting. It is worth noting that in Horizon 2020, Erasmus Mundus doctorates will also be funded through Marie Skłodowska-Curie Actions for doctoral training.</p> <p><b>Information available at:</b></p> <p>in Europe: <a href="http://eacea.ec.europa.eu/erasmus_mundus/">http://eacea.ec.europa.eu/erasmus_mundus/</a></p>
AYUDAS REGIONALES	<p>This grant structure will be followed by other programmes funded and run by various Autonomous Communities (not all of them offer such grants, nor are the purposes and requirements similar).</p> <p><b>Information available at:</b></p> <p>In the Euraxess Spain Network, you can consult the information available at the Services Centres in the Autonomous Communities: <a href="http://www.euraxess.es">http://www.euraxess.es</a></p> <p>See suggested links in the point on Autonomous Communities in the section of the regulatory framework in Chapter 4.1. The Spanish Science, Technology and Innovation System</p>

Table 1. European Union grants for human resources in R+D

## 1.1.4 “European Charter for Researchers” and “Code of Conduct for the Recruitment of Researchers”

In March 2005 the European Commission unveiled European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers<sup>3)</sup> which aim to contribute to developing an attractive European labour market for researchers.

The Charter and Code of Conduct are recommendations from the Commission to Member States, who are invited to apply them voluntarily:

- **La Charter for Researchers** is a set of general principles and requirements that define the roles, responsibilities and rights of researchers and business owners and fund suppliers.
- The **Code of Conduct for the Recruitment of Researchers**, which does not differ vastly from the standard regulations governing recruitment, underlines the importance of open, transparent recruitment procedures and diverse, experienced selection committees.

The Code of Conduct for the Recruitment of Researchers and the European Charter for Researchers can be consulted on the website [www.euraxess.es](http://www.euraxess.es).

Furthermore, the **“Human Resources Strategy for Researchers”** is being developed as part of this European Union policy of prioritising the rights and obligations of researchers and securing their visibility. The strategy is a tool implemented by the European Commission to support universities and research institutions and the organisations that finance research in applying the European Charter for the Researcher and the Code of Conduct for the Recruitment of Researchers. The correct, concrete application of the Charter and the Code by universities makes them more attractive for researchers seeking a new employer or host for their research projects. The seal of quality afforded by the European Commission’s “HR Excellence in Research” identifies the universities and institutions that generate and support the existence of a stimulating environment that is favourably to research work.



HR EXCELLENCE IN RESEARCH

<sup>3</sup> <http://ec.europa.eu/euraxess/index.cfm/rights/>

# 2

## RESEARCHING IN SPAIN







# 2

## RESEARCHING IN SPAIN

### 2.1. THE SPANISH SCIENCE, TECHNOLOGY AND INNOVATION SYSTEM

The **Ministry of Finance and Competition** is responsible, via its **State Secretariat for Research, Development and Innovation**, is responsible for scientific and technical research, development and innovation policies, including managing international relations related to this topic and Spanish representation in international programmes, forums and organisations to the European Union on topics regarding its responsibilities.

#### 2.1.1. Regulatory framework

The objective of the **Science, Technology and Innovation Law**<sup>4</sup> (hereinafter “STI Act” after its initials in Spanish) is to **contribute to sustainable economic development and**

<sup>4</sup> Law 14/2011 of 1 June on Science, Technology and Innovation (BOE no. 131 of 2 June 2011)

**social welfare** by generating, spreading and transferring knowledge and innovation.

The STI Act defines the Spanish Science, Technology and Innovation System as a “system of systems”, integrating and coordinating general State policies with those of the Autonomous Communities and articulating the actions in the public and private (company) spheres via the Science, Technology and Innovation Policy Council.

Spanish R+D+I policy is established based around:

- a) Spanish Strategy on Science and Technology and on Innovation: contains the general framework.
- b) State Plan for Scientific and Technical Research and on Innovation: develops the aims and principles of the Spanish Strategy and plans for the specific actions to undertake.

#### SPANISH STRATEGY ON SCIENCE AND TECHNOLOGY AND ON INNOVATION 2013-2020

The Spanish Strategy on Science and Technology and on Innovation is the result of a process of coordination between all the public agents with responsibilities in designing R+D+I public policy with broad social participation. The Strategy identifies 4 general objectives around which to draw up the various actions that will cover the whole process of development and application of scientific and technological research “from the idea to the market.

### R+D+I policy in Spain



Figure 2.  
Spanish policy  
on scientific  
and technical  
research and  
on innovation

2. RESEARCHING IN SPAIN

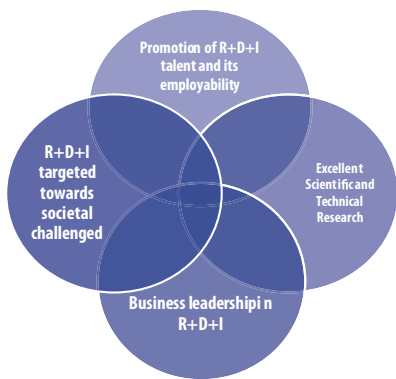


Figure 3. General objectives of the Spanish Strategy on Science and Technology and on Innovation

STATE PLAN FOR SCIENTIFIC AND TECHNICAL RESEARCH AND FOR INNOVATION 2013-2016

The State Plan consists of **4 State Programmes** and **2 Strategic Actions** which meet the general objectives of the Spanish Strategy and enable the entire funding instruments and modes of participation that the General State Administration makes available to users.

The programmes can be broken down into various subprogrammes, organised into different competitive calls in which resources are guaranteed to be allocated by processes based on international assessment systems.

State Programme for Promoting and Hiring of Talent and its Employability
<ul style="list-style-type: none"><li>• State Subprogramme for Training.</li><li>• State Subprogramme for Hiring.</li><li>• State Subprogramme for Mobility.</li></ul>
State Programme for the Promotion of Excellent Scientific and Technical Research
<ul style="list-style-type: none"><li>• State Subprogramme for the Generation of Knowledge.</li><li>• State Subprogramme for the Development of Emerging Technologies.</li><li>• State Subprogramme for Institutional Strengthening.</li><li>• State Subprogramme for Scientific and Technical Infrastructure and Equipment.</li></ul>
State Programmes for R+D+I Business Leadership
<ul style="list-style-type: none"><li>• State Subprogramme for Business R+D+I</li><li>• State Subprogramme for Essential Enabling Technologies</li><li>• State Subprogramme for Collaborative R+D+I Targeted to the Demands of the Production Network</li></ul>
State Programmes for R+D+I Targeted to Societal Challenges
<ul style="list-style-type: none"><li>• Health, Demographic Change and Welfare</li><li>• Food Safety and Quality; Productive and Sustainable Agricultural Activity, Natural Resources, Marine and Maritime Research</li><li>• Safe, Efficient and Clean Energy</li><li>• Smart, Sustainable and Integrated Transport</li><li>• Action on Climate Change and Efficiency in the Use of Resources and Raw Materials</li><li>• Social Innovation and Changes</li><li>• Security, Protection and Defence</li></ul>
Strategic Actions
<ul style="list-style-type: none"><li>• Strategic Action on Health</li><li>• Strategic Action on Economy and Digital Society</li></ul>

### ANNUAL ACTION PLAN 2013

The Annual Action Plan<sup>5</sup> breaks down the actions set out in the State Plan for Scientific and Technical Research and for Innovation 2013-2016. For research personnel, the four-year contract is included for predoctoral grants (these previously comprised a two-year scholarship followed by a two-year contract), along with a new call for postdoctoral training or contracts for R+D+I managers in companies.

In terms of R+D projects, which can be applied for through the Programme of Excellence and that of Societal Challenges, beneficiaries of calls are afforded the opportunity to choose project duration, which can be two, three or four years. Research groups are also given the possibility of having a main co-researcher in addition to the main researcher, although the latter will be their only interlocutor.

<sup>5</sup> See <http://www.idi.mineco.gob.es/>

The State Plan also aims to propel company participation in the whole process, both in R+D+I funding and its execution. For this it establishes programmes that propel public/private collaborative projects, boosting funding tools that are underdeveloped in Spain, such as venture capital, and providing loans with very advantageous conditions.

• The Objective of the State Programme for the Promotion of Talent and its Employability in R+D+I is to hold competitive calls and thus finance and encourage the training and specialisation of human resources in R+D+I and propel hiring, both in the public and private sectors, as well as facilitating the mobility of researchers.

*Headquarters in Madrid of the Spanish National Research Council, CSIC. Public Research Organisation*



2. RESEARCHING IN SPAIN

SUBPROGRAMME	LEVEL OF STUDIES	UNIVERSITIES AND STATE R+D+I CENTRES	COMPANIES AND OTHER PRIVATE R+D+I CENTRES
Training	Final-year undergraduates or first-year official Masters students	Collaborative grants for beginning a research career	
	Masters	Predocctoral contracts for PhD training	
		Predocctoral training contracts for University Staff	
		Predocctoral contracts at the European University Institute	
	PhD	Contracts for postdoctoral training	
Hiring	PhD	Hiring Contracts for Young PhD Graduates (from 2014)	
		"Ramón y Cajal" Contracts	
		Programme I3	
			"Torres Quevedo" Contracts
		Marie Curie COFUND programming actions	
	Graduates, Engineers, Architects or PhD Holders		EMPLEA Hiring managers and other R+D+I activities
		"EUROPA GESTORES" to involve experts in European R+D+I Programmes	
	Superior Technicians with Vocational Training	Contracts for R+D+I Technical Support Staff	
			EMPLEA Hiring managers and other R+D+I activities
Mobility	Masters	Grants for predoctoral mobility	
		Grants for predoctoral mobility for University Teacher Training	
		Grants for mobility for international cooperation	
	PhD	Mobility grants for Spanish teachers and researchers to foreign centres	
		Ayudas a la movilidad en cooperación internaciona	
		Mobility grants for international cooperation	

Table 2. Grants and Contracts under the State Programme for the Promotion of Talent and its Employability in R+D+I

## GOVERNANCE OF THE SPANISH SCIENCE, TECHNOLOGY AND INNOVATION SYSTEM

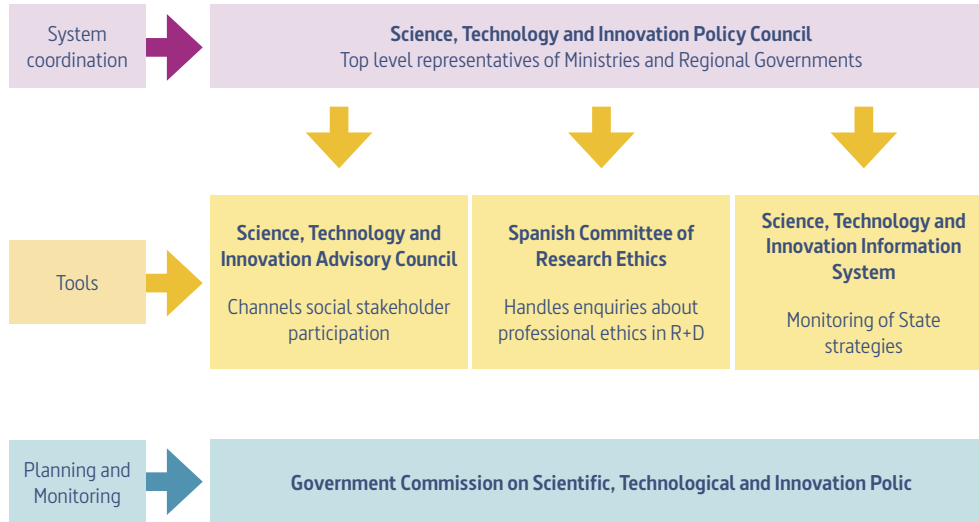


Figure 4. Governance of the Spanish National Science, Technology and Innovation System

*Barcelona Supercomputing Centre, BSC.  
Severo Ochoa Centre of Excellence*

### STATE ADMINISTRATION

The State Administration encompasses all the bodies that report to the government, including their delegations in the Autonomous Regions and abroad and the various ministries. The planning, monitoring and coordination of the Government's R+D+I policy are the responsibility of the **Government Commission on Scientific, Technological and Innovation Policy**.

The ministry that plays the most prominent role in the creation, implementation, monitoring and evaluation of R+D and innovation policy is undoubtedly the **Ministry of Finance and Competition** through its State Secretariat for Research, Development and Innovation. The main ministries and their responsibilities and activities in these areas are listed below:



2. RESEARCHING IN SPAIN

MINISTRY	SPHERE OF ACTIVITY	INFORMATION POINT
Ministry of Finance and Competition	Scientific research, technological development and innovation in all sectors, and coordination of state-owned public research centres	<a href="http://www.idi.mineco.gob.es">http://www.idi.mineco.gob.es</a> {official languages and English}
Ministry of Industry, Energy and Tourism	Energy; development of industrial, commercial (small- and medium-sized enterprises), tourism, telecommunications and the information society	<a href="http://www.minetur.gob.es">http://www.minetur.gob.es</a> {official languages and English}
Ministry of Education, Culture and Sport	Education, professional training and universities, the arts, Spanish cultural heritage, the book, state museums and libraries, audiovisual activities and Spanish culture	<a href="http://www.educacion.gob.es">http://www.educacion.gob.es</a> {official languages}
Ministry of Public Works	Infrastructure; air, maritime and state-run overland transport; and housing	<a href="http://www.fomento.gob.es">http://www.fomento.gob.es</a> {official languages}
Ministry of Health, Social Services and Equality	Health, health planning and care, consumer affairs, social cohesion and inclusion, family, protection of minors and care for dependent or disabled persons, and equality	<a href="http://www.msssi.gob.es">http://www.msssi.gob.es</a> {official languages, English and French}
Ministry of Agriculture, Food and the Environment	The environment, rural development, agricultural resources, livestock and fishing resources, and the food and agriculture industry	<a href="http://www.magrama.gob.es">http://www.magrama.gob.es</a> {official languages, English and French}

Table 3. Main Ministries

In addition, the STI Act defines two national funding organisms, both attached to the Ministry of Finance and Competition:

- 1. The **National Research Agency** (its founding set out in the STI Act) will be aimed at fostering the creation of knowledge in all scientific and technical fields and, using scientific or technical merit as an assessment criterion, it will manage the funding, assessment and verification of scientific and technical activity.
- 2. **The Centre for Industrial Technological Development (CDTI)** is responsible for fostering innovation and uses

technical or market merit and the socioeconomic impact of projects as a criterion for allocating resources.

AUTONOMOUS REGIONS

The Spanish Constitution recognises the authority of the Autonomous Regions in regard to various R+D and innovation policies. For example, they are responsible for financing and managing public universities and hospitals, two key factors for generation knowledge in Spain. Similarly, the majority of Autonomous Regions have their own R+D and innovation policy, including specific plans and calls for proposals. The STI Act includes mechanisms to coordinate regional and national actions in this area.

INFORMATION POINTS IN THE AUTONOMOUS REGIONS	
Andalusia	<a href="http://www.juntadeandalucia.es">http://www.juntadeandalucia.es</a> <a href="http://www.juntadeandalucia.es/economaiinnovacionyciencia/aac/">http://www.juntadeandalucia.es/economaiinnovacionyciencia/aac/</a>
Aragon	<a href="http://www.aragon.es">http://www.aragon.es</a>
Asturias	<a href="http://www.asturias.es/">http://www.asturias.es/</a> <a href="http://www.ficyt.es">http://www.ficyt.es</a>
Balearic Islands	<a href="http://www.caib.es">http://www.caib.es</a>
Canary Islands	<a href="http://www.itccanarias.org">http://www.itccanarias.org</a> <a href="http://www.gobiernodecanarias.org">http://www.gobiernodecanarias.org</a>
Cantabria	<a href="http://www.cantabria.es">http://www.cantabria.es</a>
Castile-La Mancha	<a href="http://www.educa.jccm.es">http://www.educa.jccm.es</a> <a href="http://www.castillalamancha.es">http://www.castillalamancha.es</a>
Castile and Leon	<a href="http://www.jcyl.es">http://www.jcyl.es</a>
Catalonia	<a href="http://www.gencat.cat">http://www.gencat.cat</a> <a href="http://www.gencat.cat/agaur/">http://www.gencat.cat/agaur/</a>
Valencia (Region)	<a href="http://www.edu.gva.es">http://www.edu.gva.es</a> <a href="http://www.indi.gva.es">http://www.indi.gva.es</a>
Extremadura	<a href="http://www.gobex.es">http://www.gobex.es</a> <a href="http://www.fundecyt.es">http://www.fundecyt.es</a>
Galicia	<a href="http://www.xunta.es">http://www.xunta.es</a> <a href="http://gain.xunta.es/">http://gain.xunta.es/</a>
Madrid (Region)	<a href="http://www.madrid.org">http://www.madrid.org</a> <a href="http://www.madrimasd.org">http://www.madrimasd.org</a>
Region of Murcia	<a href="http://www.carm.es">http://www.carm.es</a> <a href="http://fseneca.es">http://fseneca.es</a> <a href="http://www.plandeciencia.com">http://www.plandeciencia.com</a>
Navarre (Region)	<a href="http://www.navarra.es">http://www.navarra.es</a>
Basque Country	<a href="http://www.ejgv.euskadi.net">http://www.ejgv.euskadi.net</a> <a href="http://www.ikerbasque.net">http://www.ikerbasque.net</a> <a href="http://www.sciencecareers.eu">http://www.sciencecareers.eu</a> <a href="http://www.euskadinnova.net">http://www.euskadinnova.net</a>
La Rioja	<a href="http://www.larioja.org">http://www.larioja.org</a> <a href="http://t3innovacion.larioja.org">http://t3innovacion.larioja.org</a>

Table 4. Information points in the Autonomous Regions



## 2. RESEARCHING IN SPAIN

### SINGULAR SCIENTIFIC AND TECHNICAL INFRASTRUCTURES (ICTS)

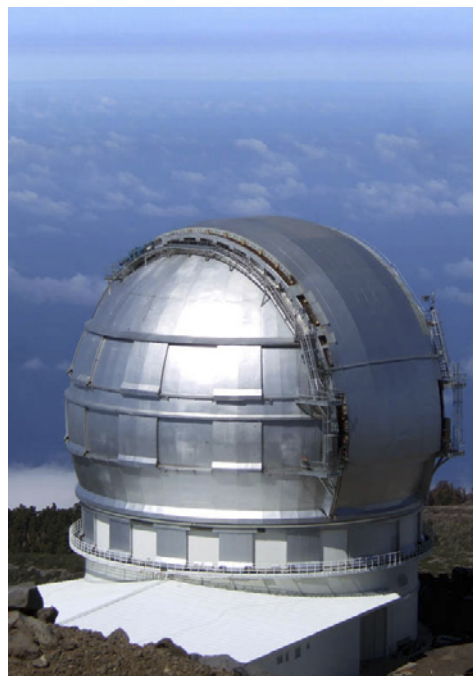
In Spain there are over fifty large facilities afforded this denomination. They are dedicated to the practice of avant-garde science and require international collaboration. They are unique in kind and require sizeable investments, both in infrastructure and in specialist personnel. As they are tools at the service of the scientific and industrial community, they have an "Access Protocol" to regulate their use by scientists and other external users.

Further details and the full list of ICTS at:  
<http://www.idi.mineco.gob.es>

### LARGE INTERNATIONAL SCIENTIFIC FACILITIES

The Spanish Strategy on Science and Technology and on Innovation 2013-2020 and the State Plan for Scientific and Technical Research and for Innovation 2013-2020 identify participation in the construction and use of Large International Scientific Facilities and in their associated International Bodies as a key action line. These facilities offer the most advanced resources, indispensable for boosting the quality of our research results and international technological development, as well as improving the competitiveness of our companies and their external projection. At present, Spain is participating in the following large facilities and international scientific/technological infrastructures:

- CERN: European Laboratory for Particle Physics
- ILL: Institut Laue-Langevin
- ESRF: European Synchrotron Radiation Facility
- European XFEL: European X-ray Free Electron Laser
- ITER: International Thermonuclear Experimental Reactor
- JET: Joint European Torus
- ESO: European Organisation for Astronomical Research in the Southern Hemisphere
- CPE: Comité Polar Español
- EFI: European Forest Institute
- INL: International Iberian Nanotechnology Laboratory
- E-science: through initiatives such as the EGI (European Grid Initiative), IBERGRID and GÉANT
- GBIF: Global Biodiversity Information Facility
- PRACE: Partnership for Advanced Computing in Europe
- EMBO/EMBL/EMBC: European Molecular Biology Organization, Laboratory and Conference
- IODP/ICDP: Integrated Ocean and Continental Drilling Program
- CECAM: Centre Européen de Calcul Atomique et Moléculaire
- ESS-Bilbao: Sede Española de la Fuente Europea de Neutrones por Espalación
- ESA: Programa Científico de la Agencia Espacial Europea



*Large telescope of the Canary Islands*



### 2.1.2. Indicators

The Spanish Foundation for Science and Technology (FECYT) supports the Secretariat of State for R+D+I in monitoring and assessing indicators through the Spanish R+D+I Observatory, ICONO.

ICONO prepares an Annual Report on Indicators of the Spanish Science, Technology and Innovation System detailing the System's economic and human resources and the results of Spain's scientific research, development and innovation activities.

From this publication, which most recently presented data from 2011, it emerged that the cost of R+D to the Spanish Government amounted to 1.33% of GDP. In terms of the cost by financing sector, state administrations assumed 48.5% of the cost of R+D, companies 44.3%, foreign investment 6.7% and Private, Not-for-Profit Institutions 0.6%.

Broken down by Autonomous Region, the Basque Country (2.1%), Navarre (2.05%) and Catalonia (1.55%) are those that in 2011 spent more than the national average on R+D in terms of cost as a proportion of GDP.

The number of people employed in R+D on FTE (Full Time Equivalent) was 215,079 people, or 11.9 per thousand of the total employed population, of which 130,235 were researchers on FTE. Broken down by Autonomous Region, Madrid (23.8%), Catalonia (20.7%) and Andalusia (11.8%) together made up over 50% of the total personnel employed in R+D.

In 2011, scientific production in Spain was in tenth place in the world ranking, with 3.17% of the world total.

In terms of impact the most significant areas are Energy, Veterinary and Material Sciences, and the Autonomous Regions of Madrid, Catalonia and Andalusia have the most publications of the national total.

In terms of innovation data, in 2011 the number of companies with technological innovation was 27,203 and the costs of innovation activities were €14,756 million. Innovative companies undertaking R+D activities represented 5.04% of the total business network in Spain.

The Autonomous Regions with the largest numbers of companies with innovative activities are Catalonia (5,434), Madrid (4,556), Andalusia (2,909) and Valencia (2,876), while expenditure on innovation is concentrated in Madrid, Catalonia and the Basque Country.

The total patents applied for by residents in Spain were 3,398, of which 2,582 were approved. The number of spin-off companies founded in Spain in 2011 was 111, and investment in venture capital reached €94.9 million.

The return achieved by Spain under the 7th EU Framework Programme over 2007-2011 was 7.9%. Companies with 31% and Universities with 23.4% were the institutions that received the most funding. The Autonomous Regions of Madrid (30.4%), Catalonia (29.3%) and the Basque Country accumulated the highest return.



## 2. RESEARCHING IN SPAIN



University students visit the Research Centre for Energy, Environment and Technology, CIEMAT. Public Research Organisation

### 2.2. RECOGNITION OF FOREIGN QUALIFICATIONS

Recognition of a **higher education qualification obtained abroad** makes it **officially valid** in Spain, which means it has the **same academic and professional worth**, once the corresponding recognition credential has been issued, as the Spanish degree or level it is equivalent to.

Researchers can **only request recognition of official higher education degrees** or equivalent qualifications **issued by the competent authority** in accordance with the legislation of the State under whose education system the studies were completed. As a result, universities' own qualifications (which are unofficial), those which have not been fully implemented in at least one Spanish university and those corresponding to degrees which no longer exist in Spain are not eligible for recognition.

#### 2.2.1. Why apply for validation or recognition of foreign university qualifications?

If researchers wish the **qualifications obtained in their countries of origin to have the same academic and professional effects** as a Spanish qualification or degree, they must apply for **recognition** as a Spanish bachelor's degree, diploma, engineering, architecture or medical degree, as applicable. In this case, it is also important to bear in mind the bilateral agreements that Spain has with certain countries.

If researchers only require their qualifications to be recognised **exclusively on a professional level** in order to **practise a**

**specific profession** and they obtained their qualifications from a country in the EU, EEA or Switzerland, they may apply for **professional recognition or free provision of services**. In this respect, the European regulation on regulated professions (Directive 2005/36/EC of the European Parliament and Council) is to be considered<sup>6</sup>.

If researchers require professional recognition of a speciality in Health Sciences obtained in a non-European Union country, they must have previously validated the qualification that gained them access to that speciality.

Finally, students seeking **official recognition** of studies completed abroad in order to continue their studies in the Spanish education system should apply for **partial validation of foreign studies** to the university at which they are interested in studying.

Validation implies **official recognition for all academic purposes of higher education studies abroad** (regardless of whether or not a qualification has been achieved as a result) in regard to partial Spanish university studies. Validation allows students to **continue their studies within the Spanish education system**, which may culminate, when appropriate, in obtaining the corresponding Spanish university degree.

<sup>6</sup> A regulated profession is the professional activity or set of activities, the access, practise or practising modes of which are directly or indirectly subject to certain professional qualifications that lead to the authorisation to practise a specific profession in Spain. The list of regulated professions in Spain, pursuant to the applicable European legislation can be found at: [http://ec.europa.eu/internal\\_market/qualifications/regprof/index.cfm?fuseaction=regProf.indexCountry&cld=5](http://ec.europa.eu/internal_market/qualifications/regprof/index.cfm?fuseaction=regProf.indexCountry&cld=5) {available in English, French and German}

### 2.2.2. How to apply for recognition

#### RECOGNITION OF DIPLOMAS AND DEGREES

At present there are two types of recognition (which are not compatible but, can be requested either consecutively or simultaneously):

- **Recognition of a degree from the Catalogue of official university qualifications** (recognition as a specific qualification, such as a Bachelor's Degree in Law or a Diploma in Physiotherapy)<sup>7</sup>.
- **Recognition of an academic level** (recognition as a general degree holder: Diploma or Bachelor's, without reference to a specific qualification).

#### PROCEDURE: WHAT DOCUMENTS TO SHOW

The **interested party** sets the procedure in motion by completing the application form and **submitting it together with the following documentation** (do not hand over original documents as these will not be returned):

- **Certified copy**<sup>8</sup> of the document that proves the **identity and nationality** of the applicant.
- **Certified copy of the degree** the applicant seeks to validate or the corresponding certificate of issue.
- **Certified copy of the academic certification** of the studies completed by the applicant to obtain the degree and which includes the official duration of the course in academic years, the course curriculum, subjects and number of hours devoted to each, among other information<sup>9</sup>.

<sup>7</sup> Consult the website below for qualifications a foreign academic degree can be recognised as: <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/titulos-universitarios.html> [available only in Spanish]

<sup>8</sup> Applicants must present original documents together with photocopies of them at the Office where they present their application. The office will verify the documents and copies, checking the identity of their content, and will return the original documents to the applicants. After the copies are processed and stamped or certified in accordance with the provisions of article 8.2 of Royal Decree 772/1999, they will be attached to the application form.

- **Proof of payment of the corresponding tax:** certified either by machine or by an authorised signature that accredits the payment, deposit or transfer to the Ministry of Education, Culture and Sport.

**Documents issued abroad** must fulfil the following requisites:

- They must be **official documents that have been issued by the authorities responsible for doing so** in accordance with the legislation of the country in question.
- Before being submitted, documents must be **authenticated either by the applicant's embassy** or, when applicable, by the Hague Convention Apostille This will not be required for documents issued by authorities in European Union Member States or countries that have signed the European Economic Area Agreement.
- Documents must be accompanied, where applicable, by an **official translation** into Spanish<sup>10</sup>.

**The application form** can be submitted and printed in two ways:

- Electronic office Processes and Services <sup>11</sup>
- By downloading the corresponding form from the web page of the Ministry of Education, Culture and Sport.

<sup>9</sup> The curricula for degrees listed at the following link will not be submitted: <http://www.mecd.gob.es/educacion-mecd/areas-educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/homologacion-titulos-universitarios/requisitos.html#documentacion> {available only in Spanish}

<sup>10</sup> The official translation can be done by a sworn translator (duly authorised or registered in Spain), by any Spanish embassy or consular office abroad, by any embassy or consular office in Spain of the country the applicant is a national of, or when applicable, where the document comes from. As far as possible, when the original document is written in an alphabet other than the Roman alphabet, it is recommended that the translation includes the title of the qualification in the original language transcribed into the western alphabet, instead of a translation of that title.

<sup>11</sup> Please consult: <https://sede.educacion.gob.es/tramite/login/inicio.jsp?idConvocatonia=180> {available only in Spanish}

## 2. RESEARCHING IN SPAIN



- Recognition of a catalogue qualification<sup>12</sup>
- Recognition of a Spanish academic qualification<sup>13</sup>

**All of the above will be presented at an official registry<sup>14</sup>:**

- At the registry offices of any Central Government administrative body or government organisations linked or attached to the Central Government.
- At post offices, as established by law.
- At Spanish embassies and consular offices abroad.
- At the registry offices of Regional Governments.
- At the registry offices of Local Government organisations, providing they have previously signed the corresponding convention.

<sup>12</sup> Please consult: <http://www.educacion.gob.es/dctm/ministerio/educacion/universidades/educacion-superior-universitaria/titulos/modelos-solicitud/2010-homologacion-2.pdf?documentId=0901e72b8081c31b> {available only in Spanish}

<sup>13</sup> Please consult: <http://www.educacion.gob.es/dctm/ministerio/educacion/universidades/educacion-superior-universitaria/titulos/modelos-solicitud/2010-homologacion-1.pdf?documentId=0901e72b8081c31a> {available only in Spanish}

<sup>14</sup> Pursuant to the provisions of Article 38.4 of the Public Administration Legal System and Common Administrative Procedure Act 30/1992, of 26th November, expanded on in Article 2 of Royal Decree 772/1999, of 7th May.

The resolutions of applications for the recognition of higher education qualifications are made official by credentials issued by the **General Sub Directorate of Qualifications and Recognition of Qualifications under the Ministry of Education, Culture and Sport**.

A decision on the application must be made and communicated within a maximum of six months from the date the application is registered at any of the offices of the Ministry of Education, Culture and Sport.

- When applying for **recognition as a specific qualification from the catalogue**, this may be awarded, rejected or approved on the condition that the applicant fulfils complementary training requisites (specified in the resolution and which may consist of: passing an aptitude test, completing a period of work experience, carrying out a project or work or attending supervised courses<sup>15</sup>).
- Applications for recognition as a **generic academic degree** can only be awarded or rejected.

### RECOGNITION OF POSTGRADUATE QUALIFICATIONS (MASTERS AND DOCTORATES)

**Since March 1st, 2005**, Spanish University Chancellors are authorised to validate current academic PhD degrees, and the new official Masters degrees and titles.

Recognition of a Postgraduate qualification **will not under any circumstances imply validation or recognition of a foreign Degree** or equivalent level of education held by the applicant.

Applications for recognition cannot be made simultaneously at more than one university.

The interested party sets the procedure in motion by **submitting an application to the Chancellor** of the University. The Chancellor will make a reasoned decision on

<sup>15</sup> These requisites will be fulfilled through a (state or private) Spanish University or higher education centre the applicant deems fit and which offers all the studies that yield the Spanish academic degree that the application for recognition refers to. This must be completed within four years from the date the resolution is notified or recognition under the condition of fulfilling complementary requisites will no longer be valid

the basis of a prior report from the competent authority in the field of postgraduate study. The Chancellor may approve or reject the application for recognition. When recognition is approved, the Chancellor will issue credentials as proof.

#### RECOGNITION OF FOREIGN NON-COMMUNITY QUALIFICATIONS IN HEALTH SCIENCE SPECIALISMS<sup>16</sup>

Professional recognition of the title of specialist obtained in a non-European Union Member State will bestow the **same professional rights and obligations as the Spanish title of specialist** and will be an **indispensable requisite for exercising** the corresponding profession in Spain, either as a self-employed worker or for an employer.

Applicants must:

- Hold the Spanish title or, if applicable, a validated foreign title.
- Possess an official foreign qualification as a specialist in the country where it was obtained and which authorises them to exercise the specialism professionally.
- Have specialist professional training from a university centre, a medical teaching hospital or, if applicable, a health centre authorised for this purpose.

<sup>16</sup> Royal Decree 459/2010 of 16th April, which regulates the conditions for recognition for professional purposes of foreign degrees with a specialism in Health Sciences, obtained in non-EU Member States.

- Provide proof of specialist professional training.
- Provide proof of sufficient knowledge of Spanish.
- Be authorised to practise their specialism.

The applicant sets the procedure in motion by **submitting an application to the Ministry of Health, Social Services and Equality<sup>17</sup>**.

#### QUALIFICATIONS OBTAINED IN GERMANY, ITALY, FRANCE AND CHINA (ACADEMIC RECOGNITION CONVENTIONS)

Spain has signed **bilateral agreements** with these countries for purely academic purposes, which complement the recognition systems (academic and professional purposes or only professional purposes)<sup>18</sup>

#### RECOGNITION OF QUALIFICATIONS TO EXERCISE A PROFESSION IN SPAIN

The **purpose of professional recognition** of qualifications is to overcome the obstacles that nationals from a State may encounter when attempting to **start work in a given profession** and lead to an authorisation to exercise a specific profession in the new State of residence. This is intended to support professionals rather than students. This legislation<sup>19</sup> applies exclusively to nationals of the **27 Member States of the European Union, the non-EU States that have signed the European Economic Area Agreement (Norway, Iceland and Liechtenstein) and Switzerland**. The authorities responsible for processing recognition applications are the Ministries that supervise the regulated professions related to each one.



<sup>17</sup> Please consult: <http://www.msssi.gob.es/profesionales/formacion/recoTitulosExtra.htm> {available only in Spanish}

<sup>18</sup> Please consult: <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/convenio-reconocimiento.html> {available only in Spanish}

<sup>19</sup> This regulation in Spain is part of Royal Decree 1837/2008, of 8th November, which incorporates into Spanish legislation EU Directive 2005/36/EC of 7th September, 2005 and EU Directive 2006/100/EC of 20th November, 2006, referring to the recognition of professional qualifications and also to certain aspects of exercising the profession of lawyer.



## 2. RESEARCHING IN SPAIN

It is worth **differentiating** between the free provision of services on a temporary or occasional basis and recognition to become established in another Member State.

- **Free provision of services**

This is based on the premise that the service provider travels to Spain to temporarily or occasionally exercise a **regulated profession**. The requirement is **to be legally established in another Member State** to exercise the same profession and, when the profession is not regulated in the country of residence, to have worked for at least two years out of the ten years prior to providing the service in Spain.

The Member State where the service is provided may require a preliminary statement (accompanied by certain documents), or may decide to conduct a preliminary verification of qualifications (only in the case of professions related to health and security).

- **Freedom of establishment (authorisation)**

- Recognition based on the **coordination of the minimum training conditions**. This refers exclusively to the following professions: General or Specialist Doctor, Nurse responsible for general care, Midwife, Dentist, Veterinarian, Pharmacist and Architect. The Directive establishes the minimum conditions (duration

and content) of the training authorising the exercise of these professions, and offers a list of qualifications that fulfil those conditions. Recognition based on this list is **automatic**. The rights acquired for the cases above are recognised.

- **General recognition scheme**. All other regulated professions: a professional qualified in one Member State to exercise a profession **must be recognised, on a general basis, by another Member State to exercise the same profession**. If there are substantial training differences, the host Member State may impose compensatory measures (practice period or aptitude test). If the profession is not regulated in the State of origin, two years of professional experience or regulated training (designed specifically to exercise a profession) are required.

- **Recognition of professional experience**. This applies to commercial, artisan and trade activities that require general, commercial or professional knowledge and aptitudes. It is an **automatic recognition** based on the certification of a minimum period of **professional experience**.

*Headquarters of the Centre for Genomic Regulation, CRG. Severo Ochoa Centre of Excellence*



Applicants must present the **documentation to different bodies depending on the profession**.<sup>20</sup>.

The **Ministry of Education, Culture and Sport**, through the **General Subdirectorate of Qualifications and Recognition of Qualifications**, coordinates the application of this Directive in Spain .

#### **PARTIAL VALIDATION OF UNIVERSITY STUDIES (NON-RECOGNITION OF QUALIFICATION)**

Validation is the **official recognition of the academic validity of university studies** completed abroad (whether or not they led to a degree) as regards **partial Spanish university studies**. Validation allows students to **continue their studies within the Spanish education system**, which may culminate, when appropriate, in obtaining the corresponding Spanish university degree.

The **resolution** of a request to recognise foreign studies as partial Spanish university studies is handed down by the **Spanish university** where the applicant wishes to further his or her studies.

When studies completed abroad have led to a foreign degree, applicants may either apply for **recognition as an official Spanish university qualification** or request **validation as partial studies**, bearing in mind that these two options cannot be applied for simultaneously.

#### **2.2.3. Why apply for recognition or validation of a foreign non-university qualification?**

If, for whatever reason, there is a need to have non-university qualifications recognised or validated, the following must be taken into account:

- **Recognition** of foreign non-university certificates, diplomas or studies entails declaring an equivalent within the current Spanish education system.

- **Validation of foreign studies** as Spanish non-university courses entails declaring the former equivalent to the latter for the purpose of being able to continue studying at a Spanish educational centre.
- Recognition or validation can be requested by students who have completed **studies that are part of a foreign education system** at centres located **abroad** and also those who have completed studies at centres authorised to teach foreign courses **in Spain** in accordance with the education systems of other countries.
- Students from foreign education systems **who wish** to attend any of the courses which in Spain are part of **Compulsory Primary or Secondary Education** are not required to initiate any validation procedure whatsoever. Nor is validation required to study any course of the Spanish education system – at any level or in any modality – for which access **does not require students to have obtained the Secondary Education Certificate**

*Interior of the National Centre for Cardiovascular Research, CNIC. Severo Ochoa Centre of Excellence*



<sup>20</sup> The list of bodies, by branch of professional activity, can be consulted at: <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/reconocimiento-titulos/Solicitud-y-rganos-competentes.html> {available only in Spanish}

2. RESEARCHING IN SPAIN

Figure 5. Summary table of recognition procedures

			Processing entities
Studies or Official Foreign Qualification	To study	Postgraduate	<ul style="list-style-type: none"><li>• Application for recognition of previous qualification is not required</li><li>• If recognition of previous qualification is desired:<ul style="list-style-type: none"><li>• As academic degree</li><li>• As catalogue qualification</li></ul></li><li>• frecognition of prior postgraduate qualification as Official PhD or Masters degree is desired</li></ul> <div>[Ministry of Education, Culture and Sport] [University]</div>
		Undergraduate	<ul style="list-style-type: none"><li>• Application for partial recognition of foreign studies</li></ul> <div>[University]</div>
		Non-university education	<ul style="list-style-type: none"><li>• Direct entry into the education system (primary and secondary)</li><li>• Recognition of prior qualification</li></ul> <div>[Ministry of Education, Culture and Sport]</div>
	To research	Public institutions (work contracts)	<ul style="list-style-type: none"><li>• Application for recognition of qualification is required (PhD, Undergraduate)</li></ul>
		Public institutions (access to public role)	<ul style="list-style-type: none"><li>• Application for recognition of qualification<ul style="list-style-type: none"><li>• PhD</li><li>• Undergraduate</li></ul></li></ul> <div>[University] [Ministry of Education, Culture and Sport]</div>
		Private entities	<ul style="list-style-type: none"><li>• Application for recognition of qualification is not required</li></ul>
	To work (practise a rofession)	EU, EEA or Swiss qualifications	<ul style="list-style-type: none"><li>• Application for recognition of qualification is not required</li><li>• Temporary exercise of a regulated profession: apply for free provision of services</li><li>• Permanent establishment: apply for recognition</li><li>• Health Science professionals, recognition based on minimum training conditions</li><li>• Commercial, artisan and trade activities: <b>recognition of professional experience</b></li></ul> <div>[Ministry of Education, Culture and Sport] [Corresponding ministry] [Autonomous Regions]</div>
		Qualifications not from EU, EEA or Switzerland	<ul style="list-style-type: none"><li>• Recognition of qualification is required:<ul style="list-style-type: none"><li>• As academic degree</li><li>• As catalogue qualification</li></ul></li></ul> <div>[Ministry of Education, Culture and Sport<sup>o</sup>]</div>



## 2.2.4. Information points and centres

### In Spain:

Ministry of Education, Culture and Sport	<p>Customer Service <b>TEL.: 91 327 7681</b></p> <p>Queries can be made by sending an email from the web page below: <a href="http://www.mecd.gob.es/servicios-al-ciudadano-mecd/atencion-al-ciudadano.html">http://www.mecd.gob.es/servicios-al-ciudadano-mecd/atencion-al-ciudadano.html</a> {available only in Spanish}</p>
Regional Departments of Education in Autonomous Regions Government Delegations (High Inspectorate of Education) and Subdelegations	<p><a href="http://www.mecd.gob.es/educacion-mecd/areas-educacion/comunidades-autonomas.html">http://www.mecd.gob.es/educacion-mecd/areas-educacion/comunidades-autonomas.html</a> {available only in Spanish}</p> <p><a href="http://www.mecd.gob.es/dctm/ministerio/educacion/universidades/educacion-superior-universitaria/titulos/2011-delegaciones-subdelegaciones.pdf?documentId=0901e72b80ff8e3f">http://www.mecd.gob.es/dctm/ministerio/educacion/universidades/educacion-superior-universitaria/titulos/2011-delegaciones-subdelegaciones.pdf?documentId=0901e72b80ff8e3f</a> {available only in Spanish}</p>
Universities	Information can also be obtained at universities regarding the procedures that involve them.
NARIC (National Academic Recognition Information Centre)	<a href="http://www.enic-naric.net">http://www.enic-naric.net</a> {available in English}
Internet	<p>Website on recognition, validation and recognition of foreign qualifications and studies in Spain:</p> <p><a href="http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos.html">http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos.html</a> {available only in Spanish}</p>

### Abroad:

Education Offices abroad	<p>See the website below to find out the location of Education Offices abroad and how to contact them:</p> <p><a href="http://www.mecd.gob.es/educacion-mecd/areas-educacion/actividad-internacional/oficinas-centros-exterior.html">http://www.mecd.gob.es/educacion-mecd/areas-educacion/actividad-internacional/oficinas-centros-exterior.html</a> {available only in Spanish}</p>
Consular Offices of the Spanish Embassy	<p>For more information, see the website of the Ministry of Foreign Affairs and Cooperation:</p> <p><a href="http://www.maec.es">http://www.maec.es</a> {available only in Spanish, English and French}</p>

2. RESEARCHING IN SPAIN

2.3. A RESEARCH CAREER IN SPAIN

The objective of the Science, Technology and Innovation Act is to make the career of researcher attractive nationally and internationally, but so that it develops on the basis of respect for the constitutional principles of equality, merit and skill.

The Act stipulates **three types of contracts** that can be used by the State Research Centres attached to the Central Government, other Regional Government Research Bodies and also state universities when they receive funds the purposes of which include recruiting researchers. **These researcher-specific employment contracts are:**

- a) predoctoral contract;
- b) Contract for access to the Spanish Science, Technology and Innovation System;
- c) distinguished researcher contract.

2.3.1. Predoctoral contract

Predoectoral employment contracts are signed in accordance with the following **requirements:**

- a) The contract is for research work as part of specific, original projects undertaken by degree-holders, engineers, architects, recent university graduates with at least 300 credits (European Credit Transfer System – ECTS), a university masters degree or equivalent who have been accepted onto a PhD course. They will receive the title of **predoectoral research trainees**.
- b) The contract will be signed in writing by the predoectoral research trainee, as the employee, and the public university or research centre leading the research group, as the employer, and must be accompanied by the written acceptance of the former onto the PhD programme issued by the department responsible for the programme or by the PhD or postgraduate school if applicable.

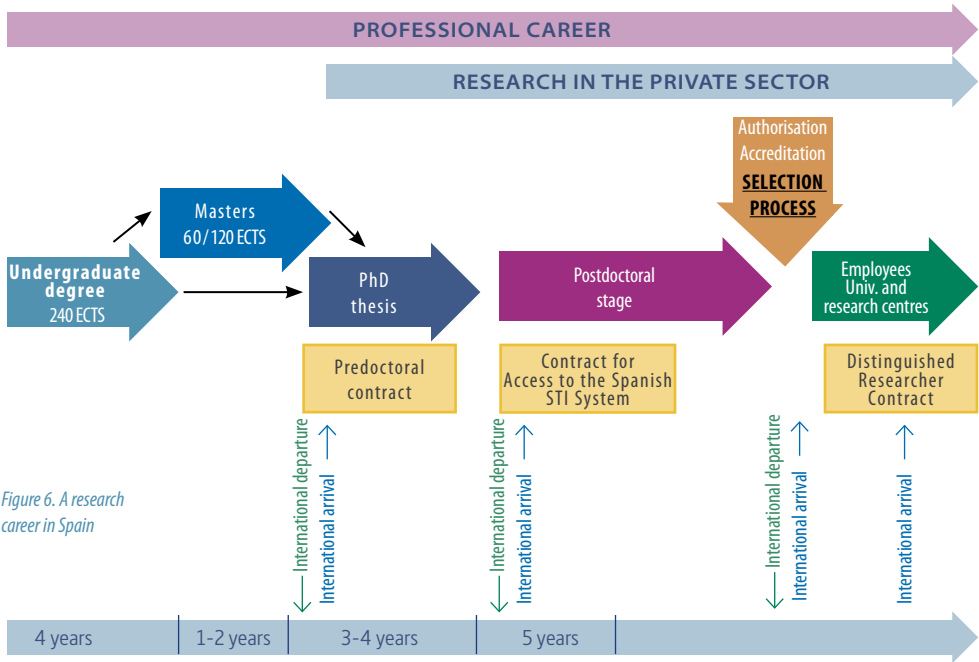


Figure 6. A research career in Spain

- c) The contract will have a specific duration and will be full-time.

The contract will be for one year, but can be extended for one year annually following a favourable report from the academic committee of the PhD course, or the PhD school if applicable, while on the programme. Under no circumstances may the initial contract and extensions exceed a total of four years.

- d) The compensation for this contract must be no less than 56% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage<sup>21</sup> set each year.

### 2.3.2. Contract for access to the Spanish Science, Technology and Innovation System

This contract was designed in the mould of the 'tenure track' used in other countries. Contracts for access to the Spanish Science, Technology and Innovation System are signed in accordance with the following requirements:

- a) These contracts can only be offered to holders of a PhD or equivalent.
- b) The work to be undertaken will primarily consist of research activity with the intention of helping researchers achieve a high level of professional perfection and specialisation to consolidate their professional experience.
- c) The contract must have a duration of more than one year, but not exceed five years. When the duration of a contract is less than five years, it may be extended sub-



*Interior of the National Cancer Research Centre, CNIO.  
Severo Ochoa Centre of Excellence*

sequently. Such extensions must not have a duration of less than one year under any circumstances.

No employee can be offered a contract of this type, in the same organisation or any other, for a period of time in excess of five years.

- d) The remuneration for this contract must be no less than that of a researcher who carries out the same activity.
- e) Researchers who are recruited subject to this type of contract can complement their work with teaching activities related to the proposed research activity up to a maximum of 80 hours a year.

From completion of the second year of the contract onwards, **researchers with a contract of this type will be able to request an evaluation of their research activity.** Evaluations will take into account criteria of excellence, will be performed in accordance with the regulations of the university or employer and will include an external report that will be binding if negative and will be written by:

- ✓ in the case of researchers contracted by state universities, the National Agency for Quality Assessment and Accreditation (ANECA)<sup>22</sup> or an equivalent external organisation in each Autonomous Region;

<sup>21</sup> The Salario Mínimo Interprofesional (SMI) sets the minimum wage to be received by workers for a legal day of work, regardless of worker gender or age or whether they are have permanent, temporary or seasonal contracts. The value of the SMI is set out in law each year by the Government. More information at: [http://www.seg-social.es/Internet\\_1/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneraldeLaS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneraldeLaS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm) {available in official languages, English and French}

<sup>22</sup> Website <http://www.aneca.es> {available in Spanish and English}

## 2. RESEARCHING IN SPAIN

- ✓ In the case of researchers contracted by Public Research Centres, the National Evaluation and Foresight Agency (ANEP) or an equivalent organisation determined within the National Research Agency, or an organisation equivalent to the ANEP in Autonomous Regions if the employer is accountable to them.

**The selection processes for permanent staff** announced by government bodies will consider favourable evaluations received during the course of a contract for access to the Spanish Science, Technology and Innovation system as research merits.

In the case of a negative evaluation, researchers may request a second and final evaluation of their research activity before the contract or its extensions end.

### 2.3.3. Distinguished researcher contract

**Spanish and foreign researchers of renowned prestige** in the scientific and technical field who hold **PhDs** or equivalent can be recruited under distinguished researcher contracts, in accordance with the following criteria:

- a) The objective of the contract is research activity or team leading, directing research centres, unique scientific and technological facilities and programmes of great importance in the field of knowledge, in accordance with the functions and objectives of the employer.
- b) The duration of the contract will be determined by mutual agreement.
- c) Researchers offered this type of contract may not sign other employment contracts with other organisation, unless they have received express permission from the employer or a written agreement otherwise and without disregarding the regulations.
- d) Compliance of the contract will be subject to an objective monitoring system the employer will establish.
- e) The contract may be terminated due to abandonment on behalf of the employer, notifying the decision in writing with three months' notice, notwithstanding the possibility of the employer cancelling the contract for just causes..

### 2.3.4. Consolidating a career in research

The consolidation of a career in research, implying a sequenced series of promotion opportunities and prospects for professional advancement, in accordance with the principles of transparency, equality, merit and skill, is achieved in public institutions (universities and research centres) by gaining access to the civil services linked to research. Public employment is open to Spanish researchers, foreign researchers legally residing in Spain and also foreigners under the umbrella of International Treaties signed by the European Union and ratified by Spain that permit the free movement of workers.

**Public employment as regards a career as a researcher** working for Public Research Centres that report to the Central Government is divided into the following scientific categories which will have **full research authority**:

- a) Research Lecturers of Public Research Centres.
- b) Scientific Researchers of Public Research Centres.
- c) Head Scientists of Public Research Centres.

Public university lecturers employed by the Government will belong to the following categories and will have **full teaching and research authority**:

- a) University Professors.
- b) University Senior Lecturers.

## 2.4. PROTECTION OF R+D

It is essential to protect the knowledge generated by all public and private organisations in order to take advantage of the benefits it can potentially yield. Such protection, which in English-speaking countries is referred to as "Intellectual Property Rights", is **divided into two types of property rights in Spain**:

- **Industrial property**: the series of exclusive rights that protect innovative activity (new products, processes or designs) and commercial activity by way of exclusively identifying products and services on the market (trademarks and trade names).

- **Intellectual property:** the series of rights that belong to creators and other knowledge owners in regard to the works and benefits stemming from their creation.

Industrial and intellectual property rights cover a wide range of legal forms, including patents, utility models, industrial

designs, new varieties of plants, trademarks, brand names, trade secret, computer programmes and copyright, among others.

The next section covers those which are used most frequently.

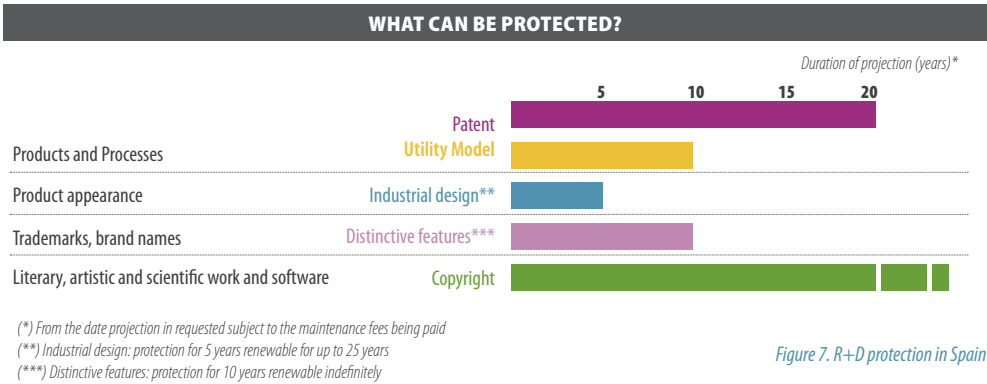


Figure 7. R+D protection in Spain

2.4.1. Industrial property

PATENTS

A patent is an exclusive right over an **invention**, that is, a **product** or **procedure** that in general provides a new way of doing something or a new technical solution to a problem. In other words, it is a temporary and territorial privilege that bestows upon its holder the power to prevent unauthorised third parties from manufacturing, selling or utilising the protected invention

**The three criteria**<sup>23</sup> that must be met for an invention to be eligible for a patent are as follows:

1. **Worldwide innovation:** an invention is considered new when it is not included in the state of the art. *The state of the art* includes everything that is available to the public, by

any means and in any place, before submission of the patent application.

2. **Inventive activity:** an invention has inventive activity if an expert in the field does consider it is evidently
3. **Industrial application:** an invention is considered to be applicable to industry when it can be manufactured in any type of industry, including agriculture.

Therefore, new inventions that show evidence of inventive activity and can be applied in industry can be patented. The following can be patented: a procedure, a method of manufacture, a machine, device or product. Legally, this product can be composed of or contain biological material, and procedures by which biological material is products, transformed or utilised are permitted.

It is worth bearing in mind that:

- The applicant for the patent must describe their invention such that the average expert in the field could implement it.

<sup>23</sup> Further information in the Spanish Patents and Trademarks Office's information pamphlet Basic issues surrounding patents and utility models: <http://www.oepm.es/cs/OEPMSite/contenidos/Folleto/06-cuestiones-basicas-patentes-modelos.html> {available only in Spanish}

## 2. RESEARCHING IN SPAIN

- Publicising an invention before submitting a patent application cancels out the innovation. Publicising an invention before submitting a patent application cancels out the innovation. It is therefore vital for a researcher not to disseminate by any means an invention that he or she might be interested in patenting, including conferences, specialised publications, the internet, etc.
- Discoveries, scientific theories, mathematical methods, literary, scientific or artistic works or any other aesthetic creation, regulations or methods for carrying out intellectual, recreational or economic and marketing activity cannot be patented.
- Methods of surgical or therapeutic treatment of – or methods of diagnosis for – human or animal bodies are not considered to be inventions of possible industrial application and thus cannot be patented. However, patentable products include substances or compositions and inventions of devices or instruments for the implementation of the aforementioned methods.
- Inventions contrary to law and order, varieties of plants (protected by their own special regulations), animal breeds or essentially biological processes intended to obtain plant varieties or animal breeds are not eligible for protection by way of a patent either.
- Patents in Spain, as is the case in most countries in the world, are awarded for a period of 20 years from the date of application. After this period, the patented object becomes public domain and can be exploited by third parties.
- Principle of territoriality: this means that protection is only obtained in the countries where the patent is registered. Therefore, registering the patent in the country of origin does not provide automatic protection in other countries. As a result, it is necessary to ensure protection by registering in each.
- Right of priority: this right lays down that, from the date of the first patent application made in a country, the applicant has a period of twelve months to apply for protection in other countries by making subsequent applications in which the priority of the first application shall be cited. Thus all the subsequent applications are taken to be made

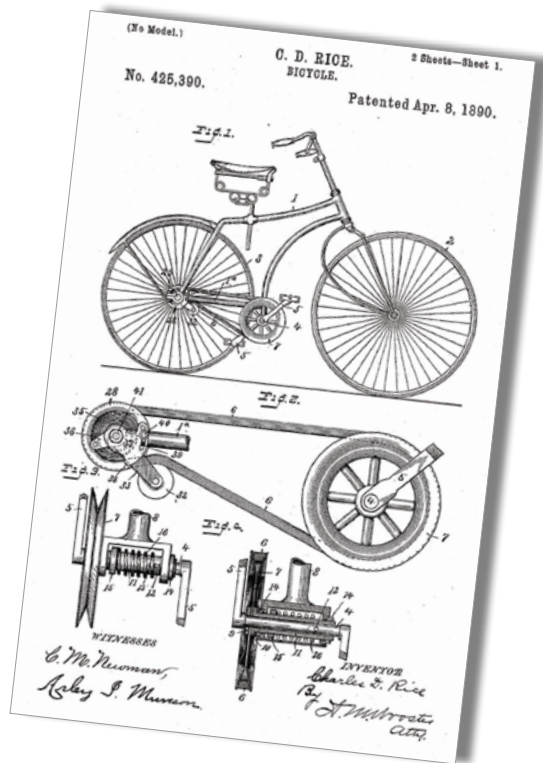
on the date of the first; in other words, they will have “priority” over applications made by other people for the same invention in the period between the date of the first application and subsequent dates of presentation at the various national offices. The date of the first application is therefore taken to define the pre-existing State of the Art when the application is examined. Thus the applicant has a period of twelve months to decide in which countries he/she wishes to apply for protection, and does not have to present all the applications at the same time.

### Processing a patent:

Patents must be awarded by a **national patent office**, (the **Spanish Patents and Trademarks Office** in Spain), or by a regional office that works for various countries, such as the **European Patent Office** or EPO. This European system provides protection through a European patent application submitted to one patent office (EPO) only. The application must be submitted in only one language (English, French or German)

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Severo Ochoa Centre of Excellence*





in the European States where protection is desired, providing they are part of the European Patent Convention<sup>24</sup>. The European Patent Office processes all European patent applications, which have the same effect as any national patent in each of the States they are awarded for. There is another international treaty, the Patent Cooperation Treaty (PCT), that establishes a procedure for the international extension of patents: through this system the protection of an invention can be applied for by presenting a single application to each of the signatory states to the PCT

<sup>24</sup> At present, the 38 countries that are part of the Convention are: Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, the F.Y.R. of Macedonia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, Norway, Poland, Portugal, Rumania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom. Protection can also be extended to Bosnia and Herzegovina and Montenegro, which, although not part of the Agreement, have signed extension agreements with the EPO.

(146 countries according to the World Intellectual Property Organisation<sup>25</sup>, as at 1st March 2013) chosen by the inventor. The PCT route is not a patent concession procedure like the EPO, nor does it replace national concessions; it does, however, unify the processing of international protection<sup>26</sup>.

### UTILITY MODELS

This type of protection is intended for inventions that, despite being new and the result of inventive activity, consist of endowing an object with configuration, structure or constitution that provides an appreciable practical advantage when it comes to using or manufacturing the object (the key structures are “utility” and “practicality”, not the object’s “aesthetics”).

They are awarded for a period of 10 years and do not, therefore, provide protection for as long as patents. This system is particularly suited to protecting tools, objects and other devices for practical use.

### INDUSTRIAL DESIGNS

A specific type of protection for shape creations (the key aspect is “aesthetics”). An industrial design gives the owner exclusive rights over the appearance of all or part of a product, stemming particularly from the features of lines, contours, colours, shape, texture or materials of either the product itself or its decoration. There are two- and three-dimensional industrial designs.

An industrial design provides protection for **five years from the date of application and can be renewed** for subsequent periods of five years up to a maximum of 25.

### DISTINCTIVE FEATURES

A **trademark** gives an exclusive right to use a product or service on the market. Trademarks can be words or combinations of words, pictures, figures, symbols, graphs, letters, digits and three-dimensional shapes. An international trademark protection can also be obtained.

<sup>25</sup> <http://www.wipo.int> {in English, French, Spanish, Chinese, Russian and Arabic}

<sup>26</sup> Further information in the OEPM information pamphlet International Protection of Inventions: <http://www.oepm.es/cs/OEPMSite/contenidos/Folleto/07-proteccion-internacional-invenciones.html> {available only in Spanish}



## 2. RESEARCHING IN SPAIN

A **brand name** gives an exclusive right to use a certain mark or name to identify an enterprise. Brand names do not have to coincide with the names of enterprises as they appear in the Companies House. Protection of a brand name is applicable nationally.

Protection of distinctive features lasts for 10 years as of the date of application and can be renewed indefinitely. A trademark can be protected with effect across the entire **European Union** by applying for the corresponding community trademark at the **Office for Harmonisation in the Internal Market (OHIM)** ([www.oami.europa.eu](http://www.oami.europa.eu)) run from Alicante.

### 2.4.2. Intellectual property

Intellectual property is the series of rights that creators and other owners (artists, producers, radio broadcasting organisations, etc.) have over the works and benefits that stem from their creation. It includes literary, scientific and artistic creations, etc.

Unlike industrial property, intellectual property comes into being at the same time as the creation, which does not have to be registered. This is known as “copyright”.

However, despite not being necessary to hold this right, in Spain it is possible to register a creation at the Intellectual Property Office.

In Spain, as in the rest of European countries, computer programmes cannot be patented, as the Patent Act expressly excludes them from the list of inventions eligible for a patent. Any computer programme, together with the documentation attached, is protected by copyright as intellectual property, although additional measures of protection are recommended, such as leaving it in the custody of a notary public.

### 2.4.3. Ownership of knowledge

Most inventions stem from within organisations (enterprises, universities, etc.); individual inventors are becoming increasingly rare. This makes it necessary to regulate the ownership of the results of R+D work performed by an employee within the scope of their professional activity.

As regards ownership, inventions can be:

- **Employee inventions:** inventions made by employees while their contract or service relationship with an enterprise remains valid and which are the result of a research activity that is either expressly or implicitly part of the object of their contract, belong to the employer.
- **Free inventions:** inventions made by employees when the above circumstances do not apply belong to the employees who made them.

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#### 2.4.4. Offices to apply for protection

Spanish Patents and Trademarks Office (SPTO)	Provides legal protection for the various forms of industrial property by awarding patents, utility models and industrial designs, among others. <a href="http://www.oepm.es">http://www.oepm.es</a>
European Patent Office (EPO)	For European patent applications. A centralised procedure that provides protection in some or all of the States that endorse the European Patent Convention. Only one application is required in one of the three official languages (English, French or German). <a href="http://www.epo.org">http://www.epo.org</a>
Office for Harmonization in the Internal Market (OHIM)	The official European Union agency for registering trademarks, designs and community models. <a href="http://oami.europa.eu">http://oami.europa.eu</a>
Intellectual Property Office	Voluntary registering of literary, scientific and artistic creations, computer programmes, etc. <a href="http://www.mcu.es/propiedadInt/CE/RegistroPropiedad/RegistroPropiedad.html">http://www.mcu.es/propiedadInt/CE/RegistroPropiedad/RegistroPropiedad.html</a>

#### 2.4.5. Legal assistance and information on intellectual and industrial property rights and their protection

This section recommends some free legal services in the field of industrial and intellectual property.

IPR-Helpdesk	Run by the European Commission, the IPR-Helpdesk offers basic legal assistance, especially in R+D projects financed by the European Union. <a href="http://www.iprhelphdesk.eu">http://www.iprhelphdesk.eu</a>
InnovAccess	Portal created by national patent offices, the EPO and the OHIM to give information on intellectual and industrial property rights and their user services. <a href="http://www.innovaccess.eu">http://www.innovaccess.eu</a>
TransAtlantic IPR Portal	Assistance provided by various national public agencies in Europe and the United States, mainly intended for SMEs. <a href="http://ec.europa.eu/enterprise/initiatives/ipr/index_en.htm">http://ec.europa.eu/enterprise/initiatives/ipr/index_en.htm</a>
CHINA IPR SME Helpdesk	Free practical information on intellectual and industrial property rights in China, mainly intended for SMEs. <a href="http://www.china-iprhelphdesk.eu">http://www.china-iprhelphdesk.eu</a>
ASEAN IPR SME Helpdesk	A free service promoted by the European Commission that provides practical information for SMEs in Europe on intellectual and industrial property rights in the Association of Southeast Asian Nations (ASEAN): <a href="http://www.asean-iprhelphdesk.eu">http://www.asean-iprhelphdesk.eu</a>
Europeantmdn	The European Trade Mark and Design Network is a combined series of systems and practices designed to support users in obtaining the best possible service from the national, region and EU bodies that are responsible for Trade Mark and Design protection: <a href="http://www.tmdn.org">http://www.tmdn.org</a>

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Centre of Excellence*

*Right: Building of the Institute of Photonic Sciences, ICFO.  
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# 3

## ENTRY AND RESIDENCE IN SPAIN





# 3 ENTRY AND RESIDENCE IN SPAIN

*Building of the Institute of Mathematical Sciences, ICMAT.  
Severo Ochoa Centre of Excellence*



## 3.1. INTRODUCTION

One of the most important aspects when planning a stay in Spain is what the requirements for entering and staying in the country are: obtaining visas, residency and/or work permits both for yourself and for your family.

In this context, the Scientific Visa and the Blue Card have made it easier for foreign researchers to enter and move around our country.

The **scientific visa**<sup>27</sup> is a European proposal that facilitates the admission and mobility of third-country nationals carrying out research for periods of over three months, making the European Union more attractive to researchers from all over the world. The **EU Blue Card** is established as a regulation<sup>28</sup> geared toward incorporating the most qualified workers to the European economy.

Furthermore, there are other permits that allow for research personnel to enter and remain in Spain.

... This section aims to help researchers understand what type of visa suits each particular situation and what they require to apply for them, as well as the procedure they must follow to complete the application.

First, we explain which nationalities need to apply for a visa before later addressing the different types of visas and permits available depending on length and type of stay.

<sup>27</sup> Directive 2005/71/EC of the Council of October 12, 2005 regarding a specific procedure for the admission of third-country nationals for scientific research

<sup>28</sup> Directive 2009/54/EC of the Council of 25 May 2009 regarding the entry and residence conditions for third-country nationals carrying out highly qualified work



### 3. ENTRY AND RESIDENCE IN SPAIN



#### 3.2. ENTRY TO SPAIN

The entry of a foreign citizen onto Spanish territory is conditional upon the fulfilment of the following requirements:

- a) Possession of a valid, current passport or travel documents. For EU citizens, national identity documents will also be deemed valid
- b) Visa if required
- c) Justification of the purpose and conditions of entry and stay
  - For study trips or those involving other kinds of training some of the following documents may be requested: Matriculation document from an education centre to participating in theoretical and practical training courses or Certificates related to the courses in question.
  - For scientific, professional or scientific trips or for other purposes, some of the following documents may be requested: An invitation from a research body, company or authority to take part in meetings, conventions, etc. of a scientific or technical nature; Document accrediting the existence of scientific, industrial, commercial relations, etc.; Access cards for congresses, conventions, fairs, etc.; or Invitations, entry cards, bookings or programmes with an indication, where possible, of the name of the inviting body and duration of the study or any other document indicating the purpose of the visit.
- d) Proof, where applicable, of sufficient monetary means to cover the stay in Spain or of being in a capacity to obtain them, and of moving on to another country or returning to the country of origin.
- e) Presentation of the corresponding health certificates
- f) Not being the subject of a ban on entry
- g) Not posing a threat to Spain's public health, public order, national security or international relations, or those of States with whom Spain has an agreement to such an effect.

#### 3.3. DEFINITION AND CATEGORIES OF VISAS:

The visa or prior authorisation of entry is a legal instrument (attached to the **passport** or included within its pages) bestowed by the destination country, in this case Spain, through its consulate or embassy in the country of origin or residence of the person who is due to travel, which authorises cross-border circulation of foreign citizens.

Its objective is to control entry of people to the country in accordance with the authorisation they possess, and it authorises them for various kinds of stay by duration or activity to be conducted. There are various kinds of visa depending on the duration and purpose of the stay in Spain:

- **Short-term visas:** these authorise stays in Spain of up to 90 days per six months. EU legislation establishes the list of third countries whose nationals are exempt from the need

to obtain a visa for stays in the Schengen Area<sup>29</sup> for under 90 days per six months and for nationals of third countries subject to this requirement.

- **National or long-term visas:** when the stay in Spain exceeds three months, a national or long-term visa needs to be obtained. In this case, there are no exceptions by nationality except for the special regime for nationals of EU Member States, the European Economic Area and Switzerland. Visas issued for the undertaking of professional activities with a duration of less than 90 days per six months are also national visas. In this category, the visas set out in legislation for the undertaking of research or training activities are as follows:

- ✓ Study visa.
- ✓ Exemption from work authorisation visa.
- ✓ Research visa.
- ✓ Residence and work visa.

NB: foreign citizens who are not nationals of EU Member States, the European Economic Area and Switzerland will be subject in all cases to visa requirements if their stay in Spain is for professional purposes, regardless of nationality and length of stay.

<sup>29</sup> The objective of the Schengen Agreement, signed in 1985 and applicable since 1995, is to abolish border controls within the Schengen Area and to harmonise external border controls. The majority of the Member States of the Union are signatories (except Bulgaria, Croatia, Cyprus, Ireland, Romania and the United Kingdom) and some third countries like Iceland, Liechtenstein, Norway and Switzerland.

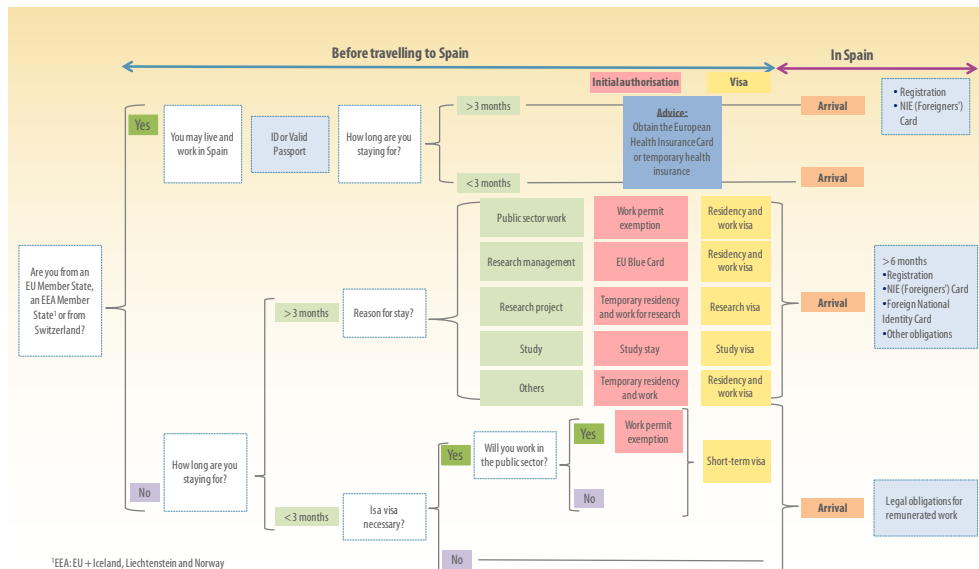


Figure 8. Decision tree regarding procedures for entry into Spain associated with research activities

### 3. ENTRY AND RESIDENCE IN SPAIN

The first aspect researchers must take into account to determine whether or not they have to apply for a visa to enter Spain is their **nationality**. Some researchers may not require a visa at all or only need one for stays of more than three months, or have to apply for one regardless of the type of stay.

Researchers from the following countries **do not need** to apply for a visa to enter and reside in our country:

**Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Romania<sup>30</sup>, Slovakia, Slovenia, the United Kingdom** (Member States of the European Economic Area: the European Union, plus Iceland, Liechtenstein, Norway, as well as the Swiss Confederation).

If your stay in Spain exceeds **ninety days** (in six months), you must register at the Registro Central de Extranjeros (Central Registry for Foreign Nationals) and request an EU citizens' registration certificate (for family members this is called the Tarjeta de residencia de familiar de ciudadano de la Unión (Residency card for family members of EU citizens)), which is associated with an identification code called an NIE (Foreigner's Identity Card in English).

The second group of countries to be taken into account are those included in the European Union regulation which stipulates that the **list<sup>31</sup> of third countries whose nationals are exempt from visa requirements when crossing the external borders of the Union**, proving their **stay does not exceed 90 days**. The following list was last updated in May 2013.

30 A Romanian national does not need a visa or permit to enter and reside in Spain, but until 31 December 2013 a transitional regime is in place regarding working, for which a work permit is needed in order to be hired

31 Appendix II of EU Regulation (EC) No 539/2001 of 15th of March, 2001 and later amendments: Regulations (EC) 2414/2001, 851/2001 and 1932/2006. More information at [http://europa.eu/legislation\\_summaries/justice\\_freedom\\_security/free\\_movement\\_of\\_persons\\_asylum\\_immigration/jl0031\\_es.htm](http://europa.eu/legislation_summaries/justice_freedom_security/free_movement_of_persons_asylum_immigration/jl0031_es.htm) (in all official EU languages)



**Africa:** Mauritius, Seychelles

**America:** Antigua and Barbuda, Argentina, Bahamas, Barbados, Brazil, Canada, Chile, Costa Rica, El Salvador, USA, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, St. Kitts and Nevis, Uruguay, Venezuela.

**Asia:** Brunéi, South Korea, Israel, Japan, Malaysia, Singapore, Taiwan.

**Europe:** Albania, Andorra, F.Y.R.M.<sup>32</sup>, Bosnia Herzegovina, Croatia<sup>33</sup>, Monaco, Montenegro, Romania<sup>34</sup>, San Marino, Holy See, Serbia<sup>35</sup>.

**Oceania:** Australia, Nueva Zelanda

*List of third countries whose nationals are exempt from visa requirements when crossing external borders for stays that do not exceed 90 days.*

Nationals from any other countries that have not been mentioned above are required to apply for a visa in order to enter Spain, regardless of the type of stay

32 Former Yugoslav Republic of Macedonia

33 Croatia has been a full member of the European Union since 1st July 2013, although a transitional period will be applied in which free movement of workers will be restricted

34 Order PRE/2072/2011 of July 22, by which prior authorisation is required in order to work in Spain

35 Excluding holders of passports issued by the Serbian Coordination Directorate (Kordinaciona Uprava in Serbian)



### 3.4. WHAT PROCEDURES DO I NEED TO CARRY OUT?

1. Check that you are required to apply for a visa in order to enter Spain.
2. Apply for a stay or residency permit: this permit enables a foreigner from a country outside the members of the European Economic Area to stay in Spain for a period of over 90 days.
3. Apply for the visa (once the stay permit has been obtained).

This permit does not authorise travel to Spain; the applicant must wait until he/she obtains the visa.

The visas **currently in force can be divided into three groups** depending on the duration of stay they authorise:

#### Short stays (under 90 days)

- Short stay visa
- Work permit exemption (speeds up process for obtaining visa)

- Temporary residency and work involving transnational provision of services

#### Long but not indefinite stays (more than 90 days, under 5 years)

- Study permit
- Temporary Residency permit:
  - Research visa
  - EU Blue Card
  - Work permit exemption
  - Temporary residency and work involving transnational provision of services
  - Temporary residency and paid employment
  - Permits processed by the Special Unit for Large Companies and Strategic Economic Sectors (UGE-CE in Spanish)

#### Long or indefinite stay (more than 5 years)

- Long stay residency permit
- Long stay residency permit – EU

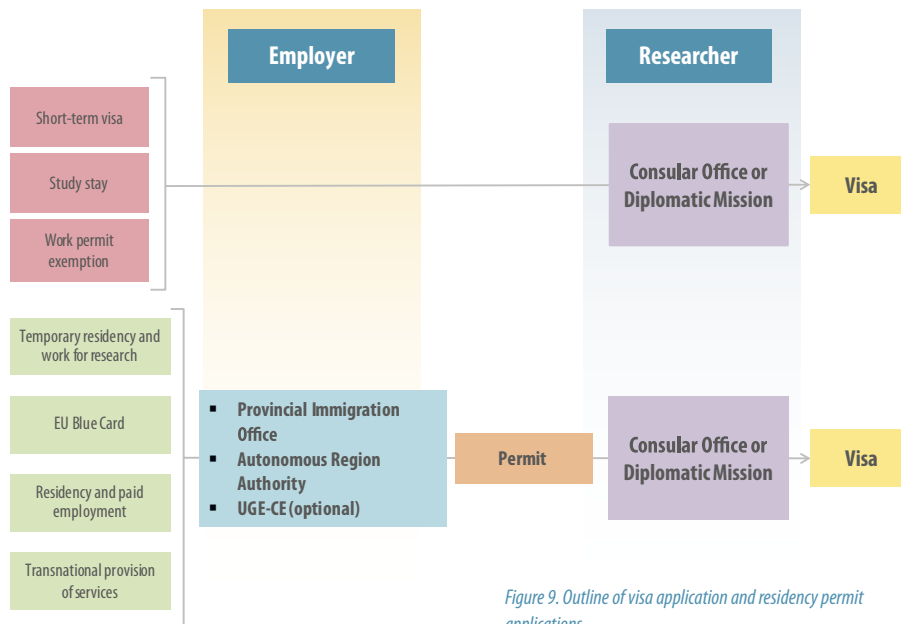


Figure 9. Outline of visa application and residency permit applications

### 3. ENTRY AND RESIDENCE IN SPAIN

The following sections describe the conditions researchers must meet in order to apply for each of the above permits, together with their duration, the possibility of renewal, etc. It also explains the fast processing of the Unit for Large Companies and Strategic Economic Sectors (UGE - CE)<sup>36</sup> for researcher-recruiting entities only.

#### 3.4.1. Short stay procedures

*Short period:* Sum of successive periods, **not exceeding 90 days** (three months) per six months from the date of first entry onwards.

There are four types of entry procedures that allow short stays in our country:

**a) Short stay visa:** Enables the holder to remain in the territory of Member States that are part of the Schengen Area up to a maximum of ninety (90) days per six months, over either one uninterrupted period or successive periods.

- **Short stay visas** can be applied for at the **corresponding Diplomatic Mission or Consular Office**<sup>37</sup>. If the applicant's country of residence lacks a Spanish Diplomatic Mission or Consular Office, he/she can go to the Diplomatic Mission or Consular Office representing Spain in that country to apply for a visa.
- The official application model can be downloaded for free from the website of the Ministry of Foreign Affairs and Cooperation<sup>38</sup> or obtained – also for free – at Spain's

Diplomatic Missions or Consular Offices abroad. When making the application, the corresponding fee must be paid, which will not be returned if the application is denied.

- The visa processing status can be consulted digitally in the Ministry of Foreign Affairs and Cooperation's consular processes application: <https://sutramiteconsular.maec.es> (only in Spanish)
- If the visa is declined, the applicant will be notified using a standard form giving the reason for the refusal. The applicant can appeal against the decision within the established deadlines.
- The timescale for resolving short stay visa application files (Schengen) is a maximum of 15 days after the application is made. This timeframe may be prolonged to a maximum of 30 calendar days in specific cases, in particular when it is necessary to examine the application in more detail. In exceptional circumstances – specific cases in which additional documentation is required – this timeframe can be prolonged to a maximum of 60 calendar days.

**NB:** When the visa is collected from the Spanish Diplomatic Mission or Consular Office, you must check that it stipulates the correct length of the activity to be undertaken in Spain and that there are no errors in the personal data recorded in it.

To prolong the stay up to the maximum 3 months, you must go to the **Immigration Office**<sup>39</sup> or the **Police Station**<sup>40</sup> of the province in which you will stay.

<sup>36</sup> The Unit for Large Companies and Strategic Economic Sectors (UGE-CE) reports to the Directorate General for Migration of the General Secretariat of Immigration and Emigration at the Ministry of Employment and Social Security. Their website is <http://extranjerios.empleo.gob.es/es/UnidadGrandesEmpresas/> (the website is in Spanish only, though its information pamphlets can be found in English and occasionally in French)

<sup>37</sup> <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx> {information in Spanish, co-official languages, English and French}

<sup>38</sup> The application form can be downloaded from the website: <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documents/Impreso%20de%20solicitud.pdf>

<sup>39</sup> <http://extranjerios.empleo.gob.es/es/InformacionInteres/OficinasExtranjeros/> {information in Spanish, co-official languages and English}

<sup>40</sup> [http://www.policia.es/documentacion/oficinas/oficinas\\_extran.html](http://www.policia.es/documentacion/oficinas/oficinas_extran.html) {información en castellano}

**b) Temporary residency with work permit exemption.**

- This can be applied for by foreigners who meet any of the following conditions:
- Experts, researchers and scientists either invited or recruited by the General State Administration, Regional Governments, universities, local governments or organisations whose mission is to promote and carry out research and which are either run or owned by the aforementioned institutions.
- Lecturers, experts, researchers or scientists either invited or recruited by a Spanish university to perform lecturing, research or academic work.
- Executive or teaching staff from cultural or educational centres in other states, or private centres of proven prestige officially recognised by Spain that intend to set in motion cultural and educational programmes in Spain about their respective countries, providing their activity is confined to running such programmes.
- Members of international scientific missions who plan to carry out work and research in Spain, authorised by the competent State or Regional Administration.



If a foreign researcher is a resident in Spain, he or she must have the exemption recognised at the Immigration Office in the province where the work will begin.

If a foreign researcher is not a resident in Spain, he or she must apply for the corresponding short duration stay or residency visa at the Spanish Consular Office in their country of residence.

The timeframe for resolving the Temporary Residency with Work Permit Exception will be a **maximum of seven days**, to which will be added the processing of the visa

**c) Permits for residency and work involving transnational provision of services.**

This permit is intended for enterprises established in a State not belonging to the European Union or European Economic Area which intend to send a worker to Spain to whom the community regime does not apply (a researcher), with whom, during the moving period, they maintain and will maintain a working relationship under one of the following circumstances:

- When the person is moving on account of, and under the direction of, the foreign company as part of the completion of a contract.
- When the person is moving to workplaces in Spain of the same company or group of companies.
- When the employees moving are highly qualified and the purpose of the move is to supervise and advise on work or services that companies based in Spain go abroad to undertake.

The criteria, in addition to the general ones, are that the worker has stable, regular residency in the country or countries in which the company sending him/her to Spain is established, that the professional activity is of a usual nature and that he/she has worked there for at least a year and has served the company for a minimum of nine months.

### 3. ENTRY AND RESIDENCE IN SPAIN

The permit will be limited to a specific occupation and region. Its duration will be the same as the displacement time, with a limit of one year.

#### 3.4.2. Procedure for a long but not indefinite stay

Long but not indefinite period: any uninterrupted period or combination of successive periods that **exceeds** ninety days per six months as of the date of first entry. These types of permits and visas give researchers the right to temporary residency for a maximum of five years.

There are different types of entry permits depending on the researcher's situation.

##### a) Study permit

Researchers planning to carry out any of the following **non-professional** activities may apply for the study, student mobility, internship or volunteer visa:

- Studying or furthering studies at an authorised educational centre in Spain, on a full-time course that leads to a degree or study certificate.
- Research or training activities, provided that these do not constitute a professional activity (in which case a permit within a special research scheme should be requested, as set out in the next section).
- Internships in a state or private body or organisation.

The **study visa** authorises foreigners to stay in Spain until the completion of the activity for which it was awarded. The duration of the stay will be the same as that of the activity for which the visa was awarded, for a maximum of one year, renewable on a yearly basis when proof is provided that the foreigner still meets the criteria to be eligible for this type of visa.

**The criteria<sup>41</sup> to be eligible to apply for the study permit and the corresponding visa include:**

- Being accepted by an authorised educational centre in Spain onto a full-time course that leads to a degree or

a study certificate, or being accepted by an officially recognised centre in Spain to carry out research or training activities. If you are participating in a student mobility programme, you must also prove you have been admitted onto this programme.

- Having guaranteed the necessary economic means to cover expenses during the stay and to return to the applicant's country of origin, providing proof of a monthly amount equivalent to 100% of IRPEM<sup>42</sup>, unless the researcher duly proves he or she has prepaid the accommodation for the duration of their stay. If the stay is part of a student mobility programme, it is sufficient if the mobility programme includes provisions that guarantee the maintenance of the foreigner during the period of mobility.
- Have taken out health insurance with a company authorised to operate in Spain.
- When the length of the stay exceeds 6 months, the following will also be necessary:
  - Medical certificate proving that the applicant does not suffer from an illness with potentially serious repercussions on public health<sup>43</sup>.
  - For those of legal age, there must be no criminal record in the last 5 years in their previous countries of residence.

The application for a study visa must be submitted in person by the researcher or student in the diplomatic mission or Spanish consular office in the researcher's place of residence. A decision regarding this permit will be made within no more than **seven days from the date the application is received**. If the Diplomatic Mission or Consular Office authorises the

<sup>42</sup> Indicador Público de Rentas de Efectos Múltiples (Multipurpose Public Income Indicator), the annual value of which can be consulted at: [http://www.seg-social.es/Internet\\_1/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneraldeLaS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm#47860](http://www.seg-social.es/Internet_1/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneraldeLaS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm#47860) (information available in Spanish, English and French)

<sup>43</sup> The International Health Regulations is a legal instrument signed by 194 countries with the support of the World Health Organisation to prevent the international spread of diseases: <http://www.who.int/ihr/> {available only in English, French, Spanish, Russian, Arabic and Chinese}

<sup>41</sup> A list of all the requirements can be found in Article 38 of the Immigration Act

stay, the entry visa will be resolved and sent within a month. The applicant will be informed of the granting of the visa and will have two months from that date to pick it up. This not being the case, it will be assumed that the visa is no longer required and the procedure will be archived.

If the stay exceeds six months, foreigners must apply for the corresponding Foreign National Identity Card within a month after effectively entering Spain.

**NB:** If the work involved in the research project is not paid, a study visa must be applied for.

It should be noted that for **unpaid research work**, Spain issues two kinds of visa sticker depending on the duration of the tasks:

- foreign researchers whose project in Spain does not exceed six months in length will obtain a visa sticker whose duration will be exactly that of the length of the project;
- and in the case of projects that last more than six months, the visa sticker will last 90 days, because it is not this sticker that authorises the researcher's stay in Spain but the Foreign National Identity Card, which, as mentioned above, must be applied for within a month of arrival in Spain.

It should be noted that foreign nationals who apply for a place on a specialised medical course<sup>44</sup> can undertake professional and training activities<sup>45</sup> in healthcare centres to train Health Sciences specialists without any need for the corresponding work permit.

The following are **exempt from applying** for the visa:

<sup>44</sup> The specialist healthcare training system in Spain, regulated in Royal Decree 183/2008 of 8 February, consists of the following programmes: Medicine (in the form of Resident Medical Intern, MIR), Biology (BIR), Nursing (EIR), Pharmacy (FIR), Psychology (PIR), Chemistry (QIR), Radiophysics (RadioFIR).

<sup>45</sup> Regulated in Royal Decree 1146/2006 of 6 October ([http://www.boe.es/diario\\_boe/txt.php?id=BOE-A-2006-17498](http://www.boe.es/diario_boe/txt.php?id=BOE-A-2006-17498) {available only in Spanish})

*Any foreign student who has been admitted onto a course to study or further his or her studies in another member state of the European Union will be able to request to sit or complete part of their studies in Spain without having to apply for a specific visa to enter Spain. Nevertheless, within a month of arriving in Spain he/she will have to present the application to obtain the study permit.*

Foreign nationals on a study visa (not their family) may be authorized to conduct lucrative professional activity when an employer submits the corresponding application, the regulatory requisites are fulfilled, the activity in question is compatible with the person's studies or the activity for which the stay permit was granted, and the income earned is not a necessary resource for the foreign national's maintenance or stay. The contract will be part-time. Should the contract be full-time, duration must not exceed three months or coincide with classes or research periods.

Students may obtain residency and an initial work permit without having to apply for a visa when the business owner recruiting them applies for permission (the initial temporary residency and paid employment permit must be applied for whilst the stay permit is still valid) and foreign students fulfil the following conditions:

- ✓ Have been in Spain with "staying" status for at least three years (in exceptional circumstances, for professional or scientific merit, a duration of under three years may be authorised).
- ✓ Have made the most of their studies or research work.
- ✓ Have not received a grant or been subsidised by either public or private organisations as part of cooperation or development schemes in Spain or the students' country of origin.

If the holder of the study visa benefits from aid under a scheme in the sphere of application of the predoctoral contract provided by the Science, Technology and Innovation Act, the person will still be considered a student to all effects

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at the time renewal is requested. Predoctoral contracts<sup>46</sup> have a maximum duration of 4 years.

**b) Temporary residency**

Temporary residence is considered a stay in Spain of more than 90 days and less than five years (except in the case of study, student mobility, internships or volunteer services).

Researchers interested in working in Spain for periods longer than 90 days can apply for five different types of permits, depending on their situation, for which there must exist a fast-track procedure run by the Unit for Large Companies and Strategic Economic Sectors (UGE-CE)<sup>47</sup> at the sole disposal of the entities employing the researcher, which will be analysed in the following section:

46 The work experience contract offered to a person with a study permit will not contribute to unemployment benefits, in accordance with the 16th Additional Provision to the Immigration Act (Royal Decree 557/2011 of 20th April).

47 The Unit for Large Companies and Strategic Economic Sectors (UGE-CE) reports to the Directorate General for Migration of the General Secretariat of Immigration and Emigration at the Ministry of Employment and Social Security. Their website is <http://extranjeros.empleo.gob.es/UnidadGrandesEmpresas/> {the website is in Spanish only, though its information pamphlets can be found in English and occasionally in French}

B.1 Temporary residency and work permit for research **(research or scientific visa)**.

B.2 Temporary residency and work permit for highly qualified professionals with a **Blue Card**.

B.3 Temporary residency permit with work **permit exemption**.

B.4 Temporary residency and work permit involving **transnational provision of services**

B.5 Temporary residency and paid employment permit

Having obtained the relevant temporary residency permit, the researcher must apply in person for the corresponding visa (research or residency and work) at the Diplomatic Mission or Consular Office in his/her area of residence. Once informed of the granting of the visa, the researcher must collect it in person within a month. Failing this, it will be assumed that the visa is no longer required and the file will be archived. The visa is valid for three months, during which period the researcher must arrive in Spain.

**B.1 Research visa**

Foreign researchers whose main or only reason for travelling to Spain is to undertake research projects under a **hosting**





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**agreement** endorsed by a **research centre** can apply for a **temporary residency and work permit for research** and, once granted, become eligible for the **research visa**.

In this context, we understand by **research centre** any natural or legal person, either in the public or private domain, whose main or secondary establishment is in Spain, who undertakes research or technological development in Spain and has been **authorised** to sign **hosting agreements**.

Foreign nationals intending to undertake research or training activities of a non-professional nature should apply for a study permit rather than a research visa.

The Spanish Ministry of Science and Innovation (MICINN) will maintain an updated list <sup>48</sup> of all research centres that have been authorised to sign hosting agreements with foreign researchers. By default, the list will include universities, public research centres (PROs) that report directly to the Central and Regional Governments and public or private research centres that are officially recognized as organisations that conduct research activity (these organisations, as indicated in section 4.1 *The Spanish*

<sup>48</sup> [http://www.idi.mineco.gob.es/stfls/MICINN/Ministerio/FICHEROS/Listado\\_organismos\\_investigacion\\_autorizados\\_conv\\_acogida.pdf](http://www.idi.mineco.gob.es/stfls/MICINN/Ministerio/FICHEROS/Listado_organismos_investigacion_autorizados_conv_acogida.pdf) {available only in Spanish}

*System for Science, Technology, and Innovation, Are Called Technology Institutes).*

The MINECO (Ministry of Finance and Competition) has established<sup>49</sup> the procedure that centres not included in the original list will have to follow in order to apply for authorisation to sign hosting agreements.

#### Hosting agreement

In order for a research centre or enterprise and a foreign researcher to sign a hosting agreement, the following conditions must be fulfilled:

- The research project must have been approved by the competent authorities of the centre and have a clearly defined objective and duration.
- The centre must also have the material and financial means necessary to carry out the project.
- The foreign researcher must provide proof of being in possession of a higher education qualification that would allow access to doctoral programmes, related to the research project for which the temporary residency and work permit has been requested.
- The hosting agreement must include the report describing the project and the work contract signed by the centre and the foreign researcher, the start being dependent on the approval of the permit application.

Any research centre that has signed a hosting agreement with a foreign **researcher must submit<sup>50</sup> the application for an initial residency and work permit for research to the authority responsible for processing applications**

<sup>49</sup> In accordance with Order CIN/1795/2011, of June 28 (published in BOE No. 155 30 on 30th June 2011): [www.idi.mineco.gob.es/portal/site/MICINN/menuitem.7eeac5cd345b4f34f09dfd1001432ea0/?vgnextoid=c7d5cc7a9afd0310VgnVCM1000001d04140aRCRD](http://www.idi.mineco.gob.es/portal/site/MICINN/menuitem.7eeac5cd345b4f34f09dfd1001432ea0/?vgnextoid=c7d5cc7a9afd0310VgnVCM1000001d04140aRCRD) {available only in Spanish}

<sup>50</sup> The application form must be accompanied by the documents indicated in Article 77 of Royal Decree 557/2011 of 20th April: organisation starting-up and representation documents, copy of the foreign researcher's passport, hosting agreement, qualifications validated by the researcher's embassy and translated (if necessary, when the validated qualifications are for a regulated profession).

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**in the province where the research project is due to begin.** When Regional Governments are responsible for such matters<sup>51</sup>, it is they who determine the competent authority. For other regions, the competent authority is the corresponding Provincial Immigration Office.

The competent authority must respond to the application within a **maximum period of forty-five days**. If the application is approved, the foreign national must apply for the visa (which includes the permit) in person (except in special circumstances) at the Diplomatic Mission or Consular Office of the district in which he/she will reside, and these offices will have a **maximum period of one month** to issue the final scientific visa that will allow the researcher to enter Spain.

**As an option, there is a fast track for employers of researchers: the Unit for Large Companies and Strategic Economic Sectors (UGE-CE) – a unit of the Ministry of Employment and Social Security – may be called upon for processing the research visa as long as all of the conditions are met (see criteria in Section 3.4.3.). When applying through this Unit, the maximum resolution period for the initial residency and work permit is one month and the maximum period for visa resolution is 10 days.**

Initially, the **temporary residency and work permit for research** has a **minimum duration of three months** and a **maximum of five years**, and is the same as the duration of the research project the permit is awarded for. If the duration of the visa exceeds six months, the foreign researcher must apply for the Foreigner Identity Card. The temporary residency and work permit for research (included in the research visa) may be renewed for periods of one year, unless a long-term residency permit is applicable.

Depending on the duration of the research project, the following visas can be obtained:

- Research visa not exceeding six months: it will be valid for a maximum of six months and does not lead to obtaining a Foreign National Identity Card.
- Research visa exceeding six months: this can be issued for a duration of 90 days. The holder must apply for the Foreign National Identity Card at the Police Station or Immigration Office within a month of his/her arrival in Spain.

The following are **exempt from applying** for the visa:

*Any foreign researcher who has been recognised as such by a member state of the European Union, that is, any foreign researcher with a valid research visa another EU country can continue to work on the research project they began in that country **for a period of up to three months**. Should any researcher wish to stay in Spain for more than three months, the research organisation must apply for the initial residency and work permit, although it will not be necessary to obtain a new visa.*

#### B.2 EU Blue Card for highly skilled professionals

The **EU Blue Card** applies to highly skilled professionals who are intending to carry out work that requires **higher education qualifications** or, in exceptional cases, can **provide proof of having five years' professional experience that can be considered comparable to the foregoing qualifications**, related to the activity for which the temporary residency and work permit has been requested.

**The criteria for applying for the Blue Card include:**

- The employer must submit a work contract that guarantees the employee ongoing work throughout the duration of the temporary residency and work permit.
- The gross annual salary specified in the contract must be at least 1.5 times the average gross annual salary. Notwithstanding, providing the contract complies with current legislation and the collective labour agreement that applies, the salary threshold can be 1.2 times the average gross annual salary stipulated for professions in which there is a particular need for third country

<sup>51</sup> At present, on the Regional Government of Catalonia has transferred this responsibility, which is managed by the Ministry for Business and Labour: <http://www20.gencat.cat/portal/site/empresaocupacio/menuitem.46359e2a2a4d6511a6740d63b0c0e1a0/?vgnextoid=c1c495fc81d05210VgnVCM1000008d0c1e0aRCRD&vgnextchannel=c1c495fc81d05210VgnVCM1000008d0c1e0aRCRD> {available in English, French, Catalan and Spanish}





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nationals and which belong to groups 1 and 2 of the International Standard Classification of Occupations (ISCO)<sup>52</sup>.

- The national employment situation must permit the recruitment of the researcher. This will be determined by the Catalogue of difficult-to-fill occupations<sup>53</sup>, which will be elaborated by the Public Service of State Employment on a quarterly basis, according to information supplied by regional public employment services and after consulting the Tripartite Labour Commission on Immigration.

<sup>52</sup> The International Standard Classification of Occupations (CIUO, La Clasificación Internacional Uniforme de Ocupaciones) is the responsibility of the International Labour Organisation (ILO). More information may be found at <http://www.ilo.org/public/english/bureau/stat/isco/index.htm> {available in English, French and Spanish}

<sup>53</sup> The catalogue of difficult-to-fill occupations, which is drafted for each province by the Public Service of State Employment (SEPE, Servicio Público de Empleo Estatal) defines the so-called national employment situation. This catalogue indicates the areas and job positions that cannot be filled by national workers and indicates the possibility of processing residence and work permits for foreign workers to the employer in that geographical area. The catalogue does not apply to Peru and Chile. The catalogue may be viewed at [http://www.sepe.es/contenido/empleo\\_formacion/catalogo\\_ocupaciones\\_dc/af04.html](http://www.sepe.es/contenido/empleo_formacion/catalogo_ocupaciones_dc/af04.html) {available only in Spanish}

**Any employer** intending to recruit a foreign worker who is not a resident in Spain must submit, through a duly accredited representative, the corresponding application for an initial residency and work permit for highly skilled professionals to the authority responsible for processing it in the province where the work is due to take place. When Regional Governments are responsible for such matters, it is they who determine the competent authority. For other regions, the competent authority is the corresponding Provincial Immigration Office.

The competent authority must respond to the application within a **maximum period of forty-five days**. If the application is approved, within one month of the employer or company applying being notified, the worker must request the corresponding residency and work permit in person at the Diplomatic Mission or Consular Office in his or her place of residence. The worker must be notified within a **maximum of one month** after the application is submitted that the visa permitting entry into Spain has been awarded.

**When the requirements mentioned in Section 3.4.3. arise, the Unit of the Ministry of Employment and Social Security may be called upon for processing the EU Blue Card, as long as all of the conditions are met. When applying through this Unit, the National Employment**

### 3. ENTRY AND RESIDENCE IN SPAIN

**Situation is not taken into consideration (this is not a requirement); the maximum resolution period for the residency and work permit is one month and the maximum period for visa resolution is 10 days.**

The initial permit is valid for one year, and can be renewed on a two-yearly basis, unless a long-term residency permit applies.

One month after the worker has been registered in the corresponding Social Security regime, he or she must apply in person for the Foreign National Identity Card at the corresponding Immigration Office or Police Station. The card will be issued with the same expiry date as the permit and will be marked "EU Blue Card".

***Foreign nationals will not be required to obtain a residency and work permit when exercising the right of mobility after being the holder of an EU Blue Card in another member state of the European Union. Similarly, having been in possession of an EU Blue Card issued by another member state of the European Union for a period of 18 months, a foreign researcher has the right to travel to Spain to work in a highly skilled job and will only be required to submit the application for the initial temporary residency and work permit for highly skilled professionals, without having to apply for the visa.***

#### **B.3. Temporary residency with work permit exemption**

Foreign nationals can also apply for the residency permit with work permit exemption described above in the section on short-stay procedures (Section 3.3.1) for stays exceeding three months.

Any foreigner who is not a resident in Spain and whose planned stay exceeds ninety days, must apply for the corresponding residency visa at the corresponding Spanish consular office in his/her place of residence. If a foreign researcher is a resident in Spain, he or she must have the exemption recognised at the Immigration Office in the province where the work will begin.

A resolution will be provided within **no more than seven days**. The work permit exemption will be valid for as long as the programme or activity continues, up to a maximum of one

year, and then two years for the first extension and another two years for the following extension.

If the stay exceeds six months, the researcher must apply for the Foreign National Identity Card.

#### **B.4. Temporary residency and work permit involving transnational provision of services**

The aforementioned temporary residency and work permit involving transnational provision of services for short time periods can also be requested for stays longer than three months.

Employers wishing to send a worker to Spain must apply for the permit in person or via a duly accredited representative of the enterprise at the immigration office of the place in which the services will be rendered or at the Diplomatic Mission or Consular Office of the place of residence.

The duration of the permit will be the same as the worker displacement time, within an initial limit of one year. The permit will be renewable for the planned time over which the activity motivating the displacement will continue, with a maximum limit of one year or the limit set in international agreements on Social Security.

If the stay exceeds six months, the researcher must apply for the Foreign National Identity Card.

#### **B.5. Temporary residency and paid employment permit**

If the activity to be undertaken by the foreign researcher in Spain (it is a professional/occupational activity) does not fit any of the aforementioned circumstances, a residency and paid employment visa must be applied for upon obtaining the corresponding temporary residency and paid employment permit in Spain.

**Any employer** intending to recruit a foreign worker who is not a resident in Spain must submit, through a duly accredited representative, the corresponding application for an initial residency and work permit for highly skilled professionals to the authority responsible for processing it in the province where the work is due to take place. When Regional

Governments are responsible for such matters, it is they who determine the competent authority. For other regions, the competent authority is the corresponding Provincial Immigration Office.

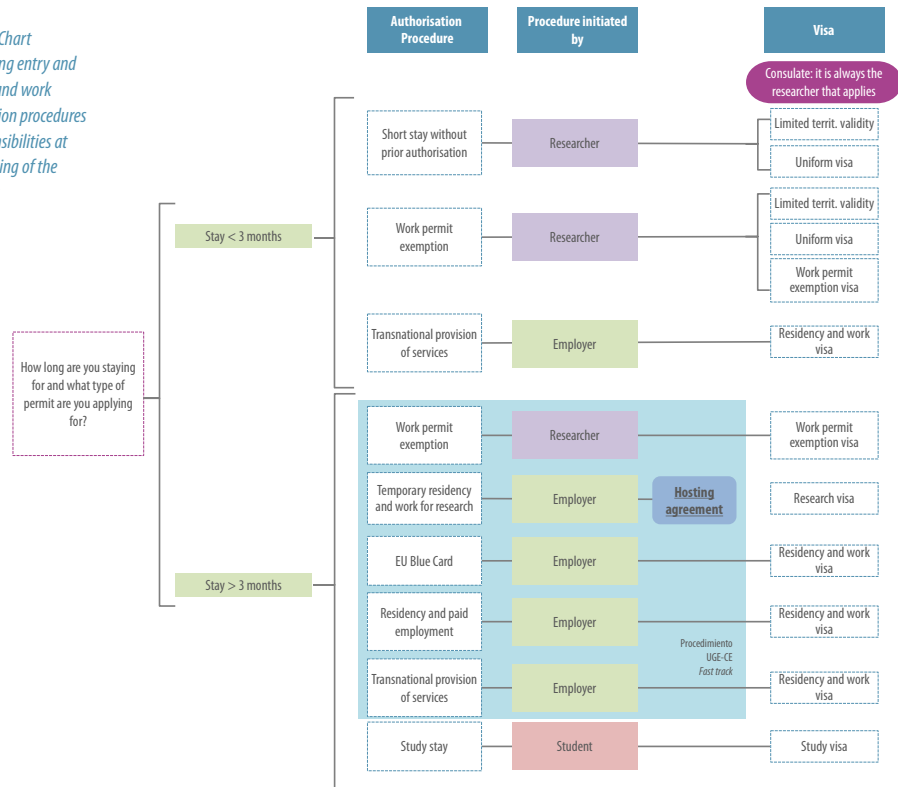
The competent authority must respond to the application within a **maximum period of three months**. If the application is approved, within one month of the employer or company applying being notified, the worker must request the corresponding residency and work permit in person at the Diplomatic Mission or Consular Office in his or her place of residence. The worker must be notified within a **maximum of one month** after the application is submitted that the visa permitting entry into Spain has been awarded.

Once notified of the granting of the visa, the applicant must go and collect it in person within a month from the date on which he/she is notified; failing this, it will be assumed that the visa

is no longer required and the file will be archived. These visas are valid for three months, and it is during this period that the researcher must enter Spain. Within three months of the researcher's arrival in Spain, he should be affiliated, registered and subsequently contribute to the applicable Social Security Regime. Similarly, within one month of the researcher's registration in the Social Security regime, he must apply in person at the corresponding Police Station or Immigration Office for his Foreign National Identity Card. Once the card is awarded, it must also be collected in person.

**When the requirements mentioned in Section 3.4.3. arise, the Unit of the Ministry of Employment and Social Security may be called upon for processing the temporary residency and paid employment permit in Spain, provided the conditions for this are met. When applying through this Unit, the National Employment Situation is not taken into consideration (this is not**

Figure 10. Chart summarising entry and residency and work authorisation procedures and responsibilities at the beginning of the procedures



### 3. ENTRY AND RESIDENCE IN SPAIN

**a requirement); the maximum resolution period for the residency and work permit is one month and the maximum period for visa resolution is 10 days.**

The initial permit is valid for one year, and can be renewed on a two-yearly basis, unless a long-term residency permit applies.

#### 3.4.3. Fast track for employers: Special Unit for Large Companies and Strategic Economic Centres

Existing laws provide for a **fast track**. The maximum period for resolution of the residency and work permit is one month and the maximum period for the resolution of a visa is 10 days under specific conditions for both the researcher and the employer.

This fast track is regulated under the legal name “Procedure to authorise **entry, residency and work** for professional activities with economic, social or labour interests regarding the realisation of **research and development or teaching projects requiring high qualifications** (hereafter called the **Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos, UGE-CE)**).

This type of permit is optional, i.e. it may be requested notwithstanding the rest of the options, and is not a different kind of authorisation but a fast-track procedure for managing permits. This type of fast-track procedure, processed by the Special Unit for Large Companies and Strategic Economic Sectors (UGE-CE), will be one of the most widely used procedures (providing the conditions are fulfilled by the researcher and employer are fulfilled) for periods longer than three months. It is an optional procedure initiated by the body (university, state research organisation or enterprise) which leads to obtaining one of the following residency and work permits set out in previous sections:

- Temporary residency and work permit for research (scientific visa).
- Temporary residency and work permit for highly qualified professionals (Blue Card).
- Temporary residency and work permit involving transnational provision of services

- Temporary residency and paid employment permit.

In the latter case, the receiving company must fulfil the requirements for enterprises.

To apply, it is necessary that the applicant be in one of the following situations:

- Highly qualified specialists and scientists whose reason for coming is to carry out research projects or participate in development activity at universities and R+D centres of recognised prestige or at research and development units belonging to enterprises established in Spain.
- Lecturers recruited by a Spanish university to teach or perform other academic activities.
- Highly qualified specialists and scientists recruited by the Spanish Government, Regional Governments, Local Governments or organisations either run or owned largely by the aforementioned institutions and whose mission is to promote and carry out research.
- Executive or a highly qualified personnel for companies or employers that carry out activities involving investments or the creation of jobs in Spain that are considered and established as a public interest (due to the number of jobs, the socioeconomic impact of the investment or its significance in terms of scientific-technical innovation).
- Executive or highly qualified personnel when the company has more than 500 employees in Spain or which has annual net turnover of more than €200m in Spain or net worth – also in Spain – of €100m, or has declared gross annual average investment of no less than €1m during the three immediately preceding years with entirely foreign capital.

This procedure may also be applied to small and medium-sized companies established in Spain that belong to the following strategic sectors: information and communications technology; renewable energies; environment; water and water treatment; health sciences; biopharmaceuticals and biotechnology; and aerospace and aeronautics.

The application should be submitted by the **company, contracting organisation or employer** to the Special Unit

for Large Companies and Strategic Economic Sectors (UGE-CE)<sup>54</sup> at the Ministry of Employment and Social Security, which will be responsible for resolving the request within **a maximum of a month**. The **national employment situation will not be taken into account** for the approval of this permit.

Once permission has been granted, the researcher must submit the **residency and work visa** application form to the diplomatic mission or Spanish Consular Office, which must issue the permit within a **maximum of 10 days**. The work and residency permit awarded will have the period of validity indicated for each permit.

If the stay exceeds six months, the researcher must apply for the Foreign National Identity Card.

The Special Unit for Large Companies and Strategic Economic Sectors also manages the **permits for family members** of the workers covered by this procedure. The type of permit granted to family members depends on that awarded to the researcher. Those that the UGE-CE can resolve and process are the following (in Section 3.7 the requirements and conditions to apply for each are detailed):

- Temporary residency permit for family regrouping.
- Temporary residency permit without work or professional activity.
- Temporary residency and paid employment permit.

The duration of the family permits provided for in this case shall under no circumstances exceed the main authorisation period. The family member application may be presented by the employer together with the request of the foreign worker, or separately later on.

#### 3.4.4. Permits for a long or indefinite stay

**Any foreigner who has resided legally and continuously in Spain for five years** can obtain a long-term residency

permit. Similarly, **foreign nationals who provide due evidence that they have resided continuously in the European Union for that period of time as holders of an EU Blue Card** have the right to obtain this permit, providing they have resided in Spain for the last two years immediately prior to the application.

A long-term residency permit will also be awarded to foreign researchers who have made a remarkable contribution **to economic, scientific or cultural progress in Spain, or who have gained Spain recognition abroad**. In such cases, the Spanish Minister of Employment and Social Security will be responsible for awarding the long-term residency permit following a report from the Minister of Internal Affairs. In this case, the application for a long-term residency permit will not be submitted by the interested party, but upon the initiative of the General Directorate of Immigration, after receiving a proposal to do so from a public authority with competences related to the merit the application is based on, accompanied by documentation accrediting this merit.

*Any foreigners **in Spain** and in any of the indicated situations must **submit the official application form to the Immigration Office in the province where they reside** or, if the condition of prior residence in Spain is not required, where they wish to establish their residence.*

*Foreign nationals **who are not on Spanish soil** must submit the application in person at the **diplomatic mission or consular office in their place of residence**, which will transfer it to the competent Immigration Office to be processed.*

**The competent authority will make a decision within a maximum of three months from when the application was received.** If and when the long-term residency permit is awarded, the foreign national must apply for the Foreign National Identity Card in person no later than one month after being notified of the decision.

Long-term residency permit holders must apply to have their Foreign National Identity Card renewed every five years.

<sup>54</sup> Please consult: <http://extranjeros.empleo.gob.es/es/UnidadGrandesEmpresas/> (the website is available only in Spanish, but the information pamphlets can be read in English and some of them in French)



### 3. ENTRY AND RESIDENCE IN SPAIN

Finally, it should be noted that the above paragraphs do not include all of the permits for stays, residence or work that are provided for by Spanish legislation. They only cover those that are directly relevant to – and usable by – researchers.

In order to become familiar with all of the permits and procedures in effect in Spain, you can consult the website of the State Secretary of Immigration and Emigration, in the section Procedures and Information of Interest:

<http://extranjeros.empleo.gob.es/es/InformacionInteres/>

#### 3.5. PROCEDURES TO UNDERTAKE IN SPAIN

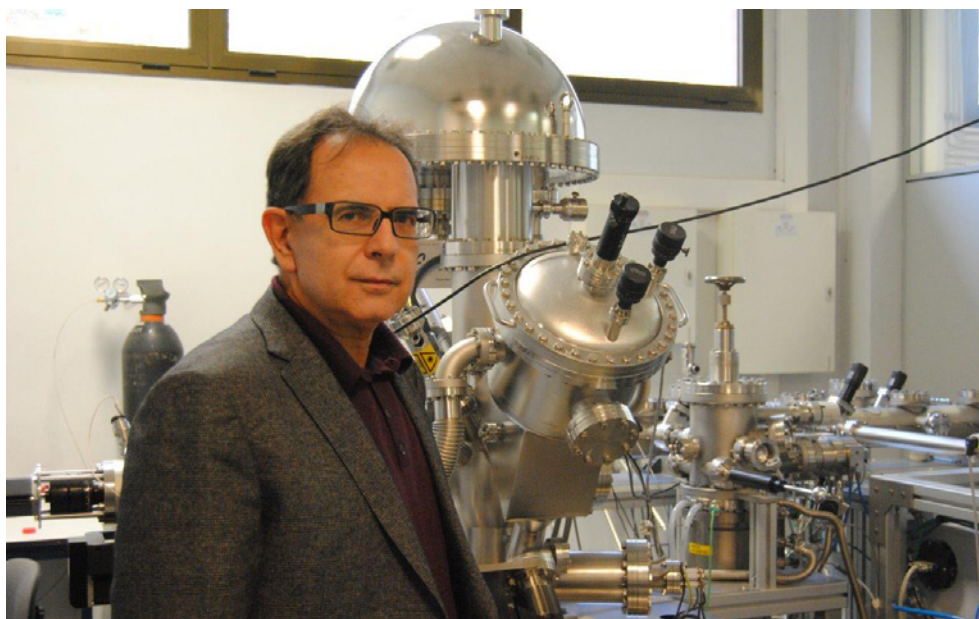
Foreign nationals in Spain have the right and obligation to preserve and keep up-to-date the identity documentation with which they entered the country, issued by the competent authorities of their country of origin or provenance, as well as that which proves their situation in Spain, for example the Foreign National Identity Card.

##### 3.5.1. Foreign National Identity Card

The Foreign National Identity Card is the **document that identifies foreign persons in order to establish their legal situation in Spain**. Foreign citizens have the right and duty to request it once they have obtained a **residency or stay permit over 6 months**. The application should be made **within a period of one month of entering Spain** or of the entry permit corresponding to the affiliation and registration of the foreign national in the Social Security Regime coming into force.

This is a **personal document that cannot be transferred**, and which has the same validity as the residency or stay

*Avelino Corma, Director of the Institute of Chemical Technology, ITQ. Severo Ochoa Centre of Excellence*



permit. Foreign National Identity Card holders **are obliged to carry this document at all times** and to present it when required by police agents or in order to undertake the corresponding procedures.

Foreign National Identity Cards are processed<sup>55</sup> only within Spanish territory at the **Immigration Offices** or otherwise at the Police Station in the place where the cardholder is to reside. Foreign National Identity Card holders are **obliged to make any changes** to nationality, regular place of residence, family circumstances or any other details shown on the Card **known** to the **Immigration Offices** or, in their absence, to the Police Station of the location in which they reside **within the space of a month**.

The Foreign National Identification Number (NIE) is granted automatically once the document or permit enabling the researcher to stay within Spanish territory is obtained. This number should appear on all documents that are processed or issued, including notes that must be made on passports (except on visas). If labour activities are also to be carried out, in addition to the NIE, the researcher shall be registered with Social Security and shall be granted a membership number.

### 3.5.2. Renewing residency permits

As indicated, it is necessary to have the corresponding residency permit (in the case of studies it is called a stay permit) and therefore the expiry date of the current permit must be kept in mind.

**The renewal of residency permits** must be requested by the researcher, under the corresponding model, within the **60 calendar days prior to the expiration date of the current permit**. By presenting this request the validity period of the current permit is extended until the procedure is resolved. The resolution procedure will also be extended if the request is presented within 90 calendar days after the expiration date of the previous permit, notwithstanding the implementation of a sanctioning procedure for the infraction incurred (this infraction may be fined for up to €500).

<sup>55</sup> More information is available at <http://www.interior.gob.es/extranjeria-28/regimen-general-189/tarjeta-de-identidad-de-extranjero-205> {available in Spanish}

If the permit is not renewed within the established periods **it is automatically rescinded** and the researcher will no longer be able to carry out his or her activities. This may also entail a substantial sanction (up to €10,000) and even expulsion from Spanish territory.

### 3.5.3. Other procedures

During the three months in which the entry visa is valid, in the case of temporary residency and work permits (under any of the modalities analysed in Section 3.4.2. Procedure for a long but not indefinite stay of this guide) for a research centre, university or company, the worker must enter Spain and be affiliated, registered and subsequently make contributions to Social Security in the occupation and region for which the permit was granted, by the employer that applied for it.

For temporary residency permits, with the exception of the work permit, affiliation and registration in Social Security is not currently a requirement.

**It is recommended that you register at your Town Hall** as soon as you have a place to reside and that this be recorded in the municipal registry, which is an administrative record comprised of the people that reside within the territory of the town. This registration (padrón in Spanish) serves as a proof of residence and a registration certificate is required for access to many social services and aid.

### 3.6. DO I NEED TO VALIDATE MY QUALIFICATIONS TO OBTAIN A VISA?

In general, foreign researchers applying for a visa to carry out their activity in Spain do not need to validate their qualifications in order to be able to apply for or obtain a visa. In cases when the validity of the qualifications required to apply for a visa is in doubt, the bodies affected will be authorised to perform the necessary verifications to confirm the validity of the qualifications presented. Only if the activity is a regulated profession will foreigners be asked to have their qualifications validated or recognised.

The research centres where the researchers have been accepted, either for training or to work activities, must

3. ENTRY AND RESIDENCE IN SPAIN

determine whether such situations require the validation or recognition of the qualifications necessary to perform their functions.

3.7. PROCEDURES FOR FAMILY ENTRANCE AND RESIDENCY

Any researchers who apply for a research visa or EU blue card can simultaneously apply for a temporary residency permit for the members of their family that they wish to regroup, providing the following conditions are met:

- The applicant or research visa holder must have sufficient economic means to sustain their family, that is, a monthly amount that represents 150% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.
- The foreigner must provide due evidence of the family tie or relationship between them

The following family members can apply for this type of permit:

- a) The researcher’s spouse.
- b) Any person who has an affective relationship with the researcher identical to a marital relationship, which implies a relationship that has been made official by a public register established for such purposes (de facto partnerships or similar), or a relationship that despite not being officially registered, has begun prior to the researcher starting his or her activity in Spain (documents issued by a public authority serve as evidence of this situation).
- c) The children of either the researcher or his or her spouse or partner, including adopted children, providing they are under 18 years old at the time their residency permit is applied for, or if they are disabled or objectively incapable of fending for themselves.
- d) Those legally represented by the researcher, when they are under the age of 18 at the time their application for a residency permit is submitted or who are disabled or not objectively capable of fending for themselves.

- e) The parents of the researcher, or those of his or her spouse or partner, when in their care, over the age of 65 and when there are reasons that justify the need to authorise their residency in Spain. In exceptional cases, when there is a combination of reasons of humanitarian nature, parents under the age of sixty-five may be regrouped.

The application can be submitted by the research body or the foreign researcher himself.

In the specific case of researchers who are holders of study visas, their family members from abroad may apply to stay in Spain – although under no circumstances can they work in Spain – providing the following conditions are met:

- The foreigner’s study visa has not expired.
- The foreign national has sufficient economic means to sustain their family, that is, a monthly amount that is equivalent to 75% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.
- The foreigner provides due evidence of the family tie or relationship between them.

In all cases, the family member visa will be of the same duration as that of the visa-holder. If family members are to stay longer than six months, they must apply for the Foreign National Identity Card no later than one month after entering Spain.

Any foreigner who holds a long-term EU residency permit issued by another Member State of the European Union can also apply for residency in Spain, without having to apply for a visa.

The following table summarises the entry and residency permits for family members according to the permit obtained by the researcher, as well as the criteria and details of when they can be applied for.



RESEARCHER'S PERMIT	PERMITS FOR FAMILY MEMBERS	CRITERIA	PROC. UGE-CE	WHEN
Scientific visa	Temporary residency permit for family regrouping.	The financial criteria are those established for family regrouping	Yes	Same time as researcher
Blue Card	Temporary residency permit for family regrouping	The financial criteria are those established for family regrouping	Yes	Same time as researcher
Work permit exemption	Temporary residency permit for family regrouping	The financial criteria are those established for family regrouping	No	After residing in Spain for one year and obtaining authorisation to reside for one more year
Paid employment	Temporary residency permit without work or professional activity	The economic means will be those established for non-lucrative residence	Yes	At the same time if processed via UGE-CE. If not, after residing in Spain for one year and obtaining authorisation to reside for one more year
	Temporary residency and paid employment permit	The criteria for the temporary residency and paid employment permit	No	After residing in Spain for one year and obtaining authorisation to reside for one more year
	Temporary residency permit for family regrouping	The financial criteria are those established for family regrouping	No	After residing in Spain for one year and obtaining authorisation to reside for one more year
Study visa	Stay visa	Family members may not undertake lucrative activity. The financial criteria are lower than those established for family regrouping	No	Same time as researcher
Transnational provision of services	Temporary residency permit without work or professional activity	The economic means will be those established for non-lucrative residence	Yes	At the same time if processed via UGE-CE. If not, after residing in Spain for one year and obtaining authorisation to reside for one more year
	Temporary residency and paid employment permit	The criteria for the temporary residency and paid employment permit	No	After residing in Spain for one year and obtaining authorisation to reside for one more year
	Temporary residency permit for family regrouping	The financial criteria are those established for family regrouping	No	After residing in Spain for one year and obtaining authorisation to reside for one more year
EU long-term	Temporary residency permit for family regrouping	The financial criteria are those established for family regrouping	No	Same time as researcher

Table 5. Summary of types of entry procedures for foreign researchers with entry and residency procedures for family

3. ENTRY AND RESIDENCE IN SPAIN

3.8. PROCEDURES FOR FAMILY ENTRANCE AND RESIDENCY

PROCEDURE AND INITIAL PERMIT	DURATION OF INITIAL PERMIT PROCEDURE	TYPE OF VISA	LENGTH OF VISA PROCEDURE	VALID FOR	RENEWABLE
Short stay: without previous permit	1 month	Short-term visa	1 month	Max. 3 months	Max. 3 months
Study permit	1 month	Study visa	1 month	Initially for a maximum of one year, renewable	For one-year periods
Work permit exemption	7 days <sup>56</sup>	Short-term residency and work visa	1 month	Initially for a maximum of one year, renewable	For 2-year periods on up to 2 occasions
Temporary residency and work permit for research	45 days	Research visa	1 month	Min. 3 months, max. 5 years (based on duration of research project)	For one-year periods, unless a long-term residency permit is held
EU Blue Card	45 days	Residency and work visa	15 days	Initially for a maximum of one year, renewable	For 2-year periods on up to 2 occasions
Temporary residency and work permit involving transnational provision of services	3 months	Residency and work visa	15 days	Length of displacement, maximum of one year, renewable	Time necessary, maximum 1 year or international agreements
UGE-CE procedure (fast track)	1 month	According to the permit granted: Residency and work or research visa	10 days	According to the characteristics of the permit granted	For 2-year periods on up to 2 occasions
Long-term residency permit	3 months	N/A		indefinite	Not required

Table 6. Summary of types of entry procedures for foreign researchers according to length of application process, length of validity and renewals.

*The availability of the UGE-CE Procedure or fast track option does not depend so much on the kind of aid received in itself but rather on whether there is a work contract specifically for researching – in other words, one whose only or primary purpose is to carry out research projects under a framework agreement (scientific visa) – or if the professional is highly qualified and has training/education that enables him to be admitted onto an advanced research programme. If the researcher has higher education qualifications, he will have access to either of these two permits.*

56 Current practices of the Spanish Consulate do not include the implied initiation of visa procedures under administrative silence in the case of work permit exemptions. For this reason the actual time periods may substantially exceed those included in this table.

4

**WORKING IN SPAIN**





# 4 WORKING IN SPAIN

## 4.1. THE LABOUR MARKET IN SPAIN

The **Workers' Statute**<sup>57</sup> governs both the individual and the collective employment relations regulating the formats and types of contracts, causes for dismissal and possible compensation, unemployment benefits and pensions. The Statute, which has undergone various reforms and changes over the years, is divided into three main sections: individual relations, collective relations and collective bargaining. This bargaining is carried out between representatives of employers' associations, most of which are members of the CEOE (Spanish Confederation of Business Organisations) and the CEPYME (Spanish Confederation of Small and Medium-Sized Companies), and workers' representatives, the trade unions, with aim of reaching collective agreements in which working conditions are established for a particular economic sector (sectoral agreements) and those confined to a specific enterprise (company agreements) are established.

## 4.2. TAX

The Agencia Tributaria (Inland Revenue) is in charge of implementing the State tax system. Its website (<http://www.agenciatributaria.es>) is very detailed, can be consulted in English and has a specific section devoted to non-residents in Spain<sup>58</sup>.

For more information, you can consult:

**Agencia Tributaria**  
Servicios Centrales

c/ Infanta Mercedes, 37  
28020 Madrid (Spain)

Tel.: (+34) 91 583 70 00

Basic tax information: (+34) 901 33 55 33

## 4.2.1. Direct and indirect taxation

There are two types of tax in the Spanish tax system:

- Direct: applied to income and assets:
  - Personal Income Tax (IRPF)
  - Non-Residents' Income Tax (IRNR)
  - Corporate Tax
  - Inheritance and Donations Tax and Wealth Tax.
- Indirect: levied on goods and services and the transfer of goods and rights in general:
  - Value Added Tax (VAT, or IVA in Spanish)
  - Special Taxes (IIEE)
  - Insurance Premiums Tax
  - Wealth Transfer Tax (ITP).

**Foreign researchers who come to Spain for a limited period of time will probably have to pay IRPF or IRNR (both income tax), depending on their residence status, VAT when making purchases, IIEE (special taxes) and, in rare cases, Wealth Tax, ITP (wealth transfer tax), etc.**

<sup>57</sup> Royal Decree 1/1995 of 24th March (BOE No. 75 of 29/03/1995)

<sup>58</sup> Tax website for non-residents: [http://www.agenciatributaria.es/AEAT.internet/Inicio\\_es\\_ES/\\_Segmentos\\_/Ciudadanos/No\\_Residentes\\_\\_viajeros\\_y\\_trabajadores\\_desplazados/No\\_Residentes\\_\\_viajeros\\_y\\_trabajadores\\_desplazados.shtml](http://www.agenciatributaria.es/AEAT.internet/Inicio_es_ES/_Segmentos_/Ciudadanos/No_Residentes__viajeros_y_trabajadores_desplazados/No_Residentes__viajeros_y_trabajadores_desplazados.shtml) (in Spanish and English)

IRPF AND IRNR	These taxes are applied to income earned by individuals depending on their residence status
RESIDENCE	<p>Individuals must pay Personal Income Tax (<b>IRPF</b>) or Non-Residents' Income Tax (<b>IRNR</b>) depending on whether or not they are residents of Spain.</p> <p>Individuals are considered to reside regularly in Spain when they remain in the country for over 183 days (6 months) during the calendar year. Sporadic absences are taken into account when determining a presence in Spain, unless they certify their residence for tax purposes in another country.</p> <p>However, there are certain considerations, such as their family's place of residence, close personal relationships and economic ties, country of origin or where they normally work. People in this situation must, in principle, pay income tax on all income anywhere in the world. It is therefore a good idea to seek out information on your tax status when you come to work or research in Spain.</p> <p>In Spain, tax is levied per calendar year (from 1st January to 31st December) and the condition of resident or non-resident will apply to each one-year period.</p>
SPECIAL IRNR TAX PLAN	<p>Natural persons (in this case researchers) who establish residence for tax purposes in Spain as a result of their travels to this country may choose to pay IRNR, maintaining their IRPF taxpayer status, for the tax year in which they move their residence and the following five tax periods. This is possible provided that:</p> <ul style="list-style-type: none"><li>• they have not been resident in Spain during the ten years prior to this new displacement to Spain;</li><li>• the displacement occurs as a consequence of an employment contract;</li><li>• the work is actually carried out in Spain for a company or entity residing in Spain or for a permanent establishment in Spain for an entity that does not reside in this country;</li><li>• the compensation for the work done in conjunction with this employment relationship is not exempt from <b>IRNR</b> tax;</li><li>• and that the foreseeable payment gained from the work contract in each tax year in which this special regime is applicable does not exceed the amount of €600,000 per year (this condition is only applicable to taxpayers displaced to Spain as of 1st January 2010).</li></ul> <p>NB: Any researchers opting for this tax system have limited tax liability for Wealth Tax. It is possible to apply to withdraw or be exempted from this regime (using Model 149).</p>

Table 7. IRPF and IRNR income tax

### Certification of residence for tax purposes

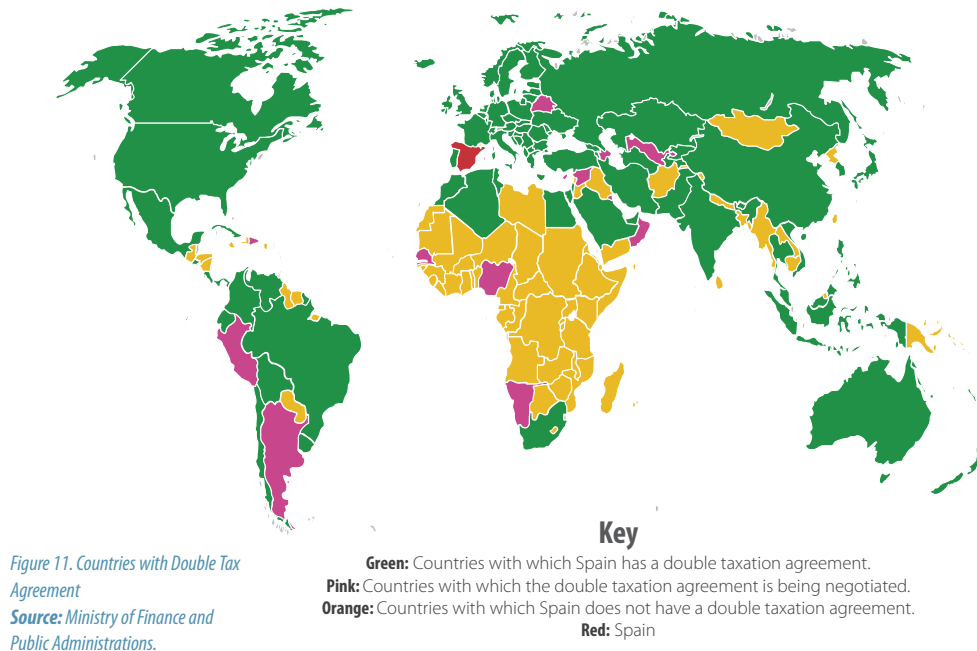
A person can have a residence permit or administrative residence in a country without being considered a resident for tax purposes. To be a resident for tax purposes in a particular country (in this case, Spain), the person must be subject to taxation on income earned anywhere in the world. Residence for tax purposes is accredited by a certificate issued by the country's Tax Authority. These certificates are valid for one year

### Agreements to avoid double taxation

If the researcher is a resident of a country with which Spain has signed an Agreement to avoid double taxation, the terms of the agreement will apply, since, in some cases, the tax is lower, and in others, under certain circumstances, the income cannot be taxed in Spain. In these cases, the non-resident researcher must certify residence in the country with which Spain has signed the Agreement by means of a residence certificate issued by that country's Tax Authorities.

To find out what types of agreements Spain has signed, and with which countries, visit the website of the Ministry of Finance and Public Administrations (<http://www.minhap.gob.es/es-ES/Normativa%20y%20doctrina/Normativa/CDI/Paginas/cdi.aspx>), available only in Spanish, and the "Non-Residents" section of the Agencia Tributaria website (<http://www.agenciatributaria.es>), available in Spanish and English.

Spain has signed 98 agreements to date to avoid double taxation, 84 of which are in force. The other 14 are at various stages of being processed (Argentina, Azerbaijan, Belarus, Cyprus, the Dominican Republic, Kuwait, Namibia, Nigeria, Oman, Peru, Qatar, Senegal, Syria and Uzbekistan).



## 4. WORKING IN SPAIN



*Researchers at the Spanish Institute of Oceanography, IEO.  
Public Research Organisation*

Agreements with Austria, Canada, India, Switzerland, the United Kingdom and the United States of America are being renegotiated.

### **Deductions for international double taxation**

If the foreign researcher residing in Spain is required to pay IRPF tax and has had income (yields or capital gains) outside of Spain, an international double taxation deduction may be applied to keep the income earned abroad from being subject to the IRPF in Spain and to a similar tax abroad.

### **Special plan for researchers (taxpaying) with residency in other European Union Member States**

Foreign researchers who are IRNR taxpayers and certify their residency in another EU country, except countries and territories officially enshrined in legislation as tax havens, when at least 75% of their income for the tax period is the sum of employment earnings and economic activities during that period in Spain (and IRNR taxes have actually been paid on those earnings), may apply for a special plan so that their taxes in Spain are calculated according to the IRPF rules without losing their IRNR taxpayer status.

### **Tax-exempt grants:**

#### **a) IRPF taxpayers**

If the researcher is an IRPF taxpayer, the grant is considered employment income and is subject to the IRPF. However, pursuant to relevant legislation<sup>59</sup>, the following grants are exempt from tax:

- State grants
- Grants awarded by certain not-for-profit bodies<sup>60</sup> in order to undertake regulated studies in Spain or abroad, at all levels and degrees of the educational system. The amount that is exempt will cover the costs of matriculation, or amounts paid for an equivalent concept in order to take the course, and insurance for bodily injuries and medical care the grant holder – and, when applicable, his/her spouse or children – should require, provided they do not have Social Security cover.

Public grants and those given by not-for-profit entities for research included in the provisions of Royal Decree 63/2006, dated 27 January, which approves the Statute of Research Personnel in Training, as well as those given by entities whose purpose is research to civil servants and other employees of Public Administrations and to university teaching and research staff, are also exempt.

**Under no circumstances will amounts received under a work contract be considered grants**

#### **b) IRNR taxpayers**

However, if the researcher is an IRNR taxpayer, the grants are considered to be income from work earned in Spain and are therefore subject to the IRNR tax. This is the case providing that this income is the result of personal activity carried out on Spanish soil or public payments received from the Spanish Government, unless work is performed entirely abroad and the income is subject to personal taxation in another country.

<sup>59</sup> Law 35/2006 of 28th November on Personal Income Tax (BOE no. 285 of 29th November 2006), in force since 1st January 2007

<sup>60</sup> These are governed by the special regulated regime in Title II of Law 49/2002 of 23rd December on the tax regime for not-for-profit bodies and tax incentives for sponsorship



Although the grants are subject to IRNR, they may be exempt (according to IRNR regulations), in the following cases:

- Grants that are exempt pursuant to IRPF regulations.
- Grants and other amounts received by individuals, paid by Public Administrations by virtue of international agreements for cultural, educational and scientific cooperation or by virtue of the annual international cooperation plan drafted by the Council of Ministers.

#### 4.2.2. Value Added Tax (VAT)

Value Added Tax (VAT, or IVA in Spanish) is an indirect consumer tax levied on three types of transactions: delivery of goods and provision of business or professional services, intra-community acquisition of goods and imports. The tax is applied to the end consumer and not the business owners and professionals, who are responsible for collecting the tax from their clients and depositing it in the Public Treasury with declarations submitted to the Agencia Tributaria (Spanish Inland Revenue).

In the first case, VAT is paid when acquiring any product or service.

In the second case, VAT is applied to the entry of goods (excluding personal belongings) from one EU Member State to another. In the third case, it is applied when goods are imported from other countries.

There are three VAT rates<sup>61</sup>: general (21%), reduced (10%) and super-reduced (4%); the latter is applied to basic or primary need products. For more specific information on the goods and services included in each category, visit the FAQ section (INFORMA) of the Agencia Tributaria website, <http://www.agenciatributaria.es>.

#### Special taxes

Special taxes are applied to the consumption of very specific goods: hydrocarbons (oil derivatives), coal,

alcoholic beverages and tobacco. This category also includes the Special Tax on Certain Modes of Transport, which applies to vehicle registration. Remember that all vehicles (cars, motorcycles, etc.), both new and second-hand, to be used by Spanish residents must be registered in Spain.

#### Impuestos locales

The taxes described above apply at the national level. However, there are also certain local taxes that are managed entirely by the municipal governments. The most significant are:

##### Property tax

Applied to the value of real estate property (houses, flats, apartments, etc.) and paid by the owners or property rights holders.

##### Motor vehicle tax

Replaces the former Traffic Tax. It applies to all motor vehicles used on public streets.

*Headquarters of the Spanish Geology and Mining Institute, IGME.  
Public Research Organisation*



<sup>61</sup> The figures shown have been in force since 1st September 2012.

## 4. WORKING IN SPAIN

### 4.3. SOCIAL SECURITY

The Spanish Constitution guarantees that all citizens receive healthcare and social benefits in case of need. Social Security<sup>62</sup> is the channel through which this care is guaranteed for all citizens and their families.

Through workers' contributions to Social Security, for undertaking a professional activity, the State guarantees workers and their family members or any individuals under their care the appropriate protection in the eventualities and situations enshrined in law, set out in the sections below. In order to receive these social benefits, Spanish nationals residing in Spain and foreign nationals who reside or are legally in Spain, whatever their sex, marital status or profession, are protected individuals under the Social Security System, as long as they operate within the national territory.

#### 4.3.1. General Regime and Contributing to Social Security

In order to apply for the social benefits detailed in this section of the Guide, you must be included in the **General Social Security Regime**. This constitutes the nucleus of the System and, put simply, incorporates paid employees in any branch of economic activity (or workers assimilated to them) over 16 years of age, whatever their sex, marital status or profession, whether they are temporary, seasonal, fixed-term or sporadic workers, including home workers, whatever their category and the form and quantity of remuneration they receive, and whether their work is common or special.

In social security in Spain, the word **cotización** (contribution) refers to amounts of social security that workers and employers must pay to the State. General Social Security Law dictates that workers and the business owners for whom they work, in virtue of the principle of their responsibility for eventualities that may befall the individuals that render services for them, are obliged to make contributions to the General Regime.

Although both workers and **employers** are obliged to make contributions, **it is the latter who must ensure that the**

**obligation to make contributions is met and must deliver both their and their workers' contributions in their entirety.**

In order to do so, the employer shall deduct the contributions each worker must make when remunerating their work. This amount cannot be taken subsequently from the worker, so a failure to make the correct deduction will oblige the employer to assume the entire amount himself.

There are two elements that determine the value of the contribution: the contribution base and the type or percentage to be applied to this.

*A constant feature and consequence of this is that the higher the salary, the higher the contribution and the better the pension. In summary, **the harder one works in the present, the higher the future gains.***

Further information on contribution bases and types of contribution in 2013 of the General Social Security Regime can be consulted on the following website: [http://www.seg-social.es/Internet\\_1/Trabajadores/CotizacionRecaudaci10777/Basesytiposdecotiza36537/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/CotizacionRecaudaci10777/Basesytiposdecotiza36537/index.htm)

*Headquarters of the National Institute for Research and Food and Agrarian Technology, INIA. Public Research Organisation*



<sup>62</sup> Website: <http://www.seg-social.es> (available in all official languages of Spain, English and French)

### 4.3.2. The various benefits

The INSS (National Social Security Institute) is the body responsible for recognising and controlling the right to financial benefits granted by the Social Security System, and through it the right to medical care and pharmaceutical benefits is recognised. It manages pensions for retirement, permanent disability, widowhood, orphans, for family members and financial benefits derived from work accidents and professional illnesses, as well as subsidies for temporary disability, maternity, paternity, risk during pregnancy and risk during breastfeeding, and caring for minors suffering from cancer or other serious diseases. It includes financial benefits for children or minors in foster care and payments for the birth or adoption of a child in the case of large families, single-parent families and in the case of mothers with disabilities (as well as for multiple births or adoptions).

The financial benefits granted by Social Security fall into four categories according to the method of payment and duration of benefits:

- **Pensions** are financial benefits that are regularly paid, either for life or until a certain age is reached.
- **Subsidies** are regularly paid or temporary benefits.
- **Indemnities** are one-off financial benefits.
- **Other benefits**, such as unemployment benefit or non-financial family protection.

In addition to financial benefits we draw your **attention to healthcare, pharmaceutical benefits and social services**, which are, in reality, benefits in kind which undeniably have financial implications.

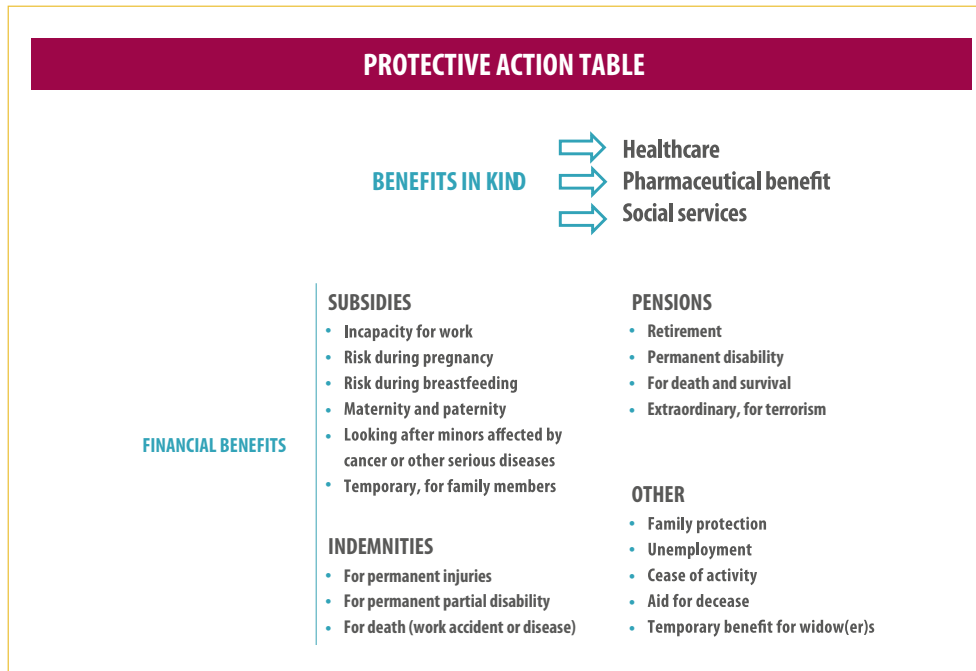


Figure 12. Conditions for accessing non-contributory retirement pensions

Source: Social Security Classroom. Current model and previous. Secretariat of State for Social Security, Madrid, 2012.

4.3.3. Pensions

A retirement pension is the financial benefit afforded to those who, on reaching the established age, terminate or have terminated totally or partially the activity for which they were included in the Social Security System and certify their fixed contribution period. There are various types of retirement:

- **Ordinary retirement.** When the worker ceases his working activity totally due to his age and fulfils the general requirements for accessing a pension.
- **Partial retirement.** Initiated after reaching 60 years of age, simultaneously with a part-time contract, whether associated with an interim contract or not.

4.3.3.1. CONTRIBUTORY RETIREMENT PENSIONS

Entitlement extends to workers who meet the following conditions:

- ✓ They have been affiliated – as protected subjects – with the Social Security System, whether currently registered at the time of retirement or not.
- ✓ As a general rule, notwithstanding the exceptions laid out, the retiree must be at least 67 years of age, or 65 when they can demonstrate 38 years and 6 months of contributions. However, the move from the age requirement of 65 to 67 years, and the requirement for a contribution of 35 years to 38 years and 6 months will be applied gradually between 2013 and 2027. In 2013, the required age is 65 years and 1 month if the retiree has contributed for less than 35 years and 3 months.
- ✓ The minimum contributory period required is 15 years (5,475 days), of which at least 2 must have been in the 15 years immediately prior to the right being activated. If the retirement pension is accessed directly from registration or assimilation without the obligation to pay contributions, the 2-year period must be included in the 15 years prior to the date on which the obligation to make contributions ceased.

If the retiree has worked in more than one EU Member State or countries that have signed agreements with the European Union, in order to meet the minimum contributory period

requirement, all retirement pension contribution periods are added together. If he/she already has the right to retirement and applies for it, payment can be made in the country of origin or in Spain, and even outside the EU in countries with signed agreements. Each insuring body will pay in accordance with the time during which he/she was registered with social security in each. This rule is also applicable when paying pensions to survivors.

The competent institution in each State in which the retiree has worked must perform a double calculation. First, it will calculate the pension according to internal legislation as if the retiree had only worked in this State. Then, they will perform the calculation by totalling the insurance/residence periods spent in that or other States over the person's entire working life. The individual is entitled to receive the highest of the two sums.

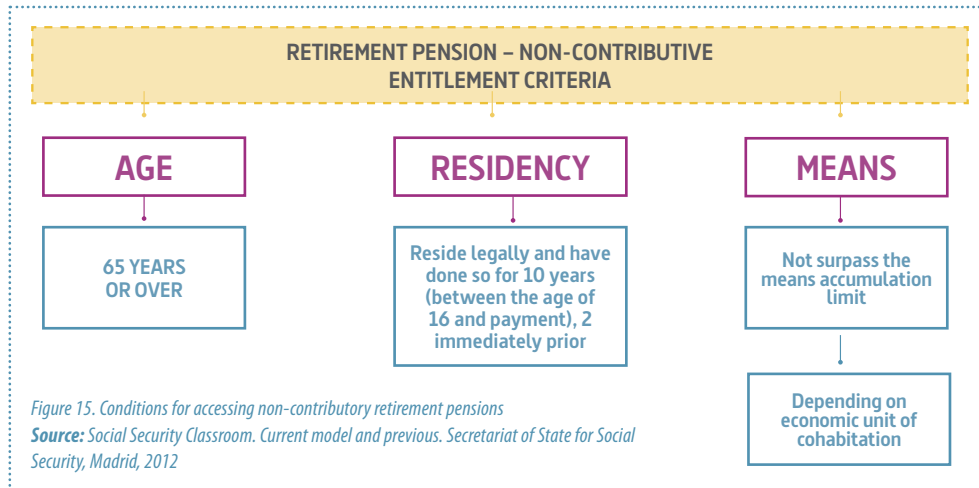
If, residing in Spain, the individual continues to be registered in the social security system of the country of origin or another member state, he must continue contributing to this system. When the time comes to receive the pension, the application can be submitted in Spain to the competent social security body.

4.3.3.2. NON-CONTRIBUTORY RETIREMENT PENSIONS

All citizens who are retired, disabled and in need have the right to financial benefits, free medical and pharmaceutical care and other social services, even when they have not paid Social Security contributions or the contributions were insufficient. To access the non-contributory retirement pension, you must be aged 65 or older, live in Spain and have resided here for at least 10 years. To receive disability allowance (physical, psychological or sensory disability), you must be over 18 years old and under 65; live in Spain and have resided on Spanish territory for at least 5 years, the last two immediately prior to applying for a pension; be affected by a disability (as assessed by specialists) rated greater than or equal to 65%; and lack sufficient earnings or income.

*Non-contributory pensions can only be received in the State of residence in accordance with its legislation*

The organisation of these non-contributory pensions is the responsibility of the competent bodies of each Autonomous Region and the Provincial Directorates of the Institute of Social



Services and the Elderly (**IMERSO**) in the cities of Ceuta and Melilla. Further information can be found on IMERSO's website: [http://www.imerso.es/imerso\\_01/prestaciones\\_y\\_subvenciones/pnc\\_jubilacion/normativa\\_requisitos/index.htm](http://www.imerso.es/imerso_01/prestaciones_y_subvenciones/pnc_jubilacion/normativa_requisitos/index.htm)

#### 4.3.3.3. WIDOWS'/WIDOWERS' PENSIONS

The following individuals are eligible for this kind of benefit:

- ✓ Workers affiliated and registered or assimilated (including benefit recipients) who have paid contributions for at least 500 days over the 5 years immediately prior to their decease, if the death is due to a common illness. If the decease is due to a work-related accident or illness, no prior contributions are required.
- ✓ Pensioners and benefit recipients who are temporarily disabled.
- ✓ Those who, having ceased work with the right retirement, die without having applied for it.
- ✓ Those who disappear in an accident under circumstances that indicate their probable decease.
- ✓ Persons who, upon death, are not registered or similar in Social Security, provided that they have made contributions for a minimum of 15 years over their working lives.

Beneficiaries of this type of aid may be:

- The surviving spouse
- Those legally separated or divorced from the deceased
- A survivor whose marriage has been declared null and void
- The survivor in a de facto relationship

Further information on the criteria to be met and the quantities for 2013 can be consulted on the Social Security website: [http://www.seg-social.es/Internet\\_1/Trabajadores/PrestacionesPension10935/MuerteySupervivencia/RegimenGeneral/Viudedad/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/MuerteySupervivencia/RegimenGeneral/Viudedad/index.htm)

#### 4.3.3.4. ORPHANS' PENSIONS

There is no minimum contributory period requirement for orphans' pensions. Beneficiaries of this type of aid may be:

- The **children of the deceased**, either under 21 years of age or over 21 if their capacity to work is reduced by a percentage assessed as constituting permanent total disability or severe disablement, whatever the legal nature of their filiation. Under certain specific conditions, this age can be extended to 25 years.
- **Children brought into the marriage by a surviving spouse** when, in addition to the general criteria, the following special conditions apply: that the marriage took

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place two years before death, that they had lived at the deceased's expense and have no right to any other pension or family members obliged to feed them.

### 4.3.4. Subsidies

#### 4.3.4.1. BENEFIT FOR TEMPORARY DISABILITY:

This is the situation in which a worker finds himself when he is temporarily unable to work and requires medical assistance from Social Security. All affiliated and registered workers can benefit, provided they have made contributions for a minimum of 180 days in the 5 years prior to the date of leave from work begins, when this is due to a common disease. In leave from work is due to an occupational accident or disease, no prior contributions are required.

The eventualities protected are common or work-related illness, including periods of observation for occupational disease (necessary to diagnose the disease) and accidents whether work-related or not.

The benefit is a subsidy calculated on the worker's contribution base for the month prior to the leave date (regulatory base) by applying the following percentage:

- ✓ 60% from the 4th to the 20th day for a common disease or non-occupational accident, and 75% from the 21st day onwards. In these cases, the business owner pays the benefit to the worker from the fourth to the fifteenth day inclusive.
- ✓ 75% from the day on which the right begins for a work-related accident and occupational disease.

The right to a benefit begins:

- on the 4th day of leave in the case of a common disease or non-professional accident.
- from the day following the start of leave in the case of a work accident or occupational disease.

The duration of the benefit in the case of an accident or disease, whatever its cause, is 365 days, extendable by a further 180 days when there is reason to assume that during the course of those days the worker's situation can be cured medically.

#### 4.3.4.2. BENEFIT FOR RISK DURING PREGNANCY AND BREASTFEEDING

This benefit aims to protect the health of the pregnant woman. This covers the eventualities that, due to the working woman having to change to a job more compatible with her condition (because, in accordance with Occupational Risk Prevention Law, the conditions in which she carries out her professional activity can have a negative effect on her health or that of her child), said change does not prove to be technically or objectively possible, or cannot reasonably be expected for justifiable reasons.

The financial benefit for risk during pregnancy is a 100% subsidy of the regulatory base (regulatory base established for temporary disability benefit derived from professional contingencies) for the period necessary to protect the health or safety of the expectant worker, for as long as she is unable to take up her prior position or another position compatible with her condition. In the case of financial benefit for risk during breastfeeding, the subsidy of 100% of the regulatory base will cease as soon as the child is nine months old, unless the beneficiary has already resumed her previous position at work or another position compatible with her condition.

Management and payment are the responsibility of the Managing Body or the Social Security's Mutual Insurance for Occupational Accidents and Diseases, depending on the body with which the company has its occupational risk cover.

Affiliated, registered workers are eligible, with no requirement for a contribution period prior to the date of contract discontinuation or ceased activity due to the mentioned risk.

#### 4.3.4.3. MATERNITY BENEFIT

In Spain, women have **three basic guaranteed rights when they become mothers**: medical care, maternity leave and economic aid. Maternity, adoption and fostering are considered protected situations.

***Any woman residing in Spain (regardless of her nationality) who lacks sufficient economic resources has the right to free medical care during pregnancy, birth and postpartum, both for herself and for her child.***



The lengths of work leave while receiving the benefit are:

- For birth, 16 uninterrupted weeks, extendable in the case of multiple birth by two weeks per child from the second onwards; this period can be spread out as desired by the worker, provided that six of these weeks are immediately subsequent to birth.



- However, notwithstanding the six weeks immediately post-birth of compulsory time off for the mother, if both parents work, the mother, at the beginning of her maternity leave, may opt to sacrifice a determined, uninterrupted portion of her post-birth leave to the father, whether this be simultaneous with or subsequent to the mother's leave.
- If the working mother does not meet the minimum contributory period requirement, she will receive the non-contributory maternity benefit (100% of IRPEM) for 42 calendar days. This 42-day period can be increased by 14 calendar days when the child is born into a large family, a single-parent family, or in the case of multiple birth, or when the mother or the child are affected by a disability of a level greater than or equal to 65%.
- When children under six years of age are adopted or fostered, the duration of the benefit will be 16 weeks, extendable in the case of multiple adoption or fostering by two more weeks per child from the second onwards. The benefit will also last for 16 weeks when the children over 6 years old are disabled or, for personal circumstances or experiences or due to having moved from overseas, they have special difficulties integrating social or into the family. These motives must be duly certified by the relevant social services.
- In the case of a disabled child – whether born, adopted or fostered – the maternity benefit will be extended by two weeks.
- The option exists for the maternity, adoption or fostering leave to be taken part-time, which makes the benefit compatible with an occupational activity without changing the contract type (in the case of birth, the mother will not be able to use this option during the first six weeks subsequent to the birth, which will entail compulsory rest).

The **minimum contribution period** required varies according to the worker's age:

- If the worker is under 21 years old at the date of birth, the administrative or legal fostering decision or the resolution authorising adoption, no minimum contribution period will be required.



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- If the worker is over 21 and under 26 years old at the date of birth, the administrative or legal fostering decision or the resolution authorising adoption, no minimum contribution period will be required, the minimum contribution period required will be 90 days of contributions during the seven years immediately preceding leave. Alternatively, this criterion will be considered to be met if the worker proves having paid contributions for 180 days over his/her working life prior to this date.
- If the worker is over 26 years old at the date of birth, the administrative or legal fostering decision or the resolution

authorising adoption, no minimum contribution period will be required, the minimum contribution period required will be 180 days of contributions during the seven years immediately preceding leave. Alternatively, this criterion will be considered to be met if the worker proves having paid contributions for 360 days over his/her working life prior to this date.

As regards economic rights, a benefit will be paid by the INSS (National Social Security Institute) directly to the beneficiaries, equal to 100% of the regulatory base (the regulatory base is the contribution base for the month prior to the start of leave).

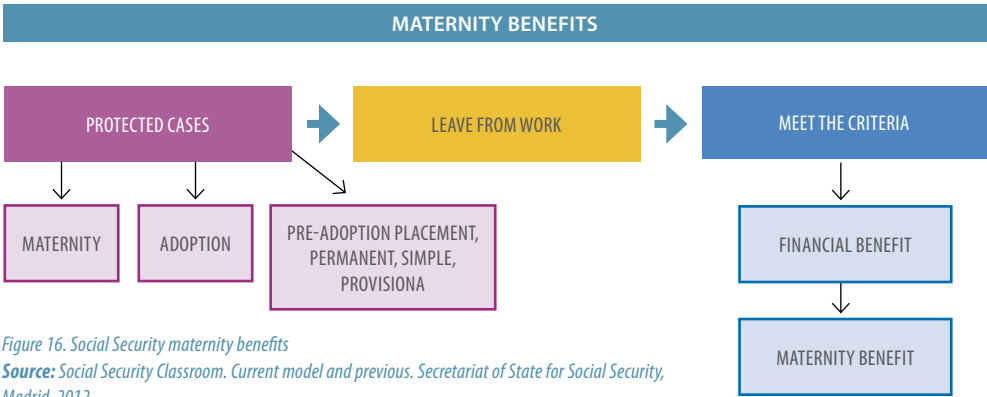


Figure 16. Social Security maternity benefits  
Source: Social Security Classroom. Current model and previous. Secretariat of State for Social Security, Madrid, 2012

4.3.4.4. PATERNITY BENEFIT

**Workers have the right to a period of leave from their employment contract upon the birth,** adoption or fostering of a child. During that leave, workers of either gender that are affiliated and registered in the Social Security System, up-to-date with contributions and who can provide evidence of a period of at least 180 days as contributors over the seven years immediately prior to the starting date of paternity leave, or alternatively 360 days during the course of their working lives before that date, are eligible to receive the paternity benefit.

The **paternity benefit** consists of 100% of the regulatory base (or contribution base from the month prior to taking paternity leave) and is paid directly by the INSS to recipients for an uninterrupted period of 13 days, which, in the case of multiple

births, multiple adoptions or taking in more than one child under foster care, can be extended by two days per child after the first.

The paternity benefit will last for 20 days when the birth, adoption or taking in of a child under foster care occurs in a large family, when the family acquires that status as a result of the new birth, adoption or taking in of a child under foster care, or when a family member is disabled. In the case of multiple births, multiple adoptions or the taking in of more than one child under foster care, this period can be extended by two days per child after the first or if one member of the family is disabled.

In the case of birth, the benefit is exclusively for the other parent. In cases of adoption or fostering, it will be available for only one

of the parents, at the choice of those concerns. However, when the maternity benefit is taken entirely by one parent, the right to paternity benefit will be available only to the other.

The option exists for paternity leave to be taken full-time or part-time at a minimum of 50% by agreement between the business owner and the worker

From 1st January 2014<sup>63</sup> onwards, the paternity benefit will last for an uninterrupted period of four weeks, which can be extended for two days more per child after the first in cases of multiple births or adoptions or more than one child taken in for foster care.

#### 4.3.4.5. BENEFIT FOR LOOKING AFTER MINORS AFFECTED BY CANCER OR OTHER SERIOUS DISEASES

One of the biological, adoptive or foster parents is eligible for a financial benefit to care for the minor/s under his or her care suffering from cancer or any other serious illness if they reduce their working week by at least 50% in order to care directly, continuously and permanently for the minor during the time the latter is in hospital and the illness is being treated. Beneficiaries must be affiliated and registered in a Social Security scheme and have completed the required minimum contribution periods according to their age. The financial benefit consists in a subsidy equivalent to 100% of the regulatory base equivalent to that set for the temporary disability benefit, derived from work contingencies and in proportion with the reduction in the working day.

#### 4.3.4.6. FAMILY BENEFITS

Anyone living on Spanish soil who does not have the right to financial benefits in any other public social protection regime and meets the criteria set out in the regulations is eligible for family protection benefits. Foreign nationals resident in Spain have the right to the same benefits as Spanish nationals.

##### A. Financial handout for children or minors in foster care

The family benefit is a financial handout for every child or minor under 18 years old in foster care. In this case annual income must be under the limit fixed annually by the State

<sup>63</sup> Law 9/2009 of 6 October, which expands the duration of paternity leave in cases of birth, adoption or fostering, was modified subsequently to push its entry into force back to 01/01/2014..



*Headquarters of the National Research Centre for Human Evolution, CNIEH. Singular Scientific and Technical Infrastructure (ICTS)*

Budget. Families with children under 18 years old with a disability of at least 33%, or over 18 with disabilities greater than or equal to 65% (irrespective of the family's level of income) are also eligible. Anyone affiliated to the Social Security System has the right to apply for these benefits. They can be applied for at the nearest Social Security Attention and Information Centre. Foreign nationals residing in Spain have the same benefit rights as Spanish nationals.

The amounts of the financial handouts for 2013 are available in the table on the Social Security website:

[http://www.seg-social.es/Internet\\_1/Trabajadores/PrestacionesPension10935/Prestacionesfamilia10967/Prestacioneconómica27924/Cuantías/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/Prestacionesfamilia10967/Prestacioneconómica27924/Cuantías/index.htm)

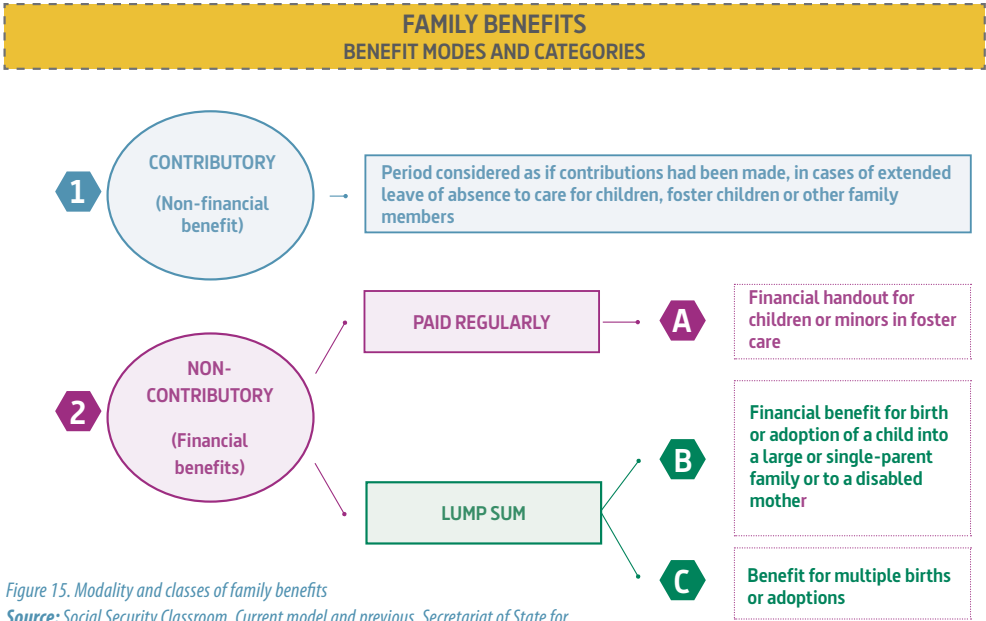


Figure 15. Modality and classes of family benefits  
Source: Social Security Classroom. Current model and previous. Secretariat of State for Social Security, Madrid, 2012

**B. Financial benefit for birth or adoption of a child into a large or single-parent family or to a disabled mother.**

This benefit consists in a lump sum payment of €1,000 for large or single-parent families or families with a disabled mother.

The financial benefits granted for the birth of a child vary according to the number of children, the employment status of the parents and the income of the family unit, and are awarded by various bodies (Social Security, Autonomous Regions, etc.).

There are also **benefits for large families throughout Spain**<sup>64</sup>, regardless of the Autonomous Region where they reside. These are regulated by the Large Family Protection Act<sup>65</sup>. These benefits include:

- Discount on overland transport (RENFE and coach companies)

- Discount on tickets for internal flights
- Social Security contribution bonus for hiring a person to care for children and the household
- Paternity leave extended to 20 days for fathers of large families
- Preferential scoring in public processes regulated by standards: grants, school admission
- Discount or exemption from paying state fees and prices (University entrance exam fees)
- Discount on national museum tickets

**C. Financial benefit for multiple births or adoptions .**

The criteria for receiving the financial benefit for multiple births or adoptions are the same as those for fostered children or minors, except for the income limit, since eligibility is not conditional upon the recipients' income.

64 <http://www.familiasnumerosas.org>

65 Law 40/2003 of 18th November on Protection for Large Families (BOE no. 277 of 19th November 2003)

The value of the benefit varies according to the number of children born or adopted. Further information on the figures for 2013 can be consulted on Social Security's website:

[http://www.seg-social.es/Internet\\_1/Trabajadores/PrestacionesPension10935/Prestacionesfamilia10967/Prestacioneconomica33761/index.htm#40835](http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/Prestacionesfamilia10967/Prestacioneconomica33761/index.htm#40835)

#### D. Deduction for maternity.

Any female worker who has contributed to Social Security receives a benefit from the *Agencia Tributaria* (Inland Revenue, Ministry of Economic and Financial Affairs) of €100 a month for each child under the age of three. There is a brochure on maternity deductions on the website of the *Agencia Tributaria*<sup>66</sup> under Citizens – Minimums, reductions and deductions in Income Tax. Alternatively, call (+34) 901 200 345.

### 4.3.5. Indemnities

#### 4.3.5.1. PERMANENT DISABILITY BENEFITS

These apply in situations in which the worker, after undergoing the prescribed treatment and being discharged, now has reduced work capacity or is unable to work. Such workers will have rights to the corresponding benefits if the established conditions are met.

Permanent disability is classified by the following degrees:

- **Permanent partial incapacity for the usual profession:** situation in which the worker's performance is reduced to a degree no less than 33% for said profession, though the worker is still able to perform the fundamental tasks entailed.
- **Permanent total incapacity for the usual profession:** situation that renders the worker incapable of all or the fundamental tasks of said profession, provided he/she is able to enter a different profession.

- **Permanent total incapacity for all work:** situation that renders the worker incapable of undertaking any profession or trade.

- **Severe disability:** situation in which the worker is affected by permanent disability and requires the assistance of another person for the most essential daily tasks, such as getting dressed, moving around, eating and similar.

For further information, consult the Social Security website: [http://www.seg-social.es/Internet\\_1/Trabajadores/PrestacionesPension10935/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/index.htm)

#### 4.3.5.2. PERMANENT NON-DISABLING INJURIES

"Permanent non-disabling injuries" are understood to comprise any injury, mutilation or deformity caused by a work accident or occupational disease of a definitive nature that does not constitute permanent disability, alters or reduces the physical integrity of the worker and is classed on the scale established to this effect.

The benefit consists of an indemnity paid in one lump sum. The amount is set by a scale. It is compatible with work in the same company but incompatible with permanent disability benefits for the same injuries.

### 4.3.6. Unemployment benefits

To receive the unemployment benefit in Spain, you must have contributed to Social Security for a minimum of one year (360 days). This contributory period gives you the right to receive benefits for 120 days (4 months). You must also prove that you are actively seeking employment. These benefits can be claimed by going to the Servicio Público de Empleo Estatal (SEPE, Spanish State Employment Service), an **autonomous body** that currently reports to the **Ministry of Employment and Social Security**.

For further information, visit their website at <http://www.sepe.es/contenido/prestaciones/>

#### BENEFICIARIES

The Spanish State Employment Service benefits and subsidies are available to workers from the EU, the EEA (European Economic Area) or Switzerland who reside in Spain. They are

<sup>66</sup> Please consult: [http://www.agenciatributaria.es/AEAT.internet/Inicio\\_es\\_ES/\\_Segmentos\\_/Ciudadanos/Minimos\\_\\_reducciones\\_y\\_deducciones\\_en\\_el\\_IRPF/Deducion\\_por\\_maternidad/Deducion\\_por\\_maternidad.shtml](http://www.agenciatributaria.es/AEAT.internet/Inicio_es_ES/_Segmentos_/Ciudadanos/Minimos__reducciones_y_deducciones_en_el_IRPF/Deducion_por_maternidad/Deducion_por_maternidad.shtml) {available in Spanish}

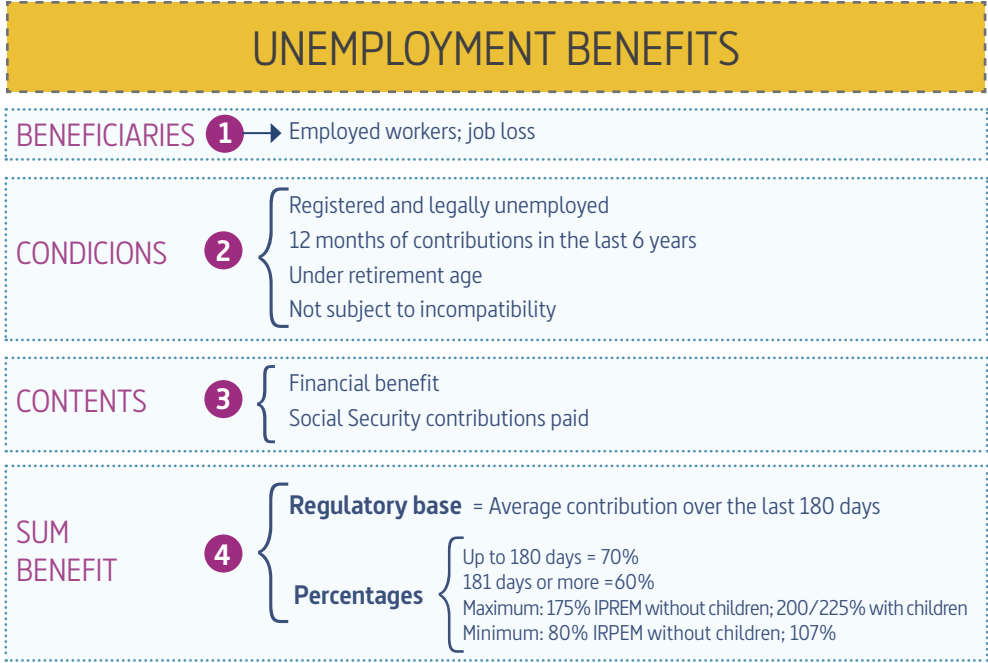


Figure 18. Unemployment benefit  
Source: Social Security Classroom. Current model and previous. Secretariat of State for Social Security, Madrid, 2012

also available to workers from other countries who reside and work legally in Spain.

EXPORTING UNEMPLOYMENT BENEFITS

if you are receiving unemployment benefits in any European Union or European Economic Area (EEA) country or Switzerland, you may continue to receive them in any other EEA country (for example, Spain) while you are looking for work here. However, certain requirements must be met:

- Such benefits can be received for a maximum of 3 months, except in Portugal, where workers may receive full payment for the entire period they are due.
- You must have been registered with the Public Employment service in your country of origin at least one month (4 weeks) before.
- You must notify said Public Employment Service of your actual departure date and register with the Spanish State

Employment Service within 7 days of departing from your country of origin.

- You must bring the completed U2/E303 form with you from your country of origin (the form depends on the country of origin).

**Important:** the formalities may take up to 2 months, so you should begin the process far enough in advance.

- You should also bring the U1/U301 form (depending on country of origin) completed by the Public Employment Service in your country of origin, since if you ever receive the unemployment benefit in Spain, the contribution periods in your country of origin will be taken into account (there is an agreement with Australia which takes into consideration the contributions made there).

The opposite is also true: if you are working in Spain and you end up unemployed, you can complete the reverse formalities

to receive unemployment benefits in any other EU/EEA country or Switzerland.

For a list of the public employment services in the EU countries prior to expansion, visit the website <http://www.sistemanacionalempleo.es/europa.html>

### AMOUNTS RECEIVED

The amount received as unemployment benefit is established according to the average salary for which you have made contributions (not counting overtime) during the 6 months prior to becoming unemployed. During the first 180 days of unemployment, you will receive 70% of that average and then 50%.

**Minimum limit.** The amount of the benefit cannot be less than:

- 80% of the Multiplier for the Public Income Index (IPREM) plus 1/6 (the proportional part of the extra payments), when the worker does not have any dependent children.
- 107% of the IPREM plus 1/6 (the proportional part of the extra payments), when the worker has at least one dependent child.

**Maximum limit.** The maximum amount of the benefit is based on the number of dependent children the beneficiary has.

- Without children, it is 175% of the IPREM plus 1/6 (the proportional part of the extra payments).
- With one child under the age of 26, it is 200 % of the IPREM plus 1/6 (the proportional part of the extra payments).
- With two or more children under the age of 26, it is 225 % of the IPREM plus 1/6 (the proportional part of the extra payments).

An amount equivalent to 10 days will be deducted from the first subsidy payment and paid with the final payment. While receiving the benefit, the worker **will make Social Security contributions for 100%** of the amount of the corresponding payment, which will be deducted from the benefit.

For more detailed information, visit their website at <http://www.sepe.es/contenido/prestaciones/>

### LOSING UNEMPLOYMENT RIGHTS

There are several reasons for which unemployment benefit rights may be suspended:

- Working for another person or being self-employed while receiving the unemployment subsidy.
- Failing to renew the employment request at the Spanish State Employment Service on the established date.
- Rejecting a job.
- Failure to participate in social collaboration work, employment schemes or professional promotion, training or re-training.
- Failure to visit the collaborating employment agencies or to submit the certificate of having visited them.

### 4.3.7. Further information: Benefit Offices

The Government guarantees social benefits through several entities assigned to the Ministry of Employment and Social Security and the Ministry of Health, Social Services and Equality.

- ✓ **The National Social Security Institute (INSS)** <sup>67</sup> is the state managing body responsible for dealing with all Social Security benefits, except non-contributory pensions, unemployment and the Special Plan for sea workers.

Further information by contacting:  
**National Social Security Institute**  
 C/ Padre Damián, 4 y 6  
 28036 Madrid (Spain)  
 Tel.: (+34) 91 568 83 00

- ✓ **The Institute for the Elderly and Social Services (IM-SERSO)** <sup>68</sup> is the Social Security management body responsible for managing non-contributory pensions and

<sup>67</sup> Website: <http://www.seg-social.es> {available in Spanish, English and French}

<sup>68</sup> Website: <http://www.imserso.es> {available in Spanish, English and French}

providing social services that complement those provided by the Social Security System in relation to people with disabilities, the elderly, refugees and migrants. All IMSERSO responsibilities have been transferred to the Autonomous Regions, except in the autonomous cities of Ceuta and Melilla.

Further information by contacting:  
**Instituto de Mayores y Servicios Sociales (IMSERSO)**  
Avda. Ilustración s/n., con vta. a c/ Ginzo de Limia, 58  
28029 Madrid (Spain)  
Tel.: (+34) 901 109 899  
E-mail: buzon@imserso.es

✓ **The Spanish State Employment Service (SEPE)**<sup>69</sup> is the Autonomous Body endowed with its own legal authority to fulfil its own duties, attached to the Ministry of Employment and Social Services through the Secretariat of State for Employment. Its main duties include:

- Managing and controlling unemployment benefits.
- Maintaining databases that guarantee the public registration of offers, demands and contracts, maintaining the occupational monitoring centre and generating statistics on employment at the national level.
- Conducting research, studies and analysis on the state of the job market and tools for improving it, in collaboration with the respective Autonomous Regions.

**Servicio Público de Empleo Estatal (SEPE)**  
Calle Condesa de Venadito n.9  
28027 Madrid (Spain)  
Tel.: (+34) 901 119 999

4.4. NATIONAL HEALTH SYSTEM

Introduction to the Spanish National Health System

The National Health System, SNS, is a coordinated network of nationally and locally administered Health Services,

comprising all health functions and services which are the legal responsibility of the public authorities.

Its most important features are:

- Health services which are publicly funded, universal, and free to use.
- Defined rights and duties for citizens and public authorities.
- Political decentralization of healthcare in the Autonomous Regions.
- Provision of comprehensive high-quality healthcare which is duly monitored and evaluated.

For further information, consult the Ministry of Health, Social Services and Equality’s website. <http://www.msssi.gob.es> {available in Spanish, English and French}

4.4.1. Medical and Pharmaceutical Care

Each Autonomous Region has a Health Service, which is the administrative and management structure comprising all centres, services and establishments of the region, provincial councils, city councils and any other administrative bodies of the region.

Following the transfer of healthcare responsibilities, all Autonomous Regions are now accountable for healthcare in their regions. In the Cities of Ceuta and Melilla, which have Statutes of Autonomy, the Central State Administration continues to manage healthcare through the National Health Management Institute (INGESA).

4.4.1.1. ENTITLEMENT TO HEALTH PROTECTION AND CARE

In Spain, healthcare is guaranteed by the National Health System, funded by the State, to persons with the status of Insured or beneficiary of an Insured. Persons in one of the following situations have the status of Insured:

- a) Employed or self-employed persons, registered or similar with the Social Security System.
- b) Those with the status of pensioners in the Social Security System.
- c) Recipients of any other regular benefit from the Social Security System, including unemployment benefits.

<sup>69</sup> Website: <http://www.sepe.es> {available only in Spanish}



- d) Those who have exhausted their unemployment benefit and remain unemployed, their Insured status not being accredited by any other means.

In those cases in which none of the aforementioned situations are applicable, nationals of Spain or of a Member State of the European Union, the European Economic Area or Switzerland who reside in Spain, and foreign nationals authorised to reside in Spanish territory, may hold the status of Insured provided that they can prove that they do not have an annual income of more than €100,000. Those with the status of beneficiaries of an Insured are - provided that they reside in Spain - a spouse or person with analogous relationship, an ex-spouse dependent on the Insured, and descendents or equivalent persons dependent on the Insured who are under 26 years old or who have a disability equal to or greater than 65%. Foreign nationals authorised to reside in Spanish territory have the same right to healthcare as Spanish nationals. Those who are not registered or authorised as Spanish residents will receive healthcare in the following circumstances:

- a) Emergency care for a serious illness or accident, whatever its cause, until discharged.
- b) Pregnancy, birth and postpartum care.

In all cases, foreign nationals under 18 years old may receive healthcare under the same conditions as Spanish nationals.

4.4.1.2. LEVELS OF SNS CARE

The National Health System, SNS by its Spanish name, as a provider of healthcare services, is organised on two levels: **Primary Care and Specialised Care.**

The principal care mechanisms in **Primary Care** are the Health Centres, in which a multidisciplinary team of family doctors, paediatricians, nurses and administrative staff are employed, together with social workers, midwives and physiotherapists.

**Specialised Care** is provided in Specialist Centres and Hospitals for outpatients and inpatients. Emergency care is offered at the hospitals twenty-four hours a day to patients who have not been admitted to hospital.

The directories for Primary Health Care Centres and Hospitals are available on the web page of the Ministry of Health, Social Services and Equality: <http://www.msssi.gob.es/ciudadanos/prestaciones/> {available in Spanish, English and French}.

In addition to the above, **Emergency Care** is the care provided to a patient in the event that their clinical condition requires immediate emergency care. This care is provided at the health centres and outside the centres, including at the patient's home, on a 24 hour basis, with the provision of medical and nursing care, and the collaboration of other professionals.

LEVELS OF SNS CARE		
PRIMARY HEALTHCARE		SPECIALISED CARE
Characteristics	Accessibility	Technical complexity
Activities	Promoting health and the prevention of disease with a technical capacity for resolution that completely covers the most frequent health issues	It has highly complex and costly diagnostic and therapeutic facilities, the efficiency of which improves if concentrated in one place
Access	Spontaneous	Referred by the Primary Care specialists
Care mechanism	Health Centres and Local Clinics	Specialist Centres and Hospitals
Care regime	At the Centre and at patient's home	Outpatients and inpatients

Table 8. Levels of SNS care

4. WORKING IN SPAIN

The provision of healthcare is managed through the common services portfolio of the National Health System, which is divided into three categories according to the contributions made by the user:

- 1) Basic common portfolio: Includes care for the prevention, diagnosis, treatment and rehabilitation of illness provided in health centres or social-health centres, together with emergency health transport, and is completely covered by public funding.
- 2) Supplementary common portfolio: this includes all the services provided through outpatient stay (pharmaceutical, orthoprotic provisions including dietary products, and non-emergency health transport). These are subject to user contributions under the same conditions as those regulating pharmaceutical provisions (see 5.4.1.4 below), taking as the base for calculation the final product price, without applying any limit to the contribution.

- 3) Common portfolio of accessory services: this includes those activities, services or techniques that are not considered essential but which help to improve a pathology, and are subject to the user's contribution and/or repayment.

4.4.1.3. INDIVIDUAL HEALTH CARD

Access to the services is via the Individual Health Card issued by each Health Service. This document identifies each citizen as a user of the National Health System.

The format and content of the Individual Health Card, and its issue and delivery to holders, is the responsibility of the health system. It can be obtained from the corresponding health centre (primary care) according to the individual's place of residence. However, prior to this, the individual should be recognised as insured and entitled to benefits by the National Institute of Social Security (INSS).

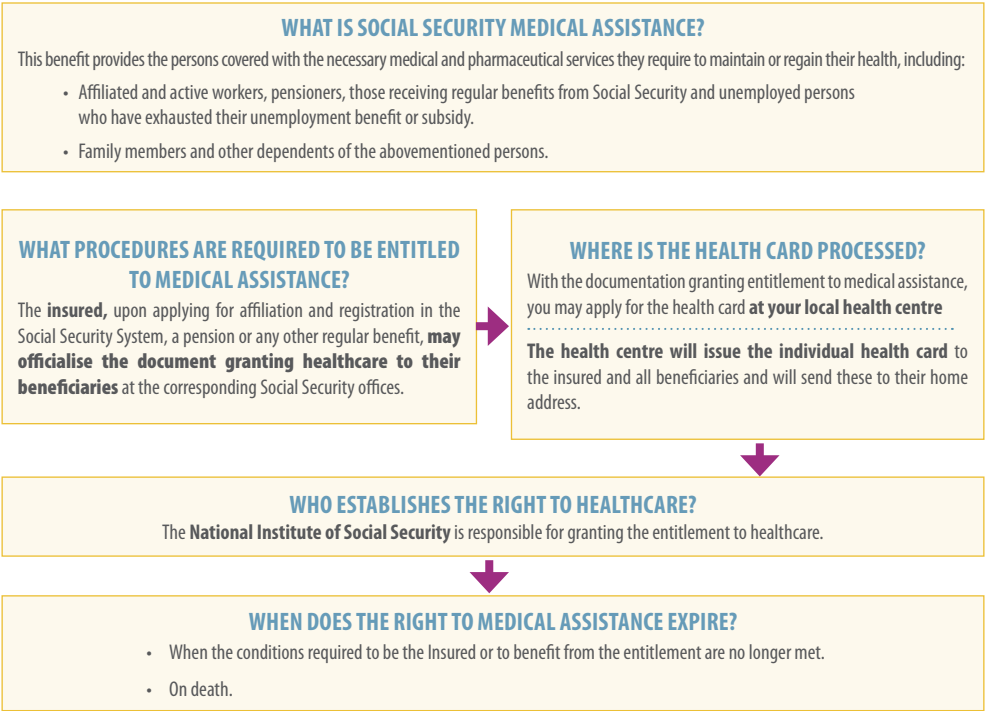


Figure 17. Social Security HealthCare **Source:** Social Security Website <http://www.seg-social.es>

Entitlement to healthcare starts on the day the individual is signed up to the system, both for the insured (employed researcher) and for their beneficiaries (family). Recognition of the insured is automatic (automatically recognised by the INSS), but it is necessary to submit an application in the case of family members (beneficiaries) who do not work in Spain: the application (accompanied by a copy of the individual's passport and Foreign National Identity Card or the entry in the Central Registry of Foreign Nationals in the case of European Union citizens, in accordance with the Agreement on the European Economic Area or Switzerland) may be submitted at any Social Security Office.

#### 4.4.1.4. PHARMACEUTICAL CARE

The National Health System covers all the medicines dispensed during hospital stays. In the case of outpatients, medicines prescribed in a National Health System prescription are paid for jointly<sup>70</sup> according to the user's income. In the case of chronic treatment, the percentage participation is 10% with a maximum of 4.20 Euros.<sup>71</sup>

<sup>70</sup> In Catalonia, a contribution of one Euro per prescription is added to the general contribution (known as a "user excess") for those medicines costing more than 1.67 Euros. The maximum sum payable by a user in this concept is 61 Euros.

<sup>71</sup> State pensioners here refers to civil servants, members of the armed forces and justice officials.



#### 4.4.2. European Health Insurance Card

The European Health Insurance Card makes it easier for individuals from any of the Member States of the European Economic Area (including the 27 members of the European Union, Iceland, Liechtenstein and Norway) and Switzerland, to access healthcare services during their temporary visits abroad.

Holders of the European Health Insurance Card will receive treatment in the same conditions as Spanish residents with respect to conditions and costs. If the same service is provided free of charge in the country of origin, the costs of this service may be reimbursed on the individual's return to the source country.

	Labour force	Pensioners	
Individuals in receipt of minimal income, unemployed individuals not in receipt of unemployment benefits, individuals in receipt of non-contributory pensions, etc.	0% Code: TSI 001	0% Code: TSI 001	
Income below €18,000	40% Code: TSI 003	10% Code: TSI 002	Upper limit of €8.14/month
Income equal to or higher than €18,000 and lower than €100,000	50% Code: TSI 004	10% Code: TSI 002	Upper limit of €18.32/month
Income equal to or higher than €100,000	60% Code: TSI 005	60% Code: TSI 005	Upper limit of €61.08/month
Mutual fund holders and state pensioners <sup>71</sup>		30% Code: TSI 006	

Tabla 15. Percentage contribution of user according to income for the purchase of medicines

Source: Graph by these authors.

4. WORKING IN SPAIN

The European Health Insurance Card is not valid when the purpose of the foreign national's displacement is to receive medical care. Nor does the card in Spain cover care provided by private healthcare providers.

For further information, please see the web page of the European Commission's Directorate General for Employment, Social Affairs and Inclusion: <http://ec.europa.eu/social> {available in the official languages of the European Union}.

4.4.3. Private Insurance

Individuals requiring private medical care may take out medical insurance in the country of origin that provides cover in Spain, or take out insurance with any private medical insurance company in Spain. It is important to remember that many of these companies have grace periods which may range between several months and one year before it is possible to draw on any of their services, especially in the case of maternity and surgical operations.

A brief list is provided below of the main companies. For a more complete list, please visit the Yellow Pages online and look under the headings "insurance," "medical companies" or "medical insurance".

**ADESLAS** Tel.: 902 200 200 <http://www.adelas.es>

**ASISA** Tel.: 902 010 010 <http://www.asisa.es>

**MAPFRE** Caja Salud Tel.: 902 20 40 60 <http://www.mapfre.com/salud/>

**SANITAS** Tel.: 902 102 400 <http://www.sanitas.es>

When contracting any of these services, it is recommendable to check prices because in some cases, in addition to monthly or annual premiums, there is a fee for consultations. It is also important to check the national and international cover provided by these insurance policies. There are some companies which allow the Insured to choose the medical staff that suits him/her most, subsequently reimbursing a certain amount of the fees the Insured has paid to the specialist.

4.4.4. Pharmacies

In Spain, medicines are only available in pharmacies. Normally, the user is required to present the prescription

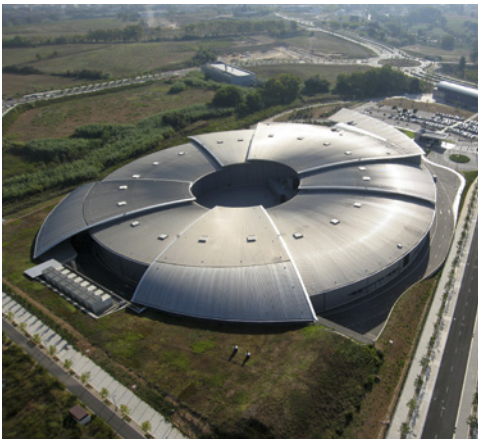
issued by the healthcare specialist. Pharmacists' opening hours are the same as those of other commercial establishments. At weekends, there are duty pharmacists (your usual pharmacist will provide a list on the door of the address of the nearest duty pharmacist). Lastly, some pharmacies are open 12 and up to 24 hours a day. When requesting a medicine, pharmacies stock generic brands in addition to recognised brands, which are usually much cheaper and contain the same active substances. Homoeopathic medicines are also distributed at the pharmacist.

The website of the General Council of Pharmaceutical Associations in Spain (<http://www.portalfarma.com>) offers considerable information about the Spanish pharmaceutical system.

4.4.5. Useful addresses

- ✓ **Ministry of Health, Social Services and Equality**  
Paseo del Prado, 18-20, 28071 Madrid, Tel. (+34) 901 400 100  
<http://www.msssi.gob.es> {available in Spanish, English and French}.
- ✓ **National Institute of Health Management, INGESA.**  
Calle Alcalá, 56, 28071 Madrid, Tel. (+34) 91 338 03 65/00 51  
<http://www.ingesa.msc.es> {available in Spanish, English and French}.

Alba Synchrotron



Autonomous Regions	HEALTH COUNCILS	HEALTH SERVICES
<b>Andalusia</b>	Consejería de Salud Av. De la Innovación s/n, Edif Arena 1- 41020 Sevilla Tel.: 955 00 63 00 <a href="http://www.juntadeandalucia.es">http://www.juntadeandalucia.es</a>	Servicio Andaluz de Salud (SAS) Av. De la Constitución, 18 - 41071 Sevilla Tel.: 955 01 80 00 <a href="http://www.juntadeandalucia.es/servicioandaluzdesalud/">http://www.juntadeandalucia.es/servicioandaluzdesalud/</a>
<b>Aragon</b>	Dpto. Sanidad, Bienestar Social y Familia Vía Universitat, 36 - 50009 Zaragoza Tel.: 976 71 40 00 <a href="http://www.aragon.es">http://www.aragon.es</a>	Servicio Aragonés de Salud Paseo María Agustín, 16 - 50071 Zaragoza Tel.: 902 555 321 <a href="http://www.saludinforma.es">http://www.saludinforma.es</a>
<b>Asturias (Principality)</b>	Consejería de Sanidad Ciriaco Miguel Vigil, 9 - 33006 Oviedo Tel.: 985 10 85 00 <a href="http://www.asturias.es">http://www.asturias.es</a>	Servicio de Salud de las Islas Baleares (ib-salut) Reina Esclaramunda, 9 - 07003, Palma de Mallorca Tel.: 971 17 56 00 <a href="http://www.ibsalut.es/">http://www.ibsalut.es/</a>
<b>Balearic Islands</b>	Consejería de Salud, Familia y Bienestar Social Plaça d'Espanya, 9 - 07002 Palma Tel.: 971 17 69 69 <a href="http://saluticonsum.caib.es">http://saluticonsum.caib.es</a>	Servicio de Salud de las Islas Baleares (ib-salut) Reina Esclaramunda, 9 - 07003, Palma de Mallorca Tel.: 971 17 56 00 <a href="http://www.ibsalut.es/">http://www.ibsalut.es/</a>
<b>Canary Islands</b>	Consejería de Sanidad Avda. Juan XXIII, nº 17 - 35071 Las Palmas de G. Canaria Tel.: 928 11 88 52	Servicio Canario de Salud Avda. Juan XXIII, nº 17 - 35004 Las Palmas de G. Canaria Tel.: 928 11 88 52
	Rambla Santa Cruz, 53 - 38071 Sta.Cruz de Tenerife Tel. 922 47 42 01 <a href="http://www.gobcan.es/sanidad/">http://www.gobcan.es/sanidad/</a>	Pérez de Rozas, 5, planta 4ª - 38004 Sta. Cruz Tenerife Tel.: 922 47 58 14 <a href="http://www.gobiernodecanarias.org/sanidad/scs/">http://www.gobiernodecanarias.org/sanidad/scs/</a>
<b>Cantabria</b>	Consejería de Sanidad y Servicios Sociales Federico Vial, 13 - 39009 Santander Tel.: 942 20 82 40 <a href="http://www.saludcantabria.org/">http://www.saludcantabria.org/</a>	Servicio Cántabro de Salud Avda. del Cardenal Herrera Oria, s/n - 39011 Santander Tel.: 942 20 27 70/72 <a href="http://www.scsalud.es/">http://www.scsalud.es/</a>
<b>Castile and León</b>	Consejería de Sanidad Paseo de Zorrilla, 1 - 47007 Valladolid Tel.: 983 41 36 00 <a href="http://www.saludcastillayleon.es">http://www.saludcastillayleon.es</a>	Gerencia regional de la Salud Paseo de Zorrilla, 1 - 47007 Valladolid Tel.: 983 32 80 00. <a href="http://www.saludcastillayleon.es">http://www.saludcastillayleon.es</a>
<b>Castile-La Mancha</b>	Consejería de Sanidad y Asuntos Sociales Avda. Francia, 4 - 45071 Toledo Tel.: 925 26 70 99 <a href="http://www.castillalamancha.es/gobierno/sanidadyasuntossociales">http://www.castillalamancha.es/gobierno/sanidadyasuntossociales</a>	Servicio de Salud de Castilla La Mancha (SESCAM) Av. Río Guadiana, 4 - 45071 Toledo Tel.: 900.25.25.25 <a href="http://sescam.jccm.es">http://sescam.jccm.es</a>
<b>Catalonia</b>	Departamento de Salud Travessera de les Corts, 131-159, Pabelló Ave Maria 08028 Barcelona Tel.: 93 227 29 00 <a href="http://www.gencat.cat/salut/">www.gencat.cat/salut/</a>	Servicio Catalán de Salud (CatSalut) Travessera de les Corts, 131-159, Edificio Olimpia 08028 Barcelona Tel.: 93 403 85 85 <a href="http://www.gencat.cat/catsalut/">http://www.gencat.cat/catsalut/</a>
<b>Ceuta</b>	Consejería de Sanidad y Consumo Pza de San Amaro, 12 - 51071 Ceuta Tel.: 856 20 06 80 <a href="http://web.ceuta.es:8080/sanidad/">http://web.ceuta.es:8080/sanidad/</a>	Delegación del INGESA Avda. Marina Española, 23 1º - 51001 Ceuta Tel.: 956 51 49 29

4. WORKING IN SPAIN

Autonomous Regions	HEALTH COUNCILS	HEALTH SERVICES
Valencia (Region)	Consejería de Sanidad Micer Mascó, 31-33 - 46010 Valencia Tel.: 963 86 66 00/28 00 <a href="http://www.san.gva.es">http://www.san.gva.es</a>	Agencia Valenciana de Salud (AVSA) Micer Mascó, 31-33 - 46010 Valencia Tel.: 963 86 66 00
Extremadura	Consejería de Salud y Política Social Avda. de las Américas, 2 - 06800 Mérida Tel.: 924 00 41 00 <a href="http://www.gobex.es">http://www.gobex.es</a>	Servicio Extremeño de Salud (SES) Avda. de las Américas, 1 - 06800 Mérida Tel.: 924 38 25 01/02 <a href="http://www.saludextremadura.com/">http://www.saludextremadura.com/</a>
Galicia	Consejería de Sanidad Edif. Admtvo. San Lázaro, s/n - 15073 Santiago de Compostela Tel.: 981 54 27 12 <a href="http://www.sergas.es">http://www.sergas.es</a>	Servicio Gallego de Salud (SERGAS) Edif. Admtvo. San Lázaro, s/n - 15073 Santiago de Compostela Tel.: 981 54 27 12 <a href="http://www.sergas.es">http://www.sergas.es</a>
La Rioja	Consejería de Salud y Servicios Sociales Villamediana, 17 - 26003 Logroño Tel.: 941 29 13 96 <a href="http://www.larioja.org">http://www.larioja.org</a>	Servicio Riojano de Salud Villamediana, 17 - 26003 Logroño Tel.: 941 29 76 60 <a href="http://www.riojasalud.es">http://www.riojasalud.es</a>
Madrid (Community)	Consejería de Sanidad Aduana, 29 2ª planta - 28013 Madrid Tel.: 91 586 70 00 <a href="http://www.madrid.org">http://www.madrid.org</a>	Servicio Madrileño de Salud (SERMAS) Pza. Carlos Trias Beltrán, 7 - 28020 Madrid Tel.: 91 586 72 27
Melilla	Consejería de Bienestar Social y Sanidad Ramírez de Arellano, 10 3ª pl. - 52001 Melilla Tel.: 952 69 93 01 <a href="http://www.melilla.es">http://www.melilla.es</a>	Delegación del INGESA Pza. del mar s/n. Edificio V Centenario Torre N, pl. 11 52071 Melilla Tel.: 952 67 23 12
Murcia (Region)	Consejería de Sanidad y Política Social Avda. de la Fama, nº 3 - 30071 Murcia Tel.: 968 37 51 83 <a href="http://www.carm.es">http://www.carm.es</a>	Servicio Murciano de Salud Ronda de Levante, 11 - 30008 Murcia Tel.: 968 36 59 00 <a href="http://www.murciasalud.es">http://www.murciasalud.es</a>
Navarre (Region)	Departamento de Salud Amaya, 2 - 31002 Pamplona Tel.: 848 42 35 41 <a href="http://www.navarra.es">http://www.navarra.es</a>	Servicio Navarra de Salud (OSASUNBIDEA) Irunlatterra, 39 - 31008 Pamplona Tel.: 848 42 88 00
Basque Country	Departamento de Sanidad y Consumo Donostia-San Sebastian, 1 - 01010 Vitoria-Gasteiz Tel.: 945 01 85 00 <a href="http://www.osasun.ejgv.euskadi.net">http://www.osasun.ejgv.euskadi.net</a>	Servicio Vasco de Salud (OSAKIDETZA) Álava, 45 - 01006 Vitoria-Gasteiz Tel.: 945 00 60 00 <a href="http://www.osakidetza.euskadi.net">http://www.osakidetza.euskadi.net</a>

Tabla 10. Autonomous Regions

#### 4.5. OTHER WOMEN'S RIGHTS

The Comprehensive Law against gender-based violence<sup>72</sup> recognises and guarantees women (irrespective of their origin, religion or any other condition) who are or have been victims of gender-based violence, a series of rights in order that these individuals may put an end to the violent relationship and recover their own lives:

- The right to information and advice.
- The right to comprehensive social care through social services.
- Legal assistance for all victims, free of charge for those able to demonstrate insufficient resources. In addition, victims receive the same specialised legal advice for any criminal, civil or administrative proceedings that may arise.
- Labour rights and social security benefits, including the right to a reduction or a reorganisation of working hours, geographical mobility, on changing workplace, to job-secured leave and to the termination of the employment contract.

- Economic rights of victims with limited resources, when monthly income does not exceed 75 percent of the national minimum wage.

*A free telephone service is available, offering information and legal advice for victims of gender-based violence: 016*

For any information regarding women's legal issues including: matrimony, parenthood, civil registry, labour laws, abuse, rape, legal aid, etc., please contact the **Institute of Women**, which is part of the Ministry of Health, Social Services and Equality.

##### **Institute of Women**<sup>73</sup>

C/ Condesa de Venadito, n° 34  
28027 Madrid

Teléfonos gratuitos:

Información a la mujer 900 19 10 10

Información a mujeres sordas 900 152 152

<sup>72</sup> Organic Law 1/2004 of 28th December, on Comprehensive Protection Measures against Gender-based Violence

<sup>73</sup> Website: <http://www.inmujer.gob.es> {available in Spanish and English}





# 5

## THE SPANISH EDUCATION SYSTEM





# 5 THE SPANISH EDUCATION SYSTEM



*Almería Solar Platform. Singular Scientific and Technical Infrastructure (ICTS)*

Education in Spain is free (at state schools and government-subsidised schools) and compulsory from the ages of 6 to 16, the latter being the minimum legal age for work, although free and mandatory education can be extended to the age of 18 as part of the E.S.O. (Compulsory Secondary Education) under various circumstances: repetition of or missed school year, integration of students coming from abroad, etc.

Infant school (up to 6 years old) is not compulsory although the vast majority of children start their education between the ages of 3 and 6. This stage is known as the 2nd cycle of Infant Education, which is offered free of charge on an integrated basis by State Schools. Education in Spain is decentralised and the educational authorities are transferred to the Autonomous Regions. This implies certain different features in the general scheme, for example, in the Autonomous Regions with another official language, studying this language is compulsory to varying degrees.

## 5.1. SCHOOL YEAR, PLACES AND ENROLMENT

For further information on how to obtain a place at a state school or when it is necessary to enrol, please contact the Education Board for the Autonomous Region where you are or will be resident directly (see section “Useful addresses”) or enquire at local schools you are interested in. As a general rule, students are required to enrol in the months of March or April preceding the start of the academic year. The cost of school books and material is normally met by the parents.

## 5.2. SCHOOLS AND COLLEGES

There are three types of school or college: **state, government-subsidised and private.**

**State schools and colleges** are free and are owned by the state. They are attended by the majority of the population, although in varying percentages according to the Autonomous Region and the stage. Primary schools usually include the second cycle of infant education and are gradually, although this is still exceptional, extending to the first cycle of pre-school education, from 0 to 3 years old. This cycle continues to form more part of the sphere of nursery schools and Infant Schools, the ownership of which is varied, as in addition to the privately-owned centres, there are, as part of the publicly-owned centres, municipal and regional centres as well as centres owned by other institutions.

5. THE SPANISH EDUCATION SYSTEM

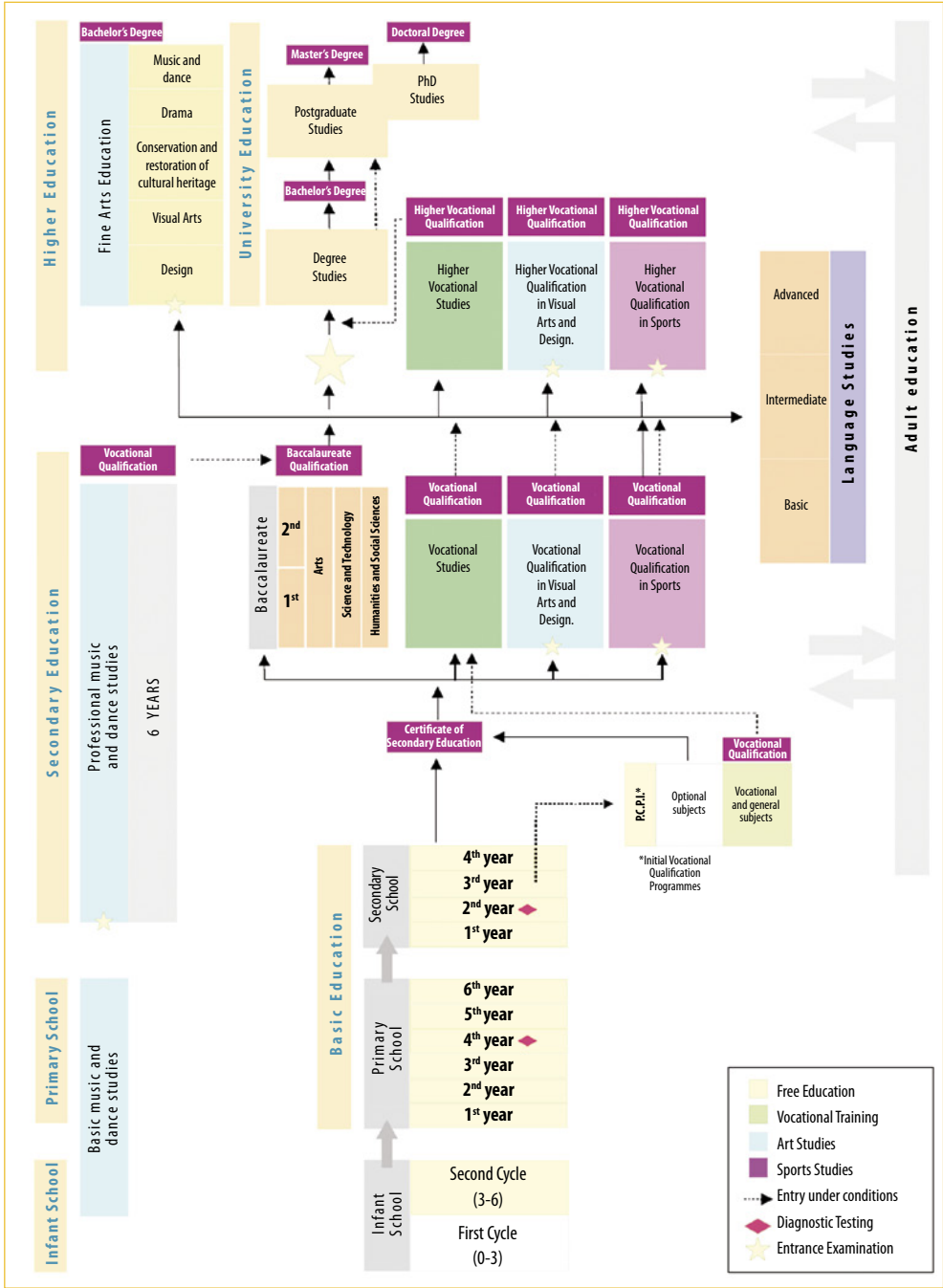


Figura 18. Spanish Education System



**Colegios** (roughly schools) cover the school stages between the ages of 3 and 12. Compulsory Secondary Education (E.S.O.) and then the Baccalaureate in its different modalities or Vocational Training (intermediate and higher cycles) is given at **Institutos** (roughly Colleges). Both state-owned centres and government-subsidised centres (private schools partially subsidised by the Government) **are governed by similar enrolment criteria**, with the corresponding regional influence. The following are the most noteworthy criteria:

- Proximity to the family residence
- The presence of siblings at the same centre
- Level of income and other circumstances.

To find out about the state schools closest to your place of residence, please visit the Ministry of Education, Culture and Sport (<https://www.educacion.gob.es/centros/home.do>) or enquire at your Local Education Authority, the Education department or the Municipal Boards at your Town Hall.

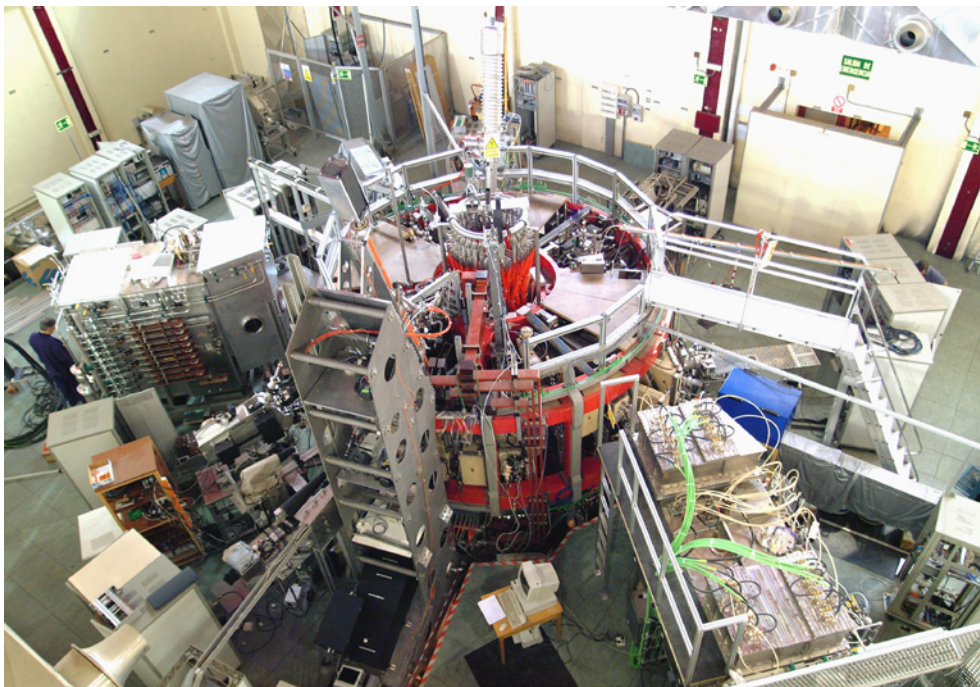
**Government-subsidised** schools are private centres with an agreement with the Government who pays the teaching staff and subsidises the running of the school. Many of these centres are Catholic and have a strong religious nature, whereas others are not affiliated to any religion whatsoever. In any case, all Schools comply with the same legislation, calendars, programmes and organisation as state schools. Usually, the subsidised compulsory stages may involve certain monthly costs linked to complementary activities, extracurricular classes or other.

**Private schools** do not receive a state subsidy and therefore the main difference with respect to government-subsidised schools is the cost of fees. These centres are not restricted in how they organise their operation: enrolment, calendars, timetables, teaching staff.

#### FOREIGN CENTRES.

The majority of these are small centres (usually no more than 600 students). Almost all offer a system that combines the Spanish education system with that of the country they

*Thermonuclear fusion device TJ-II from the Research Centre for Energy, Environment and Technology, CIEMAT. Singular Scientific and Technical Infrastructure (ICTS)*



## 5. THE SPANISH EDUCATION SYSTEM

represent, so that students acquire knowledge about both cultures and have access to Spanish and foreign universities or are offered the option of validating their studies. The majority of these centres are recognised by the Ministry of Education, Culture and Sport for Spain and teach the subjects so required by law in Spanish. Many of them also have a wide extracurricular programme of sports and cultural activities.

The fees are usually high and places are very much in demand; consequently there are often waiting lists to get in. For further information about these centres, please contact the Embassy who will provide a list of the recommended centres providing an education in the language required.

### SPECIAL EDUCATION CENTRES.

In addition to schools that provide a general education, there are a series of specialised schools (state-owned, private and government-subsidised) adapted for children with physical or mental disabilities, many of which are subsidised. It should be noted in recent years, integration programmes have been developed to boost the integration of students with physical disabilities in general education centres. For further information please enquire at the corresponding Town Council or Regional Education Board

### 5.3. JOINING THE EDUCATION SYSTEM

No validation proceedings are required for students coming from foreign education systems and wishing to join any of the stages that form part of the Primary Education or Compulsory Secondary Education System in Spain. Nor is validation required for studies at any level, stage or mode in the Spanish education system for which the attainment of the Compulsory Secondary Education Certificate is not a prior requirement.

### 5.4. UNIVERSITY SYSTEM

At present in Spain there are 81 universities, 50 state-owned ones and 31 private ones. There are also some foreign university centres that provide an education in accordance with the educational system of the country of origin. Universities may offer official qualifications (valid throughout Spain) and their own qualifications. Official qualifications and their minimum content are established by the Government.

For further information on the university system, centres and official qualifications, please see:

<http://www.mecd.gob.es/educacion-mecd/areas-educacion/universidades.html>

### UNIVERSITY QUALIFICATIONS

- Bachelor's Degrees, subdivided as follows:
  - Arts and Humanities
  - Sciences
  - Health Sciences
  - Social and Legal Sciences
  - Engineering and Architecture
- Master's Degrees
- PhDs
- Ongoing training

*Supercomputing Centre of Galicia, Finis Terrae, CESGA.  
Singular Scientific and Technical Infrastructure (ICTS)*





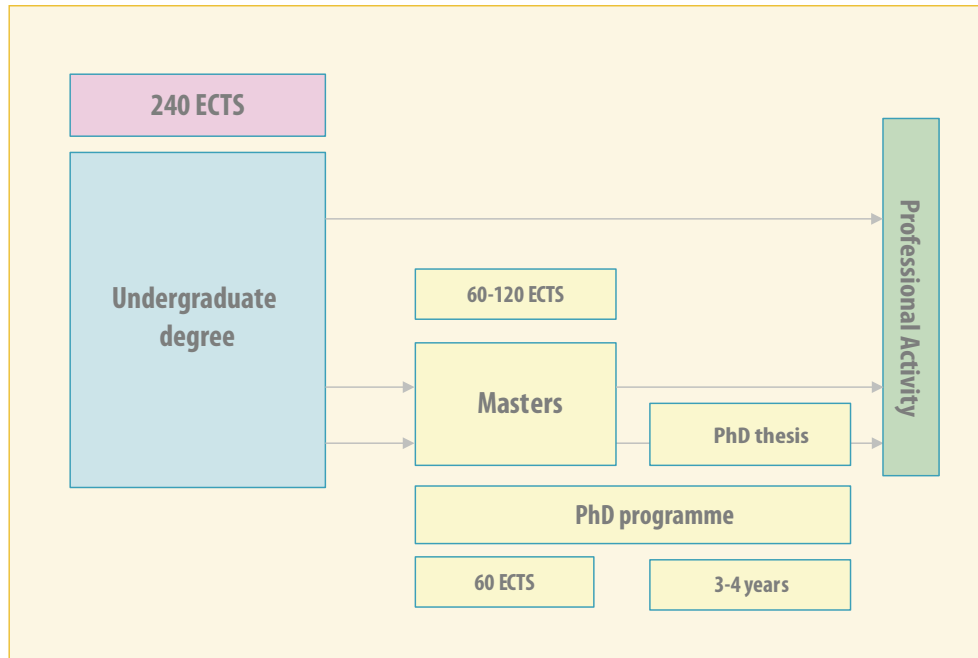


Figure 19. Structure of university education

Source: Ministry of Education, Culture and Sport

### ENTRANCE TO UNIVERSITY

Students who have successfully completed the Baccalaureate (Bachiller) (2nd year of the Baccalaureate) are able to enter university after passing the University Entrance Exams (PAU), more commonly known as Selectividad. Students who have followed a vocational training and adults over the age of 25, 40 and 45 are also able to enter University.

Students who have studied abroad will also be required to pass the University Entrance Exams. To take the Selectividad, it is necessary to confirm that the studies abroad can be recognised in Spain.

Find out more at:

<http://www.mecd.gob.es/educacion-mecd/areas-educacion/sistema-educativo/enseanzas/bachillerato/opciones-despues-bachillerato/pau.html>

Each university establishes the procedures, enrolment deadlines and documentation required to apply for a place. Pre-enrolment normally takes place at the start of July, the lists of students accepted are published halfway through July and the enrolment period starts at the end of July. Private universities have their own entrance and enrolment timescales.

### 5.5. USEFUL ADDRESSES

#### Ministry of Education, Culture and Sport.

Alcalá, 34, 28071 Madrid, Tel. 91 701 80 00

<http://www.mecd.gob.es/> {available in Spanish and the official languages}

#### Information and enquiries

Los Madrazo, 15, 28071 Madrid, Tel. 91 327 76 81

5. THE SPANISH EDUCATION SYSTEM

Autonomous Regions	Education Departments and Education Information Portals
Andalusia	Consejería de Educación C/ Juan Antonio de Vizarrón s/n Edificio Torretriana. Isla de la Cartuja. 41092 Sevilla Tel: 955 06 40 00 Website: <a href="http://www.juntadeandalucia.es/educacion">http://www.juntadeandalucia.es/educacion</a>
Aragon	Dpto. de Educación, Universidad, Cultura y Deporte Avenida Gomez Laguna, 25 50071 Zaragoza Tel.: 976 71 40 00 Website: <a href="http://www.aragon.es/DepartamentosOrganismosPublicos/Departamentos/EducacionUniversidadCulturaDeporte">http://www.aragon.es/DepartamentosOrganismosPublicos/Departamentos/EducacionUniversidadCulturaDeporte</a> Más información sobre Educación: <a href="http://www.educaragon.org">http://www.educaragon.org</a>
Asturias (Principality of)	Consejería de Educación, Cultura y Deporte Pza. España, 5 33007 Oviedo Tel.: 985 10 86 01 Website: <a href="http://www.asturias.es">http://www.asturias.es</a> Más información sobre Educación: <a href="http://www.educastur.es">http://www.educastur.es</a>
Balearic Islands	Conselleria d'Educació, Cultura i Universitats C/ d'Alfons el Magnànim, 29 07004 Palma de Mallorca Tel.: 971 17 75 20 E-mail: <a href="mailto:weib@educacio.caib.es">weib@educacio.caib.es</a> Website: <a href="http://weib.caib.es">http://weib.caib.es</a> Más información sobre Educación: <a href="http://ieduca.caib.es/">http://ieduca.caib.es/</a>
Canary Islands	Consejería de Educación, Universidades y Sostenibilidad Edificio Woermann Center-C/ Albareda, 52 35071 Las Palmas de Gran Canaria Tel. 928 21 28 00/28 50 Edificio Tres de Mayo-Avenida Buenos Aires 5 38071 Santa Cruz de Tenerife Tel. 922 59 25 00/22 06 E-mial: <a href="mailto:webdgoie.ceucd@gobiernodecanarias.org">webdgoie.ceucd@gobiernodecanarias.org</a> Website: <a href="http://www.gobcan.es/educacion/">http://www.gobcan.es/educacion/</a>
Cantabria	Consejería de Educación, Cultura y Deporte Calle Vargas, 53 39010. Santander Tel.: 942 20 80 80 Website: <a href="http://www.cantabria.es/web/consejeria-de-educacion">http://www.cantabria.es/web/consejeria-de-educacion</a> Más información sobre Educación: <a href="http://www.educantabria.es">http://www.educantabria.es</a>

<b>Castile and Leon</b>	<p>Consejería de Educación  Avda. Monasterio de Nuestra Señora de Prado, s/n.  47014 Valladolid  Tel.: 983 41 15 41/15 01  Website: <a href="http://www.jcyl.es">http://www.jcyl.es</a>  Más información sobre Educación: <a href="http://www.educa.jcyl.es">http://www.educa.jcyl.es</a></p>
<b>Castile-La Mancha</b>	<p>Consejería de Educación, Cultura y Deportes  Bulevar Río Alberche, s/n.  45071 Toledo  Tel.: 925 28 66 51  E-mail: <a href="mailto:contacta-educacion@jccm.es">contacta-educacion@jccm.es</a>  Website: <a href="http://www.castillalamancha.es/gobierno/educacionculturaydeportes">http://www.castillalamancha.es/gobierno/educacionculturaydeportes</a>  Más información sobre Educación: <a href="http://www.educa.jccm.es">http://www.educa.jccm.es</a></p>
<b>Catalonia</b>	<p>Departamento de Educación  Via Augusta, 202-226  08021 Barcelona  Tel.: 93 400 69 00  Website: <a href="http://www20.gencat.cat/portal/site/ensenyament">http://www20.gencat.cat/portal/site/ensenyament</a>  Más información sobre Educación: <a href="http://www20.gencat.cat/portal/site/familiaescola">http://www20.gencat.cat/portal/site/familiaescola</a></p>
<b>Valencia (Region)</b>	<p>Consejería de Educación, Formación y Empleo  Avda. Campanar, 32  46015 VALENCIA  Tel.: 96 317 52 02  Website: <a href="http://www.cefe.gva.es">http://www.cefe.gva.es</a></p>
<b>Extremadura</b>	<p>Consejería de Educación y Cultura  C/ Santa Julia, 5  06800 Merida (Badajoz)  Tel.: 924 00 75 00  Website: <a href="http://www.gobex.es">http://www.gobex.es</a>  Más información sobre Educación: <a href="http://www.educarex.es">http://www.educarex.es</a></p>
<b>Galicia</b>	<p>Consejería de Cultura, Educación y Ordenación Universitaria  Edif. Admtvo. San Caetano, s/n  15704 Santiago de Compostela  Tel.: 981 54 44 00  Website: <a href="http://cceou.xunta.es">http://cceou.xunta.es</a>  Más información sobre Educación: <a href="http://www.edu.xunta.es">http://www.edu.xunta.es</a></p>
<b>Madrid (Region)</b>	<p>Consejería de Educación y Empleo  C/ Alcalá, 30 - 32  28014 Madrid  Tel.: 012  Website: <a href="http://www.madrid.org">http://www.madrid.org</a>  Más información sobre Educación: <a href="http://www.educa.madrid.org/">http://www.educa.madrid.org/</a></p>
<b>Murcia (Region)</b>	<p>Consejería de Educación, Formación y Empleo  Avda. de la Fama, 15  30006 Murcia  Tel.: 968 36 20 00  Website: <a href="http://www.carm.es">http://www.carm.es</a>  Más información sobre Educación: <a href="http://www.educarm.es">http://www.educarm.es</a></p>

5. THE SPANISH EDUCATION SYSTEM

Navarre (Region)	Consejerías de Educación y Portales de Información sobre Educación
Navarre (Region)	Departamento de Educación C/ Santo Domingo, 8 31001 Pamplona Tel.: 848 42 65 00 E-mail: <a href="mailto:educacion.informacion@navarra.es">educacion.informacion@navarra.es</a> Website: <a href="http://www.navarra.es">http://www.navarra.es</a> Más información sobre Educación: <a href="http://www.educacion.navarra.es">http://www.educacion.navarra.es</a>
Basque Country	Departamento de Educación, Universidades e Investigación Donostia-San Sebastian, 1 01010 Vitoria-Gasteiz Tel.: 945 01 83 85 / 86 E.mail: <a href="mailto:educauei@ej-gv.es">educauei@ej-gv.es</a> Website: <a href="http://www.hezkuntza.ejgv.euskadi.net/r43-2591/es/">http://www.hezkuntza.ejgv.euskadi.net/r43-2591/es/</a>
La Rioja	Consejería de Educación, Cultura y Turismo C/ Marqués de Murrieta, 76 Ala Este 26005 Logroño Tel.: 941 29 13 75 Website: <a href="http://www.larioja.org">http://www.larioja.org</a> Más información sobre Educación: <a href="http://www.educarioja.org">http://www.educarioja.org</a>
Ceuta	Consejería de Educación, Cultura y Mujer Plaza de África, 1 51001 Ceuta Tel.: 956 52 82 18/81 69 E-mail: <a href="mailto:ceutateensena@ceuta.es">ceutateensena@ceuta.es</a> Website: <a href="http://ceuta.es">http://ceuta.es</a>
Melilla	Consejería de Educación y Colectivos Sociales C/ Querol, 7 52001 Melilla Tel.: 952 69 92 14 E-mail: <a href="mailto:educacion@melilla.es">educacion@melilla.es</a> Website: <a href="http://www.melilla.es">http://www.melilla.es</a>

6

**EURAXESS SPAIN  
NETWORK**





## 6 EURAXESS SPAIN NETWORK

This guide has been prepared within the activities carried out by FECYT as part of its participation in the **EURAXESS, Researchers in Motion Network**. This Network is a European Commission initiative which aims to facilitate the mobility of researchers. The initiative is structured around four specific actions of support given in attracting research talent and to aid its mobility, by finding and solving the main problems faced by researchers:

- **Euraxess Jobs:** The EURAXESS Jobs section of the European EURAXESS Portal offers gives information free of charge on job vacancies and funding opportunities in research, and covers a large number of scientific areas. Universities, Research Schools and other employers can publish vacancies. In 2013, there are more than 7,500 entities registered. The portal also enables research staff the opportunity to post their CV in the Europass format, making it more visible to the entities registered.
- **Euraxess Services:** network made up of 40 countries with more than 300 centres that advise researchers and their families on practical issues concerning administrative formalities, funding opportunities, job offers and other important matters when travelling from one country to another (visa applications, social security, tax and taxation, etc.). Every member country of EURAXESS has its own network of research staff support centres which provide assistance as nearby and as directly as possible.
- **Euraxess Rights:** information regarding different European projects aimed at improving researcher hiring and rights, thus contributing to making the career of researcher within the European Union (EU) a more attractive one.

These initiatives are:

- The European Charter for Researchers
- The Code of Conduct for the Recruitment of Researchers.
- Human Resources Excellence in Research strategy, aimed at the implementation of the Code of Conduct.

It is also worth mentioning tools such as the Scientific Visa, a legal instrument that helps scientific personnel from third countries (countries that are not Member States, applicants for EU membership or EU Partner Countries) gain entry to Europe.

- **Euraxess Links:** EURAXESS has an extension of this Network in strategic regions for the European Union from the perspective of research. Current such regions are North America, Japan, China, India, Asia and South America. Thus the aim is to establish a Communication Network that enables links to be maintained between the scientific

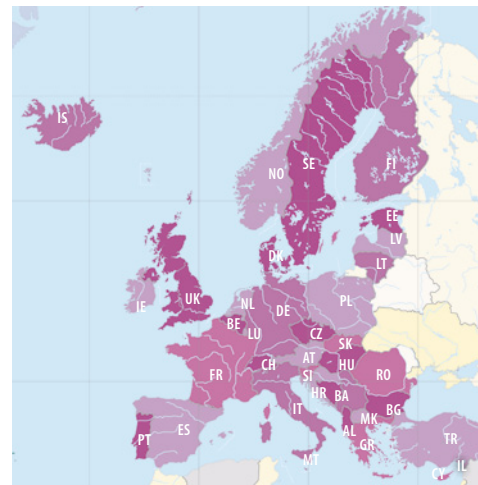


Figure 20. Countries in EURAXESS, Researchers in Motion, the support network for researchers



6. EURAXESS SPAIN NETWORK

community in Europe and elsewhere and also to promote Europe as a desirable destination for researchers.

Check the European EURAXESS portal (<http://ec.europa.eu/euraxess>) for further information on the four actions

**Our EURAXESS Spain Network** now has over 85 Centres across the Autonomous Regions, which provide information and personalised service to researchers and their receiving institutions.

**The Spanish Foundation for Science and Technology (FECYT)** is the Bridgehead Organisation of the Network in Spain and is responsible for managing and keeping the Euraxess Spain Portal (<http://www.euraxess.es>) up-to-date

Particularly notable among its responsibilities is the building of relationships and coordination with public institutions of the Government and its Ministries and the European Union, as well as the different entities that form the Network. In addition, FECYT is in charge of disseminating the objectives and activities of the Network on a national scale by means of organising conferences and information events for

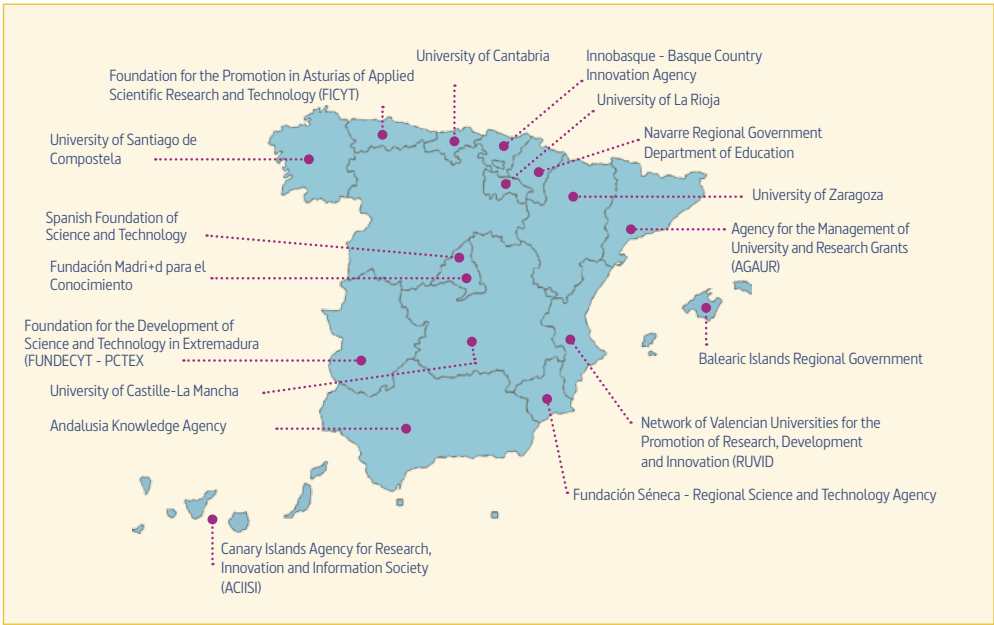


researchers, research centres and other agents of the Spanish Science, Technology and Innovation System.

The Spanish Service Centres report to the various agents of the Science, Technology and Innovation system (Offices for Transfer of Research Results at Universities, Research Centres' Human Resources Departments, etc.) and offer personalised assistance to researchers and their families when they arrive in our country. Most of the network's centres assist researchers who come specifically to the institutions in which they are located; however, some centres also conduct regional coordination work by working as a regional network within the national network.

All the information relating to the EURAXESS Spain Network is available at <http://www.euraxess.es>

Figure 21. EURAXESS Spain Centres: National Bridgehead Organisation (Spanish Foundation for Science and Technology) and main regional Service Centres.



Below are the contact details of all the EURAXESS Spain Centres. Many of these institutions have their own guides with additional information to that found in this national guide



Autonomous Regions	ENTITY	CONTACT DETAILS
Madrid	<b>Spanish Foundation of Science and Technology (FECYT)</b>	Website of EURAXESS Bridgehead Organisation: <a href="http://www.euraxess.es">http://www.euraxess.es</a> {in Spanish and English} E-mail: <a href="mailto:euraxess-spain@fecyt.es">euraxess-spain@fecyt.es</a> Telephone: + (34) 914 25 09 09 General website: <a href="http://www.fecyt.es">http://www.fecyt.es</a>
Andalusia	<b>Andalusia Knowledge Agency</b>	Website of EURAXESS Service Centre <a href="http://www.citandalucia.com/euraxess">http://www.citandalucia.com/euraxess</a> {in Spanish} E-mail: <a href="mailto:euraxess.aac@juntadeandalucia.es">euraxess.aac@juntadeandalucia.es</a> Telephone: + (34) 955 00 74 82 General website: <a href="http://www.citandalucia.com/">http://www.citandalucia.com/</a>
Andalusia	Progress and Health Foundation	Website: <a href="http://www.juntadeandalucia.es/fundacionprogresoysalud">http://www.juntadeandalucia.es/fundacionprogresoysalud</a> E-mail: <a href="mailto:desarrollo.movilidad.fps@juntadeandalucia.es">desarrollo.movilidad.fps@juntadeandalucia.es</a> Telephone: + (34) 954 71 22 50
Andalusia	University of Granada	Website: <a href="http://international.ugr.es">http://international.ugr.es</a> E-mail: <a href="mailto:morinfo@ugr.es">morinfo@ugr.es</a> Telephone: + (34) 958 24 90 30
Andalusia	University of Malaga - OTRI	Website: <a href="http://www.otri.uma.es">http://www.otri.uma.es</a> E-mail: <a href="mailto:carlosschaap@uma.es">carlosschaap@uma.es</a> Telephone: + (34) 952 13 72 15
Andalusia	University of Almería	Website: <a href="http://www.ual.es/">http://www.ual.es/</a> E-mail: <a href="mailto:opeiual@ual.es">opeiual@ual.es</a> Telephone: + (34) 950 21 46 69
Andalusia	University of Pablo de Olavide	Website: <a href="http://www.upo.es/otri">http://www.upo.es/otri</a> E-mail: <a href="mailto:otri@upo.es">otri@upo.es</a> Telephone: + (34) 954 34 98 72
Andalusia	University of Cádiz	Website: <a href="http://www.uca.es/otri/">http://www.uca.es/otri/</a> E-mail: <a href="mailto:javier.izquierdo@uca.es">javier.izquierdo@uca.es</a> Telephone: + (34) 956 01 51 74
Andalusia	University of Córdoba	Website: <a href="http://www.uco.es">http://www.uco.es</a> E-mail: <a href="mailto:otri@uco.es">otri@uco.es</a> Telephone: + (34) 957 21 10 11
Andalusia	University of Huelva	Website: <a href="http://www.uhu.es/otri/">http://www.uhu.es/otri/</a> E-mail: <a href="mailto:cobacho@uhu.es">cobacho@uhu.es</a> Telephone: + (34) 959 21 93 33

## 6. EURAXESS SPAIN NETWORK

Autonomous Regions	ENTITY	CONTACT DETAILS
Andalusia	University of Jaén	Website: <a href="http://vicinv.ujaen.es/otri">http://vicinv.ujaen.es/otri</a> E.mail: <a href="mailto:jrodrigo@ujaen.es">jrodrigo@ujaen.es</a> Telephone: + (34) 953 21 33 43
Andalusia	University of Seville	Website: <a href="http://otri.us.es/web/index.php">http://otri.us.es/web/index.php</a> E.mail: <a href="mailto:csantaella@us.es">csantaella@us.es</a> Telephone: + (34) 954 48 81 19
Andalusia	Institute of Agricultural, Fishing, Food and Ecological Production Research and Education (IFAPA)	Website: <a href="http://www.ifapa.es">http://www.ifapa.es</a> E.mail: <a href="mailto:otri.ifapa@juntadeandalucia.es">otri.ifapa@juntadeandalucia.es</a> Telephone: + (34) 954 994 593 / + (34) 671 598 258
Aragon	University of Zaragoza	Website of EURAXESS Service Centre: <a href="http://www.unizar.es/gobierno/vr_investigacion/sgi/eramore/index.html">http://www.unizar.es/gobierno/vr_investigacion/sgi/eramore/index.html</a> {in Spanish, English and French} E-mail: <a href="mailto:eraragon@unizar.es">eraragon@unizar.es</a> General website: <a href="http://www.unizar.es">http://www.unizar.es</a>
Asturias	Foundation for the Promotion in Asturias of Applied Scientific Research and Technology (FICYT)	Website of EURAXESS Service Centre: <a href="http://www.ficyt.es/euraxess/">http://www.ficyt.es/euraxess/</a> {in Spanish, English and French} E-mail: <a href="mailto:ficyt@ficyt.es">ficyt@ficyt.es</a> Telephone: + (34) 876 55 35 81 General website: <a href="http://www.ficyt.es">http://www.ficyt.es</a>
Balearic Islands	Balearic Islands Regional Government	E-mail: <a href="mailto:poliver@dgrdi.caib.es">poliver@dgrdi.caib.es</a> Telephone: + (34) 971 78 41 78 General website: <a href="http://www.caib.es">http://www.caib.es</a>
Canary Islands	Canary Islands Agency for Research, Innovation and Information Society (ACIISI)	E-mail: <a href="mailto:movilinvestiga@itccanarias.org">movilinvestiga@itccanarias.org</a> Telephone: + (34) 928 45 83 28 General website: <a href="http://www.gobiernodecanarias.org/aciisi">http://www.gobiernodecanarias.org/aciisi</a>
Cantabria	University of Cantabria	Website of EURAXESS Service Centre: <a href="http://www.unican.es/WebUC/Unidades/relint/profesorado/-+Movilidad+de+Investigadores+-+Red+ERA-MORE.htm">http://www.unican.es/WebUC/Unidades/relint/profesorado/-+Movilidad+de+Investigadores+-+Red+ERA-MORE.htm</a> {in Spanish and English} E-mail: <a href="mailto:pablo.diaz@unican.es">pablo.diaz@unican.es</a> Telephone: + (34) 942 20 08 99 General website: <a href="http://www.unican.es/">http://www.unican.es/</a>
Castile-La Mancha	University of Castile-La Mancha	Website of EURAXESS Service Centre: <a href="http://www.uclm.es/organos/Vic_Investigacion/europa.asp">http://www.uclm.es/organos/Vic_Investigacion/europa.asp</a> {in Spanish and English} E-mail: <a href="mailto:mariallanos.carrion@uclm.es">mariallanos.carrion@uclm.es</a> Telephone: + (34) 967 59 93 54 General website: <a href="http://www.uclm.es">http://www.uclm.es</a>
Castile and Leon	Castile and León University Foundations	E-mail: <a href="mailto:garasema@jcy.es">garasema@jcy.es</a> Telephone: + (34) 983 21 90 40 General website: <a href="http://www.funivcyl.com">www.funivcyl.com</a>
Catalonia	<b>Agency for the Management of University and Research Grants (AGAUR)</b>	Website of EURAXESS Service Centre: <a href="http://euraxess.cat">http://euraxess.cat</a> {in Catalan, Spanish and English} E-mail: <a href="mailto:mobilitat@agaur.gencat.cat">mobilitat@agaur.gencat.cat</a> Telephone: + (34) 933 10 63 94 General website: <a href="http://www.gencat.cat/agaur">http://www.gencat.cat/agaur</a>

Autonomous Regions	ENTITY	CONTACT DETAILS
Catalonia	Polytechnic University of Catalonia	Website: <a href="http://www.upc.edu/sri">http://www.upc.edu/sri</a> E.mail: <a href="mailto:lluisa.romanillos@upc.edu">lluisa.romanillos@upc.edu</a> Telephone: + (34) 934 13 75 31
Catalonia	Autonomous University of Barcelona	Website: <a href="http://www.uab.es/">http://www.uab.es/</a> E.mail: <a href="mailto:Of.Rel.Internacionals@uab.cat">Of.Rel.Internacionals@uab.cat</a> Telephone: + (34) 935 81 42 15
Catalonia	Institute of Predictive and Personalised Medicine of Cancer (IMPPC)	Website: <a href="http://www.imppc.org">http://www.imppc.org</a> E.mail: <a href="mailto:mciruela@imppc.org">mciruela@imppc.org</a> Telephone: + (34) 935 54 30 50
Catalonia	Catalan Institute for Climate Sciences (IC3) Foundation	Website: <a href="http://www.ic3.cat">http://www.ic3.cat</a> E.mail: <a href="mailto:opalom@ic3.cat">opalom@ic3.cat</a> Telephone: + (34) 935 67 99 77
Catalonia	Centre for Research in International Economics (CREI)	Website: <a href="http://www.crei.cat/">http://www.crei.cat/</a> E.mail: <a href="mailto:aricart@crei.cat">aricart@crei.cat</a> Telephone: + (34) 935 42 27 21
Catalonia	Computer Vision Centre (CVC)	Website: <a href="http://www.cvc.uab.es/">http://www.cvc.uab.es/</a> E.mail: <a href="mailto:gkohatsu@cvc.uab.es">gkohatsu@cvc.uab.es</a> Telephone: + (34) 935 81 25 36
Catalonia	International Centre for Numerical Methods in Engineering (CIMNE)	Website: <a href="http://www.cimne.com">http://www.cimne.com</a> E.mail: <a href="mailto:projectes@cimne.upc.edu">projectes@cimne.upc.edu</a> Telephone: + (34) 934 01 74 41
Catalonia	Catalan Institute of Wood	Website: <a href="http://www.incafust.org/">http://www.incafust.org/</a> E.mail: <a href="mailto:anna.borras@incafust.org">anna.borras@incafust.org</a> Telephone: + (34) 973 48 42 32
Catalonia	Catalonia Telecommunications Technology Centre	Website: <a href="http://www.cttc.cat">www.cttc.cat</a> E.mail: <a href="mailto:cgomez@cttc.cat">cgomez@cttc.cat</a> Telephone: + (34) 936 45 29 03
Catalonia	Bosch i Gimpera Foundation	Website: <a href="http://www.fbg.ub.edu/">http://www.fbg.ub.edu/</a> E.mail: <a href="mailto:mtejedor@fbg.ub.edu">mtejedor@fbg.ub.edu</a> Telephone: + (34) 934 03 96 66
Catalonia	Barcelona Institute of International Studies (IBEI)	Website: <a href="http://www.ibe.org/">http://www.ibe.org/</a> E.mail: <a href="mailto:csanchez@ibe.org">csanchez@ibe.org</a> Telephone: + (34) 933 04 30 39
Catalonia	Guttmann Neurorehabilitation Institute Private Foundation	Website: <a href="http://www.guttmann.com">http://www.guttmann.com</a> E.mail: <a href="mailto:investigacio@guttmann.com">investigacio@guttmann.com</a> Telephone: + (34) 934 97 77 00 ext. 3155
Catalonia	University of Girona.	Website: <a href="http://www.udg.edu">http://www.udg.edu</a> E.mail: <a href="mailto:montserrat.estopa@udg.edu">montserrat.estopa@udg.edu</a> Telephone: + (34) 972 41 97 45

6. EURAXESS SPAIN NETWORK

Autonomous Regions	ENTITY	CONTACT DETAILS
Catalonia	Barcelona Media Foundation	Website: <a href="http://www.barcelonamedia.org/">http://www.barcelonamedia.org/</a> E.mail: carla.pastrana@barcelonamedia.org Telephone: + (34) 932 38 14 00
Catalonia	Catalonia Institute of Space Studies (IEEC)	Website: <a href="http://www.ieec.fcr.es/">http://www.ieec.fcr.es/</a> E.mail: eva@ieec.cat Telephone: + (34) 932 80 20 88
Catalonia	August Pi i Sunyer Biomedical Research Institute (IDIBAPS)	Website: <a href="http://www.idibaps.org/">http://www.idibaps.org/</a> E.mail: fernand3@clinic.ub.es Telephone: + (34) 93 227 57 07
Catalonia	Institute of Agri-Food Research and Technology (IRTA)	Website: <a href="http://www.irta.cat/">http://www.irta.cat/</a> E.mail: rosa.canovas@irta.cat Telephone: + (34) 934 67 40 66
Catalonia	Clinical Foundation for Biomedical Research	Website: <a href="http://web.fundacioclinic.org/">http://web.fundacioclinic.org/</a> E.mail: mcprieto@clinic.ub.es Telephone: + (34) 932 27 93 59
Catalonia	Pompeu Fabra University	Website: <a href="http://www.upf.edu/international">http://www.upf.edu/international</a> E.mail: meritxell.cama@upf.edu Telephone: + (34) 935 42 24 11
Catalonia	Centre for Research in Environmental Epidemiology (CREAL) Foundation	Website: <a href="http://www.creal.cat/">http://www.creal.cat/</a> E.mail: info@creal.cat Telephone: + (34) 93 316 06 08
Catalonia	Consortium for Construction, Equipment and Exploitation of the Synchrotron Light Laboratory (CELLS)	Website: <a href="http://www.cells.es/">http://www.cells.es/</a> E.mail: clara.reyero@cells.es Telephone: + (34) 93 592 43 00
Catalonia	Institute of Geomatics (IDEG)	Website: <a href="http://www.ideg.es/">http://www.ideg.es/</a> E.mail: info@ideg.es Telephone: + (34) 93 556 92 80
Catalonia	Autonomous University of Barcelona Foundation	Website: <a href="http://www.uab.cat/fundaciouab/">http://www.uab.cat/fundaciouab/</a> E.mail: carme.gata@uab.cat Telephone: + (34) 935 81 74 14
Catalonia	The Institute of Photonic Sciences (ICFO)	Website: <a href="http://www.icfo.es">http://www.icfo.es</a> E.mail: manuela.furkert@icfo.es Telephone: + (34) 935 53 41 01
Catalonia	Institute of Biomedical Research Barcelona (IRB Barcelona)	Website: <a href="http://www.irbbarcelona.org/index.php/en">http://www.irbbarcelona.org/index.php/en</a> E.mail: olalla.bagues@irbbarcelona.org Telephone: + (34) 934 03 72 90
Catalonia	Centre for Genomic Regulation (CRG) Private Foundation	Website: <a href="http://www.crg.es">http://www.crg.es</a> E.mail: comunicacio@crg.es Telephone: + (34) 93 31 60 103

Autonomous Regions	ENTITY	CONTACT DETAILS
Catalonia	University of Lleida	Website: <a href="http://www.udl.es/">http://www.udl.es/</a> E.mail: vric@udl.cat Telephone: + (34) 973 00 35 40
Catalonia	Abat Oliba CEU University	Website: <a href="http://www.uao.es">http://www.uao.es</a> E.mail: garcia220@uao.es Telephone: + (34) 932 54 09 00
Catalonia	Barcelona Digital Technology Centre Private Foundation	Website: <a href="http://www.bdigital.org/">http://www.bdigital.org/</a> E.mail: mmartinez@bdigital.org Telephone: + (34) 935 53 45 40
Catalonia	Catalan Institution for Research and Advanced Studies (ICREA)	Website: <a href="http://www.icrea.cat">www.icrea.cat</a> E.mail: igracia@icrea.cat Telephone: + (34) 935670688
Catalonia	Sea Hospital Research Institute (IMIM)	Website: <a href="http://www.imim.es/">http://www.imim.es/</a> E.mail: bugena@imim.es Telephone: + (34) 933 16 06 06
Catalonia	Catalonia Bioengineering Institute (IBEC)	Website: <a href="http://www.ibecbarcelona.eu/">http://www.ibecbarcelona.eu/</a> E.mail: rrius@ibecbarcelona.eu Telephone: + (34) 933 16 06 06
Catalonia	Catalonia Institute for Energy Research (IREC)	Website: <a href="http://www.irec.cat">http://www.irec.cat</a> E.mail: info@irec.cat Telephone: + (34) 933 562 615
Catalonia	CSIC Catalonia	Website: <a href="http://www.dicat.csic.cat">http://www.dicat.csic.cat</a> E.mail: gerent@dicat.csic.es Telephone: + (34) 93 442 65 76
Catalonia	Open University of Catalonia (UOC)	Website: <a href="http://www.uoc.edu">http://www.uoc.edu</a> E.mail: mrierad@uoc.edu Telephone: + (34) 93 450 52 00
Catalonia	Agency for Health Information, Assessment and Quality (AIAQS)	Website: <a href="http://www.aatrm.net">http://www.aatrm.net</a> E.mail: direccio@aatrm.catsalut.cat Telephone: + (34) 93 551 38 88
Catalonia	ESADE Foundation	Website: <a href="http://www.esade.edu">http://www.esade.edu</a> E.mail: pere.galimany@esade.edu Telephone: + (34) 932 80 61 62
Catalonia	University of Barcelona	Website: <a href="http://www.ub.edu">http://www.ub.edu</a> E.mail: relacions.internacionals@ub.edu Telephone: + (34) 93 403 55 62
Catalonia	Ramon Llull University	Website: <a href="http://www.url.es">http://www.url.es</a> E.mail: info@url.edu Telephone: + (34) 936 022 200
Catalonia	Forest Technology Centre of Catalonia (CTFC)	Website: <a href="http://ctfc.cat">http://ctfc.cat</a> E.mail: Montserrat.senserrich@ctfc.es Telephone: + (34) 973 48 17 52
Catalonia	Catalan Institute of Oncology (ICO)	Website: <a href="http://www.ico.gencat.cat">http://www.ico.gencat.cat</a> E.mail: ico@iconcologia.net Telephone: + (34) 93 260 77 33

## 6. EURAXESS SPAIN NETWORK

Autonomous Regions	ENTITY	CONTACT DETAILS
Catalonia	Catalan Institute of Classical Archaeology (ICAC)	Website: <a href="http://www.icac.cat">http://www.icac.cat</a> E.mail: <a href="mailto:info@icac.net">info@icac.net</a> Telephone: + (34) 977 24 91 33
Catalonia	International University of Catalonia (UOC)	Website: <a href="http://www.uic.es">http://www.uic.es</a> E.mail: <a href="mailto:info@uic.es">info@uic.es</a> Telephone: + (34) 93 254 18 00
Catalonia	University of Vic	Website: <a href="http://www.uvic.es">http://www.uvic.es</a> E.mail: <a href="mailto:nuria.roca@uvic.cat">nuria.roca@uvic.cat</a> Telephone: + (34) 938 861 222
Catalonia	Mathematics Research Centre (CRM)	Website: <a href="http://www.crm.cat">http://www.crm.cat</a> E.mail: <a href="mailto:nportet@crm.cat">nportet@crm.cat</a> Telephone: + (34) 935814080
Catalonia	Institute for Political Economy and Governance (IPEG)	Website: <a href="http://www.barcelonagse.eu/ipeg.html">http://www.barcelonagse.eu/ipeg.html</a> Email: <a href="mailto:anna.alsina@upf.edu">anna.alsina@upf.edu</a> Telephone: + (34) 935 42 27 56
Catalonia	Sant Joan de Déu (SJDD) Hospital Foundation	Website: <a href="http://www.fsjd.org/es">http://www.fsjd.org/es</a> Email: <a href="mailto:ramalte@fsjd.org">ramalte@fsjd.org</a> Telephone: + (34) 936 00 97 51
Catalonia	Centre for Ecological Research and Forestry Applications (CREAF)	Website: <a href="http://www.creaf.uab.es">http://www.creaf.uab.es</a> Email: <a href="mailto:c.garcia@creaf.uab.es">c.garcia@creaf.uab.es</a> Telephone: + (34) 935 86 80 07
Catalonia	Centre of Regenerative Medicine in Barcelona (CMRB)	Website: <a href="http://cmrb.eu">http://cmrb.eu</a> Email: <a href="mailto:mvandongen@cmrb.eu">mvandongen@cmrb.eu</a> Telephone: + (34) 933 16 03 20
Valencia (Region)	Network of Valencian Universities for the Promotion of Research, Development and Innovation (RUVID)	Website: <a href="http://www.ruvid.org">http://www.ruvid.org</a> E-mail: <a href="mailto:mobilitycentre@ruvid.org">mobilitycentre@ruvid.org</a> Telephone: (+34) 961 625 461
Extremadura	<b>FUNDECYT Science and Technology Park of Extremadura (FUNDECYT - PCTEX) *</b>	Website of EURAXESS Service Centre: <a href="http://www.fundecyt.es/euraxess/">http://www.fundecyt.es/euraxess/</a> (in Spanish and English) E-mail: <a href="mailto:euraxess@fundecyt.es">euraxess@fundecyt.es</a> Telephone: + (34) 924 01 46 00 General website: <a href="http://www.fundecyt-pctex.es">http://www.fundecyt-pctex.es</a>
Extremadura	University of Extremadura	Website: <a href="http://www.unex.es/organizacion/servicios/sgtri">http://www.unex.es/organizacion/servicios/sgtri</a> E.mail: <a href="mailto:sgtriinv@unex.es">sgtriinv@unex.es</a> Telephone: + (34) 924 28 93 42
Extremadura	J. Usón Minimally Invasive Surgery Centre (CCMI)	Website: <a href="http://www.ccmijesususon.com">http://www.ccmijesususon.com</a> E.mail: <a href="mailto:rlopez@ccmijesususon.com">rlopez@ccmijesususon.com</a> Telephone: + (34) 927 00 50 03



Autonomous Regions	ENTITY	CONTACT DETAILS
Extremadura	INTROMAC	Website: <a href="http://www.intromac.com">http://www.intromac.com</a> E-mail: <a href="mailto:cfelipe@intromac.com">cfelipe@intromac.com</a> Telephone: + (34) 927 18 10 42
Galicia	University of Santiago de Compostela	Website of EURAXESS Service Centre: <a href="http://www.usc.es/es/gobierno/vrrelins/portal_internacional/euraxess.html">http://www.usc.es/es/gobierno/vrrelins/portal_internacional/euraxess.html</a> {en español, en inglés} E-mail: <a href="mailto:sonia.cordido@usc.es">sonia.cordido@usc.es</a> Telephone: + (34) 881 813 402 (Ext. 12845) General website: <a href="http://www.usc.es">http://www.usc.es</a>
La Rioja	University of La Rioja	Website of EURAXESS Service Centre: <a href="http://www.unirioja.es/universidad/rii/centromovilidad.shtml">http://www.unirioja.es/universidad/rii/centromovilidad.shtml</a> {in Spanish, English and French} E-mail: <a href="mailto:internacional@adm.unirioja.es">internacional@adm.unirioja.es</a> Telephone: + (34) 941 29 91 52 General website: <a href="http://www.unirioja.es">http://www.unirioja.es</a>
Madrid (Region)	<b>Fundación Madri+d para el Conocimiento (Madrid R+D Knowledge Foundation)</b>	Website of EURAXESS Service Centre: <a href="http://www.madrimasd.org/Investigadores/Movilidad/default.asp">http://www.madrimasd.org/Investigadores/Movilidad/default.asp</a> {in Spanish} E-mail: <a href="mailto:movilidad@madrimasd.org">movilidad@madrimasd.org</a> Telephone: + (34) 91 781 65 72 General website: <a href="http://www.madrimasd.org">http://www.madrimasd.org</a>
Madrid (Region)	IMDEA Nanoscience	Website: <a href="http://www.nanociencia.imdea.org/">http://www.nanociencia.imdea.org/</a> E-mail: <a href="mailto:contacto.nanociencia@imdea.org">contacto.nanociencia@imdea.org</a> Telephone: + (34) 914 976 851
Madrid (Region)	IMDEA Water	Website: <a href="http://www.water.imdea.org/">http://www.water.imdea.org/</a> E-mail: <a href="mailto:Imdea.agua@imdea.org">Imdea.agua@imdea.org</a> Telephone: + (34) 914 976 851
Madrid (Region)	IMDEA Networks	Website: E-mail: <a href="mailto:info.networks@imdea.org">info.networks@imdea.org</a> Telephone: + (34) 91 481 62 10
Madrid (Region)	IMDEA Materials	Website: E-mail: Telephone:
Madrid (Region)	Carlos III Health Institute	Website: <a href="http://www.isciii.es">http://www.isciii.es</a> E-mail: <a href="mailto:tcoral@isciii.es">tcoral@isciii.es</a> Telephone: +(34) 918222255
Madrid (Region)	Madrid Open University (UDIMA)	Website: <a href="http://www.udima.es/">http://www.udima.es/</a> E-mail: <a href="mailto:pedro.aceituno@udima.es">pedro.aceituno@udima.es</a> Telephone: + (34) 902 02 00 03
Madrid (Region)	Polytechnic University of Madrid	Website: <a href="http://www.upm.es/">http://www.upm.es/</a> E-mail: <a href="mailto:arancha.lauder@upm.es">arancha.lauder@upm.es</a>
Madrid (Region)	University of Alcalá	Website: <a href="http://www.uah.es">www.uah.es</a> E-mail: <a href="mailto:julio.garcia@uah.es">julio.garcia@uah.es</a> Telephone: + (34) 91 885 43 04
Madrid (Region)	National Institute for Research and Food and Agrarian Technology (INIA)	Website: <a href="http://www.inia.es">http://www.inia.es</a> E-mail: <a href="mailto:maria.herrero@inia.es">maria.herrero@inia.es</a> Telephone: + (34) 913 47 87 24

6. EURAXESS SPAIN NETWORK

Autonomous Regions	ENTITY	CONTACT DETAILS
Murcia (Region)	<b>Fundación Séneca - Regional Science and Technology Agency</b>	Website of EURAXESS Service Centre: <a href="http://fseneca.es/murciamobility/">http://fseneca.es/murciamobility/</a> {in Spanish and English} E-mail: david.parra@fseneca.es - Telephone: (+34) 968 22 29 71 General website: <a href="http://fseneca.es/">http://fseneca.es/</a>
Murcia (Region)	Centre of Edaphology and Applied Biology of the Segura -CSIC	Website: <a href="http://www.cebas-csic.es">http://www.cebas-csic.es</a> E.mail: yhemando@cebas.csic.es Telephone: + (34) 96 839 6356
Murcia (Region)	Institute for Agricultural and Food Research and Development	Website: <a href="http://www.imida.es">http://www.imida.es</a> E.mail: fulgencio.contreras@carm.es Telephone: + (34) 968 36 67 50
Murcia (Region)	San Antonio Catholic University	Website: <a href="http://www.ucam.edu">http://www.ucam.edu</a> E.mail: ltejada@pdi.ucam.edu - Telephone: + (34) 968 27 86 12
Murcia (Region)	Polytechnic University of Cartagena	Website: <a href="http://www.upct.es">http://www.upct.es</a> E.mail: susana.gimeno@upct.es Telephone: + (34) 968 33 88 08
Murcia (Region)	University of Murcia	Website: <a href="http://www.um.es">http://www.um.es</a> E.mail: lcs@um.es Telephone: + (34) 868 88 42 91
Navarre (Region)	Navarre Regional Government Department of Education	Website of EURAXESS Service Centre: <a href="http://centros.educacion.navarra.es/neuraxess/">http://centros.educacion.navarra.es/neuraxess/</a> {in Spanish and English} E-mail: euraxess@navarra.es Telephone: + (34) 848 42 60 72 General website: <a href="http://www.navarra.es/">http://www.navarra.es/</a>
Basque Country	<b>Innobasque - Basque Country Innovation Agency</b>	Website of EURAXESS Service Centre: <a href="http://www.innobasque.com/home.aspx?tabid=1056">http://www.innobasque.com/home.aspx?tabid=1056</a> / <a href="http://www.guiaeuska.org/">www.guiaeuska.org/</a> {in Spanish, Basque and English} E-mail: iuribe@innobasque.com Telephone: + (34) 94 420 94 88 General website: <a href="http://www.innobasque.com">http://www.innobasque.com</a>
Basque Country	Bizkaia:Talent	Website: <a href="http://www.bizkaiaxede.org">http://www.bizkaiaxede.org</a> E.mail: carmen.mendez@bizkaia.xede.org Telephone: + (34) 944 79 54 28; + (34) 944 31 80 02
Basque Country	Fomento de San Sebastián	Website: <a href="http://www.fomentosansebastian.org/talenthouse">http://www.fomentosansebastian.org/talenthouse</a> E.mail: Ainhoa_Aldasoro@donostia.org Telephone: + (34) 943 48 28 00

Tabla 11. EURAXESS Spain Network  
\* EURAXESS BRIDGEHEAD ORGANISATION IN THE AUTONOMOUS REGION

7

**CHECKLIST OF  
PROCEDURES FOR  
ENTERING AND  
LEAVING SPAIN**





# 7 CHECKLIST OF PROCEDURES FOR ENTERING AND LEAVING SPAIN

WHEN?	WHAT STEPS DO I NEED TO TAKE?
<b>BEFORE TRAVELLING TO SPAIN</b>	<ul style="list-style-type: none"> <li>✓ Check whether you need a stay permit, visa, or work or residency permit to travel to or carry out research in Spain.</li> <li>✓ If a visa is required, obtain an invitation or a document accrediting the purpose of the visit.</li> <li>✓ In exceptional cases, prepare the medical certificates required to enter Spain.</li> <li>✓ Prepare accommodation. Your employer may be able to help you find accommodation.</li> <li>✓ Are you going to drive? Is your driving licence valid in Spain?</li> <li>✓ Have you insured your belongings?</li> <li>✓ If you come from a country in the European Economic Area, get your European Health Insurance Card.</li> <li>✓ If you are going to travel with your family (including children): Apply for the corresponding permits and visas</li> </ul>

*Canfranc Underground Laboratory, Huesca, LSC. Singular Scientific-Technical Installation (ICTS)*

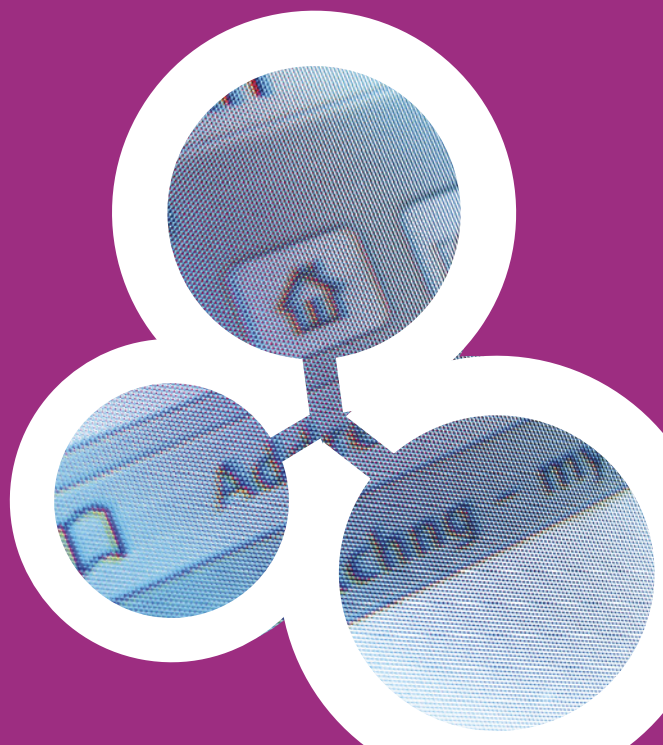


7. CHECKLIST OF PROCEDURES FOR ENTERING AND LEAVING SPAIN

WHEN?	WHAT STEPS DO I NEED TO TAKE?
BEFORE LEAVING SPAIN AND RETURNING TO YOUR COUNTRY OF ORIGIN/ DESTINATION	<ul style="list-style-type: none"><li>✓ Cancel the bank accounts and payment methods you used while in Spain if you are no longer going to use them.</li><li>✓ Note down a helpline for the payment methods you used in Spain.</li><li>✓ Cancel all services (water, electricity, gas, communication services, etc.) that you were subscribed to and notify your bank.</li><li>✓ Remember that if you lived in a rented home, you are entitled to total or partial devolution of the contract security deposit.</li><li>✓ Do not leave debts or bills unpaid: you may be blacklisted on an international debtor registry, which will affect your credit record.</li><li>✓ Obtain an Employment Record of your professional activities in Spain from the Social Security Service (<a href="http://www.seg-social.es/Internet_1/LaSeguridadSocial/Quienessomos/TesoreriaGeneraldel29408/index.htm">http://www.seg-social.es/Internet_1/LaSeguridadSocial/Quienessomos/TesoreriaGeneraldel29408/index.htm</a>) and check that the information is correct. If there are any errors, request a correction.</li><li>✓ Obtain certificates and qualifications of the studies and/or professional activities carried out. It may be advisable to take out travel insurance.</li><li>✓ It may be advisable to take out travel insurance.</li><li>✓ If you are travelling to a country in the European Economic Area or Switzerland, get your European Health Insurance Card.</li><li>✓ Consult the EURAXESS services <a href="http://ec.europa.eu/euraxess">http://ec.europa.eu/euraxess</a></li><li>✓ If you are going to travel with your family (including children), obtain the certificates and titles for your children.</li></ul>

# 8

## **GLOSSARY: ABBREVIATIONS AND ACRONYMS**







## 8

GLOSSARY:  
ABBREVIATIONS  
AND ACRONYMS

**AGE** – Administración General del Estado (General State Administration)

**ANECA** – Agencia Nacional de Evaluación de la Calidad y Acreditación en las universidades (National Agency for Quality Assessment and Accreditation in universities)  
<http://www.aneca.es/>

**ANEP** – Agencia Nacional de Evaluación y Prospectiva (National Evaluation and Foresight Agency)

**BOE** – Agencia Estatal Boletín Oficial del Estado (Office State Gazette State Agency)  
<http://www.boe.es/>

**CCAA** – Comunidades Autónomas (Autonomous Regions)

**CDTI** – Centro de Desarrollo Tecnológico Industrial (Industrial Technology Development Centre):  
<http://www.cdti.es>

**CERN** – European Organisation for Nuclear research  
<http://public.web.cern.ch>

**CORDIS** – European Community Research and Development Information Service  
<http://cordis.europa.eu>

**COST** – European Cooperation in Science and Technology  
<http://www.cost.esf.org/>

**CRUE** – Conferencia de Rectores de las Universidades Españolas (Conference of Rectors of Spanish Universities)  
<http://www.crue.org/>

**CSIC** – Consejo Superior de Investigaciones Científicas (Spanish Higher Research Council)  
<http://www.csic.es>

**E2CTI** – Estrategia Española de Ciencia y Tecnología y de Innovación (Spanish Strategy on Science and Technology and on Innovation)

**EMBL** – European Molecular Biology Laboratory  
<http://www.embl.org/>

**EMBO** – European Molecular Biology Organization  
<http://www.embo.org/>

**ERC** – European Research Council  
<http://erc.europa.eu/>

**ESA** – European Space Agency  
<http://www.esa.int>

**ESF** – European Science Foundation  
<http://www.esf.org/>

**ESO** – European Southern Observatory  
<http://www.eso.org>

**FECYT** – Fundación Española de la Ciencia y la Tecnología (Spanish Foundation for Science and Technology)  
<http://www.fecyt.es>

**FEDIT** – Federación Española de Centros Tecnológicos (Spanish Federation of Technology Centres)  
<http://www.fedit.com>

**FSE** – Formación Sanitaria Especializada (Specialised Healthcare Training)

**H2020** – Horizon 2020: Framework Programme for Research, Development and Innovation (2014-2020)  
<http://ec.europa.eu/research/horizon2020/>

**R+D** – Scientific Research and Technological Development

**R+D+I** – Scientific Research, Technological Development and Innovation

## 8. GLOSSARY: ABBREVIATIONS AND ACRONYMS

**IAC** – Instituto de Astrofísica de Canarias (Astrophysics Institute of the Canary Islands)  
<http://www.iac.es/>

**ICTS** – Instalaciones Científico-Técnicas Singulares (Singular Scientific and Technical Infrastructures)

**INGESA** – Instituto Nacional de Gestión Sanitaria (National Health Management Institute)

**ISCIII** – Instituto de Salud Carlos III (Health Institute)  
<http://www.isciii.es>

**MAEC** – Ministerio de Asuntos Exteriores y de Cooperación (Ministry of Foreign Affairs and Cooperation)  
<http://www.maec.es>

**MECD** – Ministerio de Educación, Cultura y Deporte (Ministry of Education, Culture and Sport)

**MESS** – Ministerio de Empleo y Seguridad Social (Ministry of Employment and Social Security)  
<http://www.empleo.gob.es/>

**MINECO** – Ministerio de Economía y Competitividad (Ministry of Economy and Competition)  
<http://www.idi.mineco.gob.es/>

**MI** – Ministerio del Interior (Home Office)  
<http://www.interior.gob.es/>

**MIR** – Médico Interno Residente (Resident Medical Intern)

**MSSSI** – Ministerio de Sanidad, Servicios Sociales e Igualdad (Ministry of Health, Social Services and Equality)  
<http://www.msssi.gob.es>

**OTRI** – Research Results Transfer Office

**PE I+D+I** – Plan Estatal de Investigación Científica y Técnica y de Innovación (State R+D+I Plan)

**SEPE** – Servicio Público de Empleo Estatal (Public Service of State Employment)  
<http://www.sepe.es/>

**FP7** – 7th European Union Framework Programme for Research, Technological Development and Demonstration Activities (2007-2013)  
<http://cordis.europa.eu/fp7/>



