

RULES FOR VISITING SCHOLARS AND GUEST RESEARCHERS¹

LAW DEPARTMENT. UNIVERSITAT POMPEU FABRA

The Law Department at Pompeu Fabra University gives PhD, postdoctoral and senior researchers from national or foreign centres the opportunity to carry out research periods as visiting scholars. The objective of these research periods is to promote research in cooperation with or under the supervision of the Law Department Faculty members.

Moreover, the Law Department at UPF also offers the possibility that research groups or researchers of the Department invite PhD, postdoctoral and senior researchers from national or foreign centres to carry out research activities for a period of less than one month as guest researchers.

I. VISITING SCHOLAR PROGRAM

1. Status of Visiting Scholar

Visiting researchers may be persons who have the status of doctoral researcher or PhD researcher at another university or research centre and who, during the enjoyment of a sabbatical period, a study permit, mobility program or other similar situation, and ask for a **uninterrupted research stay of at least one month and a maximum of two years** at Pompeu Fabra University. The status of visiting scholar will be incompatible with any type of contract or appointment at Pompeu Fabra University.

2. Application process

Two deadlines for applying for research periods are established:

- From 1 to 30 September for research periods planned between January and June;
- From 1 to 31 January for research periods planned between July and December.

Exceptionally, a researcher with a specific invitation from a research group or individual researcher from the Law Department may apply outside of the indicated deadlines.

Candidates must complete the application form available on the Law Department webpage and attach the following documentation:

¹ These rules have been approved by the Research Commission of the Law Department on July 26, 2018 and modified on March 10, 2020.

- Their passport or identity card.
- A cover letter issued by their home institution.
- A motivation letter explaining their interest in carrying out a research period with the UPF Law Department.
- A photograph.

After approval of the research stay by the Research Commission, the Law Department will register the researcher as a visiting scholar at UPF. Likewise, the researcher must sign a document accepting the general conditions of his/her stay.

3. Rights and obligations of visiting scholars

During the research stay, the visiting scholar will have the following rights:

- To be received by the members of the Law Department.
- To obtain the documentation proving their status as a visiting scholar.
- To have a supervisor (only PhD researchers).
- To enjoy the same level of library services, internet, online resources and sports and cultural services that the Faculty and PhD staff of the UPF.
- To participate in the seminars, congresses and conferences organized by the Law Department.
- To participate in postgraduate training activities, without being considered as students, or obtaining credits or qualifications, with the prior authorization by both the coordinators of the postgraduate programs and teachers.
- To obtain at the end of their research period an official document certifying it.

Visiting scholars will have the following obligations:

- To guarantee his/her personal expenses, including travel, accommodation, maintenance, medical coverage and accidents, as well as obtaining the corresponding visa to carry out the stay.
- To pay a fee for the issuance of a certificate of their stay, in accordance with the agreement of the Economic Commission of the Social Council of December 14, 2017. The amount to pay (VAT included) is € 90.75 for predoctoral research staff and € 181.50 for postdoctoral research staff.
- To carry out the research activities for which the research stay has been requested or accepted.
- To respect the dates of the beginning and end of the research stay.
- To cite the Law Department in all publications, seminars and conferences resulting from their research.

- To allow the publication on the Law Department webpage of their status as visiting scholars and, if applicable, their photograph.
- To fulfil the rules on ethics, avoiding plagiarism and other fraudulent practices, and respecting the confidentiality of the research projects in which they are involved or of which they have knowledge during their research stay.
- To observe the rules of operation of the University that are applicable.

4. Rights and obligations of the Law Department

The Law Department will be entitled to annul the research period if these or general UPF rules are not fulfilled.

The Department of Law has the following obligations:

- To issue the documentation that certifies the condition of visiting researcher.
- To issue an official certificate at the end of the stay.

The Department will not be obliged, in any case:

- To pay visiting scholars a fee or wage during their research period.
- To provide visiting scholars with an office and/or a computer.
- To pay the travel expenses, accommodation, maintenance, health insurance or other expenses resulting from their research period.

II. GUEST RESEARCHER PROGRAM

1. Status of guest researcher

Researcher with a PhD or predoctoral researchers at another university or research center may be recognized as guest researchers at the Universitat Pompeu Fabra, after having been invited by one of the research groups of the Department of Law or by one of its researchers to carry out research activities for **a period of less than one month**. One of the main purposes of this program is to facilitate that a researcher invited to teach or a give a seminar may extend the period of stay at the University to develop their research here or to collaborate with researchers from the Department of Law.

2. Application process

The application for a guest researcher stay will be permanently open during the period of activity in the UPF teaching calendar.

Interested persons should fill out the form that they will find on the Department's website and attach the following documentation:

- Passport or identity document.
- Letter of presentation from your home institution.
- Invitation letter from the UPF research group or from an individual researcher, explaining the interest in staying at the UPF Law Department.

Once the short stay is authorized, the Department will register the researcher as a "guest researcher". The requests for the stay will be decided by the associate director for research of the Law Department, by delegation of the Research Commission. Before joining the Universitat Pompeu Fabra, the researcher must sign an acceptance document of the general conditions of their stay.

3. Rights and obligations of guest researchers

During the stay, the guest researcher has the right to:

- Be received by the staff of the Law Department.
- Obtain the documentation that accredits their status as a guest researcher.
- Have a supervisor in the case of predoctoral researchers.
- Enjoy the same level of library, internet, online resources, and sports and cultural services as doctoral research staff and research staff in training at the Universitat Pompeu Fabra.
- Participate in seminars, congresses and conferences organized by the Law Department.
- Obtain a certificate accrediting the stay at the end of it, which will be issued by the research group or professor who invites the researcher.

Guest researchers have the following obligations:

- To guarantee their personal expenses, including travel, accommodation, maintenance and medical and accident coverage, as well as obtaining the corresponding visa to carry out their stay.

- To carry out the research activities for which they have requested or accepted the research stay.
- To respect the start and end dates of the stay.
- To comply with the rules of deontology, avoiding plagiarism and other fraudulent practices, and respecting the confidentiality of the investigations that are known during the stay.
- To observe the operating rules of the University that apply to them.

4. Rights and obligations of the Law Department

The Law Department reserves the right to cancel a guest researcher's stay if these rules or the general regulations of the Universitat Pompeu Fabra are not respected.

The Law Department has the following obligations:

- To issue the documentation that accredits the status of guest researcher.

The Department will not be obliged, in any case:

- To pay visiting scholars a fee or wage during their research period.
- To provide visiting scholars with an office and/or a computer.
- To pay the travel expenses, accommodation, maintenance, health insurance or other expenses resulting from their research period.