

Welcome Guidelines

European Projects Office OPE

University Rey Juan Carlos
Madrid (Spain)



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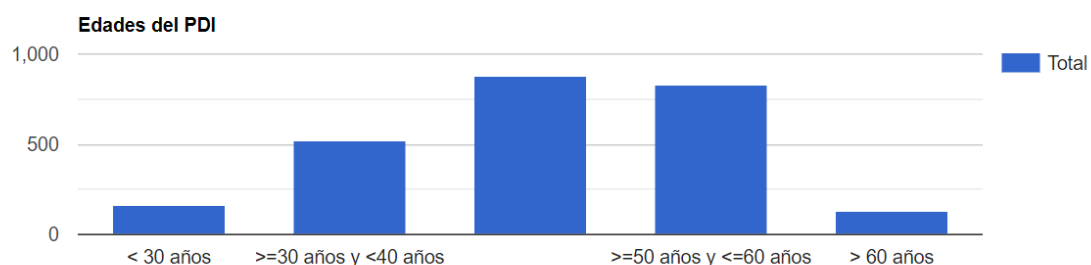
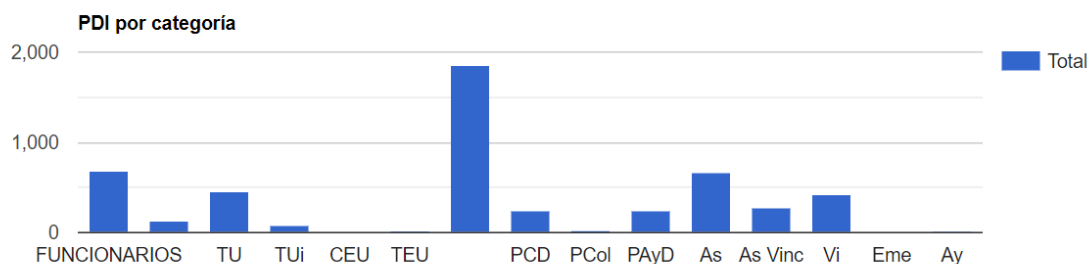
1. GENERAL INFORMATION ABOUT URJC

1.1. INTRODUCTION: BASIC INFORMATION ABOUT URJC

The Rey Juan Carlos University (URJC) was founded in 1996. A Spanish public university based in the Community of Madrid, URJC has campuses in Alcorcón, Aranjuez, Fuenlabrada, Madrid-Vicálvaro and Móstoles. The University Rectorate is located on the Móstoles campus. During the 2020/2021 academic year, the university enrolled 44,892 students (at the bachelor's, master's, and doctoral levels, along with students seeking qualifying degrees and those enrolled at the Senior Citizen's University), ranking it second among universities in Madrid in terms of the highest number of enrolled students and sixth overall in Spain. 7.9% of these students are foreign nationals.

As of December 2020, 2,527 people are registered at URJC as **teaching and research staff (PDI)**.

The first graph below shows the number of PDI by category (by order of appearance: civil servant, university professor (TU), interim university professor (Tui), university college professor (CEU), full university college professor (TEU), hired full doctor professor (PCD), hired part-time doctor professor (PCol), Assistant Doctor Professor (PAyD), Assistant Professor (As), Assistant Professor (As Vinc), Visiting Professor (Vi), Emeritus Professor (Eme), Assistant Professor(Ay)) and the second graph shows the PDI by age.



The number of people working at URJC as **research staff responsible for research projects (PPI)** was 428 as of April 2022.

1.1.1. COLLEGES AND SCHOOLS

The Rey Juan Carlos University currently has **five university campuses**. The Colleges and Schools found on each of these campuses are as follows:

Alcorcón Campus

- College of Health Sciences
- College of Legal and Social Sciences
- Advanced Technical School of Telecommunications Engineers (ETSIT)

Aranjuez Campus

- College of Legal and Social Sciences

Fuenlabrada Campus

- College of Communications Sciences
- Advanced Technical School of Telecommunications Engineers (ETSIT)
- College of Legal and Social Sciences

Madrid - Vicálvaro Campus

- College of Legal and Social Sciences
- College of Communications Sciences
- School of Experimental Sciences and Technology (ESCET)
- Advanced Technical School of Computer Science Engineering (ETSII)

In addition, URJC has offices in the Plaza de Manuel Becerra and on Calle Quintana, Calle Buen Suceso, and Calle Velázquez, where it offers undergraduate, master's, continuing education, and extra-university studies.

Móstoles Campus

- School of Experimental Sciences and Technology (ESCET)
- Advanced Technical School of Computer Science Engineering (ETSII)
- College of Legal and Social Sciences

A dean or School Director governs each School and College autonomously. The individual university departments organise the basic structure of all teaching and research staff (PDI) at the University.

1.1.2. AFFILIATED CENTRES

These are centres of higher education affiliated with the Rey Juan Carlos University through an agreement, the purpose of which is to teach courses leading to **official** degrees that are valid throughout the national territory of Spain.

- Centre for University Studies (CEDEU)
- Centre for Higher Education in Business, Innovation and Technology (IUNIT)
- School of University Education (ESERP)
- University School of Arts and Performance (TAI) in Madrid
- Institute of Stock Market Studies (IEB)

1.1.3. UNIVERSITY INSTITUTES

University Research Institutes, whose creation, modification, and elimination are regulated by the Autonomous Community of Madrid, are centres dedicated to scientific and technical research, as well as to artistic creation.

- The Alicia Alonso Higher Institute of Dance (Fuenlabrada).
- Institute of International Legal Studies (Madrid-Vicálvaro).
- European Institute for Aviation Training and Accreditation (EIATA).

1.1.4. UNIVERSITY CENTRES AND OTHER CENTRES AND INSTITUTIONS

The University may create teaching centres meant for scientific, technical, artistic or service activities, as well as support units for teaching and research.

- The Emile Noël Centre for the Documentation and Study of the European Union (Madrid-Vicálvaro).
- Centre for the Study of the Economy of Madrid (CEEM)
- Centre for Latin American Studies
- Centre for Sports Studies (CED)
- Centre for Research and Education in Aerospace Sciences (CREAS)
- Centre for Intelligent Information Technologies and their Applications (CETINIA)
- University Centre of Applied Social Studies (CUESA)
- University Centre for Tourism Studies (CETUR)
- University Language Centre (CUI)
- Institute of the Humanities
- European Institute for Aviation Training and Accreditation (EIATA)
- Technological Institute for Data, Complex Networks & Cybersecurity Sciences (DCNC Science)
- Technology Support Centre
- Centre for Innovation and the Transference of Technology and Knowledge (CINTTEC)
- Centre for Innovation in Digital Education: URJC Online
- URJC Laboratory Network (REDLABU): This network consists of 29 laboratories devoted to the following fields of study: audio-visual studies, information sciences,

social and legal sciences, health sciences, biology, chemistry, physics, electronics, mechanics, and telecommunications.

- **IMDEA Energy** was created by the Government of the Community of Madrid to conduct R & D on energy, particularly on renewable energy and clean energy technologies.
- Business Incubator¹: URJC manages four business incubators (in Vicálvaro, Vallecas, Carabanchel and Móstoles). These offer guidance to those engaged in new business ventures and, in general, aim to foment entrepreneurship. They give assistance to all business projects, although those involving the service sector and those with a technological dimension are more widely represented.

1.2. ACADEMIC PROGRAMS AND CALENDAR

The Rey Juan Carlos University offers undergraduate studies, which are accredited throughout the European Union, in all fields of knowledge: arts and humanities, legal and social sciences, engineering and architecture, health sciences, and experimental sciences.

URJC is home to students from more than 80 countries. This is a university which helps you sharpen your critical acumen, and where you receive academic and professional training, enrich yourself, and grow both personally and culturally. URJC offers both a unique learning environment and an exceptional campus experience that motivates students to work and hone their talents.

Information about the academic offerings at URJC is available on the web: <https://www.urjc.es/estudios/grado>.

The 2022/2023 academic calendar is available at: <https://www.urjc.es/calendario-academico>.

1.3. ACADEMIC AND TECHNOLOGICAL RESOURCES

1.3.1 URJC INTRANET

INTRANET URJC is a meeting point for the entire university community. To ease your access to information and assist communication, this service is tailored to different profiles and interest groups, and has different applications aimed at helping you access information, communicate, teach, learn, conduct research, and manage your affairs. INTRANET URJC is web environment that gives you personalized access to resources and services offered by the university for students, faculty, and administrative and service staff.

The following are the main applications and fields of general interest on URJC INTRANET:

¹ The Web page of the University, Institutes, and Centres is available at: <https://www.urjc.es/universidad/institutos-y-centros> (last checked on January 12, 2022).

Information

The goal is to provide students, wherever they may be and regardless of their College, School, or Campus, with easy access to basic information regarding the way the teaching curriculum—the cornerstone of URJC—is organised. This includes information about and deadlines for enrolment, language tests, the academic validation of credits earned elsewhere, end-of-degree projects, and external internships. You will also be able to find information about anything crucial to remaining up to date about university life, seminars, lectures, sports, volunteering opportunities, etc.

Communication

INTRANET URJC allows you to access institutional email, which is the means by which all URJC correspondence, whether to your professors or to different student services, takes place. This will allow you to communicate effectively, whether from URJC computers or any other computer connected to the internet.

Virtual Classroom

Virtual Classroom completes the education that you receive inside the classroom and serves as a meeting point between professors and students beyond the campus. Virtual Classroom is designed to ease the learning process for students; by means of this application, professors can assign students exercises, practice work, and any other information they consider necessary. This application also gives professors more autonomy when it comes to the design and publication of study materials.

Service Portal

This allows you to perform numerous administrative and academic procedures, such as consulting your academic record, with the greatest of ease. You are only one click away from current information about your academic record, your grades, registration, etc.

User Support Centre (CAU)

The CAU offers technical support to University Staff. For example, if you have a technical problem with your equipment (with your computer, for example, or if you need additional equipment such as monitors, mouses, headphones, etc.), if you need institutional phone numbers, or have any access problems or issues with your institutional email account, etc., you can contact the User Support Centre by sending them an incident report at their web page: <https://cau.urjc.es>.

1.3.2. LIBRARY

The mission of the URJC **Library** is to support the education of students and assist the research of professors by managing information and offering multiple services and resources. URJC has libraries on each of its **5 campuses** (Alcorcón: 416 seats, Aranjuez: 42, Fuenlabrada: 682, Madrid and Móstoles: 423 seats.)

Libraries remain open between 9 and 20:30, from Monday to Friday. Users can consult seating capacity and availability and can reserve a seat by using **this service**.

The URJC Library aims to make University bibliographic and documentary resources easily available to all users, in line with its mission to facilitate teaching, study, research, and university expansion. It offers the following services:

- **Open Access Support**
- **Training**
- **Consultation** (both in the library and electronically by means of the BURJC)
- **Lending Service**
 - Self-loans and return boxes
 - Bibliographic collection loans
 - Intercampus loans
 - Interlibrary loans
 - Madroño Passport: the Rey Juan Carlos University is an ex officio member of the Madroño Consortium, which unites all public universities and the UNED in the Community of Madrid.
- **Recommended Bibliographies**
- **Research Support Guides:**
 - BURJC Digital
 - How to manage bibliographic references in scientific papers
 - How to publish in Open Access
 - Creating citations and references with “Write N Cite”
 - Author profiles on Dialnet
 - Author profiles on Google Scholar

1.3.3. UNIVERSITY LANGUAGE CENTRE (CUI)

The **University Language Centre (CUI)** at Rey Juan Carlos University was created to meet the linguistic needs of the university community. All its programs adhere to the linguistic competence directives outlined by the Common European Framework of Reference for Languages. Hence, the courses it offers are aimed not only at improving the basic linguistic competence of students and university staff, but also at helping them prepare for official exams (TOEIC, FIRST (FCE), ADVANCED (CAE), DELF, CILS, DELE).

The educational offerings provided by University Language Centre courses are divided into four periods: First Semester, Second Semester, May-June Intensive Courses and July Intensive Courses.

Especially noteworthy are CUI’s Spanish courses for foreigners, which aim to improve the linguistic competence of foreigners studying or working at URJC. Likewise, its educational offerings include highly useful courses to help students and staff learn a new language or develop their linguistic competence at languages with which they already have some familiarity (German, Arabic, Chinese, Spanish for foreigners, French, English, Italian, and Russian).

Upon completing a course, students receive a certificate. Discounts and scholarships are available.

The CUI provides its students with an ample collection of books and DVDs to complement the learning process. Students may use this material free of charge.

1.3.4. CENTRE FOR INNOVATION IN DIGITAL EDUCATION (CIED)

The [Centre for Innovation in Digital Education “URJC online”](#) supports both teaching and research and offers academic and/or technical assistance by means of its virtual environment and other tools, applications, and university services. It also collaborates with academic units, departments, chairs, etc., to identify existing needs and opportunities as well as to develop educational technological projects fostering pedagogical improvement and innovation.

In the areas of innovation and research, the CIED provides support to projects with innovative didactic strategies and helps reimagine academic methods for part-time and distance learning. Likewise, it promotes the implementation and development of research projects in the field of Information Technology and Communications as applied to education, specifically when it involves part-time and distance learning.

1.3.5. THE URJC’S QUALITY ASSURANCE SYSTEM

All official degrees granted by URJC (bachelor’s, master’s, and doctoral degrees) have surpassed the requirements stipulated by the National Agency for Quality Assessment’s verification system and adhere to the rules for university teaching outlined by the European Higher Education Area. Each degree program undergoes a quality improvement assessment, which is then integrated into the URJC’s Internal Quality Assurance System. This system is designed to foster more effective learning and ensure a culture of excellence. Organised according to different evaluation and assessment indicators, the system derives its strength from the participation of the entire University Community and the transparency of its results.

- [Internal Quality Assurance System](#)
- [Quality Protocol for Degrees](#)
- [URJC Quality Commission](#)
- [Quality Commissions for Centres](#)

1.3.6. SPORTS AT URJC

URJC has sports facilities on the campuses of [Alcorcón](#), [Fuenlabrada](#) and [Móstoles](#). User fees for these facilities can be found at this [link](#). There is a gymnasium on the [Madrid – Vicálvaro campus](#). User fees are available at this [link](#) and hours for supervised activities can be found at this other [link](#).

1.4. GENERAL SERVICES

1.4.1. OCCUPATIONAL HEALTH SERVICE

All URJC staff have access to the Occupational Medicine Service (SMT). All new employees have the right to undergo a **medical examination**. Employees may contact the Occupational Medicine Service through the URJC Intranet URJC <https://gestion2.urjc.es/serviciomedico/> at this email address: serviciomedico@urjc.es, or by phone:



Médico

Despacho 003, Edificio de Gestión y Decanato, Alcorcón.

Teléfono: 91 488 8954 (8954)

Despacho 013, Edificio de Gestión. Vicálvaro.

Teléfono: 91 488 7854 (7854)

1.4.2. “HEALTHY UNIVERSITY” PROGRAM

The **Healthy University** Program was created in 2008 to provide all members of the university community with a service that helps them improve their overall biopsychosocial health. The program promotes a healthy lifestyle and the personal skills enabling people to become active agents in caring for their own health and well-being.

The **Office of Animal Assisted Intervention (OIAA)** was created in 2017 in concert with URJC's overall commitment to improving the quality of people's lives. The growing impact of Animal Assisted Interventions (AAI) on society is so remarkable that it is crucial to make this form of therapy more widely known. The OIAA creates innovative programs and lends its support to others that already exist, with the goal of foment researching on AAI and thus giving proper scientific grounding for the effective, positive impact that an animal can have on the lives of people with special difficulties.

1.4.3. COOPERATION FOR DEVELOPMENT AND VOLUNTEERING SERVICE

The **Cooperative Development and Volunteering Service** was created in 2014 with the aim of promoting and coordinating the corporate management of these activities at the university. The Service boasts its own volunteering programs, both national and international, and establishes cooperative agreements with third and fourth sector entities, making available to the university community the volunteering activities it has developed.

In the field of International Cooperation for Development, the Service launches cooperation programs with other entities in several developing countries, consolidating existing relationships and promoting initiatives aimed at implementing and financing new projects through calls for proposals and specific agreements.

1.4.4. LEARNING SERVICE OFFICE

The **Learning Service Office**, which is open to the whole university community, supervises Project Coordinators as they manage Service Learning (SL) activities, or competency-based learning. A key tool in fostering integral and sustainable human development, it focuses the teaching-learning process on the reality and needs of the environment and on cooperation between the university and society.

1.5. RESEARCH AND INNOVATION AT URJC

The Rey Juan Carlos University promotes research that supports economic and social development and aims to disseminate the knowledge generated by such research to society as a whole. It conducts R & D & I activities in cooperation with companies and institutions and hosts national and international conferences, allowing our researchers to pursue research that generates, expands, and disseminates knowledge and advances science and technology.

URJC boasts 114 **research groups** working all fields of knowledge (the arts and humanities; the sciences, the social and legal sciences; and the health sciences, as well as engineering and architecture).

You can learn more about our research at the **transparency portal** and by reading about ongoing research projects at this **web page**.

1.5.1 QUALIFICATIONS AND HOMOLOGATION

All information about enrolment requirements for doctoral studies, from a description of the general process to facts about necessary documentation, can be found at this **website**.

To **homologate** degrees from foreign universities, you must follow these steps:²

1. **Validate the degree** and academic transcript (apostille): that is to say, undergo the process by means of which the country issuing the degree guarantees the Spanish state that the degree is authentic. You can do this before the relevant authorities in your country of origin or in Spain at your country of origin's consulate.
2. **Endorse the copies** of the degree, academic transcript, and ID card so as to verify that all copies faithfully reflect the original documents. In Spain, copies can be certified at the following agencies:
 - Registrar of the Ministry for Universities: Ask here for an **appointment** (compulsory)
 - Government Delegations and Sub-delegations: check the Ministry's **website**.

² The Ministry of Universities website, <https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/05/050580/ficha/050580.html>; and the website of Sworn Translators listed by the Ministry of Foreign Affairs, <https://www.traductor-jurado.org/blog/homologar-espana-titulo-universitario-extranjero/#:~:text=Para%20homologar%20en%20Espa%C3%B1a%20tu,obtendr%C3%A1s%20la%20credencial%20de%20homologaci%C3%B3n>.

- Spanish Embassies and Consulates: consult the website of the [Ministry of Foreign Affairs](#).
3. A **sworn translation** of your university degree if this degree is not in Spanish. The Ministry of Universities always requires (even for degrees obtained in the EU) an Official Sworn Translation of all documentation presented to it that is not in Spanish. To this end, you must employ the services of an Official Sworn Translator. If this process is conducted in Spain, you can employ the services of a [Sworn Translator and Interpreter who is registered in the list of the Ministry of Foreign Affairs \(MAEC\)](#).
 4. Payment of **fee 107** through the submission of [Form 790](#). If you are making your payment **outside Spain**, you must pay this fee, by deposit or transfer, to the Ministry of Universities in the account designated for accepting fees from abroad. The relevant account number, which belongs to the Bank of Spain, is ES16 9000 0001 2002 5310 8022. The physical address of this bank is Calle de Alcalá, 48, 28014 Madrid (Spain). You are not allowed to make this payment in person.
 5. **Submission of the validation application** at the Ministry of Universities, either in person or on the internet. Submit the following documentation (both the certified copies and the originals):
 - A certified copy of your identity document
 - A certified copy of your diploma
 - A certified copy of your official transcript
 - An official sworn translation of all documentation not in Spanish
 - Proof that you have paid Fee 107.

1.5.2. DOCTORAL STUDIES AND TRAINING ACTIVITIES AT THE INTERNATIONAL DOCTORAL SCHOOL

The [International Doctoral School](#) at the URJC was created in 2011 to organise and manage the University's doctoral studies and all activities related to the training and development of doctoral students, as well as to oversee other affairs consistent with the University's research and innovation strategy.

The doctoral programs on offer appear in the following table:

FIELD OF KNOWLEDGE	DOCTORAL PROGRAM
Social and Legal Sciences	<ul style="list-style-type: none"> • Doctoral program in Social and Legal Sciences. • Doctoral Program in Interdisciplinary Gender Studies. • Doctoral Program in Tourism.
Sciences	<ul style="list-style-type: none"> • Doctoral Program in Sciences. • Doctoral Program in Natural Resource Conservation. • Doctoral Program in Hydrology and Water Resource Management. • Doctoral Program in Ecology, Conservation, and Ecosystem Restoration.
Health Sciences	<ul style="list-style-type: none"> • Doctoral Program in Health Sciences. • Doctoral Program in Epidemiology and Public Health.
Engineering and Architecture	<ul style="list-style-type: none"> • Doctoral Program in Multimedia and Communications. • Doctoral Program in Information Technology and Communications. • Doctoral Program in Industrial Technologies: Chemical, Environmental, Energetic, Electronic, Mechanical, and in Materials.
Arts and Humanities	<ul style="list-style-type: none"> • Doctoral Program in the Humanities: Language and Culture.

You can find more information about the doctoral programs on [this website](#) and on the [official website](#) of the International Doctoral School.

In addition, the International Doctoral School organises [training activities](#) aimed at ensuring that students acquire doctoral-level skills as well as at promoting the development and dissemination of original research.

The International Doctoral School also offers support for the [internationalisation](#) of doctoral students.

1.5.3. ETHICS IN RESEARCH ACTIVITIES

Scientific activity at the Rey Juan Carlos University is conducted in compliance with the rules and regulations governing research and the relevant procedures that have been established for teaching and research staff. To this end, the [Committee of Ethics in Research](#) ensures compliance with the current regulations and regularly updates them whenever they change.

The University's [Code of Ethics](#), approved in 2019, establishes the set of guiding principles that regulate the conduct and behaviour of all members of the university community.

To this end, in April 2022 the University also approved a Manual of Good Practices in Research the purpose of which is to guide researchers as they conduct their activities.

1.5.4. RESEARCH COMMISSION

The **Research Commission** of the Rey Juan Carlos University acts as a consultative and advisory body to the Governing Council. Its mission is to encourage members of the University community to participate in matters related to research, development, and innovation.

The functions of the Research Commission are as follows:

1. To advise the Governing Council on matters related to general research policy and annual action priorities.
2. To offer suggestions to the Governing Council about how to allocate the University's budget, as well as how to allocate external resources meant to support research.
3. To propose the call for and award of research scholarships and grants.
4. To prepare the University's annual report on research activities.
5. To propose to the University's Government Council the Program for the Promotion and Development of Research.

1.5.5. RESEARCH PLANS AND FUNDING

By creating an institutional environment favourable to research and innovation, the **University's Program for the Promotion and Development of Research** aims to promote scientific and technical research in all areas of knowledge and fortify the skills and professional qualifications of URJC researchers, thereby making them more academically competitive.

The image below shows the scheme of the URJC's Program for the Promotion and Development of Research.

PLAN FOR THE PROMOTION AND DEVELOPMENT OF RESEARCH	
Strategy for <u>strengthening</u> research at URJC	
Human Resources Empowerment Subprogram <i>(PRH Subprogram)</i>	-Actions for <i>Attracting and Retaining Research Talent</i> -Actions for <i>Supporting Stays of External Researchers at URJC</i> -Actions for <i>Training Research Staff</i>
Research Project Subprogram <i>(PI Subprogram)</i>	-Actions for <i>Precompetitive Projects</i> -Actions for <i>Bridge Research Grants</i>
Researcher Mobility Subprogram <i>(MI Subprogram)</i>	-Actions for <i>Supporting Attendance to Scientific Conferences/Seminars</i>

	-Actions for <i>Short (international) Stays for Researchers</i>
Subprogram for the Recognition of Research Activity <i>(RAI Subprogram)</i>	-Incentives for Research -Awards for Young Researchers -Recognition for Research Groups
Subprogram of Complementary Actions for Research and Innovation <i>(ACI Subprogram)</i>	-Actions for <i>Translating Scientific Publications</i> -Actions for <i>Open Access Publication</i> -Actions for <i>Research Infrastructure</i> -Actions for <i>Protecting Industrial and Intellectual Property</i> -Actions for <i>Creating Technology-based or Knowledge-based companies (EBTCs)</i> -Action for <i>Promotion of Entrepreneurship</i>
Strategy for strengthening the <u>internationalisation</u> of research at URJC: the REACH Program	
Management Subprogram	-Actions for improving the management of European and International Projects
Promotion Subprogram	-Actions for promoting calls for international funding programs
Training Subprogram	-Actions for improving the quality of research proposals and, thus, bettering the odds of receiving funding
Transference Subprogram	-Actions for disseminating research findings, thereby increasing the visibility of URJC at international level

The Rey Juan Carlos University encourages professors and researchers to participate in calls for proposals about state policy, as well as those involving the Community of Madrid and international programs. The calls for proposals are published on this [website](#).

1.5.6. TRAINING PLAN FOR TEACHING AND RESEARCH STAFF (PDI)

Training researchers is a basic pillar of both national and international science and research policy. The **Training Plan for Teaching and Research Staff (PDI)** aims to facilitate and promote the professional development of the University's teaching and research staff by providing a Personal Training Environment with a variety of learning routes, by means of which they may acquire and update their technical-pedagogical, research, and academic management skills in ways that are tailored to suit their needs.

The Training Plan is approved every academic year with an eye to the specific training needs of the moment. Structural changes to curricular design and competency-based learning are made whenever they are required, and a special emphasis is placed on creating innovative teaching methodologies and evaluative measures.

1.5.7. URJC UNITS PROVIDING SERVICES TO RESEARCHERS

Research Service

Working under the auspices of the Vice-Rectorate for Research, the **Research Service** is responsible for the following tasks and duties:

1. Disseminating, promoting, coordinating, and managing funding opportunities in each separate department in support of competitive research, in concert with funding from state, regional, and local bodies as well as foundations and other public/private entities.
2. Supporting and advising researchers on the procedures for the management of research projects, including by providing information on the use of platforms at their disposal. Responding to doubts, incidents and queries.
3. Monitoring and making the economic justifications of research expenses.
4. Promoting, coordinating, managing, and executing actions conducted under the auspices of the Program for the Promotion and Development of Research at Rey Juan Carlos University by means of calls launched for this purpose.
5. Managing acknowledged research groups at Rey Juan Carlos University.

Research Support Unit

Working under the auspices of the Research Area and Innovations in the General Management Department, the Research Support Unit assists management units at the University that deal with the economic processing of research and innovation projects.

Centre for Innovation, Technology and Knowledge Transfer (CINTTEC)

The **Centre for Innovation, Technology and Knowledge Transfer (CINTTEC)** is the Research Results transfer office at the Rey Juan Carlos University. Its goal is to foment activities related to transferring technology and knowledge, developed at the University, to the business sector, especially within the region of Madrid. It offers the following services:

1. Promoting the transfer of knowledge to productive sectors and to society in general.
2. Promoting the transfer of research results derived from work conducted at the Rey Juan Carlos University.
3. Encouraging entities to make full use of scientific-technological skills of research groups and innovative businesses, as well as those of other entities interested in working on projects of mutual interest.
4. Overseeing recruitment, administrative management, and the economic justifications of art. 83 LOU contracts and chairs.

5. Managing patents.
6. Advising on issues related to intellectual and industrial property.
7. Creating Technology or Knowledge Based Companies (EBTs).
8. Promoting collaborative programs between the university and industry.
9. Offering training in intellectual and industrial property.
10. Advising on how to negotiate, prepare, and administratively process contracts, agreements, and other accords related to research and innovation activities between the University and the private sector.
11. Promoting, supporting, and advising researchers about entrepreneurship and securing funding for innovation and for transferring results.

European Projects Office (OPE)

The **European Projects Office (OPE)** was created in 2014 to help URJC researchers participate in R & D & I projects, both within and outside of the European Union. It offers the following services:

1. Providing advice on how to secure funding.
2. Support with applications made to European and international organisations.
3. Economic and administrative follow-up analyses of granted projects.
4. Auditing and making economic justifications for international and European projects.
5. Disseminating information about international projects.
6. Organising information days and training workshops.

Services and support infrastructures for Research

The Rey Juan Carlos University counts with **infrastructures** which provide support services for research ; they are grouped in two types of units: the Technological Support Centre (CAT) and REDLABU:

- The **Technological Support Centre (CAT)** at URJC is an administrative and management unit whose main purpose is to provide scientific and technological support in service of the University's research and practical training needs and, secondarily, to provide services to the general socioeconomic environment within which it operates. It is further subdivided into three types of units:
 - a. Central Research Support Services
 - b. Laboratories and pilot plants
 - c. Company-partnered laboratories
- The **Rey Juan Carlos University Laboratory Network (REDLABU)** is a project financed by the IV PRICIT program (laboratory infrastructure and quality program).

It consists of 30 laboratories, 27 of which are members of the Madri+d Laboratory Network (RLA).

Scientific Culture and Innovation Unit (UCC+I)

The **Scientific Culture and Innovation Unit (UCC+I)** of the Rey Juan Carlos University creates and manages all news, interviews, and audio-visual and monographic materials related to results derived from research activity undertaken at the University. It belongs to the UCC+I Network of the Spanish Foundation for Science and Technology (FECYT) and its main goals include fostering interest and purveying knowledge about scientific issues to society at large, disseminating research conducted at URJC, and organising activities designed to disseminate scientific knowledge, including the Science Week and the European Researchers' Night. Its target audiences are the scientific community, students, the media, and the public.

Office of Free Knowledge and Culture (OfiLibre)

The **Office of Free Knowledge and Culture (OfiLibre)** helps the university community better understand free culture, free publishing, open data, and free software. OfiLibre helps researchers publish using open access, license their work, and widen the reach of their publications. It offers information about ways to use open data and helps researchers make their scientific data more transparent and accessible.

Sustainable Research: The Green Office and Energy Efficiency Unit (UNEFE)

URJC is committed to ensuring that its teaching, research, and service activities are guided by the principles of sustainability and environment awareness. URJC boasts a comprehensive program aimed at reducing the University's environmental footprint and encouraging environmentally aware behaviour.

The **Green Office** works to make all areas of the University sustainable (teaching, research, administration, and management), including its facilities. Its work is transversal and occurs in concert with all sectors of the University's community, with other universities, and with external organisations.

It provides the following services:

1. Offering training and activities meant to raise awareness about sustainability, in accordance with the goals of the 2030 Agenda.
2. Promoting and encouraging the responsible use of resources to reduce the environmental impact caused by university activities.
3. Promoting a balance between the natural environment and its uses with human health and well-being.
4. Evaluating how our behaviour affects the environment by means of key environmental indicators, such as our carbon and ecological footprints, among others.

5. Reducing our impact on the environment by means of preventive and corrective measures.

In addition, the **Energy Efficiency Unit (UNEFE)** aims to improve energy efficiency at URJC. To this end, the services of the UNEFE commit to lessening the size of the University's environmental footprint by developing strategies designed to limit its energy consumption, reducing the costs associated with such consumption, and creating and installing management systems that reduce energy consumption and promote its optimally efficient use.

Committed and inclusive research: the Human Rights Office, the Equality Unit, and the Unit of Attention to People with Disabilities and Special Educational Needs

The main goal of the **Human Rights Office** is to help, through its various and diverse activities, to create the foundations for a culture of Human Rights at URJC. To this end, the Office helps raise awareness about current challenges in the field of Human Rights, encourages the entire University community to participate in activities aimed at raising awareness about Human Rights issues, including dialogues and colloquia with experts in the field, and works with public and private organisations to organise and promote conferences on Human Rights that encourage debate and raise awareness.

The **Equality Unit** has the fundamental objective of integrating equality between women and men in all areas of activity of the Universidad Rey Juan Carlos as established in the Equality Plan of the URJC³. To this end, it provides the following services:

1. Analysing gender-related issues.
2. Developing, monitoring, and evaluating the implementation of the University's Equality Plan.
3. Promoting training initiatives focused on the principle of equality to raise awareness among the University's community.
4. Promoting initiatives in the field of higher education that encourage teaching and research with a gender perspective.
5. Promoting gender mainstreaming in University's policies.

In addition, URJC has a **Gender Equality Observatory** the aims of which are to encourage academic researchers to consider the role of gender plays in their field of study as well as to promote gender studies more generally. The Observatory works with other institutions and organisations that formulate policy on equality or pursue research in the field and it promotes cooperation with local entities near the various URJC university campuses. Likewise, the Observatory operates within a network

³ The URJC's II Equality Plan is currently in the process of being drawn up. It is expected to be approved in summer 2022. More information about the plan: https://www.urjc.es/images/Noticias/Noticias/2021/Compromiso_institucional_Rector.pdf y <https://www.urjc.es/todas-las-noticias-de-actualidad/6513-arranca-la-elaboracion-del-nuevo-plan-de-igualdad-de-la-urjc>.

that includes other institutes, observatories, and units that are likewise working toward achieving gender equality.

The main goal of the **Unit of Attention to People with Disabilities and Special Educational Needs** is to ensure that members of the University community with functional disabilities or special educational needs enjoy the same opportunities as everyone else as they pursue their university studies or do their job, in accordance with the equal opportunities perspective.

In concert with its commitment to universal equality and to creating opportunities for all, URJC also has an **Observatory for the Analysis and Visibility of Social Exclusion** to investigate and raise awareness, through publicity campaigns, of situations, processes, and structures that result in social exclusion as well as to create intervention projects to eradicate such obstacles.

Moreover, in support of minimising social exclusion and helping vulnerable communities, URJC also employs the legal advisory services of the **Legal Clinic**, which issues reports, opinions, etc.

1.5.8. HUMAN RESOURCES STRATEGY FOR RESEARCHERS AND THE HRS4R AWARD

The **Human Resources Strategy for Researchers (HRS4R)** is a tool launched by the European Commission to support research institutions and organisations financing research with the aim to apply the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**. The URJC endorsed these legal instruments in September 2018.

The HRS4R Strategy aims to attract and keep research talent in Europe, promote the mobility of researchers and ensure a good working environment for researchers to foster the development of their careers in research. The objective of the Strategy is also to boost the employability of researchers and an economic growth in research through the establishment of a competitive, transparent and open work market.

To that end, the URJC makes the commitment, in agreement with its internal policies, to develop a human resources strategy which aligns with the recommendations and principles of the Charter and the Code for Researchers, and which guarantees the transparency, accessibility, equality of opportunities and search for excellence in the recruitment of researchers.

In July 2020, further to the approval of the Action Plan ensuring the fulfilment of the principles of the European Charter and Code for Researchers, the University was granted the HRS4R Award by the European Commission. This Award identifies the institutions generating and supporting the existence of a stimulating and favourable environment for researchers. To date, 678 organisations, 154 of them Spanish, have been granted the Award.

To implement the HRS4R Strategy, **13 Working Groups** have been formed to develop the 18 actions of the Action Plan. Both researchers and representatives of the

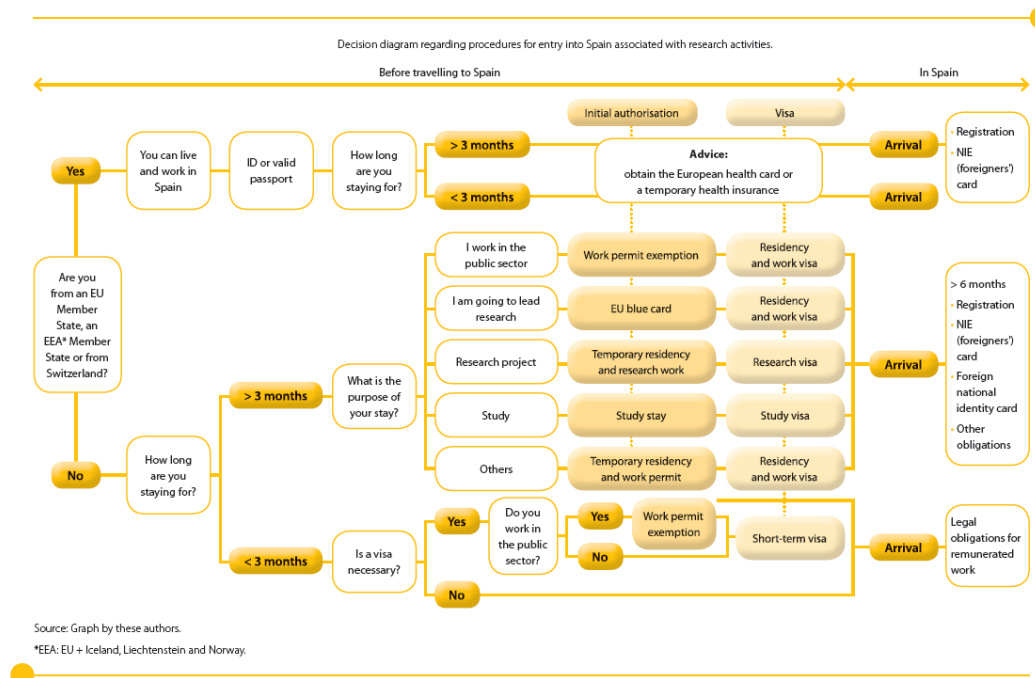
different Vice-rectorates are involved in these WG thus ensuring that the Strategy is a proactive and participative effort of all the University to foster a successful, dynamic and inclusive research culture.

Within the Strategy, specific actions have been developed to fulfil the following ends:

- Ensure that the recruitment conditions are open, transparent and merit-based, as well as the transparency of the salary scales.
- Promote the Prevention of Occupational Risks in research activities.
- Guarantee that researchers have enough time to carry out research under the Academic Rearrangement Plan.
- Ensure the use and implementation of the best practices in research activities.
- Offer a mentoring programme for researchers (EURICLEA Programme).
- Offer new training programmes for researchers, specifically in soft skills and professional orientation.
- Concentrate all the information on mobility actions for researchers in one document and website.
- Create a map identifying the synergies between research groups to strengthen their commitment to research at both the national and international level.

2. WELCOMING FOREIGN RESEARCHERS TO SPAIN⁴

The table below summarises the requirements for entering to and residing in Spain. In addition, the [Euraxess Spain](#) portal offers further information.



Source 1 - EURAXESS SPAIN

⁴ The information in this section applies both to researchers who come to stay for short research residencies in Spain (visiting professors) as well as those who come to stay for longer research residencies.

2.1. BEFORE ARRIVING TO SPAIN

To enter Spain, researchers must have a **national ID (DNI), passport or valid travel document** certifying their identity. If they are travelling with family members, the latter must also have the relevant identity documents in their possession.

Non-EU citizens

Non-EU citizens must have in their possession the appropriate **study visa** entitling them to reside in Spain for the purpose of, inter alia, conducting research; or they must have a **research visa** entitling them to remain in Spain to carry out research within the framework of a hosting agreement signed with a research organisation. It is NOT possible to enter with a tourist visa.

Procedure for obtaining a Visa⁵

Who can apply for a visa? The researcher himself/herself. At that same point, if the researcher is traveling with family members⁶, they can also apply for the same visa simultaneously.

Where should the application be submitted? At Spanish Diplomatic Missions and Consular Offices in the researcher's country of origin.

Which documents must be submitted with the application?

- A document with the details of the position and the research to be carried out at URJC.
- Proof of having medical insurance.
- Medical certificate confirming that the researcher does not have a disease requiring quarantine.
- Proof of sufficient subsistence funds to cover the researcher throughout the whole duration of the stay in Spain (e.g., economic details of the grant or contract).
- • A criminal record certificate issued by the relevant authorities in your country of origin.

When to apply? There is no established legal deadline, but the application should be made with enough time for the processing and obtention of the required visa prior to the entry into Spain, e.g., 2 or 3 months in advance.

Do I have to pay a fee? Yes, you can check for details about this on the website of the Consular Office of your country of origin.

How long does it take to get the visa? 1 month from the time the application was submitted to the consular office responsible for processing it. Thereafter, you must pick up the visa within 2 months of the date of notification on the visa application. If you do not pick it up within this period, the application must be resubmitted.

How long is the visa valid for? For the whole duration of the research stay, with a maximum limit of 1 year. After that, an extension must be requested.

⁵ Ministry of Inclusion, Social Security, and Migration. Immigration portal, "Authorization for Residencies for Training or Research Activities": <https://extranjeros.inclusion.gob.es/es/informacioninteres/informacionprocedimientos/ciudadanosnocomunitarios/hoja004/index.html#procedimiento>. Fact sheet: https://extranjeros.inclusion.gob.es/ficheros/InformacionInteres/folleto_informativos/archivos/triptico_estudiantes.pdf.

⁶ The following are considered family members: spouse, common-law partner, children under eighteen years of age or who have a disability and are objectively unable to provide for their own needs due to their state of health. All of these may obtain authorisation to enter Spain legally and remain there together with the foreign national for the duration of his/her research residency.

2.2. UPON ARRIVAL

2.2.1. OBTAINING A FOREIGN NATIONAL IDENTIFICATION NUMBER (NIE)⁷

A foreign national identification number (NIE) is the number assigned to all foreign nationals by the Spanish National Police. All foreign nationals with financial, professional, or social affairs in Spain must obtain this number, whether they are or are not residents in the country. Children also need a NIE number to, inter alia, enrol in the National Social Security System.

The NIE number assigned to a foreigner is permanent. Therefore, if a person has been a legal resident in Spain formerly, they do not have to go through the NIE issuance process again.

Procedure for obtaining the NIE

Who submits the application? The foreign researcher, either in person or through a legal representative.

Where to submit the application?

- **In Spain:** directly at the General Directorate of the Police and the Civil Guard (*Guardia Civil*) or through the Immigration Office or Police Station of the province where the researcher has his/her domicile.
- **From outside Spain:** at the Spanish diplomatic mission or consular office corresponding to the place of residence, addressed to the General Commissariat for Foreign Nationals and Borders.

What documents must be submitted with the application?

- **Standard application form (EX-15)**, duly completed and signed by the foreign researcher.
- Original and copy of the complete passport, or identity card, travel document or valid registration card.

- An explanation of the economic, professional, or social reasons justifying the request. In this case, the explanation is the carrying out of research activities in Spain.
- If the application is submitted through a representative, s/he must prove that s/he has a valid power of attorney expressly stating that s/he is authorised and entitled to submit the application.

Do I have to pay a fee? Yes. Fees must be paid at the time of submitting the application through the filing of **Form 012** "assignment of a Foreign National Identity Number (NIE) at the request of the interested party". The fee is 9.84 euros.⁸

How long does it take to issue the NIE? 5 days after the application is registered with the entity responsible for its processing.

⁷ Ministry of Inclusion, Social Security, and Migration. Immigration portal "Foreign National Identification Number (NIE): <https://extranjeros.inclusion.gob.es/es/informacioninteres/informacionprocedimientos/Ciudadanosocomunitarios/hoja091/index.html#Procedimiento>.

⁸ Ministry of the Interior, Citizen Services, Fees, Foreign Nationals: <http://www.interior.gob.es/web/servicios-al-ciudadano/tasas/extranjeros> (information retrieved February 22, 2022).

2.2.2. REGISTERING WITH THE LOCAL AUTHORITIES (“EMPADRONAMIENTO” CERTIFICATE)

EU⁹, EEA¹⁰ and Swiss citizens may stay in Spain for a maximum of 3 months without registering with the local authorities (*padron municipal*). For longer stays and for citizens of other countries (non-EU, non-EEA and non-Switzerland), it is compulsory to register with the local authorities in Spain and obtain a foreign national identity number (NIE).

Registration is made at the **town hall** of where the researcher has his/her domicile. This procedure must be done in person. For the city of Madrid, information can be found in this [website](#). The following documents must be provided upon filing the application (*hoja padronal*):

- Original passport and photocopy; and NIE or registration certificate from the immigration office of the National Police, plus photocopy of these documents.
- Proof of real estate ownership in Spain.
- If you **do not own any real estate** in Spain but you are renting, the rental contract in Spanish and a photocopy, as well as a photocopy of the owner’s ID.
- If you are living in a **residence hall**, certificate from the residence hall. This can be requested at the reception office of the residence hall.
- If you **share an apartment** (and at least one of your flatmates is already registered):
 - Application form filed in by the flatmate(s) who is(are) already registered.
 - Passport photocopy or NIE of your flatmate(s).
- All family members over 18 years of age must sign the application form.

2.2.3. OBTAINING THE WORK AND RESIDENCE PERMIT

To **reside** and **work** legally in Spain, requirements vary depending on **citizenship**, as well on the **purpose** and **length** of the stay. The law defines two legal situations:

- **Stay**: remaining in Spain for less than 90 days. Once this period has elapsed, an extension may be requested, or a residence permit may be applied for.
- **Residence**: remaining in Spain for over 90 days. The legal situation of “residence” is sub-divided in two categories: temporary residence (up to 5 years) or permanent residence (over 5 years).

The legal situations above described (whether stay or residence) are certified by a legal document: the **residence authorisations**. Specifically, in the case of researchers, the authorisation will last for the **duration** of the research work for which s/he has been recruited. This may be **extended** if the holder proves that s/he still meets the

⁹ Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.

¹⁰ Liechtenstein, Norway, and Iceland.

conditions for the issuance of the initial authorisation and that s/he fulfils the necessary requirements set by teaching or scientific centre where s/he works, including whether s/he has duly conducted the research for which s/he was recruited. For researchers hired by the URJC, the University is responsible for the **procedure to apply for the residence permit**.

Citizens of the EU/EEA and Switzerland

Researchers who are citizens of the EU/EEA and Switzerland do not need to obtain a work permit.¹¹

Citizens of the EU/EEA and Switzerland who plan to stay in Spain for a period of more than 3 months must obtain a **Certificate of Residence**.¹² This certificate is issued immediately and contains the name, nationality, and address of the registered person, along with his/her NIE number and date on which s/he registered.

Application procedure for obtaining a Residence Certificate (EU/EEA citizens and Switzerland)

Who should apply? The EU/EEA or Swiss citizen, in person.

Where to submit the application? In the Immigration Office of the province where the researcher intends to settle or in the corresponding Police Station. Information on the address, telephone numbers and opening hours of the Immigration Office of the Community of Madrid can be found [here](#). Appointments can be scheduled online.

Which documents must be submitted with the application?

- A copy of the email confirming the online scheduled appointment.
- **EX-18 application form** (original and copy)
- Valid passport or national ID card (original and copy)
- Certificate of employment with URJC (original and copy)
- Proof of payment of the corresponding fee using the **790 form**.

When to submit the application? 3 months since the date of entry into Spain.

Do I have to pay a fee? Yes, when submitting the application through the **790 form**.

How long does it take to get the Certificate? Once the fee has been paid and the documentation has been verified, the Certificate is issued immediately.

If any family members of the EU/EEA/Switzerland citizen researcher who are not nationals of one of these States wish to accompany or join the researcher after arrival, they will have to apply for an **EU Citizen Family Member Citizen Card**.¹³

¹¹ Article 117(b) **RD 557/2011**: professors, technical staff, researchers and scientists invited or hired by a Spanish university, whether for teaching, research or academic work

¹² Ministry of Inclusion, Social Security and Migration. Secretariat of State for Migration, Immigration Portal, "Certificate of Registration": <https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja102/index.html>.

¹³ Ministry of Inclusion, Social Security and Migration. Secretariat of State for Migration, Immigration Portal, "Certificate": <https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja102/index.html>.

Citizens from outside the EU but who Legally Reside in another EU Member State

In these cases, they must apply for a **Blue Card**.¹⁴

Citizens from outside the EU

These must apply for a **residence and work permit** and obtain a **Foreign National Identity Card (TIE)**.

1. *Residence and work permit*¹⁵

This permit authorises foreign researchers to live and work in Spain so long as the sole or main purpose of their stay is to carry out research projects in the framework of a hosting agreement signed with a research organisation.

Residence and work permit for citizens from outside the EU

Who submits the application? The URJC.¹⁶

Where to submit the application? To the **Unit of Large Companies and Strategic Sectors (UGE-CE)** by telematic means through the **online portal of the Ministry of Inclusion, Social Security and Migrations**.

Which documents must be submitted with the application?¹⁷

- **Standard application form.**
- Tax ID number and a notarised document granting legal representation of the host research organisation to the person submitting the application.
- The researcher's National ID (DNI), passport or ID document verifying that s/he is of legal age.
- Copy of the visa or document certifying that the researcher's residence/stay in Spanish territory is legal.
- Proof of medical insurance.
- Proof that the researcher does not have a criminal record.
- Invitation letter, hosting agreement or contract with the URJC certifying the following:
 - Proof of the research activity that will be carried out.
 - The foreigner researcher's commitment that s/he intends to completely fulfil the research activity.
 - The host research organisation's commitment to host the foreign researcher for the purposes of fully completing the research activity.
 - The starting and end dates of the research activity or its estimated duration.
- If applicable, information on the foreseen mobility to other EU Member States.

Do I have to pay a fee? Yes, by submitting **the O38 form**. To make the payment, the form must be submitted to one of the cooperating entities (in which it is not necessary to have an open bank account) in the country of origin or in Spain through a representative. The amount in 2021 was 201.82 (if the expected remuneration is less than twice the Minimum Interprofessional Wage) and 403.67 (if the expected remuneration is equal to or higher than twice the Minimum Interprofessional Wage).¹⁸

How long does it take to get the permit? 3 months after the registration date of the application at the UGE-CE.

How long is the permit valid for? For the whole duration of the research activity with a maximum duration of 2 years. This may be renewed for successive periods of 2 years if the initial requirements do not change.

Can the permit be renewed? Once the research activity has been completed, foreign researchers may only remain in the Spanish territory for a maximum of 1 year for the purposes of seeking a suitable employment in their research field or for entrepreneurial activities.¹⁹ To remain in Spain for those purposes, the researcher must notify to the UGE-CE his/her intentions at least **60 calendar days** before the permit expires or in the **90 calendar days** after the expiration of the permit. The researcher must submit documents proving that s/he has medical insurance and sufficient economic resources.

¹⁴ European Commission website: https://ec.europa.eu/immigration/blue-card/spain_en.

¹⁵ Ministry of Labour Affairs and Immigration (currently, migration issues are handled by the Ministry of Inclusion, Social Security and Migrations), Factsheets: https://extranjeros.inclusion.gob.es/ficheros/InformacionInteres/folletos_informativos/archivos/triptico_investigadores.pdf.

¹⁶ Article 72(8) Law 14/2013.

¹⁷ It is not necessary to present proof that the researcher has sufficient financial resources for himself and his family during his period of residence in Spain, nor proof that the permit fees have been paid, but these requirements can be checked a posteriori by the Public Authorities.

¹⁸ <http://www.extranjeria.com/tramites-extranjeria/tasas-vigentes-en-materia-de-extranjeria/>.

¹⁹ Article 72(9) Law 14/2013.

What if the researcher is travelling with family?²⁰ At the same time as the researcher's application for authorisation, a **temporary residence permit may be requested for the members of his or her family** that s/he wishes to regroup. This will be granted if the requirements for family reunification are met. The application may be submitted either by the research organisation or by the foreign researcher himself.

2. Foreign National Identity Card (TIE)

The Foreign National Identity Card (TIE) is the one and only exclusive document that indicates the NIE number of non-EU foreign nationals in Spain. It certifies that their stay is legal, proves their identity, and attests that they have been granted the authorisation or official acknowledgement of their right to stay in Spanish territory for a period of more than six months.

The TIE allows the holder to travel throughout the European Union as well as to countries that have signed agreements with Spain or the European Union for the free movement of persons.

Procedure to obtain the Foreign National Identity Card (TIE) (Non-EU citizens)

Who must apply for a Foreign National Identity Card?
 The researcher.

When to submit the application? Within the first 30 days after the entry into Spanish territory.

Where do I submit the application? At the Immigration Office or Police Station of the district of residence. It is required to schedule an **online appointment**.

How long s the TIE valid for? It is valid for a maximum of one year and can be renewed annually.

Which documents must be submitted with the application?

Do I have to pay a fee? Yes, by submitting the **790 form**. The fee is 16.08 euros.²¹

- A copy of the e-mail confirming the appointment.
- **EX-17 Application Form** (original and copy)
- Valid passport (original and copy)
- 2 recent passport photos in colour against a white background, 4cm x 4cm
- A letter or printout showing that the required visa has been approved (Letter of Resolution)
- A certificate proving that you are registered with the local government (the "Empadronamiento" Certificate)
- Proof of having paid the corresponding fee by submitting the **790 form**.

How long does it take to get the TIE? Once the resolution granting the right to remain in Spain has been notified, the card can be picked up at the Immigration Office or Police Station where the application was submitted. To do so, you must first schedule an appointment and prove that you are the card's title holder.

²⁰ To this effect, family is understood to mean: spouse or significant other, any dependent minor or non-minor children who for economic reasons do not constitute a separate family unit, and economically dependent seniors under the researcher's care.

²¹ Ministry of Internal Affairs, Citizen Services, Fees, Foreigners: <http://www.interior.gob.es/web/servicios-al-ciudadano/tasas/extranjeros> (information retrieved on 22 February 2022).

2.2.4. DIGITAL CERTIFICATE

It is recommended to apply for a digital certificate as it is a very useful tool that allows to carry out any necessary procedures online without having to go in person to the premises of the different authorities involved in the procedures examined in Section 2 of this Welcome Guidelines. To apply for the digital certificate, the NIE is required.

The procedure to obtain the digital certificate are explained in this [website](#).

2.2.5. SOCIAL SECURITY

As a worker in Spain, URJC will register you within the [Spanish Social Security system](#), which provides a series of both financial and non-financial benefits including, for example, a pension, unemployment benefits, universal health care, coverage during sick leave (due to illness, accident, maternity, etc.).

To receive these benefits, part of the salary you earn as a researcher is earmarked as a mandatory contribution to the General Social Security System. URJC will automatically deduct these contributions from your monthly salary.

Registering with the Social Security System

All persons who work or study in Spain must have a Social Security number. This number can be obtained through the [online platform of the Social Security system](#). In all cases, the [TA-1 form](#) must be filled in and the following additional documentation must be provided:

- An ID card or passport and a photocopy of the same.
- Lease and work contracts (plus photocopies of the same)
- Foreign National Identity Number (NIE)
- If you are a non-EU citizen, you must also provide residency and visa documents.

Taxation

There are several special tax regimes for researchers and research fellowships. The [Euraxess](#) website offers information on the Spanish tax system and, specifically, on the taxation of foreign researchers in Spain.

To pay taxes in Spain it is required to register with the National Tax Authority (Tax Agency, *Agencia Tributaria*). Registration can be carried out through the [online platform](#) of the Tax Agency by presenting the 030 form. In the procedure, the following will be requested:

- Foreign National Identity Number (NIE).
- Registration with the local authorities (*Empadronamiento* Certificate).

2.2.6. HEALTH INSURANCE

The Spanish healthcare system has a public and private dimension. **Public** health care is provided free of charge to **anyone living and working in Spain** by the National Health System (SNS). Thus, by being registered with the Social Security and paying taxes in Spain, you automatically enjoy the right to health care. Your spouse and children are also entitled to healthcare in Spain, provided that they also reside in Spain. You can locate your nearest local health centre or public hospital in the Community of Madrid in this [website](#).

As regards **private healthcare**, it is **not necessary** to enrol in a private healthcare plan. However, in general terms, having private care usually means that you will receive more **expedient** treatment for non-emergency health issues. Several companies offer private insurance. You can compare their rates using these web portals: [Rastreator](#) and [OCU](#). We also recommend that you purchase private insurance, given that it covers dental services, which is not the case with the public healthcare regime.

Obtaining the Health Card (TSI)

Once you are formally registered in the Social Security system, you will be given a certificate indicating that you are entitled to public health insurance. To obtain the health card, you must visit the health centre in your place of residence (you can find information about this [here](#)) and present your Social Security certificate, passport, and TIE. You will then be assigned your primary care physician (GP or family doctor).

The Health Card covers all care from doctors and in hospitals, and defrays between 40% to 60% of the cost of prescription drugs, depending on your earnings. Therefore, when you present your TSI card you will not have to pay to receive treatment at hospitals or from a physician. However, you will need to pay for prescription drugs at pharmacies.

For more information about the Health Card, follow this [link](#).

Which doctor should I see?

Should you need to see a doctor, go to your local health centre, and ask for the doctor assigned to you when you applied for the Health Card. This general practitioner or family doctor will examine you and, if necessary, refer you to a specialist.

The health centres are run by the Primary Health Care Team, which consists mainly of family physicians, paediatricians, nurses and administrative staff. Further support staff, such as social workers, midwives, and physical therapists, may also be available.

You should visit your **nearest Health Centre** for any health-related problems or for a general check-up. Generally, Health Centres are typically open Monday to Friday, from 08:00 to 21:00.

Specialised health centres are places where you can make appointments with medical specialists.

In case of emergency, go to any **Social Security public hospital** with your health card and the staff there will attend to your needs.

2.2.7. HOUSING

The most economical option when choosing housing is usually a shared apartment. Normally, leases have the duration that you agree with the landlord. If they have a duration of less than 5 years, the lease will be automatically extended every year until the 5-year term is reached. The lease must include the notice required for the lease not to be automatically extended. Normally, the notice required is between 1 and 3 months before the end of the lease.

Rent is usually paid within the first five days of each month and includes a deposit (bond) that will be returned to you when your lease expires, provided that everything is in order. This deposit is usually equivalent to between 1- and 3-months' rent.

Normally, tenants are responsible for the costs of water, gas, electricity, television, and Internet and, therefore, must contract these services independently. You can find a price comparison of companies providing such services on such search engines such as **Rastreator** and the **Organisation of Consumers and Users (OCU)**.

Useful web resources for locating apartments and rooms include: **Idealista**, **Fotocasa**, **Enalquiler**, **Roomgo**, **Pisocompartido**, **Spotahome**, **HousingAnywhere**, **Smartresidences**. These are independent platforms with which URJC has no agreement.

2.2.8. BANKS

To open a bank account, you will need your identity card, passport or equivalent (NIE). You can do this online, provided you have the necessary technical equipment by means of which you can verify your identity (webcam).

Banks in Spain are normally open, Monday to Friday, from 8:00 to 14:30. Online banking and telephone banking services are also widely used.

Spain boasts an extensive network of ATMs; most cashpoints are operated by either Servired or 4-B. Take note: both companies charge a fee for cash withdrawals if you use a card that does not belong to their network.

The vast majority of businesses accept all major credit cards. However, they generally do not accept payments by check.

URJC has an agreement with **Banco Santander**. Visit any office for further information regarding which banking arrangements best suit your personal needs. Banco Santander has offices on the Fuenlabrada, Vicálvaro and Móstoles campuses.

2.2.9. MOTOR VEHICLES

Driving license

EU/EEA citizens

During the first **2 years of your residence in Spain**, you can drive using the license issued by your country of origin. However, **six months after your entry into Spain**, you must register with the **traffic authorities**.

After **2 years of residence**, you must obtain a Spanish driving license save for the cases where there is a legal exception foreseen on the basis of the expiration date of your license.

Non-EU/EEA citizens

During the **first six months of your residence in Spain**, you can legally drive with your foreign driving license, provided that you always carry an official translation of said document or an international driver's license.

To obtain an international driving license the application must be made following the rules and procedures of your country of origin. This license is valid for one year.

Six months after having registered as resident in Spain, you must apply for a Spanish driving license unless you come from a country with which Spain has signed an agreement so that drivers can directly exchange their foreign driving license for a Spanish one. This is the **list** of countries with which Spain has such agreements²².

Importing vehicles

If you want to bring your car to Spain, there are different policies in place depending on whether the car comes from within the EU or from outside the EU.

Registering a car that comes from within the EU

If you want to import into Spain a car licensed in another EU Member State, you can do so with little difficulty. You only need to register it in Spain. You must follow these **steps** to do this. While waiting for your Spanish license plate, you can drive your vehicle, provided that you have applied for **temporary registration** (green license plates). Temporary registration is valid for two months, but it can be extended if needed. You may also obtain a temporary license plate in your country of origin. You will be able to drive in Spain with these plates so long as the vehicle is properly insured.

²² Website of the Spanish Traffic General Directorate (DGT), <https://www.dgt.es/nuestros-servicios/permisos-de-conducir/permisos-extranjeros-y-de-fuerzas-y-cuerpos-de-seguridad/canjes-de-permisos/paises-con-convenio-de-canjes/>.

Importing a vehicle from outside the EU

Importing vehicles from outside Spain is a more complicated. For information on the procedure and customs clearance, consult the [Tax Agency website](#). In addition, the vehicle that you wish to import into Spain must comply with the standard applicable European provisions.

Once the procedure has been fulfilled with the Tax Agency, the vehicle must be registered in Spain. The registration procedure is explained in [this website](#). While waiting to obtain the Spanish license plates, you can drive your vehicle provided that you have applied for [temporary registration](#) (green license plates).

Driving in Madrid

It is important that you keep in mind two things when driving in Madrid: traffic restrictions and the Regulated Parking Service (SER).

Traffic restrictions

1. Decal stickers

Decals are environmental indicators that rank vehicles according to their energy efficiency in accordance with their environmental impact. The aim of these decals is to grant vehicles with a lower carbon footprint greater access to and freedom of circulation within the city than vehicles that are more polluting.

In addition to registering your car, you must also purchase the appropriate **environmental decal** (at a cost of 5 euros, excluding shipping). These can be purchased at Post Offices (click [here](#)), the Spanish Confederation of workshops (click [here](#)) or other networks of authorised workshops (click [here](#)), at Administrative Managers (click [here](#)), the Institute of Automotive Studies (IDEAUTO) and, in the case of fleets, the Ganvam association (click [here](#)).

To determine which **decal** is appropriate for your vehicle, using your license number, consult [any of the following services](#): the [DGT website](#), whether via its mobile app or by phone by calling 060 (Monday to Friday, from 9 am to 6 pm), or the [Traffic Headquarters or Office](#) in person (in which case you will need to schedule an [appointment online](#) or by calling 060).

There are four **types of decal stickers**:

- **"0 emissions" Decal, Blue**



It identifies the most efficient vehicles. Battery electric vehicles (BEVs), range-extended electric vehicles (REEVs), plug-in hybrid electric vehicles (PHEVs) with a range of 40 km, and fuel cell vehicles are eligible for this decal.

- “ECO” Decal



Next on the efficiency rung, these are mostly hybrid or gas vehicles, or both. The following will qualify for this label: plug-in electric vehicles with a range of less than 40 km, non-plug-in hybrids (HEV), and vehicles powered by compressed natural gas (CNG), liquefied natural gas (LNG) or liquefied petroleum gas (LPG). These must meet the criteria for decal C.

- “C” Decal, Green



This applies to internal combustion vehicles that comply with the latest EURO emissions guidelines. Passenger cars and light vans that run on gasoline and that are registered from January 2006 as well as those that run on diesel and that are registered from September 2015 are eligible for this decal.

Vehicles with more than 8 seats and heavy-duty vehicles, whether they run on gasoline or diesel, registered since 2014 are also eligible.

- “B” Decal, Yellow



Internal combustion vehicles that do not comply with the latest EURO emissions guidelines but that do comply with previous ones. Cars and light vans that run on gasoline registered from January 1, 2001, together with those that run on diesel from 2006 are eligible for this decal.

Vehicles with more than 8 seats and heavy-duty vehicles, whether they run on gasoline or diesel, which are registered from 2006 are also eligible.

- “A” Vehicles: All other vehicles, which are responsible for 50% of polluting emissions, are not entitled to any type of decal, since they do not meet the requirements necessary to be considered clean vehicles.

You must affix the decal to the lower right-hand corner of the front windshield, if possible. Otherwise (in the case of motorcycles), you may place it anywhere on the vehicle, so long as it is easily visible.

2. “Madrid Central” (Central Madrid, now known as Downtown Low Emissions Zone, *Zona de Bajas Emisiones Distrito Centro (ZBEDEP)*)

Cars and motorcycles belonging to the "A" category are **prohibited** from circulating within the ZBEDEP.

The table below summarises access criteria for vehicles with the other types of decals:

	B Decal	C Decal	ECO Decal	0 Decal
Motorcycles	Yes, without restriction between 7-22h. After hours: parking in a public parking lot, invitation by a resident of the zone, or ownership of a private parking space.		Yes, no restrictions.	
Cars	Yes, so long as you park in a public parking lot or you are registered in the Downtown District, the vehicle is owned by you and is domiciled in Madrid, or a person registered in the Downtown District invites you to the area.		Yes, no restrictions.	

For more information, consult the [ZBEDEP official website](#). In addition to "Madrid Central", there is also a new area with the same rules: "[Plaza Elíptica](#)".

3. During episodes of unusually high pollution levels

Starting in 2018, Madrid has designated three alert levels (pre-warning, warning and alert) when episodes of unusually elevated levels of nitrogen dioxide pollution affect the area. During these episodes, driving on some highways (e.g., M-30) and in some areas of Madrid (the Downtown District, the Plaza Elíptica, etc.) becomes limited. These alerts may also mean that parking meter rates increase in the Regulated Parking Service zone (SER, see next section).

These alerts are made in conjunction with informative measures and recommendations. The use of public transport during these alerts is recommended.

You can find further information on [this web page](#)²³.

²³ This rule is subject to change. You should check for updated information on the City Council and DGT's websites.

Regulated Parking Service (SER)

This service aims to control and manage the parking of vehicles in certain areas of public roads within the city of Madrid.

Timetable of the Regulated Parking Service (SER):

- Monday to Friday, non-holidays: from 9:00 to 21:00.
- Saturdays: from 9:00 to 15:00.
- August (Monday to Saturday, non-holidays): from 9:00 to 15:00.
- 24 and 31 December: from 9:00 to 15:00.
- Sundays and holidays: No service.

Types of parking spots

There are two types of parking spots. These are identified by the green and blue colours.

- Green:

Users with a **resident authorisation** may park without any time restrictions in their own neighbourhood. On roads dividing one neighbourhood from another, they may park in green spaces on both sidewalks.

Other users can pay to park for a maximum of two hours. Once the maximum time limit has elapsed, users cannot park within the same neighbourhood for at least an hour after the previous time limit elapsed.

- Blue

All users may park for a maximum of four hours for a fee. On roads dividing neighbourhoods, they may park on either sidewalk so long as they have paid the amount required according to the colour of the parking space in question. Once this maximum time limit has elapsed, they may not park again in the same neighbourhood for at least an hour after the previous time limit elapsed.

Users with a resident authorisation may park from 20:00 to 21:00 within their neighbourhood. On roads dividing one neighbourhood from another, they may park in blue parking spaces on both sidewalks during these hours.

You can consult a **map of the SER zone** on this [website](#).

There are several **mobile applications** that allow you to pay for parking spaces online instead of with cash, although many of the terminals in the SER zone also allow payment by credit or debit card.

2.2.10. CHILD CARE AND EDUCATION

Education in Spain is public, subsidised and private. Public education is free of charge (except for extended hours, lunchroom and extracurricular activities). Subsidised and private education is fee-paying, although part of the costs of subsidized education are borne by the State. A study by the Organisation of Consumers and Users (OCU) reports on average school expenses for the 2020/2021 school year.²⁴

The Community of Madrid has a [search engine](#) for public and subsidised schools, including all education levels (see below first and second education cycles).

First Education Cycle: Preschool (3 months-6 years old)

Preschool education is not compulsory in Spain, but most children in the country attend preschool classes. Education during this cycle is divided into two stages:

- Nurseries or children's homes (from 3 months to 3 years).
- Nursery schools (3 to 6 years)

Preschool is not always widely available, and it sometimes can be difficult to find a place for your child.

You may [apply for a place](#) in a public or subsidised school after registering with the local authorities. Local authorities will request the child's birth certificate, proof of residence, and legal identity card.

The general opening hours of nurseries is from 9:00 to 13:00, although it can be broadened to also cover from 7:30 to 16:00. This timetable includes lunch services. Meanwhile, the opening hours of public nursery schools is from 9:00 to 16:00 and includes schooling fees and lunch services, which is compulsory. The timetable can be broadened to cover the hours between 7:30 until 17:30.²⁵

Second Education Cycle: primary and secondary education (6 – 16 years old)

Primary and secondary education is compulsory in Spain. You can apply for a spot at a public or subsidised centre via [this web page](#).

The school day will generally unfold according to one of the following regimes:

- It may be split into two sessions: one in the morning and one in the afternoon; or
- It may be continuous.

²⁴ Organisation of Consumers and Users (OCU), "School expenses: higher or lower than in years past?", 4 September 2020: <https://www.ocu.org/consumo-familia/derechos-consumidor/noticias/gastos-vuelta-cole#:~:text=El%20coste%20escolar%20varia%20por,que%20acuden%20a%20centros%20privados>.

²⁵ Community of Madrid, "The school day in first-cycle education centres", <https://www.comunidad.madrid/servicios/educacion/jornada-escolar>.

The **school lunch services** are complementary and must be paid for separately. You can check [here](#) for discounted prices.

Home schooling is also legal.

2.2.11. USEFUL TELEPHONE NUMBERS: CITIZEN INFORMATION AND EMERGENCIES

For **emergencies**, dial 112 (health emergency, fire and rescue, public safety, and civil protection).

For **citizen information** in Madrid, dial 012. You can obtain general administrative information at this number, as well as carry out several administrative processes without having to go to one of the municipal offices.

Other important telephone numbers are:

- Local police: 092
- National police: 091
- Firefighters: 080
- *Guardia Civil*: 062

2.2.12. INFORMATION ABOUT LIVING IN MADRID

Cost of living

As is the case in other countries, the cost of living in Madrid depends on many factors, including the type of accommodation you choose, the neighbourhood you select, whether you use public transportation or prefer to travel by car, whether you eat at home or eat out, etc.

When applying for your visa to pursue research activities at URJC, you will be asked to prove that you have sufficient financial resources to cover your needs and the expenses you will incur during your stay. The Spanish government calculates this figure based on the Public Income Indicator (IPREM), which may vary depending on the year. The monthly IPREM for 2022 is €579.02.²⁶

Therefore, to calculate your initial budget, keep in mind that you should have at least 7,000 € if you plan to stay in Madrid for one year. To this you must add the costs of airline tickets, medical insurance, and an additional amount for any unforeseen contingencies.

The approximate cost of **accommodation** is as follows:

²⁶ <http://www.iprem.com.es/>.

- A shared apartment downtown: between 450 and 700 euros; for apartments that are not in the general downtown area, you can usually find something for between 280 and 400 euros.
- Non-shared apartment: downtown, between 900 and 1,200 euros; if not in the general downtown area, between 700 and 800 euros.

The cost of supermarket **shopping** amounts to around 50 euros per month (or 80 euros if you have dependent children). The cheapest supermarkets are Alcampo and Mercadona.²⁷ Lunch or dinner at a restaurant costs between 20 and 40 euros. The cheapest option is usually the “menu del día.”

As for **transportation**, it is highly recommended that you make use of the extensive transportation system in the Community of Madrid. For information on the types of tickets and travel passes available, consult [this website](#). The most economical and efficient way to use all forms of public transportation (train, metro, bus, light rail and trains) is to purchase a **30-day interzonal transport pass**. To reach any of the URJC campuses, you will need the interzonal pass covering **zone C2**.

Public transportation

Madrid boasts an extensive **public transportation system**. Moreover, an increasing number of carsharing options are likewise available, including **Zity**, **Free2Move**, **Wibble**, **ShareNow**, **Ubeeqo** and **GoTo**. Zity is the cheapest service among these.

URJC can be reached by train, metro, and bus. You can find specific information about the location of each of the campuses and ways to get there via public transportation at this [website](#).

Applications such as **Moovit** o **CityMapper** are useful if you are looking for the best way to get anywhere.

Traditions and useful information

Calendar of traditional holidays in Madrid

- **January 6: Día de Reyes:** this is a national holiday, but the *Cabalgata de Reyes* in Madrid is especially popular. On this day children receive their gifts from the Three Kings and people celebrate by eating *Roscón de Reyes*.
- **May 2:** this holiday is celebrated only in Madrid. It commemorates the city's uprising against Napoleon's occupying French troops. The Plaza del Dos de Mayo in the district of Malasaña commemorates those who died in the revolt. The district is named after the popular 17-year-old heroine who died in the uprising. May 2 is celebrated with activities in and around the Plaza.
- **May 15: San Isidro:** San Isidro is the patron saint of Madrid. This celebration lasts several days and includes music, theatre, and family activities. The festivities are a great opportunity to get to know some typical traditions of Madrid: one of the highlights is the parade of "Gigantes y Cabezudos", in which

²⁷ OCU, <https://www.ocu.org/consumo-familia/supermercados/noticias/supermercados-mas-baratos-2021>.

gigantic papier-mâché figures parade through the streets. The festival also includes Madrid's most popular bullfighting season and many of the country's best bullfighters perform in the Las Ventas bullring. Many Madrileños dress in traditional costumes during the festivities, the men in grey caps and vests (*chulos*) and the women in embroidered dresses (*chulapas*)

- **August:**
 - **2-4: San Cayetano:** this is the first of the *verbena* open-air festivities that take place in the capital throughout August. It occurs mainly in the Rastro and Embajadores areas, where you can see *chulapos* and *chulapas* walking and dancing through the streets illuminated by the light of small lanterns.
 - **9-11: San Lorenzo:** takes place in Lavapiés, one of the most multicultural neighbourhoods of the city. The streets are filled with terraces and multiple activities are organised for children and families.
 - **12-15: Fiestas de La Paloma:** This is the most famous August festival in Madrid. During the festival, the streets of La Latina, one of the most central and historic neighbourhoods in Madrid, are filled with traditional activities and popular dances, all of which is buoyed by the lively music of *zarzuelas* (Spanish operettas).
- **December 31: New Year's Eve:** although this is a national and international holiday, Madrid celebrates the occasion in its own special way, when hundreds of people gather every year in the *Puerta del Sol* downtown to await the moment when the clock of the *Real Casa de Correos* chimes 12 times at midnight and people eat a grape as each chime rings out over the plaza.

Weather

Although it may vary from year to year, the general outlook for weather in Madrid is as indicated below:

- **December-February:** Quite cold, although the skies are usually clear. It does not usually snow.
- **March-May:** Mild temperatures (15-23°C).
- **June-August:** These are the hottest months, reaching 40°C in the hottest weeks of the summer.
- **September-November:** Mild temperatures, with cooler temperatures beginning in November (12-21°C).

Business hours

Shops

Most stores downtown remain open at lunchtime and have uninterrupted opening hours from 10:00 to 21:00 or 22:00 hours. Still, there are some stores with shorter opening hours, usually from 10:00 to 14:00 and from 17:00 to 20:30.

Shopping centres and department stores have even longer opening hours, generally keeping their doors open every day of the year from 10:00 to 22:00.

Museums

Museums in Madrid are generally open from Tuesday to Sunday, from 10:00 to either 19:00 or 20:00 hours. Although most museums are closed on Mondays, some do remain open all week and others that are closed on Tuesdays or Sundays.

Electricity

Electrical sockets in Spain consist of slots for two pins and run at 220 volts. In some older houses, however, the width of the pin-slots in the outlets may differ, so we recommend that you travel with an adapter for such contingencies.²⁸

2.3. RETURNING HOME

In the months prior to your departure from Spain (especially the prior two or three months), you should begin to make the necessary arrangements to finalise your contractual and administrative obligations in Spain.

2.3.1. BANK ACCOUNT

Closing your bank account is a quick and easy process that can even be done online. If you have funds in your Spanish account, you only need to transfer them to an account of your choice before closing your account. You may also retain your Spanish bank account provisionally after your departure. Inquire with your bank.

2.3.2. HOUSING

As explained in the [section on housing \(2.2.7\)](#), the contract you signed with the property owner will stipulate the duration of the rental contract, as well as the amount of time required to inform him or her that you will be terminating the contract without incurring a penalty, and if applicable, when you will recover your deposit. Normally, the notice period for ranges from one month to three months prior to departure. Read your contract carefully.

Likewise, if you have contracted the water, gas, electricity, television and/or Internet services, contact the relevant companies in a timely way to learn about their cancellation policies.

²⁸ https://www.abc.es/viajar/noticias/abci-esos-paises-no-sirven-enchufes-pero-estos-si-201801050112_noticia.html.

2.3.3. DEREGISTRATION WITH THE LOCAL AUTHORITIES

Deregistration must be done on the dates closest to your departure from the country. The deregistration must be requested in person; to do so, it is essential to **schedule an appointment** in advance. In this procedure you must present a document indicating your transfer of residence to another country (e.g., end of research contract) and a document proving your identity. In this same procedure, you can request that family members also be deregistered by presenting their corresponding identification documentation.

2.3.4. EMPLOYMENT HISTORY

You may ask the Social Security services to provide you with a report detailing your **employment history** in Spain. This document will offer information about your stay in Spain (the starting date, ending date, and place of employment - URJC).

2.3.5. ACQUIRED SOCIAL RIGHTS

As described in the **section on Social Security (2.2.5)**, being registered with this system brings with it a series of social benefits (such as unemployment, pension, health care, etc.). You may continue to receive these benefits after your contract with URJC expires. Check with the **Social Security system** for more information.

2.3.6. ACTIVITY REPORT/LETTER OF RECOMMENDATION/CERTIFICATE OF SERVICES RENDERED

You may also consult with your tutor at URJC to discuss questions about obtaining a letter of recommendation, activity report, or certificate detailing the research activities you have conducted during your stay at the University.

3. BIBLIOGRAPHY

Legal Sources

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- Royal Decree 557/2011, of April 20, adopting the Regulations of Organic Law 4/2000, on the rights and freedoms of foreigners in Spain and their social integration, after its reform by Organic Law 2/2009: <https://www.boe.es/eli/es/rd/2011/04/20/557/con>.
- Law 14/2013, of September 27, on support for entrepreneurs and their internationalisation: <https://www.boe.es/buscar/act.php?id=BOE-A-2013-10074&p=20211222&tn=1>, Article 72.

URJC Documentation

- URJC University Social Responsibility Report, 2020: <https://transparencia.urjc.es/compromiso/doc/informe-rsu-2020.pdf>.

Welcome Guidelines from other Universities

- Complutense University of Madrid, Orientation Guide for Researchers, July 2020.
- Carlos III University of Madrid, Welcome Manual for Staff.

ANEX: CHECK LIST

Before your arrival

- Citizens from outside the EU/EEA and Switzerland: obtain the necessary visa.

Upon arrival

- Obtain Foreign National Identification Number (NIE)
- Register with the Municipal Registry
- EU/EEA and Swiss citizens: Residence Certificate.
- Non-EU citizens: Residence and work permit and Foreign National Identity Card.
- Digital certificate
- Register with the Tax Office
- Obtain a Health Card
- Open a bank account
- Find accommodation

Returning home

- Close your bank account
- Terminate housing and utility contracts (water, electricity, Internet, cell phone, television, etc.)
- Deregistration with the Local Authorities (*padrón municipal*)
- Optional: employment report and letter of recommendation from URJC