

# REGULATIONS FOR VISITING LECTURERS

(Approved by the Governing Council on 22 November 2016)

**UVIC**

UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA

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## BACKGROUND

The figure of visiting lecturer is not considered in the Collective Agreement of the UVic-UCC. In this respect, it is not a position associated with an employment contract that is included in the regulations of our Agreement.

Thus, in principle, the figure of visiting lecturer is incompatible with any kind of UVic-UCC contract.

## OBJECTIVES

To increase the visibility of the figure of visiting lecturer at the UVic-UCC, and approve internal regulations to govern the procedure for their stay at the UVic.

To attract lecturers who are recognized for their teaching and/or research activity, to increase the visibility and international reach of the UVic-UCC and as an opportunity to learn and share new experiences, to create new areas of research and to consolidate and expand specific areas of knowledge and form relationships with other Universities.

## REGULATIONS

### 1. DEFINITION

Visiting lecturers are all Spanish or international lecturers or researchers who undertake their activity as a permanent member of staff in another university or research centre, and are invited by the Rector or by a department or research group to collaborate on a programme of activities at the UVic-UCC for a specific period of time.

The figure of Visiting Lecturer is incompatible with any kind of contract or appointment at the UVic-UCC.

### 2. REQUIREMENTS

- Visiting lecturers must be associated permanently with another university or research centre. An agreement between the home institution and the UVic-UCC is not required.
- The collaboration of visiting lecturers in the teaching of credits must be expressly authorized by the Vice-Rector for Teaching Staff.
- There will be no financial remuneration provided by the University.

- Visiting lecturers from European Union countries: a valid health card and/or private medical insurance are required.
- Visiting lecturers from outside the European Union: private medical insurance that is valid in Spain is required.
- The initial stay at the UVic-UCC can be no longer than 6 months, but an extension may be requested if it is duly justified.

### 3. ACTIVITIES

Activities that visiting lecturers can undertake during the period at the UVic-UCC:

- Give talks and hold round tables
- Present research seminars
- Participate in research projects
- Advise research groups
- Participate in research publications
- Collaborate in activities to train researchers
- Contribute good practices and innovative aspects
- Collaborate in teaching

### 4. PROCESS OF WELCOMING AND ACCREDITING THE VISITING LECTURER

#### 4.1. The process

The process can be started in two ways:

- The person interested in becoming a visiting lecturer at the UVic-UCC requests a stay in a department, research group or research centre (model in Appendix I).
- The UVic-UCC invites a person to become a visiting lecturer. In this case, the director of the department, coordinator of the research group or director of the research centre must make an internal request (model in Appendix II) before they send the invitation.

#### 4.2. Acceptance

- The department, research group or research centre accepts the request received from the individual, if appropriate.
- The person who has received an invitation from the UVic-UCC accepts the offer.

In both cases, the visiting lecturer accepts and signs the document that describes the terms and conditions of the stay (Appendix III).

#### 4.3. Welcome

- The department, research group or research centre will welcome the visiting lecturer, and will determine the name of the person responsible for the welcome.
- ICT resources. The Talent Management Unit shall provide a user name and a password for the visiting lecturer so that he/she can access the UVic-UCC computers. This shall be requested through a form available on the *Virtual Campus / Computers / Request for a temporary profile to access IT equipment and services*.
- Other resources:
  - The Talent Management Unit shall inform the Library about the arrival of a visiting lecturer by sending an email to [prestec@uvic.cat](mailto:prestec@uvic.cat), indicating the name of the lecturer and the dates of their stay. The Library shall then activate the loans service.
  - The Talent Management Unit shall provide visiting lecturers with information about the UVic-UCC and the region (information provided by the ARI).
  - Visiting lecturers shall be informed of the opportunity to attend extensive or intensive Catalan or Spanish courses (depending on the established schedule), organized for exchange students.
  - Visiting lecturers shall have the opportunity to obtain a UVic-UCC Sports Card, as long as they have the corresponding insurance.

- The UVic Accommodation Service (UHUB) shall provide information for visiting lecturers on available accommodation in the city and/or region.

#### 4.4. Accreditation

At the end of their stay at the University, visiting lecturers shall receive a certificate of recognition of their stay.

### 5. PROCEDURES AND DEADLINES

Lecturers who wish to spend a period at the UVic-UCC as a visiting lecturer or departments and centres that wish to invite an individual to become a visiting lecturer at the UVic-UCC, must send the following documents at least three months before the potential arrival date to the address [politiques.talent@uvic.cat](mailto:politiques.talent@uvic.cat):

- Request for admission as a visiting lecturer
- Request to invite an individual to become a visiting lecturer (when the stay is proposed by a department, research group or CERT of the UVic-UCC)
- Authorization from the individual's home institution or university
- Reference of the collaboration agreement between the UVic-UCC and the home university or institution