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- General Subdirectorate of Legal Ordinance and Assistance - Ministry of Employment and Social Security.

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INTRODUCTION

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

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

The European Charter for Researchers (2005/251/EC) points out that the availability of human capital in R+D+i, sufficient and well-developed, is the cornerstone of advancement in scientific knowledge, technological progress, enhancing the quality of life, ensuring the welfare of European citizens, and represents an essential contribution to European competitiveness.

Therefore, human resources dedicated to R+D+i are at the top of the list of priorities for the Spanish Strategy on Science and Technology and on Innovation 2013-2020.

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

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


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

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

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

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

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

José Ignacio Fernández Vera
Director General of FECYT

WELCOME TO THE RESEARCHER’S GUIDE

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

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

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

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

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

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

Science is built by real people and it is essential to believe in them and make it as easy as possible to let them establish and develop their research in Spain. Therefore, as FECYT Managing Director, it is an honor to present to you “THE GUIDE FOR THE MANAGEMENT OF MOBILITY OF FOREIGN RESEARCHERS IN SPAIN, 2014”. In this guide, the main points of interest for researchers arriving to our country for the first time, due to work, grants or scientific projects, are set out simply and practically, to offer assistance for their move and integration.
To prepare this Guide, in order to ensure that the information contained in this publication is technically rigorous, FECYT benefited from the participation of experts from the various Ministries involved in the mobility of researchers. Contributions were received from the Ministry of Economy and Competitiveness, the Ministry of Employment and Social Security, the Ministry of Education, Culture and Sport, the Ministry of Finance and Public Administrations, the Ministry of Foreign Affairs and Cooperation and the Ministry of Industry, Energy and Tourism.

This guide is for orientation purposes and in no way substitutes the information provided by the competent organisations, with which in any case it will be necessary to conduct procedures.
1.1. THE EUROPEAN UNION FRAMEWORK FOR HUMAN RESOURCES IN R+D

1.1.1. Europe 2020

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

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

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

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

• 75% of the population aged 20-64 should be employed.
• 3% of the EU’s GDP should be invested in R+D.
• The 2030 climate/energy targets should be met (including an increase to 30% of emissions reduction if the conditions are right).
• The share of early school leavers should be under 10% and at least 40% of the younger generation should have a tertiary degree.
• 20 million people fewer should be at risk of poverty.

All these targets are interconnected and are mutually supporting:

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

1.1.2. Investing in cleaner technologies combats climate change and creates new business and employment opportunities.

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

- **Excellent Science**: Horizon 2020 aims to raise the level of excellence in Europe’s science base to secure Europe’s long-term competitiveness. To achieve this, it will support the best ideas, develop talent within Europe, provide researchers with access to priority research infrastructure, promote mobility of researchers and make Europe an attractive location for the world’s best researchers.

- **Industrial Leadership**: The aim of industrial leadership is to make Europe a more attractive location to invest in research and innovation. It will provide major investment in key industrial technologies, maximising the growth potential of European companies by providing adequate levels of finance to innovative SMEs.

- **Societal Challenges**: Horizon 2020 will deal with societal challenges, helping to bridge the gap between research and the market, and helping innovative companies to translate their technological advances into viable products with genuine commercial potential. This market focus will include establishing partnerships with the private sector and Member States to gather the necessary resources. Horizon 2020 will also contribute to the development of the European Area of Research (EERA) by 2014 with the aim of breaking down boundaries to create a single market for knowledge, research and innovation.

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

### TIMESCALE OF R+D AND INNOVATION POLICIES

**Spanish Strategy on Science and Technology and Innovation 2013-2020**

**State Plan on Excellence and Technological Research and Innovation 2011-2014**

**Annual Work Programmes**

**Seventh European Union Framework Programme: Innovation Framework Programme**

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<tr>
<td><strong>Spanish Strategy on Science and Technology and Innovation</strong></td>
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<tr>
<td><strong>State Plan on Excellence and Technological Research and Innovation</strong></td>
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<td><strong>Annual Work Programmes</strong></td>
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<tr>
<td><strong>Seventh European Union Framework Programme: Innovation Framework Programme</strong></td>
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<td><strong>Horizon 2020</strong></td>
</tr>
</tbody>
</table>

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

#### 1.1.3. European grants for the mobility of researchers

In addition to any grants for human resources in Research and Development that may be implemented at a national level within the various subprogrammes of the State Plan, we should not forget the opportunities offered by the grants given by the European Union for the mobility and recruitment of research staff. There are some of the most significant aids that will remain active in the new European Framework Horizon 2020 and in other European programmes:

- **Marie Curie Actions**: Funding is available for the mobility and recruitment of researchers at any point in their career, whether from state or private sources. Among the activities supported are individual research training for young researchers,脑子里 learning, and career development.

- **Mundus**: The Erasmus Mundus Programme is the global extension of the European student exchange programme, Erasmus. Its aim is to enhance higher education in Europe through exchanges of students and academics between Europe and the rest of the world. It funds institutions to create joint Masters and Doctorates, as well as individual students and academics by supporting mobility between universities through grants, for purposes that include taking those joint qualifications. Scholarships/fellowships are open to higher education students and academics from all over the world.

### Further information

- **In Europe**: http://ec.europa.eu/research/erasmus/actions/
- **In Spain**: http://oficinaeuropea.es/programa-marco/personas
- **European Research Council (ERC)**: The European Research Council (ERC) is a European agency that provides grants for fundamental research. Its grants (ERC programme) are given on the only criterion of scientific excellence, whatever the nationality (any researcher in the world can participate in the competitions, although the work must be conducted in a laboratory in one of the European Union member countries or one of the countries involved in the 7th European Research Framework Programme.

### Further information

- **In Europe**: http://erc.europa.eu
- **In Spain**: http://www.csic.es/programa-marcos/ideias

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1. The Seventh European Union Framework Programme for Research and Technological Development (2007-2013) – Horizon 2020 – brings all community initiatives related to research together under the same umbrella and plays a crucial role in achieving growth, competitiveness and employment objectives. For additional information, consult the [erc.europa.eu](http://erc.europa.eu) website. (available in English, French, German, Italian, Polish and Spanish).

1. EUROPEAN UNION FRAMEWORK

To create joint Master and Doctorate, a consortium of European universities from at least three different countries design and implement joint programmes of outstanding academic quality. Consortiums may also include universities from other parts of the world. Programmes include obligatory study and research periods, in at least two universities, and award recognized double, multiple or joint degrees. Erasmus Mundus masters and PhD programmes shall be selected for a five-year period, subject to an annual renewal procedure based on progress reporting. It is worth noting that in Horizon 2020, Erasmus Mundus doctorate will also be funded through Marie Skłodowska-Curie Actions for doctoral training.

Information available at:

This grant structure will be followed by other programmes funded and run by various Autonomous Communities (not all of them offer such grants, nor are the purposes and requirements similar).

Information available at:
- In the Euraxess Spain Network, you can consult the information available at the Services Centres in the Autonomous Communities: [http://www.euraxess.es](http://www.euraxess.es)

See suggested links in the point on Autonomous Communities in the section of the regulatory framework in Chapter 4.1. The Spanish Science, Technology and Innovation System

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

In March 2005 the European Commission unveiled European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which aim to contribute to developing an attractive European labour market for researchers.

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

- The European Charter for Researchers is a set of general principles and requirements that define the roles, responsibilities and rights of researchers and business owners and fund suppliers.

- The Code of Conduct for the Recruitment of Researchers, which does not differ vastly from the standard regulations governing recruitment, underlines the importance of open, transparent recruitment procedures and diverse, experienced selection committees.


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

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

Table 1. European Union grants for human resources in R+D
2
RESEARCHING IN SPAIN

2.1. THE SPANISH SCIENCE, TECHNOLOGY AND INNOVATION SYSTEM

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

2.1.1. Regulatory framework

The objective of the Science, Technology and Innovation Law (henceforth “STI Act” after its initials in Spanish) is to contribute to sustainable economic development and social welfare by generating, spreading and transferring knowledge and innovation.

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

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

a) Spanish Strategy on Science and Technology and on Innovation: contains the general framework.

b) State Plan for Scientific and Technical Research and on Innovation: develops the aims and principles of the Spanish Strategy and plans for the specific actions to undertake.

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

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

R+D+I policy in Spain

<table>
<thead>
<tr>
<th>Framework</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Spanish Strategy on Science and Technology and on Innovation 2013-2020</td>
<td>Mind for the challenges Spain faces in terms of scientific and technological research and innovation to make both activities and draining from progress.</td>
</tr>
<tr>
<td>State Plan for Scientific and Technical Research 2013-2016</td>
<td>Effectively regulates the management and execution of actions and the implementation of instruments to realise the objectives defined in the Strategy to be R+D+I.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual action programmes of the Plan</td>
<td>Plan the interventions of the General State Administration emerging from the State Plan. Every year they will list the resources available according to the General State Budgets agreement.</td>
</tr>
</tbody>
</table>
2. RESEARCHING IN SPAIN

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

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

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

ANNUAL ACTION PLAN 2013

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

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

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

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

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

Guide for the Management of the Mobility of the Foreign Researcher in Spain 2014
2. RESEARCHING IN SPAIN

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

<table>
<thead>
<tr>
<th>SUBPROGRAMME</th>
<th>LEVEL OF STUDIES</th>
<th>UNIVERSITIES AND STATE R+D+i CENTRES</th>
<th>COMPANIES AND OTHER PRIVATE R+D+i CENTRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>Final-year undergraduates or first-year official Masters students</td>
<td>Collaborative grants for beginning a research career</td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Predoctorial contracts for PhD training</td>
<td>Predoctorial training contracts for University Staff</td>
<td>Predoctorial contracts at the European University Institute</td>
</tr>
<tr>
<td>PhD</td>
<td>Contracts for predoctorial training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiring</td>
<td>PhD</td>
<td>Hiring Contracts for Young PhD Graduates (from 2014)</td>
<td>“Ramón y Cajal” Contracts</td>
</tr>
<tr>
<td></td>
<td>Graduates, Engineers, Architects or PhD Holders</td>
<td>EAFPRA Hiring managers and other R+D+i activities</td>
<td>EAFPRA Hiring managers and other R+D+i activities</td>
</tr>
<tr>
<td></td>
<td>Superior Technicians with Vocational Training</td>
<td>Contracts for R+D+i Technical Support Staff</td>
<td>EAFPRA Hiring managers and other R+D+i activities</td>
</tr>
<tr>
<td>Mobility</td>
<td>Masters</td>
<td>Grants for predoctoral mobility</td>
<td>Grants for predoctoral mobility for University Teaching</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>Mobility grants for Spanish teachers and researchers to foreign centres</td>
<td>Ayudas a la movilidad en cooperación internacional</td>
</tr>
</tbody>
</table>
### Table 3: Main Ministries

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

Table 1: Main Ministries

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

1. **The National Research Agency** (its founding set out in the STI Act) will be aimed at fostering the creation of knowledge in all scientific and technical fields and, using scientific or technical merit as an assessment criterion, it will manage the funding, assessment and verification of scientific and technical activity.

2. **The Centre for Industrial Technological Development (CDTI)** is responsible for fostering innovation and uses technical or market merit and the socioeconomic impact of projects as a criteria for allocating resources.

### Autonomous Regions

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

### Table 4: Information Points in the Autonomous Regions

<table>
<thead>
<tr>
<th>Region</th>
<th>Information Point</th>
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<tr>
<td>Andalusia</td>
<td><a href="http://www.juntadeandalucia.es">http://www.juntadeandalucia.es</a></td>
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<td>Aragon</td>
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<td>Asturias</td>
<td><a href="http://www.asturias.es/">http://www.asturias.es/</a></td>
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<tr>
<td>Balearic Islands</td>
<td><a href="http://www.caib.es">http://www.caib.es</a></td>
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<tr>
<td>Canary Islands</td>
<td><a href="http://www.itscanarias.org">http://www.itscanarias.org</a></td>
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<td>Cantabria</td>
<td><a href="http://www.cantabria.es">http://www.cantabria.es</a></td>
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<td>Castile-La Mancha</td>
<td><a href="http://www.iadecanarias.org">http://www.iadecanarias.org</a></td>
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<tr>
<td>Castile and Leon</td>
<td><a href="http://www.jcyl.es">http://www.jcyl.es</a></td>
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<tr>
<td>Catalonia</td>
<td><a href="http://www.gencat.cat">http://www.gencat.cat</a></td>
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<tr>
<td>Extremadura</td>
<td><a href="http://www.gobex.es">http://www.gobex.es</a></td>
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<td>Galicia</td>
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<td>Madrid (Regional)</td>
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<td>Region of Murcia</td>
<td><a href="http://www.murcia.es">http://www.murcia.es</a></td>
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<tr>
<td>Navarre (Regional)</td>
<td><a href="http://www.navarra.es">http://www.navarra.es</a></td>
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<tr>
<td>Basque Country</td>
<td><a href="http://www.euskadi.net">http://www.euskadi.net</a></td>
</tr>
<tr>
<td>La Rioja</td>
<td><a href="http://www.larioja.org">http://www.larioja.org</a></td>
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Table 4: Information points in the Autonomous Regions
RESEARCHING IN SPAIN

SINGULAR SCIENTIFIC AND TECHNICAL INFRASTRUCTURES (ICTS)

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

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

LARGE INTERNATIONAL SCIENTIFIC FACILITIES

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

- CERN: European Laboratory for Particle Physics
- ILL: Institut Laue-Langevin
- ESRF: European Synchrotron Radiation Facility
- ESRF-Bilbao: Sede Española de la Fuente Europea de Neutrones por Espalación
- ITER: International Thermonuclear Experimental Reactor
- ESO: European Organisation for Astronomical Research in the Southern Hemisphere
- ESA: Programa Científico de la Agencia Espacial Europea
- IMF: International Fusion Materials Program
- GMBA: Grupo de Modelación e Ingeniería de Materiales Avanzados
- ESOF: European Science Open Forum
- E-science: through initiatives such as the EGI (European Grid Initiative), BEGRID and GÉANT
- GBIF: Global Biodiversity Information Facility
- EMBL-EMBL-ERIC: European Molecular Biology Organization, Laboratory and Conference
- IOGP-NCDP: Integrated Ocean and Continental Drilling Program
- CECAM: Centre Européen de Calcul Atomique et Moléculaire
- ESF-Bilbao: Sede Española de la Fuente Europea de Neutrones por Espalación
- EDA: Programa Científico de la Agencia Espacial Europea
- INL: International Iberian Nanotechnology Laboratory
- E-scient: through initiatives such as the EGI (European Grid Initiative), BEGRID and GÉANT
- GEF: Global Biodiversity Information Facility
- PRACE: Partnership for Advanced Computing in Europe
- EMBL-EMBL-ERIC: European Molecular Biology Organization, Laboratory and Conference
- IOGP-NCDP: Integrated Ocean and Continental Drilling Program
- CECAM: Centre Européen de Calcul Atomique et Moléculaire
- ESF-Bilbao: Sede Española de la Fuente Europea de Neutrones por Espalación
- EDA: Programa Científico de la Agencia Espacial Europea

2.1.2. Indicators

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

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

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

Broken down by Autonomous Region, the Basque Country (2.1%), Navarre (2.08%) and Catalunya (1.99%) are those that in 2011 spent more than the national average on R+D+i in terms of cost as a proportion of GDP.

The number of people employed in R+D+i on FTE (Full Time Equivalent) was 215,079 people, or 11.9 per thousand of the total employed population, of which 130,235 were researchers on FTE. Broken down by Autonomous Region, the Basque Country (30.4%), Catalonia (29.3%) and the Basque Country (25.8%) received the most funding. The Autonomous Regions of Madrid (30.4%), Catalonia (29.3%) and the Basque Country (25.8%) together made up over 50% of the total personnel employed in R+D+i.

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

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

In terms of innovation data, in 2011 the number of companies with technological innovation was 27,201 and the costs of innovation activities were €14,756 million. Innovative companies undertaking R+D+i activities represented 5.04% of the total business network in Spain.
2. RESEARCHING IN SPAIN

University students visit the Research Centre for Energy, Environment and Technology, CENER, Public Research Organization

2.2. RECOGNITION OF FOREIGN QUALIFICATIONS

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

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

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

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

If researchers only require their qualifications to be recognised exclusively on a professional level in order to practice a specific profession and they obtained their qualifications from a country in the EU, EEA or Switzerland, they may apply for professional recognition or free provision of services. In this respect, the European regulation on regulated professions (Directive 2005/36/EC of the European Parliament and Council) is to be considered.

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

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

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

2.2.2. How to apply for recognition

RECOGNITION OF DIPLOMAS AND DEGREES

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

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

PROCEDURE: WHAT DOCUMENTS TO SHOW

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

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

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

- Electronic process: Procedures and Services
- By downloading the corresponding form from the web page of the Ministry of Education, Culture and Sport.

1 The fields for degrees listed at the following link will not be submitted: http://www.mecd.gob.es/educacion/mecd/sede/educacion-universitaria/titulos/homologacion-titulos/titulos-universitarios.html (available only in Spanish).
2 Applicants must present original documents together with photocopies of them at the Office where they present their application. The Office will verify the documents and copies, checking the identity of their content, and will return the original documents to the applicants. After the copies are processed and stamped or certified in accordance with the provisions of article 6 of Royal Decree 772/1999, they will be attached to the application form.

24 25
2. RESEARCHING IN SPAIN

Please consult:
• At the registry offices of Local Government organisations,
• At the registry offices of Regional Governments.
• At Spanish embassies and consular offices abroad.
• At post offices, as established by law.
• At the registry offices of any Central Government administrative body or government organisations linked or attached to the Central Government.

12 Pursuant to the provisions of Article 38.4 of the Public Administration Legal System and Common Administrative Procedure Act 30/1992, 26th November, expanded on in Article 2 of Royal Decree 772/1996, of 7th May.

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

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

• When applying for recognition as a specific qualification from the catalogue, this may be awarded, rejected or approved on the condition that the applicant fulfils complementary training requisites (specified in the resolution and which may consist of: passing an aptitude test, completing a period of work experience, carrying out a project or work or attending supervised courses).

• Applications for recognition as a generic academic degree can only be awarded or rejected.

RECOGNITION OF POSTGRADUATE QUALIFICATIONS (MASTERS AND DOCTORS)

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

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

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

The interested party sets the procedure in motion by submitting an application to the Chancellor of the University. The Chancellor will make a reasoned decision on the basis of a prior report from the competent authority in the field of postgraduate study. The Chancellor may approve or reject the application for recognition. When recognition is approved, the Chancellor will issue credentials as proof.

RECOGNITION OF FOREIGN NON-COMMUNITY QUALIFICATIONS IN HEALTH SCIENCE SPECIALTIES

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

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

16 Royal Decree 459/2010 of 10th April, which regulates the conditions for recognition for professional purposes of foreign degrees with a specialism in Health Sciences obtained in non-EU Member States.

When applying for recognition as a specialist in the field of postgraduate study, the applicant sets the procedure in motion by submitting an application to the Ministry of Health, Social Services and Equality.

The applicant sets the procedure in motion by submitting an application to the Ministry of Health, Social Services and Equality.

Spanish embassies and consular offices abroad.

• Recognition of a catalogue qualification
• Recognition of a Spanish academic qualification

15 These requisites will be fulfilled through a thesis or project Spanish University or higher education centre; the applicant deems fit and which fulfils all the studies that yield the Spanish academic degree that the application for recognition refers to. This must be completed within four years from the date the resolution is notified on recognition under the condition of fulfilling complementary requisites will no longer be valid.
16 Pursuant to the provisions of Article 38.4 of the Public Administration Legal System and Common Administrative Procedure Act 30/1992, 26th November, expanded on in Article 2 of Royal Decree 772/1996, of 7th May.

RECOGNITION OF QUALIFICATIONS TO EXERCISE A PROFESSION IN SPAIN

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

• Provide proof of specialist professional training.
• Provide proof of sufficient knowledge of Spanish.
• Be authorised to practice their profession.

Please consult:
http://www.educacion.gob.es/ministerio/formacion/recoTitulosExtra.htm

17 Please consult: http://www.mec.es/profesionales/formacion/mec/PalaU/Institu.htm [available only in Spanish]
18 Please consult: http://www.educaesiones.gob.es/documents/10155/397318/document.pdf [available only in Spanish]
19 This regulation in Spain is part of Royal Decree 1837/2008, of 23rd November, which incorporates into Spanish legislation EU Directive 2005/36/EC of 7th September, 2005 and EU Directive 2006/105/EC of 20th November, 2006, referring to the recognition of professional qualifications and also to certain aspects of exercising the profession of lawyer.

18 This regulation in Spain is part of Royal Decree 1837/2008, of 23rd November, which incorporates into Spanish legislation EU Directive 2005/36/EC of 7th September, 2005 and EU Directive 2006/105/EC of 20th November, 2006, referring to the recognition of professional qualifications and also to certain aspects of exercising the profession of lawyer.
It is worth differentiating between the free provision of services on a temporary or occasional basis and recognition to become established in another Member State.

### Free provision of services

This is based on the premise that the service provider travels to Spain to temporarily or occasionally exercise a regulated profession. The requirement is to be legally established in another Member State to exercise the same profession and, when the profession is not regulated in the country of residence, to have worked for at least two years out of the ten years prior to providing the service in Spain. The Member State where the service is provided may require a preliminary statement (accompanied by certain documents), or may decide to conduct a preliminary verification of qualifications (only in the case of professions related to health and security).

### Freedom of establishment (authorisation)

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

### Regulation of professions

- **General recognition scheme.** All other regulated professions: a professional qualified in one Member State to exercise a profession must be recognised, on a general basis, by another Member State to exercise the same profession. If there are substantial training differences, the host Member State may impose compensatory measures (practice period or aptitude test). If the profession is not regulated in the State of origin, two years of professional experience or regulated training (designed specifically to exercise a profession) are required.
- **Recognition of professional experience.** This applies to commercial, artisan and trade activities that require general, commercial or professional knowledge and aptitudes. It is an automatic recognition based on the certification of a minimum period of professional experience.

### Recognition of Qualifications

Upon arrival in Spain, the professional must present the documentation to different bodies depending on the profession.

- **General recognition scheme.** All other regulated professions: a professional qualified in one Member State to exercise a profession must be recognised, on a general basis, by another Member State to exercise the same profession. If there are substantial training differences, the host Member State may impose compensatory measures (practice period or aptitude test). If the profession is not regulated in the State of origin, two years of professional experience or regulated training (designed specifically to exercise a profession) are required.
- **Recognition of professional experience.** This applies to commercial, artisan and trade activities that require general, commercial or professional knowledge and aptitudes. It is an automatic recognition based on the certification of a minimum period of professional experience.

### Validation of foreign studies

- **Validation of foreign studies.** All other regulated professions: a professional qualified in one Member State to exercise a profession must be recognised, on a general basis, by another Member State to exercise the same profession. If there are substantial training differences, the host Member State may impose compensatory measures (practice period or aptitude test). If the profession is not regulated in the State of origin, two years of professional experience or regulated training (designed specifically to exercise a profession) are required.
- **Recognition of professional experience.** This applies to commercial, artisan and trade activities that require general, commercial or professional knowledge and aptitudes. It is an automatic recognition based on the certification of a minimum period of professional experience.

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## 2. RESEARCHING IN SPAIN

### 2.2.4. Information points and centres

#### In Spain:
- **Ministry of Education, Culture and Sport**
  - Customer Service
  - TEL.: 91 327 7681
  - Queries can be made by sending an email from the web page below:

- **Regional Departments of Education in Autonomous Regions**
  - Government Delegations (High Inspectorate of Education) and Subdelegations
  - [http://www.mecd.gob.es/educciones-externas/areas-educacion/comunidades-autonomas.html](http://www.mecd.gob.es/educciones-externas/areas-educacion/comunidades-autonomas.html) (available only in Spanish)

- **Universities**
  - Information can also be obtained at universities regarding the procedures that involve them.

- **NARIC (National Academic Recognition Information Centre)**
  - [http://www.enic-naric.net](http://www.enic-naric.net) (available in English)

- **Internet**
  - Website on recognition, validation and recognition of foreign qualifications and studies in Spain:

#### Abroad:
- **Education Offices abroad**
  - See the website below to find out the location of Education Offices abroad and how to contact them:

- **Consular Offices of the Spanish Embassy**
  - For more information, see the website of the Ministry of Foreign Affairs and Cooperation:
  - [http://www.mae.es](http://www.mae.es) (available only in Spanish, English and French)

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<table>
<thead>
<tr>
<th>Study or official foreign qualification</th>
<th>To study</th>
<th>Processing entities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate</td>
<td></td>
<td>(Ministry of Education, Culture and Sport (University))</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td>(University)</td>
</tr>
<tr>
<td>Non-university education</td>
<td></td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
<tr>
<td>Public institutions (work contracts)</td>
<td></td>
<td>(University)</td>
</tr>
<tr>
<td>Public institutions (access to public role)</td>
<td></td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
<tr>
<td>Private entities</td>
<td></td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications not from EU, EEA or Switzerland</th>
<th>To work (practise a profession)</th>
<th>Processing entities</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Application for recognition of qualification is required</td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
<tr>
<td></td>
<td>As academic degree</td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
<tr>
<td></td>
<td>As catalogue qualification</td>
<td>(Ministry of Education, Culture and Sport)</td>
</tr>
</tbody>
</table>

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**Figure 5. Summary table of recognition procedures**

**Table 8. Other aids for human resources in R+D**
2.3.1. Predoctoral contract

Predoctoral employment contracts are signed in accordance with the following requirements:

a) The contract is for research work as part of specific, original projects undertaken by degree-holders, engineers, architects, recent university graduates with at least 300 credits (European Credit Transfer System – ECTS), a university masters degree or equivalent who have been accepted onto a PhD course. They will receive the title of predoctoral researcher trainees.

b) The contract will be signed in writing by the predoctoral research trainee, as the employer, and the public university or research centre leading the research group, as the employer, and must be accompanied by the written acceptance of the former onto the PhD programme issued by the department responsible for the programme or by the PhD or postgraduate school if applicable.

c) The contract must have a duration of more than one year but not exceed five years. When the duration of a contract is less than five years, it may be extended subject to formal evaluation by the academic committee of the concerned PhD course.

d) The work to be undertaken will primarily consist of research activities with the intention of helping researchers achieve a high level of professional perfection and specialisation to consolidate their professional experience.

e) The contract must have a duration of more than one year, but not exceed five years. When the duration of a contract is less than five years, it may be extended subject to formal evaluation by the academic committee of the concerned PhD course.

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

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

a) These contracts can only be offered to holders of a PhD or equivalent.

b) The work to be undertaken will primarily consist of research activity with the intention of helping researchers achieve a high level of professional perfection and specialisation to consolidate their professional experience.

c) The contract must have a duration of more than one year, but not exceed five years. When the duration of a contract is less than five years, it may be extended subject to formal evaluation by the academic committee of the concerned PhD course, or the PhD or postgraduate school if applicable.

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage22 set each year.

2.3.3. Distinguished researcher contract

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

a) These contracts can only be offered to holders of a PhD or equivalent.

b) The work to be undertaken will primarily consist of research activity with the intention of helping researchers achieve a high level of professional perfection and specialisation to consolidate their professional experience.

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.4. Contract with a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.5. International researcher contract

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.6. Contract with no specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.7. Contract with the option of a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.8. Contract with the option of a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.9. Contract with the option of a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.10. Contract with the option of a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.11. Contract with the option of a specific duration

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

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

d) The compensation for this contract must be no less than 50% of the salary set for equivalent categories by the collective bargaining agreements in the field during the first two years, no less than 60% in the third year and no less than 75% in the fourth. Compensation must never be less than the national minimum wage set each year.

2.3.12. Contract with the option of a specific duration

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

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

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2.3.13. Contract with the option of a specific duration

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

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

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2. RESEARCHING IN SPAIN

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

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

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

2.3.3. Distinguished researcher contract

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

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

2.3.4. Consolidating a career in research

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

Public employment as regards a career as a researcher working for Public Research Centres that report to the Central Government is divided into the following scientific categories which will have full research authority:
- a) Research Lecturers of Public Research Centres.
- b) Scientific Researchers of Public Research Centres.
- c) Head Scientists of Public Research Centres.

Public university lecturers employed by the Government will belong to the following categories and will have full teaching and research authority:
- a) University Professors.
- b) University Senior Lecturers.

2.4. PROTECTION OF R+D

It is essential to protect the knowledge generated by all public and private organisations in order to take advantage of the benefits it can potentially yield. Such protection, which in English speaking countries is referred to as “intellectual property rights,” is divided into two types of property rights in Spain:
- Industrial property: the series of exclusive rights that protect innovative activity (new products, processes or designs) and commercial activity by way of exclusively identifying products and services on the market (trademarks and trade names).
- Intellectual property: the series of rights that belong to creators and other knowledge owners in regard to the works and benefits stemming from their creation.

Industrial and intellectual property rights cover a wide range of legal forms, including patents, utility models, industrial designs, new varieties of plants, trademarks, brand names, trade secret, computer programmes and copyright, among others.

The next section covers those which are used most frequently.

**What can be protected?**

<table>
<thead>
<tr>
<th>Protection</th>
<th>Duration (years)*</th>
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<tbody>
<tr>
<td>Patent</td>
<td>5 10 15 20</td>
</tr>
<tr>
<td>Utility Model</td>
<td>5 10 15 20</td>
</tr>
<tr>
<td>Product appearance</td>
<td>Industrial design**</td>
</tr>
<tr>
<td>Trademarks, brand names</td>
<td>Distinctive features***</td>
</tr>
<tr>
<td>Literary, artistic and scientific work and software</td>
<td>Copyright **</td>
</tr>
</tbody>
</table>

(*) From the date of application subject to the maintenance fees being paid.
(**) Industrial design: protection for 5 years renewable for up to 25 years.
(***Distinctive features: protection for 5 years renewable multiplies.

2.4.1. Industrial property

**PATENTS**

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

The three criteria that must be met for an invention to be eligible for a patent are as follows:

1. Worldwide innovation: an invention is considered new when it is not included in the state of art. The state of the art includes everything that is available to the public, by any means and in any place, before submission of the patent application.
2. Inventive activity: an invention has inventive activity if an expert in the field does consider it is evidently new.
3. Industrial application: an invention is considered to be applicable to industry when it can be manufactured in any type of industry, including agriculture.

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

It is worth bearing in mind that:

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

- Publishing an invention before submitting a patent application cancels out the innovation. Publishing an invention before submitting a patent application cancels out the innovation. It is therefore vital for a researcher not to disseminate by any means an invention that he or she might be interested in patenting, including conferences, specialised publications, the internet, etc.

- Discoveries, scientific theories, mathematical methods, literary, scientific or artistic works or any other aesthetic creation, regulations or methods for carrying out intellectual, recreational or economic and marketing activity cannot be patented.

- Methods of surgical or therapeutic treatment of – or essentially biological processes intended to obtain plant varieties or animal breeds are not eligible for protection by way of a patent either.

- Patents in Spain, as is the case in most countries in the world, are awarded for a period of 20 years from the date of application. After this period, the patented object becomes public domain and can be exploited by third parties.

- Principle of territoriality: this means that protection is only obtained in the countries where the patent is registered. Therefore, registering this country’s invention does not provide automatic protection in other countries. As a result, it is necessary to ensure protection by registering in each.

- Right of priority: this right lays down that, from the date of the first application in the period between the date of the first application and subsequent dates of presentation at the various national offices. The date of the first application is therefore taken to define the pre-existing State of the Art when the application is examined. Thus the applicant has a period of twelve months to decide in which country he/she wishes to apply for protection, and does not have to present all the applications at the same time.

Processing a patent:

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

- As a result, it is necessary to ensure protection by registering in each.

- Headquarter of the Office of the Doñana Biological Station, EBD, CSIC.

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

- Protection can also be extended to Bosnia and Herzegovina and Montenegro; which, although not part of the Agreement, have signed extension agreements with the EPO.

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

- The PCT route is not a patent concession procedure like the EPO, nor does it replace national concessions; it does, however, unify the processing of international protection.

Utility Models

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

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

Industrial Designs

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

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

Distinctive Features

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

Title

14 Countries according to the World Intellectual Property Organization, as at 1st March 2013) chosen by the inventor. The PCT route is not a patent concession procedure like the EPO, nor does it replace national concessions; it does, however, unify the processing of international protection.


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

2. RESEARCHING IN SPAIN

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

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

2.4.2. Intellectual property

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

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

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

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

2.4.3. Titularidad del conocimiento

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

As regards ownership, inventions can be:

- Employee inventions: inventions made by employees while their contract or service relationship with an enterprise remains valid and which are the result of a research activity that is either expressly or implicitly part of the object of their contract, belong to the employer.

- Free inventions: inventions made by employees when the above circumstances do not apply belong to the employees who made them.

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

IPTP-Helpdesk
Run by the European Commission, the IPTP-Helpdesk offers basic legal assistance, especially as R+D projects financed by the European Union.
http://www.iprhelpdesk.eu

InnovAccess
Portal created by national patent offices, the EPO and the OHIM to give information on intellectual and industrial property rights and their user services.
http://www.innovaccess.eu

TransAtlantic IPR Portal
Assistance provided by various national public agencies in Europe and the United States, mainly intended for SMEs.

CHINA IPR SME Helpdesk
Free practical information on intellectual and industrial property rights in China, mainly intended for SMEs.
http://www.china-ipphelpdesk.eu

ASEAN IPR SME Helpdesk
A free service provided by the European Commission that provides practical information for SMEs in ASEAN on intellectual and industrial property rights in the Association of Southeast Asian Nations (ASEAN).
http://www.asean-ipp-helpdesk.eu

EuropeanTrade
The European Trade Mark and Design Network is a combined series of systems and practices designed to support users in obtaining the best possible service from the national, regional and EU bodies that are responsible for Trade Mark and Design protection.
http://www.trademark.eu

2.4.4. Offices to apply for protection

<table>
<thead>
<tr>
<th>Office Type</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish Patents and Trademarks Office (SPTO)</td>
<td>Provides legal protection for the various forms of industrial property by awarding patents, utility models and industrial designs, among others.</td>
</tr>
<tr>
<td>European Patent Office (EPO)</td>
<td>For European patent applications. A centralised procedure that provides protection in some or all of the States that endorse the European Patent Convention. Only one application is required in one of the three official languages (English, French or German).</td>
</tr>
<tr>
<td>Office for Harmonization in the Internal Market (OHIM)</td>
<td>The official European Union agency for registering trademarks, designs and community models.</td>
</tr>
<tr>
<td>Intellectual Property Office</td>
<td>Voluntary registering of literary, scientific and artistic creations, computer programmes, etc.</td>
</tr>
</tbody>
</table>

This section recommends some free legal services in the field of industrial and intellectual property.
ENTRY AND RESIDENCE IN SPAIN
3.1. INTRODUCTION

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

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

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

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

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

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

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28 Directive 2009/54/EC of the Council of 25 May 2009 regarding the entry and residence conditions for third-country nationals carrying out highly qualified work
3. ENTRY AND RESIDENCE IN SPAIN

3.2. ENTRY TO SPAIN

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

a) Possession of a valid, current passport or travel documents for EU citizens, national identity documents will also be deemed valid
b) Visa if required
c) Justification of the purpose and conditions of entry and stay

• For scientific, professional or scientific trips or for other purposes, some of the following documents may be requested: An invitation from a research body, company or authority to take part in meetings, conventions, etc. of a scientific or technical nature; Document accrediting the existence of scientific, industrial, commercial, cultural relations, etc.; Access cards for congresses, conventions, fairs, etc.; or invitations, entry cards, bookings or programmes with an indication, where possible, of the name of the meeting body and duration of the study or any other document indicating the purpose of the visit.

d) Proof, where applicable, of sufficient monetary means to cover the stay in Spain or of being in a capacity to obtain them, and of moving on to another country or returning to the country of origin.

e) Presentation of the corresponding health certificates
f) Proof of not being the subject of a ban on entry

g) Not posing a threat to Spain’s public health, public order, national security or international relations, or those of States with whom Spain has an agreement to such an effect.

3.3. DEFINITION AND CATEGORIES OF VISAS:

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

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

- Short-term visas: these authorise stays in Spain of up to 90 days per six months. EU legislation establishes the list of third countries whose nationals are exempt from the need to obtain a visa for stays in the Schengen Area for under 90 days per six months and for nationals of third countries subject to this requirement.
- National or long-term visas: when the stay in Spain exceeds three months, a national or long-term visa needs to be obtained. In this case, there are no exceptions by nationality except for the special regime for nationals of EU Member States, the European Economic Area and Switzerland. Visas issued for the undertaking of professional activities with a duration of less than 90 days per six months are also national visas. In this category, the visa is due to the undertaking of research or training activities and is as follows:

29 The objective of the Schengen Agreement, signed in 1985 and applicable since 1995, is to abolish border controls within the Schengen Area and to harmonise external border controls. The majority of the Member States of the European Union and the United Kingdom and some third countries like Iceland, Liechtenstein, Norway and Switzerland.

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

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

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

• Study visa.
• Exemption from work authorisation visa.
• Research visa.
• Residence and work visa.

Guide for the Management of the Mobility of the Foreign Researcher in Spain 2014
3. ENTRY AND RESIDENCE IN SPAIN

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

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

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

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

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

### Africa:
- Mauritius, Seychelles

### América:
- Antigua y Barbuda, Argentina, Bahama, Barbados, Brazil, Canada, Chile, Costa Rica, El Salvador, USA, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, St. Kitts and Nevis, Uruguay, Venezuela

### Asia:
- Brunei, South Korea, Israel, Japan, Malaysia, Singapore, Taiwan.

### Europa:
- Albania, Andorra, E.V.R.M., Bosnia Herzegovina, Croatia, Monaco, Montenegro, Romania, San Marino, Holy See, Serbia.

### Oceania:
- Australia, Nuevo Zelandia.

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

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


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

1. Check that you are required to apply for a visa in order to enter Spain.
2. Apply for a stay or residency permit: this permit enables a foreigner from a country outside the members of the European Economic Area to stay in Spain for a period of over 90 days. Solicitar el visado (una vez se haya obtenido la autorización de estancia).
3. Apply for the visa (once the stay permit has been obtained).

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

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

- **Short stays** (under 90 days):
  - Short stay visa
  - Work permit exemption (speeds up process for obtaining visa)

- **Long but not indefinite stays** (more than 90 days, under 5 years):
  - Study permit
  - Temporary residency and paid employment
  - Work permit exemption
  - Temporary residency and work involving transnational provision of services
  - Temporary residency and paid employment
  - Permits processed by the Special Unit for Large Companies and Strategic Economic Sectors (UGE-CE in Spanish)

- **Long or indefinite stay** (more than 5 years):
  - Long stay residency permit
  - Long stay residency permit – EU

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

**Figure 9. Outline of visa application and residency permit applications**
The following sections describe the conditions researchers must meet in order to apply for each of the above permits, together with their duration, the possibility of renewal, etc. It also explains the fast processing of the Unit for Large Companies and Strategic Economic Sectors (UGE - CE) for researcher recruiting entities only.

3.4.1. Short stay procedures

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

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

a) Short stay visa: Enables the holder to remain in our country:

1. Short period: Schengen Area up to a maximum of ninety (90) days per six months, over either one uninterrupted period or successive periods.

   - Short stay visas can be applied for at the corresponding Diplomatic Mission or Consular Office26. If the applicant’s country of residence lacks a Spanish Diplomatic Mission or Consular Office, he/she can go to the Diplomatic Mission or Consular Office representing Spain in that country to apply for a visa.

   - The official application model can be downloaded for free from the website of the Ministry of Foreign Affairs and Cooperation27 or obtained - also for free - at Spain’s Security. Their website is informacionencastellano.1. http://extranjeros.empleo.gob.es/es/InformacionInteres/Documentos/Impreso%20del%20Diplomatic%20Visa.pdf

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


b) Temporary residency with work permit exemption:

   - This can be applied for by foreigners who meet any of the following conditions:

     1. Experts, researchers and scientists either invited or recruited by the General State Administration, Regional Governments, universities, local governments or organisations whose mission is to promote and carry out research and which are either run or owned by the aforementioned institutions.

     2. Lecturers, experts, researchers or scientists either invited or recruited by a Spanish university to perform lecturing, research or academic work.

     3. Executive or teaching staff from cultural or educational centres in other states, or private centres of proven prestige officially recognised by Spain that intend to set in motion cultural and educational programmes in Spain about their respective countries, providing their activity is confined to running such programmes.

     4. Members of international scientific missions who plan to carry out work and research in Spain, authorised by the competent State or Regional Administration.

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

   - Permits for residency and work involving transnational provision of services.

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

1. When the person is moving on account of, and under the direction of, the foreign company as part of the completion of a contract.

2. When the person is moving to workplaces in Spain of the same company or group of companies.

3. When the employees moving are highly qualified and the purpose of the move is to supervise and advise on work or services that companies based in Spain go abroad to undertake.

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

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

To prolong the stay up to the maximum 3 months, you must go to the Immigration Office of the province in which you will stay.
The permit will be limited to a specific occupation and region. Its duration will be the same as the displacement time, with a limit of one year.

3.4.2. Procedure for a long but not indefinite stay

Long but not indefinite period: any unattempted period or combination of successive periods that exceed 90 days per six months of the date of first entry. These types of permits and visas give researchers the right to temporary residence for a maximum of five years.

There are different types of entry permits depending on the researcher’s situation:

(a) Study permit

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

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

The study visa authorises foreigners to stay in Spain until the completion of the activity for which it was awarded. The duration of the stay will be the same as that of the activity for which the visa was awarded, for a maximum of one year, renewable on a yearly basis when proof is provided that the foreigner still meets the criteria to be eligible for this type of visa. A decision regarding this permit will be made within no more than 7 days from the date the application is received. The following are required for the study permit and the corresponding visa include:

- Being accepted by an authorised educational centre in Spain on a full-time course that leads to a degree or a study certificate, or being accepted by an officially recognised centre in Spain to carry out research or training activities. If you are participating in a student mobility programme, you must also prove you have been admitted onto this programme.
- Having guaranteed the necessary economic means to cover expenses during the stay and to return to the applicant’s country of origin, providing proof of a monthly amount equivalent to 100% of IFRSA 41, unless the researcher duly proves he or she has prepaid the accommodation for the duration of their stay. If the stay is part of a student mobility programme, it is sufficient if the mobility programme includes provisions that guarantee the maintenance of the foreigner during the period of mobility.
- Have taken out health insurance with a company authorised to operate in Spain.
- When the length of the stay exceeds 6 months, the following will also be necessary:
  - Medical certificate proving that the applicant does not suffer from an illness with potentially serious repercussions on public health 42.
  - For those of legal age, there must be no criminal record in the last 5 years in their previous countries of residence.

The application for a study visa must be submitted in person by the researcher or student in the diplomatic mission or Spanish consular officer in the researcher’s place of residence. A decision regarding this permit will be made within no more than 15 days from the date the application is received. If the Diplomatic Mission or Consular Office authorises the application, the foreign researcher or student in the diplomatic mission or Spanish consular officer will issue the correspondent work permit.

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

3.4.3. Procedure for a prolonged stay

For foreign researchers whose project in Spain does not exceed six months in length will obtain a visa sticker whose duration will be exactly that of the length of the project; and in the case of projects that last more than six months, the visa sticker will last 90 days, because it is not this sticker that authorises the researcher’s stay in Spain but the Foreign National Identity Card, which, as mentioned above, must be applied for within a month of arrival in Spain. This means that for projects of more than six months, the researcher’s right to stay in Spain is conditional on obtaining the foreign national identity card within one month of entering Spain. The foreign national identity card can only be obtained in Spain, and the applicant will be informed of the granting of the visa and will have two months from that date to pick it up. This not being the case, it will be assumed that the visa is no longer required and the procedure will be archived.

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

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

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

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

It should be noted that foreign nationals who apply for a place on a specialised medical course 44 in healthcare centres to train Health Sciences specialists without any need for the corresponding work permit:

The following are exempt from applying for the visa:

- MIR, EIR, BIR, IR, MIR, EIR, BIR, IR
- NB: If the work involved in the research project is not paid, a study visa must be applied for.

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

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

- Have been in Spain with “staying” status for at least three years (in exceptional circumstances, for professional or scientific merit, a duration of under three years may be authorised).

- Have made the most of their studies or research work.

- Have not received a grant or been subsidised by either public or private organisations as part of cooperation or development schemes in Spain or the students’ country of origin.

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

42 Indicador Público de Renta de Vida Media Multiplicado (Multipurpose Public Income Indicator), the annual value of which can be consulted at: http://www.msp-social.es/Enlaces/Anexos/Files/15777/Regimenes/RegimenGeneraldelaS10957/TablaS10957b932/parametrosrelacionados370/IndiaResumendebase9932/Parametrosrelacionados370/informe49380 (information available in Spanish, English and French).

43 The International Health Regulations is a legal instrument signed by 194 countries with the support of the World Health Organisation to prevent the international spread of diseases: http://www.who.int/ihr/ (available only in English, French, Spanish, Russian, Arabic, and Chinese).
at the time renewal is requested. Predoctoral contracts have a maximum duration of 4 years.

**b) Temporary residency**

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

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

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

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

B.3 Temporary residency permit with work permit exemption.

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

B.5 Temporary residency and paid employment permit.

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

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

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

The Spanish Ministry of Science and Innovation (MICINN) will maintain an updated list of all research centres that have been authorized to sign hosting agreements with foreign researchers. By default, the list will include universities, public research centres (PIBUs) that report directly to the Central and Regional Governments and public or private research centres that are officially recognized as organisations that conduct research activity (these organisations, as indicated in section 4.1 of the Spanish System for Science, Technology, and Innovation, Are Called Technology Institutes).

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

**Hosting agreement**

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

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

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46 The work experience contract offered to a person with a study permit will not contribute to unemployment benefits in accordance with the 16th Additional Provision to the Immigration Act (Royal Decree 157/2010 of 20th April).

47 The list for Large Companies and Strategic Economic Sectors (UGE-CSE) reports to the Directorate General for Migration of the General Secretariat of Immigration and Emigration at the Ministry of Employment and Social Security. Their website is [http://intercambios.emploj.es/\UnidoGrandesImpres](http://intercambios.emploj.es/UnidoGrandesImpres) (the website is in Spanish only, through its information pamphlets can be found in English, and occasionally in French).

48 Available only in Spanish.

49 In accordance with Order CIN/1795/2011, of June 28 (published in BOE No. 155 30 on 30 June 2011) [www.mineco.gob.es](http://www.mineco.gob.es/portal/site/MICINN/menuitem.7eeac5cd34508e25f804bf56b2a971d47/)(available only in Spanish). The application form must be accompanied by the documents indicated in Article 77 of Royal Decree 157/2010 of 20th April: organisation starting-up and representation documents, copy of the foreign researcher’s passport, hosting agreement, qualifications validated by the researcher’s embassy and translated (if necessary, when the validated qualifications are for a regulated profession).
in the province where the research project is due to begin. When Regional Governments are responsible for such matters, it is they who determine the competent authority. For other regions, the competent authority is the corresponding Provincial Immigration Office.

The competent authority must respond to the application within a maximum period of forty-five days. If the application is approved, the foreign national must apply for the visa (which includes the permit) in person (except in special circumstances) at the Diplomatic Mission or Consular Office of the district in which he/she will reside, and these offices will have a maximum period of one month to issue the final scientific visa that will allow the researcher to enter Spain. As an option, there is a fast track for employers of researchers: the Unit for Large Companies and Strategic Economic Sectors (UIG-CE) – a unit of the Ministry of Employment and Social Security – may be called upon for processing the research visa as long as all of the conditions described in Section 3.4.3.1. When applying through this Unit, the maximum resolution period for the initial residency and work permit is one month and the maximum period for visa resolution is 10 days.

Initially, the temporary residence and work permit for research has a minimum duration of three months and a maximum of five years, and is the same as the duration of the research project the permit is awarded for. If the duration of the visa exceeds six months, the foreign researcher must apply for the Foreigner Identity Card. The temporary residency and work permit for research (included in the research visa) may be renewed for periods of one year, and these offices will have a maximum period of one month to issue the new scientific visa that will allow the researcher to remain in Spain. If the duration of the visa exceeds six months, the foreign researcher must apply for the Foreigner Identity Card. The temporary residency and work permit for research (included in the research visa) may be renewed for periods of one year, and these offices will have a maximum period of one month to issue the new scientific visa that will allow the researcher to remain in Spain.

The criteria for applying for the Blue Card include:

- The employer must submit a work contract that guarantees the employee ongoing work throughout the duration of the temporary residency and work permit.
- The gross annual salary specified in the contract must be at least 1.5 times the average gross annual salary. Notwithstanding, the minimum annual salary is not defined by the contract but by negotiation with the employee and can be defined at the time the contract is drafted. The employer must also pay a 5% labor tax on the gross annual salary.
- The salary threshold can be 1.2 times the average gross annual salary stipulated for professions in which there is a particular need for third country nationals and which belong to groups 1 and 2 of the International Standard Classification of Occupations (ISCO-08).

Research visa not exceeding six months: it will be valid for a maximum of six months and does not lead to obtaining a Foreign National Identity Card.

Research visa exceeding six months: this can be issued for a duration of 90 days. The holder must apply for the Foreign National Identity Card at the Police Station or Immigration Office within a month of his/her arrival in Spain. The following are exempt from applying for the visa:

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

8.2. EU Blue Card for highly skilled professionals

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

The criteria for applying for the Blue Card include:

- The employer must submit a work contract that guarantees the employee ongoing work throughout the duration of the temporary residency and work permit.
- The gross annual salary specified in the contract must be at least 1.5 times the average gross annual salary. Notwithstanding, the minimum annual salary is not defined by the contract but by negotiation with the employee and can be defined at the time the contract is drafted. The employer must also pay a 5% labor tax on the gross annual salary.
- The salary threshold can be 1.2 times the average gross annual salary stipulated for professions in which there is a particular need for third country nationals and which belong to groups 1 and 2 of the International Standard Classification of Occupations (ISCO-08).

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

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

When the requirements mentioned in Section 3.4.3.1. are fulfilled, the Unit of the Ministry of Employment and Social Security may be called upon for processing the EU Blue Card, as long as all of the conditions are met. When applying through this Unit, the National Employment Office in the province where the work is due to take place may be called upon for processing the research visa as long as all of the conditions described in Section 3.4.3.1. When applying through this Unit, the maximum resolution period for the initial residency and work permit is one month and the maximum period for visa resolution is 10 days.
3. ENTRY AND RESIDENCE IN SPAIN

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

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

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

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

B.3. Temporary residency with work permit exemption

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

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

A resolution will be provided within no more than seven days. The work permit exemption will be valid for as long as the programme or activity continues, up to a maximum of one year, and then two years for the first extension and another two years for the following extension.

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

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

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

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

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

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

B.5. Temporary residency and paid employment permit

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

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

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

Once notified of the granting of the visa, the applicant must go and collect it in person within a month from the date on which he/she is notified; failing this, it will be assumed that the visa is no longer required and the file will be archived. These visas are valid for three months, and it is during this period that the researcher must enter Spain. Within three months of the researcher's arrival in Spain, he should be affiliated, registered and subsequently contribute to the applicable Social Security regime. Similarly, within one month of the researcher’s registration in the Social Security regime, he must apply in person at the corresponding Police Station or Immigration Office for his Foreign National Identity Card. Once the card is awarded, it must also be collected in person.

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

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

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

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

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

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

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

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

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

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

The application should be submitted by the company, contracting organisation or employer to the Special Unit for Large companies and Strategic Economic Sectors (UGE-CE) at the Ministry of Employment and Social Security, which will be responsible for resolving the request within a maximum of a month. The national employment situation will not be taken into account for the approval of this permit.

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

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

The Special Unit for Large Companies and Strategic Economic Sectors also manages the permits for family members of the workers covered by this procedure. The type of permit granted to family members depends on that awarded to the researcher. Those that the UGE-CE can resolve and process are the following (in Section 3.2 the requirements and conditions to apply for each are detailed):

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

The duration of the family permits provided for in this case shall not under any circumstances exceed the main authorisation period. The family member application may be presented by the employer together with the request of the foreign worker, or separately later on.

3.4.4. Permits for a long or indefinite stay

Any foreigner who has resided legally and continuously in Spain for five years can obtain a long-term residency permit. Similarly, foreign nationals who provide due evidence that they have resided continuously in the European Union for that period of time as holders of an EU Blue Card have the right to obtain this permit, providing they have resided in Spain for at least two years immediately prior to the application.

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

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

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

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

Long-term residency permit holders must apply to have their Foreign National Identity Card renewed every five years.
3. TRÁMITES A REALIZAR EN ESPAÑA

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

3.5.1. Foreign National Identity Card

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

This is a personal document that cannot be transferred, and which has the same validity as the residency or stay permit. Foreign National Identity Card holders are obliged to carry this document at all times and to present it when required by police agents or in order to undertake the corresponding procedures.

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

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

3.5.2. Renewing residency permits

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

The renewal of residency permits must be requested by the researcher, under the corresponding model, within the 90 calendar days prior to the expiration date of the current permit. By presenting this request the validity period of the current permit is extended until the procedure is resolved. The resolution procedure will also be extended if the request is presented within 90 calendar days after the expiration date of the previous permit, notwithstanding the implementation of a sanctioning procedure for the infringement incurred (this infraction may be fined for up to €10,000) and even expulsion from Spanish territory.

3.5.3. Other procedures

During the three months in which the entry visa is valid, in the case of temporary residency and work permits (under any of the modalities analysed in Section 3.4.2. Procedure for a long but not indefinite stay of this kind), the bodies affected will be authorised to perform any of the required checks and to make any changes to nationality, regular place of residence, family circumstances or any other detail shown on the Card.

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

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

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

If the researcher wishes to carry out research, training or work activities, must
3. ENTRY AND RESIDENCE IN SPAIN

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

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

- The foreigner’s study visa has not expired.
- The foreigner provides due evidence of the family tie or relationship between them.

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

a) The researcher’s spouse.

b) Any person who has an affective relationship with the researcher identical to a marital relationship, which implies a relationship that has been made official by a public register established for such purposes (de facto partners or similar), or a relationship that despite not being made official by a public register established for such purposes (de facto partner, when in their care, over the age of sixty-five may be re-grouped).

c) The children of either the researcher or his or her spouse or partner, when in their care, over the age of 18 and when there are reasons that justify the need to authorize their residency in Spain. In exceptional cases, when there is a combination of reasons of humanitarian nature, parents under the age of sixty-five may be re-grouped.

- The foreign national has sufficient economic means to sustain their family, that is, a monthly amount that represents 150% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.

- The foreigner provides due evidence of the family tie or relationship between them.

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

The following table summarizes the entry and residency permits for family members according to the permit obtained:

- Scientific visa: Temporary residency permit for family regrouping
- Blue Card: Temporary residency permit for family regrouping
- Work permit exemptions: Temporary residency permit for family regrouping
- Paid employment: Temporary residency permit without work or professional activity
- Paid employment: Temporary residency permit for family regrouping
- Study visa: Stay visa
- Transnational provisions of services: Temporary residency permit without work or professional activity
- EU long-term: Temporary residency permit for family regrouping

<table>
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<tr>
<th>RESEARCHER’S PERMIT</th>
<th>PERMITS FOR FAMILY MEMBERS</th>
<th>CRITERIA</th>
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<tr>
<td>Scientific visa</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>Yes</td>
<td>Same time as researcher</td>
</tr>
<tr>
<td>Blue Card</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>Yes</td>
<td>Same time as researcher</td>
</tr>
<tr>
<td>Work permit exemptions</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>No</td>
<td>After residing in Spain for one year and obtaining authorization to reside for one more year</td>
</tr>
<tr>
<td>Paid employment</td>
<td>Temporary residency and paid employment permit</td>
<td>The criteria for the temporary residency and paid employment permit</td>
<td>No</td>
<td>After residing in Spain for one year and obtaining authorization to reside for one more year</td>
</tr>
<tr>
<td>Paid employment</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>No</td>
<td>After residing in Spain for one year and obtaining authorization to reside for one more year</td>
</tr>
<tr>
<td>Study visa</td>
<td>Stay visa</td>
<td>Family members may not undertake lucrative activity. The financial criteria are those established for family regrouping</td>
<td>No</td>
<td>Same time as researcher</td>
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<tr>
<td>Transnational provisions of services</td>
<td>Temporary residency permit without work or professional activity</td>
<td>The economic means will be those established for non-lucrative residence</td>
<td>Yes</td>
<td>At the same time if processed via UGE-CE</td>
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<td>Transnational provisions of services</td>
<td>Temporary residency and paid employment permit</td>
<td>The criteria for the temporary residency and paid employment permit</td>
<td>No</td>
<td>After residing in Spain for one year and obtaining authorization to reside for one more year</td>
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<td>Transnational provisions of services</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>No</td>
<td>After residing in Spain for one year and obtaining authorization to reside for one more year</td>
</tr>
<tr>
<td>EU long-term</td>
<td>Temporary residency permit for family regrouping</td>
<td>The financial criteria are those established for family regrouping</td>
<td>No</td>
<td>Same time as researcher</td>
</tr>
</tbody>
</table>

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

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

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

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

- The foreigner must provide due evidence of the family tie or relationship between them.

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

a) The researcher’s spouse.

b) Any person who has an affective relationship with the researcher identical to a marital relationship, which implies a relationship that has been made official by a public register established for such purposes (de facto partners or similar), or a relationship that despite not being made official by a public register established for such purposes (de facto partner, when in their care, over the age of sixty-five may be re-grouped).

c) The children of either the researcher or his or her spouse or partner, when in their care, over the age of 18 and when there are reasons that justify the need to authorize their residency in Spain. In exceptional cases, when there is a combination of reasons of humanitarian nature, parents under the age of sixty-five may be re-grouped.

- The foreigner’s study visa has not expired.
- The foreign national has sufficient economic means to sustain their family, that is, a monthly amount that represents 150% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.

- The foreigner provides due evidence of the family tie or relationship between them.

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

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

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

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

- The foreigner must provide due evidence of the family tie or relationship between them.

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

a) The researcher’s spouse.

b) Any person who has an affective relationship with the researcher identical to a marital relationship, which implies a relationship that has been made official by a public register established for such purposes (de facto partners or similar), or a relationship that despite not being made official by a public register established for such purposes (de facto partner, when in their care, over the age of sixty-five may be re-grouped).

c) The children of either the researcher or his or her spouse or partner, including adopted children, providing they are under 18 years old at the time their residency permit is applied for, or if they are disabled or objectively incapable of fending for themselves.

d) Those legally represented by the researcher, when they are under the age of 18 at the time their application for a residency permit is submitted or who are disabled or not objectively capable of fending for themselves.

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

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

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

- The foreigner’s study visa has not expired.
- The foreign national has sufficient economic means to sustain their family, that is, a monthly amount that represents 150% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.

- The foreigner provides due evidence of the family tie or relationship between them.

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

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

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

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

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

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

4.2. TAX

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

4.2.1. Direct and indirect taxation

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

- Direct: applied to income and assets:
  - Personal Income Tax (IRPF)
  - Non-Residents’ Income Tax (IRNR)
  - Corporate Tax
  - Inheritance and Donations Tax and Wealth Tax.

- Indirect: levied on goods and services and the transfer of goods and rights in general:
  - Value Added Tax (VAT, or IVA in Spanish)
  - Special Taxes (IIEE)
  - Insurance Premiums Tax
  - Wealth Transfer Tax (ITP).

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

Certification of residence for tax purposes

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

Agreements to avoid double taxation

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

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

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

Key
- Green: Countries with which Spain has a double taxation agreement
- Pink: Countries with which the double taxation agreement is being negotiated
- Orange: Countries with which Spain does not have a double taxation agreement
- Red: Spain

IRPF and IRNR

These taxes are applied to income earned by individuals depending on their residence status.

Residence

Individuals must pay Personal Income Tax (IRPF) or Non-Residents’ Income Tax (IRNR) depending on whether or not they are residents of Spain.

Individuals are considered to reside regularly in Spain when they remain in the country for over 183 days (6 months) during the calendar year. Sporadic absences are taken into account when determining a person’s residence in Spain. However, there are certain considerations, such as their family’s place of residence, close personal relationships and economic ties, country of origin or where they normally work. In this situation, income tax is paid on income anywhere in the world. It is therefore a good idea to seek out information on your tax status when you come to work or research in Spain.

In Spain, tax is levied per calendar year (from 1st January to 31st December) and the condition of resident or non-resident will apply to each one-year period.

SPECIAL IRNR TAX PLAN

Natural persons (in this case researchers) who establish residence for tax purposes in Spain as a result of their travels to this country may choose to pay IRNR, maintaining their IRPF taxpayer status, for the tax year in which they move their residence and the following five tax periods. This is possible provided that:

- they have not been resident in Spain during the ten years prior to this new displacement to Spain;
- the displacement occurs as a consequence of an employment contract;
- the work is actually carried out in Spain for a company or entity residing in Spain or for a permanent establishment in Spain for an entity that does not reside in this country;
- the compensation for the work done in conjunction with this employment relationship is not exempt from IRNR tax;
- and that the non-reciprocal payment gained from the work contract in each tax year in which this special regime is applicable does not exceed the amount of €600,000 per year (this condition is only applicable to taxpayers displaced to Spain as of 1st January 2010).

NB: Any researchers opting for this tax system have limited tax liability for Wealth Tax. It is possible to apply to withdraw or be exempted from this regime (using Model 149).
4. WORKING IN SPAIN

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

Deductions for international double taxation

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

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

Foreign researchers who are IRPF taxpayers and certify their residency in another EU country, except countries and territories officially enshrined in legislation as tax havens, and whose income earned abroad is subject to personal income tax and has actually been paid, may apply for a special plan so that their residency in another EU country, except countries and territories officially enshrined in legislation as tax havens, is considered to be income from work earned in Spain.

Although the grants are subject to IRNR, they may be exempt (according to IRNR regulations), in the following cases:
- Grants that are exempt pursuant to IRPF regulations.
- Grants and other amounts received by individuals, paid by Public Administrations by virtue of international agreements for cultural, educational and scientific cooperation or by virtue of the annual international cooperation plan drafted by the Council of Ministers.

4.2.2. Value Added Tax (VAT)

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

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

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

Special taxes

Special taxes are applied to the consumption of very specific goods: hydrocarbons (oil derivatives), coal, alcoholic beverages and tobacco. This category also includes the Special Tax on Certain Modes of Transport, which applies to vehicle registration. Remember that all vehicles (cars, motorcycles, etc.), both new and second-hand, to be used by Spanish residents must be registered in Spain.

Impuestos locales

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

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

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

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4.3. SOCIAL SECURITY

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

Through workers’ contributions to Social Security, for undertaking a professional activity, the State guarantees workers and their families or any individuals under their care the appropriate protection in the event of sickness, old age, invalidity, death, unemployment, maternity, paternity, accidents at work, and professional illnesses, as well as subsidies for temporary disablement, maternity, paternity, risk during pregnancy and risk during breastfeeding, and caring for minors suffering from cancer or other serious diseases.

In social security in Spain, the word cotización (contribution) refers to amounts of social security that workers make when remunerating their work. This amount cannot be taken subsequently from the worker, so it is the latter who must ensure that the employer oblige to make contributions is met and must deliver both their and their workers’ contributions in their entirety.

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

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

In order to receive these social benefits, Spanish nationals residing in Spain and foreign nationals who reside or are legally in Spain, whatever their sex, marital status or profession, are protected individuals under the Social Security System, as long as they operate within the national territory.

4.3.1. General Regime and Contributing to Social Security

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

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

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

Further information on contribution bases and types of contributions in 2013 of the General Social Security Regime can be consulted on the following website: http://www.seg-social.es/Internet_1/Trajabadores/CotizacionesRecaudaci10777/Basesytiposdecotizac36537/index.htm

The obligations of the Guide, you must be included in the

4.3.2. The various Benefits

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

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

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

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

**PROTECTIVE ACTION TABLE**

<table>
<thead>
<tr>
<th>BENEFITS IN KIND</th>
<th>FINANCIAL BENEFITS</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTHCARE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pharmaceutical benefit</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Social services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBSIDIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unemployment</td>
<td></td>
<td></td>
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<tr>
<td>- Maternity</td>
<td></td>
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<tr>
<td>- Partial disablement</td>
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<tr>
<td>- Temporary</td>
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<tr>
<td>- Disability</td>
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<tr>
<td>- Cancer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PENSIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Retirement</td>
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<tr>
<td>- Permanent</td>
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<tr>
<td>- Disability</td>
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<tr>
<td>- Death</td>
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<tr>
<td>- Maternity</td>
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<tr>
<td>- Permanent</td>
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<tr>
<td>- Disability</td>
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<tr>
<td>- Cancer</td>
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<td></td>
</tr>
<tr>
<td>- Other</td>
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<td></td>
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<tr>
<td><strong>INDEMNITIES</strong></td>
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<tr>
<td>- For permanent</td>
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</tr>
<tr>
<td>- Partial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Disability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 12. Guidebook for non-contributory retirement pensions

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4.3.3. Pensions

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

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

4.3.4. CONTRIBUTORY RETIREMENT PENSIONS

Entitlement extends to workers who meet the following conditions:

- They have been affiliated – as protected subjects – with the Social Security System, whether currently registered at the time of retirement or not.

In general, notwithstanding the exceptions laid out, the retiree must be at least 67 years of age, or 65 when they can demonstrate 18 years and 6 months of contributions.

However, the retirement requirements of 65 to 66 years, and the requirement for a contribution of 25 years to 30 years and 6 months will be applied gradually between 2013 and 2027. In 2013, the required age is 65 years and 1 month of the retiree has contributed for less than 15 years and 3 months.

The minimum contributory period required is 15 years (5,475 days), of which at least 2 must have been in the 15 years immediately prior to the right being activated. If the retiree had only worked in this State. Then, they will perform the calculations by totalling the insurance/hedende periods spent in that or other States over the person’s entire working life. The individual is entitled to receive the highest of the two sums.

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

4.3.3.2. NON-CONTRIBUTORY RETIREMENT PENSIONS

All citizens who are retired, disabled and in need have the right to financial benefits, free medical and pharmaceutical care and other social services, even when they have not paid Social Security contributions or the contributions were insufficient.

To access the non-contributory retirement pension, you must be aged 65 or older, live in Spain and have resided here for at least 10 years. To receive disability allowance (physical, psychological or sensory disability), you must be over 18 years old and payment), 2 years immediately prior to the date on which the obligation to make contributions ceased.

The non-contributory pension is only receivable in the State of residence in accordance with its legislation.

The organization of these non-contributory pensions is the responsibility of the competent bodies of each Autonomous Region and the Provincial Directorates of the Institute of Social Security contributions or the contributions were insufficient.

The following individuals are eligible for this kind of benefit:

- Workers affiliated and registered or assimilated (including benefit recipients who have paid contributions for at least 500 days over the 5 years immediately prior to their decease, if the death is due to a common illness. If the decease is due to a work-related accident or illness, no prior contributions are required.

- Pensioners and benefit recipients who are temporarily disabled.

- Those who, having ceased work with the right retirement, die without having applied for it.

- Those who disappear in an accident under circumstances that indicate their probable decease.

- Persons who, upon death, are not registered or similar in Social Security, provided that they have made contributions for a minimum of 15 years over their working lives.

Benefits of this type of aid may be:

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

Further information on the criteria to be met and the quantities for 2013 can be consulted on the Social Security website: http://www.imserso.es/imserso_01/prestaciones_y_subvenciones/gnc_jubilacion/normativa_requisitos/index.htm

4.3.3.3. WIDOWS'/WIDOWER'S PENSIONS

The following individuals are eligible for this kind of benefit:

- Those who disappear in an accident under circumstances that indicate their probable decease.
- Persons who, upon death, are not registered or similar in Social Security, provided that they have made contributions for a minimum of 15 years over their working lives.

Benefits of this type of aid may be:

- The children of the deceased, either under 21 years of age or over 21 if their capacity to work is reduced by a percentage assessed as constituting permanent total disability or severe disability, whatever the legal nature of their filiation. Under certain specific conditions, this age can be extended to 25 years.

- Children brought into the marriage by a surviving spouse when, in addition to the general criteria, the following special conditions apply: that the marriage took

Services and the elderly (IMSERSO) in the cities of Ceuta and Melilla. Further information can be found on IMSERSO’s website http://www.imserso.es/imserso_01/prestaciones_y_subvenciones/gnc_jubilacion/normativa_requisitos/index.htm

4.3.3.4. ORPHANS' PENSIONS

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

- The children of the deceased, either under 21 years of age or over 21 if their capacity to work is reduced by a percentage assessed as constituting permanent total disability or severe disability, whatever the legal nature of their filiation. Under certain specific conditions, this age can be extended to 25 years.

- Children brought into the marriage by a surviving spouse when, in addition to the general criteria, the following special conditions apply: that the marriage took
4. WORKING IN SPAIN

4.3.4. SUBSIDIES

4.3.4.1. BENEFIT FOR TEMPORARY DISABILITY:

The eventualities protected are common or work-related accidents, including periods of observation for occupational disease (necessary to diagnose the disease) and accidents whether work-related or not. The benefit is a subsidy calculated on the worker’s contribution base for the month prior to the leave date (regulatory base) by applying the following percentage:

- 60% from the 4th to the 20th day for a common disease or non-occupational accident, and 75% from the 21st day onwards.
- 75% from the day on which the right begins for a work-related accident and occupational disease.

The right to a benefit begins:

- from the day following the start of leave in the case of a common disease. In leave from work is due to an occupational accident or disease, no prior contributions are required.
- on the 4th day of leave in the case of a common disease or work-related accident.
- 75% from the day on which the right begins for a work-related accident and occupational disease.

4.3.4.3. SUBSIDIO POR MATERNIDAD

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

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

The lengths of work leave while receiving the benefit are:

- For birth, 16 uninterrupted weeks, extendable in the case of multiple birth by two weeks per child from the second onwards; this period can be spread out as desired by the worker, provided that six of these weeks are immediately subsequent to birth.
- For adoption or fostering, 16 weeks (or a level greater than or equal to 65%).
- For maternity, 16 uninterrupted weeks, extendable in the case of multiple birth by two weeks per child from the second onwards.

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

- If the working mother does not meet the minimum contributory period requirement, she will receive the non-contributory maternity benefit (100% of IRPEM) for 42 calendar days. This 42-day period can be increased by 14 calendar days when the child is born into a large family, a single-parent family, or in the case of multiple birth, or when the mother or the child are affected by a disability of a level greater than or equal to 65%.

4.3.4.2. BENEFIT FOR RISK DURING PREGNANCY AND BREASTFEEDING

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

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

Management and payment are the responsibility of the Managing Body or the Social Security’s Mutual Insurance for Occupational Accidents and Diseases, depending on the body with which the company has its occupational risk cover. Affiliated, registered workers are eligible, with no requirement for a contribution period prior to the date of contract discontinuation or ceased activity due to the mentioned risk.

- When children under six years of age are adopted or fostered, the duration of the benefit will be 16 weeks, extendable in the case of multiple adoption or fostering by two more weeks per child from the second onwards. The benefit will also last for 16 weeks when the children over 6 years old are disabled or, for personal circumstances or experiences or due to having moved from overseas, they have special difficulties integrating social or into the family. These motives must be duly certified by the relevant social services.
- In the case of a disabled child – whether born, adopted or fostered – the maternity benefit will be extended by two weeks.
- The option exists for the maternity, adoption or fostering leave to be taken part-time, which makes the benefit compatible with an occupational activity without changing the contract type (in the case of birth, the mother will not be able to use this option during the first six weeks subsequent to the birth, which will entail compulsory rest).

However, notwithstanding the six weeks immediately post- birth of compulsory time off for the mother, if both parents work, the mother, at the beginning of her maternity leave, may opt to sacrifice a determined, uninterrupted portion of her post-birth leave to the father, whether this be simultaneous with or subsequent to the mother’s leave.

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

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

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

The paternity benefit consists of 100% of the regulatory base (or contribution base from the months prior to taking paternity leave) and is paid directly by the INSS to recipients for an uninterrupted period of 13 days, which, in the case of multiple births, multiple adoptions or taking in more than one child under foster care, can be extended by two days per child after the first.

The paternity benefit will last for 30 days when the birth, adoption or taking in of a child under foster care occurs in a large family, when the family acquires that status as a result of the new birth, adoption or taking in of a child under foster care, or when a family member is disabled. In the case of multiple births, multiple adoptions or the taking in of more than one child under foster care, this period can be extended by two days per child after the first or if one member of the family is disabled.

In the case of birth, the benefit is not available for the other parent. In cases of adoption or fostering, it will be available for only one of the parents, at the choice of those concerned. However, when the maternity benefit is taken entirely by one parent, the right to paternity benefit will be available only to the other.

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

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

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

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

4.3.4.6. FAMILY BENEFITS

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

A. Financial handout for children or minors in foster care

The family benefit is a financial handout for every child or minor under 18 years old in foster care. In this case annual income must be under the limit fixed annually by the State being treated. Beneficiaries must be affiliated and registered in a Social Security scheme and have completed the required minimum contribution periods according to their age. The financial benefit consists in a subsidy equivalent to 100% of the regulatory base equivalent to that set for the temporary disability benefit, derived from work contingencies and in proportion with the reduction in the working day.

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

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

http://www.seg-social.es/internet_1/trabajadores/PrestacionesPension10130-Prestacionesfamilia10167-Prestacioneconomicas27924/Cuantias/index.htm
4. WORKING IN SPAIN

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

This benefit consists of a lump sum payment of €1,000 for large or single-parent families or families with a disabled mother. The financial benefits granted for the birth of a child vary according to the number of children, the employment status of the parents and the income of the family unit, and are awarded by various bodies (Social Security, Autonomous Regions, etc.).

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

- Discount on overland transport (RENFE and coach companies)
- Discount on national museum tickets
- Discount on tickets for internal flights
- Social Security contribution bonus for hiring a person to care for children
- Benefit for multiple births or adoptions
- Benefit for fostered children or minors in foster care
- Financial benefit for birth or adoption of a child into a large or single-parent family or to a disabled mother
- Discount on state fees and prices (University entrance exam fees)
- Discount on overland transport (RENFE and coach companies)
- Period considered as if contributions had been made, in cases of extended periods of leave
- Lump sum
- Benefit for multiple births or adoptions

4.3.5. Indemnities

4.3.5.1. PERMANENT DISABILITY BENEFITS

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

Permanent disability is classified by the following degrees:

- Permanent partial incapacity for the usual profession: situation in which the worker’s performance is reduced to a degree no less than 33% for said profession, though the worker is still able to perform the fundamental tasks entailed.
- Permanent total incapacity for the usual profession: situation that renders the worker incapable of undertaking any profession or trade.
- Permanent total incapacity for all work: situation in which the worker incapable of undertaking any profession or trade.
- Severe disability: situation in which the worker is affected by permanent disability and requires the assistance of another person for the most essential daily tasks, such as getting dressed, moving around, eating and similar.

For further information, consult the Social Security website: http://www.seg-social.es/Internet_1/Trabajadores/Prestaciones/10935/Prestacionesfamilia10967/Prestacionesfamilia10967_13735/index.htm#40835

4.3.5.2. PERMANENT NON-DISABLING INJURIES

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

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

4.3.6. Unemployment benefits

To receive the unemployment benefit in Spain, you must have contributed to Social Security for a minimum of one year (360 days). This contributory period gives you the right to receive benefits for 360 days (12 months). You must also prove that you are actively seeking employment. These benefits can be claimed by going to the Servicio Público de Empleo Estatal (SEPE, Spanish State Employment Service), an autonomous body that currently reports to the Ministry of Employment and Social Security.

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

FINANCIAL BENEFITS

4. WORKING IN SPAIN

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

http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/Prestacionesfamilia10967/Prestacionesfamilia10967_13735/index.htm#40835

Deduction for maternity

Any female worker who has contributed to Social Security receives a benefit from the Agencia Tributaria (Inland Revenue, Ministry of Economic and Financial Affairs) of €100 a month for each child under the age of three. There is a brochure on maternity deductions on the website of the Agencia Tributaria (Inland Revenue, Ministry of Economic and Financial Affairs) at http://www.agencia tributaria.es/index.shtm

66 Please consult: http://www.agencia tributaria.es/IRPF/interfaz_en_ES/Segmentos/Ciudadanos/Minimos_reducciones_y_deducciones_en_el_IRPF/Deducion_pormaternal/Deducion_por_maternidad/index.htm#40835

BENEFICIARIES

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

UNEMPLOYMENT BENEFITS

<table>
<thead>
<tr>
<th>BENEFICIARIES</th>
<th>Employed workers, job loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONDICIONS</td>
<td>Registered and legally unemployed, 12 months of contributions in the last 6 years, Under retirement age, Not subject to incompatibility</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>Financial benefit, Social Security contributions paid</td>
</tr>
</tbody>
</table>

### BENEFICIARIES

You must notify said Public Employment Service of your work here. However, certain requirements must be met:

- You must have been registered with the Public Employment Service in your country of origin at least one month (4 working days) before.
- You must have made contributions for 12 months in the last 6 years.
- You must notify said Public Employment Service within 7 days of departing from your country of origin.

### CONDITIONS

The opposite is also true: if you are working in Spain and you end up unemployed, you can complete the reverse formalities of your country of origin (the form depends on the country of origin). The Government guarantees social benefits through several state managing bodies responsible for dealing with all Social Security benefits, except non-contributory pensions, unemployment and the Special Plan for sea workers.

### CONTENTS

- Financial benefit
- Social Security contributions paid

### REGULATORY BASE

- Average contribution over the last 180 days
- Up to 280 days = 70%
- 281 days or more = 60%
- Maximum: 175% IPREM without children; 200%/225% with children
- Minimum: 80% IPREM without children; 107%

The maximum amount of the benefit is:

- Without children, it is 175% of the IPREM plus 1/6 (the proportional part of the extra payments), when the worker does not have any dependent children.
- With one child under the age of 26, it is 200% of the IPREM plus 1/6 (the proportional part of the extra payments), when the worker has at least one dependent child.
- With two or more children under the age of 26, it is 225% of the IPREM plus 1/6 (the proportional part of the extra payments).

The amount of the benefit cannot be less than:

- Without children, it is 70% of the average salary for which you have made contributions (not counting overtime) during the 6 months prior to becoming unemployed.
- With one child, it is 80% of the Multiplier for the Public Income Index (IPREM) plus 1/6 (the proportional part of the extra payments), when the worker has at least one dependent child.
- With two or more children, it is 90% of the Multiplier for the Public Income Index (IPREM) plus 1/6 (the proportional part of the extra payments), when the worker has at least two dependent children.

### LOSING UNEMPLOYMENT RIGHTS

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

- Failing to participate in social collaboration work, employment schemes or professional promotion, training or re-training.
- Failure to visit the collaborating employment agencies or to submit the certificate of having visited them.

Further information: Benefit Offices

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

Further information by contacting:

- National Social Security Institute
  - C/ Padre Domingo, 4 y 6
  - 28016 Madrid (Spain)
  - Tel.: (+34) 91 568 83 00

- The Institute for the Elderly and Social Services (INVERENC) is the Social Security management body responsible for managing non-contributory pensions and

Further information:

- Website: http://www.seg-social.es (available in Spanish, English and French)
- Website: http://www.imserso.es (available in Spanish, English and French)
4. WORKING IN SPAIN

Introduction to the Spanish National Health System
The National Health System, SNS, is a coordinated network of nationally and locally administered Health Services, comprising all health functions and services which are the legal responsibility of the public authorities. Its most important features are:
- Health services which are publicly funded, universal, and free to use.
- Defined rights and duties for citizens and public authorities.
- Political decentralization of healthcare in the Autonomous Regions.
- Provision of comprehensive high-quality healthcare which is duly monitored and evaluated.

The Spanish State Employment Service (SEPE) is the Autonomous Body endowed with its own legal authority to fulfil its own duties, attached to the Ministry of Employment and Social Services through the Secretariat of State for Employment. Its main duties include:
- Managing and controlling unemployment benefits.
- Maintaining databases that guarantee the public registration of offers, demands and contracts, maintaining the occupational monitoring centre and generating statistics on employment at the national level.
- Conducting research, studies and analysis on the state of the job market and tools for improving it, in collaboration with the respective Autonomous Regions.

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4.4. NATIONAL HEALTH SYSTEM

4.4.1. Medical and Pharmaceutical Care
Each Autonomous Region has a Health Service, which is the administrative and management structure comprising all centres, services and establishments of the region, provincial councils, city councils and any other administrative bodies of the region. Following the transfer of healthcare responsibilities, all Autonomous Regions are now accountable for healthcare in their regions. In the Cities of Ceuta and Melilla, which have Statutes of Autonomy, the Central State Administration continues to manage healthcare through the National Health Management Institute (INGESA).

4.4.1.1. LEVELS OF SNS CARE
The National Health System, SNS by its Spanish name, as a provider of healthcare services, is organized on two levels:
- Primary Care and Specialized Care.

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

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

The directories for Primary Health Care Centres and Hospitals are available on the web page of the Ministry of Health, Social Services and Equality: http://www.msssi.gob.es/ asistentes/profesionales/ (available in Spanish, English, French).

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

LEVELS OF SNS CARE

<table>
<thead>
<tr>
<th>PRIMARY HEALTHCARE</th>
<th>SPECIALISED CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characteristics</td>
<td>Accessibility</td>
</tr>
<tr>
<td>Activities</td>
<td>Promoting health and the prevention of disease with a technical capacity for solutions that completely cover the most frequent health issues</td>
</tr>
<tr>
<td>Access</td>
<td>Spontaneous</td>
</tr>
<tr>
<td>Care mechanism</td>
<td>Health Centres and Local Clinics</td>
</tr>
<tr>
<td>Care regime</td>
<td>At the Centre and at patient’s home</td>
</tr>
</tbody>
</table>

Table 8: Levels of SNS care
Entitlement to healthcare starts on the day the individual is signed up to the system, both for the insured (employed researcher) and for their beneficiaries (family). Recognition of the insured is automatic (automatically recognised by the INSS), but it is necessary to submit an application in the case of family members (beneficiaries) who do not work in Spain; the application (accompanied by a copy of the individual’s passport and Foreign National Identity Card or the entry in the Central Registry of Foreign Nationals in the case of European Union citizens, in accordance with the Agreement on the European Economic Area or Switzerland) may be submitted at any Social Security Office.

4.4.2. European Health Insurance Card

The European Health Insurance Card makes it easier for individuals from any of the Member States of the European Economic Area (including the 27 members of the European Union, Iceland, Liechtenstein and Norway, and Switzerland) to access healthcare services during their temporary visits abroad. Holders of the European Health Insurance Card will receive treatment in the same conditions as Spanish residents with respect to conditions and costs. If the same service is provided free of charge in the country of origin, the costs of this service may be reimbursed on the individual’s return to the source country.

### Table 15. Percentage of user contribution in function of the renta for the purchase of medicines

<table>
<thead>
<tr>
<th>Income</th>
<th>User Contribution Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>€18,000</td>
<td>40% Code: TSI 001</td>
</tr>
<tr>
<td>€18,000 or higher and lower than €100,000</td>
<td>50% Code: TSI 002</td>
</tr>
<tr>
<td>€100,000 or higher</td>
<td>60% Code: TSI 005</td>
</tr>
<tr>
<td>€108,14/month (Upper limit of 68.14/month)</td>
<td>0% Code: TSI 006</td>
</tr>
<tr>
<td>€8.14/month (Upper limit of 18.32/month)</td>
<td>0% Code: TSI 006</td>
</tr>
</tbody>
</table>

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

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

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4. WORKING IN SPAIN

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

1. Basic common portfolio: includes care for the prevention, diagnosis, treatment and rehabilitation of illnesses provided in health centers or social-health centers, together with emergency health transport, and is completely covered by public funding.

2. Supplementary common portfolio: this includes all the services provided through outpatient stay (pharmaceutical, orthoptics, and non-emergency health transport). These are subject to user contributions under the same conditions as those regulating pharmaceutical provisions (see 4.4.1.4 below), taking into account the reference price of a national product price, without applying any limit to the contribution.

3. Common portfolio of ancillary services: this includes these activities, services or techniques that are not considered essential but which help to improve a pathology, and are subject to the user’s contribution and/or requirement.

### 4.4.1.3. INDIVIDUAL HEALTH CARD

Access to the services is via the Individual Health Card issued by each Health Service. This document identifies each citizen as a user of the National Health System. The format and content of the Individual Health Card, and its issue and delivery to holders, is the responsibility of the health system. It can be obtained from the corresponding health centre (primary care) according to the individual’s place of residence. However, prior to this, the individual should be recognised as insured and entitled to benefits by the National Institute of Social Security (INSS).

### 4.4.1.4. PHARMACEUTICAL CARE

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

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**WHAT IS SOCIAL SECURITY MEDICAL ASSISTANCE?**

This benefit provides the person covered by the necessary medical and pharmaceutical services they require to maintain or regain their health, including:

- Affiliated and active workers, pensioners, those receiving regular benefits from Social Security and unemployed persons who have exhausted their unemployment benefit or subsidy.
- Family members and other dependents of the abovementioned persons.

**WHAT PROCEDURES ARE REQUIRED TO BE ENTITLED TO MEDICAL ASSISTANCE?**

The insured, upon applying for affiliation and registration in the Social Security System, a person or any other regular benefit, may officialise the document granting healthcare to their beneficiaries at the corresponding Social Security offices.

**WHERE IS THE HEALTH CARD PROCESSED?**

With the documentation granting entitlement to medical assistance, you may apply for the health card at your local health centre. The health centre will issue the individual health card to the insured and all beneficiaries and will send them to their home address.

**WHO ESTABLISHES THE RIGHT TO HEALTHCARE?**

The National Institute of Social Security is responsible for granting the entitlement to healthcare.

**WHEN DOES THE RIGHT TO MEDICAL ASSISTANCE EXPIRE?**

- When the conditions required to be the insured or to benefit from the entitlement are no longer met.
- On death.

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Figure 17. Social Security HealthCare
Source: Social Security Website http://www.seg-social.es
4. WORKING IN SPAIN

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

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

4.4.3. Private Insurance

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

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

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

4.4.4. Pharmacies

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

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

4.4.5. Useful addresses

- Ministry of Health, Social Services and Equality

Paseo del Prado, 18-20, 28071 Madrid, Tel. (+34) 901 400 100 http://www.msssi.gob.es (available in Spanish, English and French).

- National Institute of Health Management, INGESA.


- Autonomous Regions

<table>
<thead>
<tr>
<th>Autonomous Region</th>
<th>HEALTH COUNCILS</th>
<th>HEALTH SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andalusia</td>
<td>Consejería de Salud Aré de la Inmigración s/n, C/Puerto 4-40029 Sevilla Tel.: 955 68 43 00</td>
<td>Servicio Andaluz de Salud (SAS) Aré de la Constitución, 18 - 41071 Sevilla Tel. 955 61 88 00 <a href="http://www.sasalud.es/servicios/sasalud/">http://www.sasalud.es/servicios/sasalud/</a></td>
</tr>
<tr>
<td>Aragon</td>
<td>Ayuntamiento Provincial de Salud Rúa Universitario, 31-50008 Zaragoza Tel.: 976 71 40 80</td>
<td>Servicio Aragonés de Salud Paseo María Aguilera, 16 - 50007 Zaragoza Tel.: 976 355 321 <a href="http://www.sa.aragon.es">http://www.sa.aragon.es</a></td>
</tr>
<tr>
<td>Asturias (Principality)</td>
<td>Consejería de Sanidad C/Requejo Negri, 9 - 38006 Oviedo Tel.: 985 10 85 80</td>
<td>Servicio de Salud de las Islas Baleares (ib-salut) Nena Eslava Martínez, 1-39004, Palma de Mallorca Tel. 971 37 56 84 <a href="http://www.ss.sanitat.baleares.com">http://www.ss.sanitat.baleares.com</a></td>
</tr>
<tr>
<td>Balearic Islands</td>
<td>Consejería de Salud, Familia y Benestar Social Paseo el Ejido, 9-39002 Palma Tel.: 971 17 56 09</td>
<td>Servicios de Salud de las Islas Baleares (ib-salut) Nena Eslava Martínez, 1-39004, Palma de Mallorca Tel. 971 17 56 84</td>
</tr>
<tr>
<td>Canary Islands</td>
<td>Consejería de Sanidad Avda. Juan XXIII, nº 17 - 38071 Los Palmarés de G. Canaria Tel.: 922 11 86 52</td>
<td>Servicio Canario de Salud Avda. Juan XXIII, nº 17 - 38071 Los Palmarés de G. Canaria Tel. 922 11 86 52</td>
</tr>
<tr>
<td>Castile and Leon</td>
<td>Consejería de Sanidad Paseo de Zarzuela, 1 - 47007 Valladolid Tel.: 983 47 62 82</td>
<td>Servicio Castillero de Salud Avda. del Cardenal Herrera Oria, s/n - 39011 Santander Tel. 942 28 02 60 <a href="http://www.saludcastillayleon.es/">http://www.saludcastillayleon.es/</a></td>
</tr>
<tr>
<td>Castile-La Mancha</td>
<td>Consejería de Sanidad Paseo de Zarzuela, 1 - 47007 Valladolid Tel.: 983 47 62 82</td>
<td>Servicio Castillero de Salud Avda. del Cardenal Herrera Oria, s/n - 39011 Santander Tel. 942 28 02 60 <a href="http://www.saludcastillayleon.es/">http://www.saludcastillayleon.es/</a></td>
</tr>
<tr>
<td>Catalonia</td>
<td>Consejería de Sanidad Avanzada Socials Avda. del Mediterrà, 4- 45017 Tarragona Tel.: 902 17 56 99</td>
<td>Servicio de Salud de Castilla-La Mancha (SERCIAM) <a href="http://www.serciam.com">www.serciam.com</a></td>
</tr>
</tbody>
</table>
The Comprehensive Law against gender-based violence recognizes and guarantees women (irrespective of their origin, religion or any other condition) who are or have been victims of gender-based violence, a series of rights in order that these individuals may put an end to the violent relationship and recover their own lives:

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

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

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

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

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

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

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

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

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

For any information regarding women’s legal issues including: matrimony, parenthood, civil registry, labour laws, abuse, rape, legal aid, etc., please contact the Institute of Women, which is part of the Ministry of Health, Social Services and Equality.
Education in Spain is free (at state schools and government-subsidised schools) and compulsory from the ages of 6 to 16, the latter being the minimum legal age for work, although free and mandatory education can be extended to the age of 18 as part of the E.S.O. (Compulsory Secondary Education) under various circumstances: repetition of or missed school year, integration of students coming from abroad, etc.

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

5.1. SCHOOL YEAR, PLACES AND ENROLMENT

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

5.2. SCHOOLS AND COLLEGES

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

State schools and colleges are free and are owned by the state. They are attended by the majority of the population, although in varying percentages according to the Autonomous Region and the stage. Primary schools usually include the second cycle of infant education and are gradually, although this is still exceptional, extending to the first cycle of pre-school education, from 0 to 3 years old. This cycle continues to form more part of the sphere of nursery schools and Infant Schools, the ownership of which is varied, as in addition to the privately-owned centres, there are, as part of the publicly-owned centres, municipal and regional centres as well as centres owned by other institutions.
Colegios (roughly schools) cover the school stages between the ages of 3 and 12. Compulsory Secondary Education (E.S.O.) and then the Baccalaureate in its different modalities or Vocational Training (intermediate and higher cycles) is given at Institutos (roughly Colleges). Both state-owned centres and government-subsidised centres (private schools partially subsidised by the Government) are governed by similar enrolment criteria, with the corresponding regional influence. The following are the most noteworthy criteria:

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

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

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

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

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

FOREIGN CENTRES.

The majority of these are small centres (usually no more than 600 students). Almost all offer a system that combines the Spanish education system with that of the country they are in. In any country, the operation is managed according to their national legislation.

Figure 18. Spanish Education System
5. THE SPANISH EDUCATION SYSTEM

5.1. JOINING THE EDUCATION SYSTEM

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

5.2. UNIVERSITY SYSTEM

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

For further information on the university system, centres and official qualifications, please see:
http://www.mecd.gob.es/educacion-mecd/areas教育/universidades.html

TÍTULOS UNIVERSITARIOS

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

SPECIAL EDUCATION CENTRES

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

5.3. JOINING THE EDUCATION SYSTEM

For further information on the university system, centres and official qualifications, please see:
http://www.mecd.gob.es/educacion-mecd/areas-educacion/universidades.html

TÍTULOS UNIVERSITARIOS

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

ENTRANCE TO UNIVERSITY

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

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

Find out more at:

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

5.4. UNIVERSITY SYSTEM

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University qualifications
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5.5. USEFUL ADDRESSES

Ministry of Education, Culture and Sport.
Alcalá, 34, 28071 Madrid, Tel. 91 327 76 81
http://www.mecd.gob.es/ (available in Spanish and the official languages)
Information and enquiries
Los Madrazo, 15, 28071 Madrid, Tel. 91 327 76 81

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<table>
<thead>
<tr>
<th>Autonomous Regions</th>
<th>Education Departments and Education Information Portals</th>
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</table>
| Andalusia          | Consejería de Educación  
|                    | C/ Juan Antonio de Vázquez s/n  
|                    | Edificio Territorial, Isla de la Cartuja.  
|                    | 41092 Sevilla  
|                    | Tel: 955 06 46 00  
|                    | Website: [http://www.juntadeandalucia.es/educacion](http://www.juntadeandalucia.es/educacion)  
| Aragón             | Dpto. de Educación, Universidad, Cultura y Deporte  
|                    | Avenida Goméz Lлегнов, 25  
|                    | 50071 Zaragoza  
|                    | Tel.: 976 71 40 00  
|                    | Website: [http://www.aragon.es/departamentos/organismosPublicos/Departamentos/EducacionUniversidadCulturaDeporte](http://www.aragon.es/departamentos/organismosPublicos/Departamentos/EducacionUniversidadCulturaDeporte)  
|                    | Más información sobre Educación: [http://www.educaragon.org](http://www.educaragon.org)  
| Asturias (Principality of) | Consejería de Educación, Cultura y Deporte  
|                    | Pza. España, 5  
|                    | 33007 Oviedo  
|                    | Tel.: 985 10 86 01  
|                    | Website: [http://www.asturias.es](http://www.asturias.es)  
|                    | Más información sobre Educación: [http://www.educastur.es](http://www.educastur.es)  
| Baleares Islands   | Conselleria d’Educació, Cultura i Universitats  
|                    | C/ d’Alfons el Magnànim, 29  
|                    | 07004 Palma de Mallorca  
|                    | Tel.: 971 17 75 20  
|                    | E-mail: weib@educacio.caib.es  
|                    | Website: [http://weib.caib.es/](http://weib.caib.es/)  
| Castilla y León     | Consejería de Educación  
|                    | Avda. Monasterio de Nuestra Señora de Prado, s/n.  
|                    | 47014 Valladolid  
|                    | Tel.: 983 41 15 01  
|                    | Website: [http://www.jcyl.es](http://www.jcyl.es)  
|                    | Más información sobre Educación: [http://www.educa.jcyl.es](http://www.educa.jcyl.es)  
| Castilla-La Mancha | Consejería de Educación, Cultura y Deportes  
|                    | Balneario de Albarracín, s/n.  
|                    | 45071 Toledo  
|                    | Tel.: 925 28 65 63  
|                    | E-mail: contacto-educacion@jccm.es  
|                    | Website: [http://www.castillalamancha.es/gobiernoe educacionculturaacceptedepor](http://www.castillalamancha.es/gobiernoe educacionculturaacceptedepor)  
| Cataluña (Princeipality of) | Departamento de Educación  
|                    | Avda. Augusto, 253-256  
|                    | 08001 Barcelona  
|                    | Tel.: 93 406 61 00  
|                    | Website: [http://www.22.gencat.cat/portal/site/ensenyenant](http://www.22.gencat.cat/portal/site/ensenyenant)  
|                    | Más información sobre Educación: [http://www.22.gencat.cat/portal/site/familiacescola](http://www.22.gencat.cat/portal/site/familiacescola)  
| Valencia (Region)  | Consejería de Educación, Formación y Empleo  
|                    | Avda. Comercial, 32  
|                    | 46015 Valencia  
|                    | Tel: 96 317 52 02  
|                    | Website: [http://www.cafe.gva.es](http://www.cafe.gva.es)  
| Extremadura        | Consejería de Educación y Cultura  
|                    | C/ Santa Julio, 5  
|                    | 06000 Badajoz  
|                    | Tel.: 924 00 75 00  
|                    | Website: [http://www.gobex.es](http://www.gobex.es)  
| Galicia (Region)   | Consejería de Cultura, Educación y Ordenación Universitaria  
|                    | EIE, Avenida de Castros, s/n.  
|                    | 15704 Santiago de Compostela  
|                    | Tel.: 981 54 44 00  
|                    | Website: [http://www.xunta.es](http://www.xunta.es)  
|                    | Más información sobre Educación: [http://www.edu.xunta.es](http://www.edu.xunta.es)  
| Madrid (Region)    | Consejería de Educación y Empleo  
|                    | C/ Alcalá, 50 - 32  
|                    | 28014 Madrid  
|                    | Tel.: 012  
|                    | Website: [http://www.madrid.org](http://www.madrid.org)  
|                    | Más información sobre Educación: [http://www.educia.madrid.org](http://www.educia.madrid.org)  
| Murcia (Region)    | Consejería de Educación, Formación y Empleo  
|                    | Avenida de la Fama, 15  
|                    | 30100 Murcia  
|                    | Tel.: 968 36 20 00  
|                    | Website: [http://www.carm.es](http://www.carm.es)  
|                    | Más información sobre Educación: [http://www.educar m.es](http://www.educarm.es)  

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5. THE SPANISH EDUCATION SYSTEM

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<tr>
<th>Region (Region)</th>
<th>Consejerías de Educación y Portales de Información sobre Educación</th>
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<tbody>
<tr>
<td>Navarre</td>
<td>Departamento de Educación&lt;br&gt;C/ Santa Domingo, 8&lt;br&gt;31001 Pamplona&lt;br&gt;Tel.: 848 42 65 00&lt;br&gt;E-mail: <a href="mailto:educaciones.informaciones@navarra.es">educaciones.informaciones@navarra.es</a>&lt;br&gt;Website: <a href="http://www.navarra.es">http://www.navarra.es</a>&lt;br&gt;Más información sobre Educación: <a href="http://www.educacion.navarra.es">http://www.educacion.navarra.es</a></td>
</tr>
<tr>
<td>Basque Country</td>
<td>Departamento de Educación, Universidades e Investigación&lt;br&gt;Donostia-San Sebastián, 1&lt;br&gt;81001 Donostia-San Sebastián&lt;br&gt;Tel.: 943 01 81 95 / 86&lt;br&gt;E-mail: <a href="mailto:educacion@euskadi.eus">educacion@euskadi.eus</a>&lt;br&gt;Website: <a href="http://www.basqueeducation.eus">http://www.basqueeducation.eus</a></td>
</tr>
<tr>
<td>La Rioja</td>
<td>Consejería de Educación, Cultura y Deporte&lt;br&gt;C/ Marqués de Murrieta, 76 Apto 3&lt;br&gt;26001 Logroño&lt;br&gt;Tel.: 941 29 13 35&lt;br&gt;Website: <a href="http://www.larioja.org">http://www.larioja.org</a>&lt;br&gt;Más información sobre Educación: <a href="http://www.educarioja.org">http://www.educarioja.org</a></td>
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<tr>
<td>Costa</td>
<td>Consejería de Educación, Cultura y Mujer&lt;br&gt;Plaza de América, 1&lt;br&gt;53001 Costa&lt;br&gt;Tel.: 956 52 82 16/19/18&lt;br&gt;E-mail: <a href="mailto:contactofeminidad@costa.es">contactofeminidad@costa.es</a>&lt;br&gt;Website: <a href="http://costa.es">http://costa.es</a></td>
</tr>
<tr>
<td>Melilla</td>
<td>Consejería de Educación y Colectivos Sociales&lt;br&gt;C/ España, 7&lt;br&gt;52001 Melilla&lt;br&gt;Tel.: 952 68 92 34&lt;br&gt;E-mail: <a href="mailto:educacion@melilla.es">educacion@melilla.es</a>&lt;br&gt;Website: <a href="http://www.melilla.es">http://www.melilla.es</a></td>
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</table>
These initiatives are:

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

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

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

- EURAXESS Jobs: The EURAXESS Jobs section of the European EURAXESS Portal offers information free of charge on job vacancies and funding opportunities in research, and covers a large number of scientific areas. Universities, Research Schools and other employers can publish vacancies. In 2013, there are more than 7,500 entities registered. The portal also enables research staff the opportunity to post their CV in the Europass format, making it more visible to the entities registered.

- EURAXESS Services: network made up of 40 countries with more than 300 centres that advise researchers and their families on practical issues concerning administrative formalities, funding opportunities, job offers and other important matters when travelling from one country to another (visa applications, social security, tax and taxation, etc.). Every member country of EURAXESS has its own network of research staff support centres which provide assistance as nearby and as directly as possible.

- EURAXESS Rights: information regarding different European projects aimed at improving researcher living and working conditions, thus contributing to making the career of researcher within the European Union (EU) a more attractive one.
6. EURAXESS SPAIN NETWORK

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

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

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

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

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

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

<table>
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<tr>
<th>Autonomous Regions</th>
<th>ENTITY</th>
<th>CONTACT DETAILS</th>
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<tbody>
<tr>
<td>Andalusia</td>
<td>Andalusia Knowledge Agency</td>
<td>Website of EURAXESS Service Centre: Website of EURAXESS Service Centre (in Spanish)</td>
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<td>Andalusia</td>
<td>Progress and Health Foundation</td>
<td>Website: Website of EURAXESS Service Centre (in Spanish)</td>
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<td>Andalusia</td>
<td>University of Granada</td>
<td>Website: Website:</td>
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<td>University of Almeria</td>
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<tr>
<th>Autonomous Regions</th>
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| Andalusia          | University of Jaén | Website: [http://vicineo.us.es/en](http://vicineo.us.es/en)  
Email: piedadp@us.es  
Telephone: (+34) 954 23 33 40 |
| Andalusia          | University of Seville | Website: [http://leticia.us.es/web/online.php](http://leticia.us.es/web/online.php)  
Email: cuesta@fhys.us.es  
Telephone: (+34) 954 40 60 19 |
| Andalusia          | Institute of Agricultural, Fisheries, Food and Biological Production Research and Education (IAPF) | Website: [http://www.ifapa.es](http://www.ifapa.es)  
Email: eir@ifapa.es  
Telephone: (+34) 954 09 50 89  
(+34) 671 59 88 28 |
| Aragon             | University of Zaragoza | Website of EURAXESS Service Centre: [http://www.unizar.es](http://www.unizar.es)  
E-mail: eraragon@upz.unizar.es  
Website: [http://vr_investigacion/sgi/eramore/index.html](http://vr_investigacion/sgi/eramore/index.html) |
| Balearic Islands  | Balearic Islands Regional Government | E-mail: peder@pbh.caib.cat  
Telephone: (+34) 971 78 41 78  
General website: [http://www.caib.cat](http://www.caib.cat) |
| Canary Islands     | Canary Islands Agency for Research, Innovation and Information Society (ACID) | E-mail: resev.asociacion@acanarias.org  
Telephone: (+34) 954 05 82 28  
General website: [http://www.gobiernedeacanarias.org/acid](http://www.gobiernedeacanarias.org/acid) |
| Catalonia          | University of Catalonia | Website of EURAXESS Service Centre: [http://www.uab.cat](http://www.uab.cat)  
E-mail: opalom@ic3.cat  
Telephone: (+34) 935 67 99 77  
Website: [http://www.ic3.cat](http://www.ic3.cat) |
| Castile-La Mancha | University of Castile-La Mancha | Website of EURAXESS Service Centre: [http://www.actiu.es](http://www.actiu.es)  
E-mail: marc@actiu.com  
Telephone: (+34) 973 48 42 32  
Website: [http://www.actiu.es](http://www.actiu.es) |
| Castilla León      | Castilla and León University Foundations | E-mail: gisamg@gisamg.org  
Telephone: (+34) 985 21 90 40  
General website: [www.fundacionfucastilla.org](http://www.fundacionfucastilla.org) |
E-mail: otri.ifapa@juntadeandalucia.es  
Telephone: +(34) 954 994 593 / + (34) 671 598 258  
General website: [http://www.unican.es](http://www.unican.es) |

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**Website:** [www.euraxess.es](http://www.euraxess.es)  
**Email:** Mobilitat@agaur.gencat.cat  
**Telephone:** (+34) 934 10 63 94  
**Website:** [http://euraxess.cat](http://euraxess.cat) **Spanish, English and French**  
**Website:** [http://euraxess.de](http://euraxess.de)  
**Website:** [http://euraxess.fr](http://euraxess.fr)  
**Website:** [http://euraxess.it](http://euraxess.it)  
**Website:** [http://euraxess.pt](http://euraxess.pt)  
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<td></td>
<td></td>
<td>Telephone: + (34) 932 86 1408</td>
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<tr>
<td>Catalonia</td>
<td>Catalonia Institute of Space Studies (IEEC)</td>
<td>Website: <a href="http://www.iesc.cat">http://www.iesc.cat</a></td>
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<td></td>
<td>Telephone: + (34) 932 86 2014</td>
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<td>Catalonia</td>
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<td>Website: <a href="http://www.dibaps.org">http://www.dibaps.org</a></td>
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<tr>
<td></td>
<td></td>
<td>Telephone: + (34) 931 227 5207</td>
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<tr>
<td>Catalonia</td>
<td>Institute of Agri-Food Research and Technology (IRTA)</td>
<td>Website: <a href="http://www.irma.cat">http://www.irma.cat</a></td>
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<td></td>
<td></td>
<td>Telephone: + (34) 935 92 43 00</td>
</tr>
<tr>
<td>Catalunya</td>
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Tabla 11. EURAXESS Spain Network

* EURAXESS INDIGENAS ORGANISATION IN THE AUTONOMOUS REGION

CHECKLIST OF PROCEDURES FOR ENTERING AND LEAVING SPAIN
# Checklist of Procedures for Entering and Leaving Spain

When? What Steps Do I Need to Take?

**BEFORE TRAVELLING TO SPAIN**

- Check whether you need a stay permit, visa, or work or residency permit to travel to or carry out research in Spain.
- If a visa is required, obtain an invitation or a document accrediting the purpose of the visit.
- In exceptional cases, prepare the medical certificates required to enter Spain.
- Prepare accommodation. Your employer may be able to help you find accommodation.
- Are you going to drive? Is your driving licence valid in Spain?
- Have you insured your belongings?
- If you come from a country in the European Economic Area, get your European Health Insurance Card.
- If you are going to travel with your family (including children): Apply for the corresponding permits and visas.
7. CHECKLIST OF PROCEDURES FOR ENTERING AND LEAVING SPAIN

WHEN? | WHAT STEPS DO I NEED TO TAKE?
---|---

BEFORE LEAVING SPAIN AND RETURNING TO YOUR COUNTRY OF ORIGIN/DESTINATION

- Cancel the bank accounts and payment methods you used while in Spain if you are no longer going to use them.
- Note down a hotline for the payment methods you used in Spain.
- Cancel all services (water, electricity, gas, communication services, etc.) that you were subscribed to and notify your bank.
- Remember that if you lived in a rented home, you are entitled to total or partial devolution of the contract security deposit.
- Do not leave debts or bills unpaid: you may be blacklisted on an international debtor registry, which will affect your credit record.
- Obtain an Employment Record of your professional activities in Spain from the Social Security Service (http://www.seg-social.es/internet_1/laSeguridadSocial/Quienessomos/tesoreriaGeneralde29408/index.htm) and check that the information is correct. If there are any errors, request a correction.
- Obtain certificates and qualifications of the studies and/or professional activities carried out. It may be advisable to take out travel insurance.
- If you are travelling to a country in the European Economic Area or Switzerland, get your European Health Insurance Card.
- Consult the EURAXESS services http://ec.europa.eu/euraxess
- If you are going to travel with your family (including children), obtain the certificates and titles for your children.

GLOSSARY: ABBREVIATIONS AND ACRONYMS
GLOSSARY: ABBREVIATIONS AND ACRONYMS

AGE – Administración General del Estado (General State Administration)

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

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

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

CCAA – Comunidades Autónomas (Autonomous Regions)

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

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

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

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

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

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

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

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

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

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

FSE – Formación Sanitaria Especializada (Specialized Healthcare Training)

http://ec.europa.eu/research/horizon2020/

R+D – Scientific Research and Technological Development

R+D+i – Scientific Research, Technological Development and Innovation
8. GLOSSARY: ABBREVIATIONS AND ACRONYMS

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

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

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

ISCIIE – Instituto de Salud Carlos III (Health Institute)
http://www.isciii.es

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

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

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

MINECO – Ministerio de Economía y Competitividad (Ministry of Economy and Competition)
http://www.dei.minnecox.gob.es/

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

MIR – Médico Interno Residente (Resident Medical Intern)

MSSSI – Ministerio de Sanidad, Servicios Sociales e Igualdad (Ministry of Health, Social Services and Equality)
http://www.msssi.gob.es

OTRI – Research Results Transfer Office

PE I+D+I – Plan Estatal de Investigación Científica y Técnica y de Innovación (State R+D+I Plan)

SEPE – Servicio Público de Empleo Estatal (Public Service of State Employment)
http://www.sepe.es/

http://cordis.europa.eu/fp7/