

ORDER NO. 2018/R/71

Subject: International Scientific Residency Program at the University of Beira Interior: creation, organization and operation

The University of Beira Interior has been assuming a position of increasing importance in the international scientific and cultural panorama. For this reason, and for its welcoming environment, suitable for creativity and innovation, the UBI has been increasingly sought after by researchers for research residencies. These researchers stay at the UBI for short periods of time, having their own conditions and connections to international institutions, and having no contractual relationship with the UBI.

The benefits brought about by the interaction between international researchers, who carry out their period of residency, and the academic community of UBI are immeasurable. Teachers, researchers and students benefit from this multicultural melting pot, creating an environment of cosmopolitan research that defines the UBI as belonging to World and existing for the World.

The International Scientific Residency Program aims to promote intellectual enrichment of the entire UBI ecosystem, deepening and expanding its fields of research and stimulating collaborations and international relations.

Thus, under points d), e) and t), paragraphs 1 and 2 of article 24 of the Statutes of the University of Beira Interior, approved by Normative Order No. 45/2008, of August 21, published in the *Diário da República*, 2nd series, No. 163, of September 1, 2008, I hereby determine:

Article 1
Creation

The Program of International Scientific Residencies at the University of Beira Interior is created.

Article 2
Application object

- 1.** This Regulation defines the conditions for formal stays of researchers at the UBI.
- 2.** Only foreign researchers, or Portuguese with permanent residence and activity abroad, may qualify for the status granted by this Regulation.
- 3.** The regulation now established will allow the UBI to offer the best reception conditions by receiving international visiting researchers in a scientific residency regime.

4. The status of international visiting researcher is only applicable to researchers who do not have any contractual relationship with the UBI.
5. The international visiting researcher is not a member of the faculty, research, or an UBI technician, nor its student.
6. The international visiting researcher is not permitted to teach, for short or long periods, even without remuneration; he/she may only hold free of charge conferences or research workshops.

Article 3

Classification of international visiting researchers

1. Visiting Academic, a denomination awarded to senior teachers or researchers who, having already benefited from the Visiting Scholar status, are willing to apply for a new period of residency in the UBI.
2. Visiting Scholar, a denomination awarded to professors or senior researchers who wish to carry out a period of scientific residency at the UBI, with the purpose of working in collaboration with a UBI professor or researcher.
3. Visiting Researcher, denomination attributed to doctoral or post-doc students or people who have recently finished their doctorate, eventually linked to an international institution wishing to develop collaborative research with a UBI professor or researcher.
4. To ensure international comparability, classification as a teacher or senior researcher follows the regulation of the ERC (European Research Council). Thus, senior researchers will have to have held a doctoral degree for more than 7 years. For those who do not meet this condition, the regime defined in paragraph 3 of this Article is applicable.

Article 4

Requirements to participate in the program

1. The minimum stay for the international visiting researcher to be assigned one of the denominations indicated in article 2, is of one month. This denomination is maintained for a year so that the researcher can finish, and publish, the collaborative works developed in the UBI.
2. The maximum duration of the stay is 12 months, after which it will be necessary to resubmit a request to extend it.
3. The Visiting Academic and the Visiting Scholar require an invitation letter from a UBI professor or researcher, who has been a doctorate for more than 7 years, justifying the importance of the stay, the absence of charges for the UBI and the intended research subject. The teacher or researcher of the UBI will assume the role of Coordinator of the joint research plan.
4. The Visiting Researcher needs an invitation letter from a professor or researcher from the UBI, stating the subject, the importance of the work to be developed and the absence of charges to the UBI.

The UBI professor or researcher will assume the role of Mentor in the joint research plan.

5. The letters of invitation must contain the opinion of agreement by the person in charge of the Department or by the R&D unit that will host the international visiting researcher.
6. International visiting researchers must commit themselves, through the issuance of a declaration, to follow the rules and regulations in force at the UBI, in particular those related to risk prevention and security, intellectual property and data protection. Researchers must as well declare that they have taken out a personal accident insurance, at their own expense, that covers the activity they will carry out.

Article 5

Processing of the reception procedure

1. According to what is described in article 3, the process of scientific residency in the UBI by an international visiting researcher can be initiated in two ways: a) The researcher can be invited directly by a UBI professor or researcher, which will initiate procedures for sending a letter of invitation; b) The researcher may request his/her scientific residency at the UBI, by sending a formal letter/email to the person in charge of the R&D Department/Unit requesting the reception. If accepted, the researcher will be assigned a Coordinating Teacher/Mentor who will initiate the procedures for sending the letter of invitation.
2. Scientific residences of international visiting researchers may start at any time of the year, with the residence time being counted from that date.
3. The reception process must be initiated internally with a memorandum to the Rector, signed by the Coordinating Teacher/Mentor. The memorandum will:
 - identify the international visiting researcher and propose his/her name in accordance with Article 3;
 - identify the institution to which the researcher is linked (if applicable);
 - present a brief curriculum vitae;
 - describe the interest of the scientific residency for the UBI, as well as the topic and a succinct plan of the investigation;
 - define the period of the visit.
4. After issuing a favorable opinion to the memorandum indicated in point 3, it is the responsibility of the Coordinating Professor/Mentor to take the necessary steps to send the letter of invitation, with knowledge to the Academic Services.
5. Upon arrival at the UBI, and in possession of his/her letter of invitation, the international visiting researcher must register at ubi.pt, as Researcher, and then proceed to enroll in the Academic Services.
6. The reception conditions, in terms of office space and laboratory, will always be the responsibility of the Coordinating Professor/Mentor who requested the visit, in articulation with the President of the Department or Coordinator of the R&D Unit.
7. International researchers hosted in scientific residency at UBI have priority in the access to housing in SASUBI residences.

8. The international visiting investigator must prove that he/she has taken out medical insurance or is a holder of the European Health Insurance Card (EHIC).
9. The international visiting researcher shall also be included in the list of visiting researchers, mentioning their name, on the website of the Department or the host R&D unit.
10. At the end of the stay, the Coordinator/Mentor may request a summary of the research carried out in the host R&D Department/Unit/Centre if there are no other indicators of the activities carried out.

Article 6

Missing cases

Omitted cases will be decided by rector's orders.

Article 7

Implementation

This program shall enter into force on the date of signature of this order.

University of Beira Interior, September 27, 2018.

The Rector, António Fidalgo