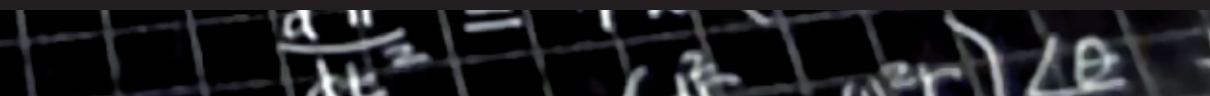


GUIDE FOR FOREIGN RESEARCHERS IN SPAIN 2011



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GUIDE FOR RESEARCHER PRESENTATION

The Fundación Española para la Ciencia y la Tecnología (FECYT, Spanish Foundation for Science and Technology), which I have the honour of directing since 2009, is a State-owned Foundation created on 5th June, 2001. FECYT is an instrument of the National Public Administration and is used to reinforce the value chain of knowledge by fostering, integrating and raising the social awareness of science and innovation in response to the needs and expectations of the Spanish System for Science, Technology and Innovation.

It is a great satisfaction for me to present this **Guide for foreign researchers in Spain 2011 Edition**, which I am sure will facilitate information searches by researchers from foreign countries who are coming to Spain for work, scholarships, or scientific missions.

This guide is the fourth edition drafted by the Foundation. The first was edited in 2004, the second in 2006 and the third one in 2009. The 2011 guide offers updated information regarding the work situation, everyday life and the particularities of Spain, as well as the necessary procedures for settling in our country. It also details the European directives that have made it possible for research personnel to enter and circulate within Spain: **the scientific visa or research visa**, which facilitates the admission and mobility of third-country nationals in order to carry out research for periods of over three months, and the **EU Blue Card**, which is established as a regulation geared toward the incorporation of the most qualified workers to the European economy.

The Ministry of Science and Innovation (MICINN, Ministerio de Ciencia e Innovación) passed this year 2011 the Science, Technology and Innovation Act (LCTI, Ley de la Ciencia, la Tecnología y la Innovación) with the purpose of contributing to a sustainable economic development and social welfare by encouraging scientific, technical and innovative research. This Act has created a new legal framework in which the jurisdictions of the State regarding the general coordination of scientific and technical research will be developed and, of course, by which our Spanish scientists will be assisted in order to improve their working conditions. This guide also provides readers with an opportunity to learn more details about the improvements in this Act with regard to their career as a researcher.

One of the objectives of FECYT is to favour the transformation of knowledge into innovative and entrepreneurial talent. In order to reach this goal, the foundation incorporates activities that link researchers, entrepreneurs and companies. To this end, FECYT has recently created Taracea, the first FECYT public crowdfunding platform. From here companies can help with donations by means of sponsorship or philanthropic donations and individuals by means of small donations from five Euros for over 250 science dissemination projects that are underway.

Moreover, FECYT fosters proposals at international level that help attract talent and facilitate their mobility. A clear example of this is our leadership in the EURAXESS Spain project since 2004. The *EURAXESS Network, Researchers in Motion*, is an initiative of the European Commission created with the purpose of helping researchers to overcome the obstacles found when travelling to or within Europe.

FECYT also helps the research community by providing access to large bibliographical reference databases such as the Web of Knowledge (WOK) and Scopus. These databases contain access to prestigious international scientific information. We also support the coordination of scientific repositories such as Open Access and certify the quality of Spanish scientific magazines.

Spain needs innovative talent. It is true that there is still a long way to go, but our country has made an extraordinary effort in recent years to improve the career in research with initiatives such as the new Science, Technology and Innovation Act and others that help to shape a professional career with a future for those who work in the field of research.

Lourdes Arana Uli
Director General of FECYT

INTRODUCTION

The purpose of this guide is to help foreign researchers who travel to Spain for work, grants, exchanges, doctorate courses, temporary contracts, etc. find information.

The handbook attempts to answer the main questions that researchers face when they arrive to Spain, either alone or accompanied by their family. It reflects upon working conditions, everyday life and aspects that make Spain unique, as well as the formalities required to establish themselves in Spain specially related to the field of research.

This handbook is only a guide and under no circumstances substitutes the information provided by the official authorities, which researchers must deal with in any case.

The **EURAXESS Network, Researchers in Motion**, is an initiative on behalf of the European Commission aimed at helping researchers to overcome the obstacles they face when travelling to or within Europe. This initiative is organised according to four specific actions to support talented researchers and their mobility shown on the European EURAXESS website (<http://ec.europa.eu/euraxess>):

- **Euraxess Jobs:** this section allows interested organisations to post job vacancies in the field of research and researchers to post their CVs. Both services are free of charge.
- **Euraxess Services:** network made up by 38 countries with more than 200 centres that advise researchers and their families on issues concerning administrative formalities, funding possibilities and job offers and other important matters when travelling from one country to another (visa applications, social security, taxes and financial issues, etc. This network also provides: information regarding

the everyday problems that researchers in a new place of residence may encounter and how to solve them, how to find schools, kindergartens, flats for rent, where to register with the city council and other cultural issues specific to each country.

- **Euraxess Rights:** information regarding different European projects aimed at improving the rights of the researchers such as The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
- **Euraxess Links:** communication network for European researchers working outside Europe.

In each of the 38 countries that make up the EURAXESS Network, there is a Bridgehead Organisation or Coordination Network, there is a Bridgehead Organisation or Coordination Centre that is in charge of institutional relations with the European Commission and the different national and European agents of the System of Science and Technology on the one hand, and coordinating and stimulating the network at national level on the other. Each country organizes its national network to provide researchers with the closest and most direct assistance possible.

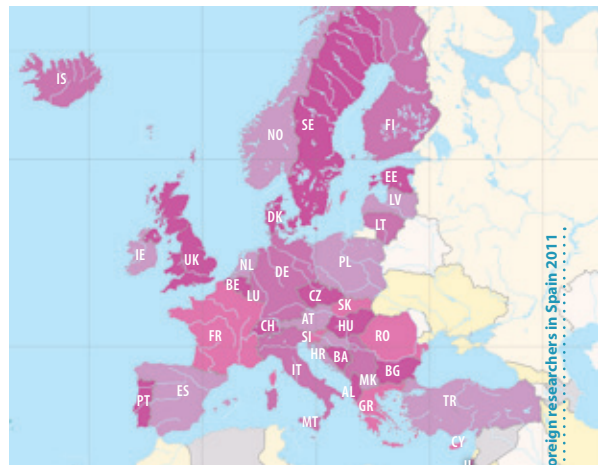


Figure 1. Countries that are part of the EURAXESS Network, Researchers in Motion, supporting researchers

Our EURAXESS Spain Network includes more than 50 centres in the different Autonomous Regions that provide researchers and the institutions that receive them with information and personalised assistance.

The Fundación Española para la Ciencia y la Tecnología (FECYT) is the Bridgehead Organisation that coordinates the network at national level and is in charge of managing and updating the Euraxess España website (<http://www.euraxess.es>).

Among its responsibilities, it is worth highlighting the coordination with public institutions such as the General Government, its Ministries and the European Commission, as well as the different entities that conform 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 system of Science and Technology. Apart from this, FECYT supports and encourages the attraction and return of our talented researchers abroad, establishing a constant link with the Spanish system of Science, Technology and Innovation.



On the other hand, the Spanish Services Centres provide researchers and their families with assistance when they arrive in our country, especially those who are going to travel to their Autonomous Region. They are also responsible for ensuring the operation of the regional centre and proper coordination with regional bodies.

All the information about the EURAXESS Spain Network is available at <http://www.euraxess.es>



Figure 2. EURAXESS Spain Network

The next section includes the contact details of the Service Centres of EURAXESS Spain. Many of these institutions have autonomous guides with additional information.

Contact details

The network currently includes the following centres:

AUTONOMOUS REGION	ENTITY	CONTACT DETAILS
Bridgehead Organisation	Fundación Española para la Ciencia y la Tecnología (FECYT)	EURAXESS Bridgehead Organisation webpage: http://www.euraxess.es {in Spanish, English} email: euraxess-spain@fecyt.es Phone Nº: + (34) 91 425 09 09 General webpage: http://www.fecyt.es
Andalusia	Andalusia Knowledge Agency	EURAXESS Services Centre webpage: http://www.citandalucia.es/euraxess {in Spanish} email: euraxess.citandalucia@juntadeandalucia.es Phone Nº: + (34) 955 03 98 34 General webpage: http://www.citandalucia.es/
Aragon	University of Zaragoza	EURAXESS Services Centre webpage: http://www.unizar.es/gobierno/vr_investigacion/sgj/eramore/index.html {in Spanish, English, French} email: eraragon@unizar.es Phone Nº: + (34) 976 76 10 00 ext. 3581 General webpage: www.unizar.es
Asturias	Fundación para el Fomento en Asturias de la Investigación Científica Aplicada y la Tecnología (FICYT)	EURAXESS Services Centre webpage: http://www.ficyt.es/euraxess/ {in Spanish, English, French} E-mail: ficyt@ficyt.es ; fnguyen@ficyt.es Phone Nº: + (34) 985 20 74 34 General webpage: www.ficyt.es
Balearic Islands	Balearic Islands Regional Government	email: poliver@dgrdi.caib.es Phone Nº: + (34) 971 78 41 78 General webpage: http://www.caib.es
Canary Islands	Agencia Canaria de Investigación, Innovación y Sociedad de la Información (ACIISI)	email: movilinvestiga@itccanarias.org Phone Nº: + (34) 922 887 421 General webpage: http://www.gobiernodecanarias.org/aciisi
Cantabria	University of Cantabria	EURAXESS Services Centre webpage: http://www.unican.es/WebUC/Unidades/relint/index.htm {in Spanish, partially English} email: diazjp@gestion.unican.es Phone Nº: + (34) 942 20 08 99 General webpage: http://www.unican.es/
Castile La Mancha	University of Castile-La Mancha	EURAXESS Services Centre webpage: http://www.ucm.es/organos/Vic_Investigacion/europa.asp {in Spanish} email: mariallanos.carrion@ucm.es Phone Nº: + (34) 967 59 93 54 (ext. 2263) General webpage: www.ucm.es

Catalonia	Agència de Gestió d'Ajust Universitaris i Recerca (AGAUR)	EURAXESS Services Centre webpage: www10.gencat.cat/agaur_web/AppJava/castellano/a_info.jsp?contingut=nodeMobilitat E-mail: mobilitat@agaur.gencat.cat Phone Nº: + (34) 93 268 87 95 General Webpage: www.gencat.cat/agaur
Valencia Region	Red de Universidades Valencianas para el fomento de la Investigación, el Desarrollo y la Innovación (RUVID)	EURAXESS Services Centre webpage: http://www.ruvid.org/mobility/index.html {in Valencian, Spanish, English} email: mobilitycentre@ruvid.org Phone Nº: (+34) 963 87 70 67 General webpage: www.ruvid.org
Extremadura	Fundación para el Desarrollo de la Ciencia y la Tecnología en Extremadura (FUNDECYT)	EURAXESS Services Centre webpage: http://www.fundecyt.es/euraxess/ {in Spanish, English} email: euraxess@fundecyt.es Phone Nº: + (34) 924 01 46 00 General webpage: www.fundecyt.es
Galicia	University of Santiago de Compostela	email: ore@usc.es Phone Nº: + (34) 981 58 49 89 General webpage: www.usc.es/ore
La Rioja	University of La Rioja	EURAXESS Services Centre webpage: http://www.unirioja.es/universidad/rii/centromovilidad.shtml {in Spanish, English, French} email: internacional@adm.unirioja.es Phone Nº: + (34) 941 29 91 52 General webpage: www.unirioja.es
Madrid	Fundación Madri+d para el Conocimiento	EURAXESS Services Centre webpage: http://www.madrimasd.org/Investigadores/Movilidad/default.asp {in Spanish} email: movilidad@madrimasd.org Phone Nº: + (34) 91 781 65 72 General webpage: www.madrimasd.org
Murcia	Fundación Séneca, Agencia Regional de Ciencia y Tecnología	EURAXESS Services Centre webpage: http://www.f-seneca.org/murciamobility/ {in Spanish, English} email: mobilitycentre@fseneca.es Phone Nº: (+34) 968 22 29 71 General webpage: http://www.f-seneca.org
Navarra	Navarra Regional Government – Department of Education	EURAXESS Services Centre webpage: http://www.pnte.cfnavarra.es/neuraxess/ {in Spanish, English} email: euraxess@navarra.es Phone Nº: + (34) 848 42 60 68 / 58 General webpage: www.educacion.navarra.es/portal/
Basque Country	Innobasque - Agencia Vasca de Innovación	email: mobility@innobasque.com Phone Nº: + (34) 94 420 94 88 General webpage: www.innobasque.com

Table 1. EURAXESS Spain Network

WELCOME to Spain



2.1 GEOGRAPHY

Covering a surface area of 504,782 km², Spain is one of the largest countries in Europe. It is bordered to the north by France (the Pyrenees) and Andorra and to the west by Portugal. Its coasts are bathed by the Atlantic Ocean, the Bay of Biscay and the Mediterranean Sea. The 26-km wide Strait of Gibraltar separates us from Morocco. The Spanish territory covers the Iberian Peninsula (except for the parts corresponding to the Republic of Portugal and Gibraltar), the Balearic Islands (Mediterranean), the Canary Islands (Atlantic) and the autonomous cities of Ceuta and Melilla in northern Africa. Spain has a population of 47 million inhabitants, of whom more than 5.7 million are foreigners, which represents 12.2% of the population (Spanish Institute of Statistics - INE, 2010).

2.2 POLITICAL SYSTEM

Spain is a constitutional monarchy and the King is Juan Carlos I. The Spanish constitution dates back to 1978. The main political parties in Spain are PP (associated with the European People's Party-EPP), PSOE (associated with the Party of European Socialists-PES) and Izquierda Unida (associated with the European United Left-EUL). There are a number of nationalist parties with varying influence in Spanish political life (CIU and ERC in Catalonia, PNV in the Basque Country, BNG in Galicia, CC in the Canary Islands, etc.).

2.3 POLITICAL PARTICIPATION

The political system in Spain is based on a democratic system where Spaniards above the age of 18 have the right to choose their representatives by means of elections at different government levels (state, regional, municipal and European). Citizens of the European Union that are residents in Spain may vote in municipal elections, as well as those in countries

that grant Spanish citizens the right of passive suffrage in municipal elections and that have signed a reciprocal treaty, such as the case of Norway, Colombia, Peru, Chile, Ecuador, Cape Verde, Paraguay, Iceland, New Zealand and Bolivia.

Therefore, the Spanish nationality requirement indicated in electoral law is applied only to General Elections (Congress and Senate) and the Legislative Assemblies of Autonomous Communities.

It is absolutely necessary that interested parties be recorded beforehand in the electoral census for municipal elections in order to vote.

2.4 AUTONOMOUS REGIONS

Spain is divided into 17 Autonomous Regions which are in turn divided into a total of 52 provinces. Following the approval of the Constitution in 1978, Spain went from being a centralized country to one of the most decentralized countries in Europe, due to multiple responsibilities being transferred to the Autonomous Regions. Regions were given authority over education, health, transport and tax, while some were authorized to create their own police force. In terms of legislation, each autonomous region is governed by a regional parliament, the members of which are decided in elections held in each region.

2.5 LANGUAGES

The official language of Spain is Spanish. In some autonomous regions, their own language is also official. This is the case in Catalonia, Galicia, the Basque Country, the Valencian Community and the Balearic Islands. Although Spanish is sufficient for everyday communication, if you will be working

in any of these Autonomous Communities, you should speak, or at least understand, their language. Further information on languages in Spain can be found in section 7.6 of this guide.

2.6 CLIMATE

Spain enjoys a Mediterranean climate. In general, the winters are moderately cold and summers are hot, although there are major differences between geographical regions. The Mediterranean coast has mild winters, plenty of sun and little rain. Its summers are warm. The north is humid and rainy, with cool summers. The winters in the south are warm and the summers are extremely hot (temperatures can exceed 40°C). In the mountainous inland area, where the average altitude is 600 m above sea level, the climate is generally dry, characterised by extreme temperatures that fluctuate between 40°C in summer and 5°C in winter.

2.7 TIME ZONE

Peninsular Spain and the Balearic Islands use Central European Time. Time in the Canary Islands coincides with Greenwich Mean Time, that is, 1 hour less than in the rest of the country.

2.8 CURRENCY

Since 1st January, 2002, the official currency is the euro, which replaced the former peseta.

2.9 RELIGION

Spain has no official religion, although most Spanish citizens are Catholic. Most holidays are also of a religious nature. Despite that, all other religions are respected and protected by the Constitution. There are places of worship in the larger cities for other religions.



3

ENTRY AND RESIDENCE

in Spain



3.1 INTRODUCTION

One of the most important aspects when planning a stay in Spain is what is required to enter the country: obtaining visas, residency and/or work permits both for yourself and also your family.

In this context, the implementation of national legislation¹ for the European directives of the scientific visa and the blue card, transferred to national legislation, have made it slightly easier for foreign researchers to enter and move around our country.

The **scientific visa**² 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 regulation³ 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.

The type of permit to apply for depends on several factors, including the researcher's nationality and length of stay, the type of activity he or she will carry out, the type of centre, payment received by the researcher, etc.

- 1 Spanish Immigration Act 2/2009 and Royal Decree 557/2011 of 20th April
- 2 Directive 2005/71/EC of the Council of October 12, 2005 regarding a specific procedure for the admission of third-country nationals for scientific research
- 3 Directive 2009/54/EC of the Council of May 25, 2009 regarding the entry and residence conditions for third-country nationals carrying out highly qualified work

The requisites and procedures for applications, their duration and renewal conditions, vary depending on the type of permit.

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

In the first place, 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.

3.2 DO I NEED A VISA?

A visa is a legal instrument (attached to the **passport** or included within its pages) or prior authorisation of entry into the destination country, in this case Spain, by means of consular or embassy representation in the country of origin or residency of the person that is travelling.

Its purpose is to control the people entering the country, based on the authorisation they possess, and it enables them for different types of stays based on the duration or type of activity to be carried out (tourism, residence or work).

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 require 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.

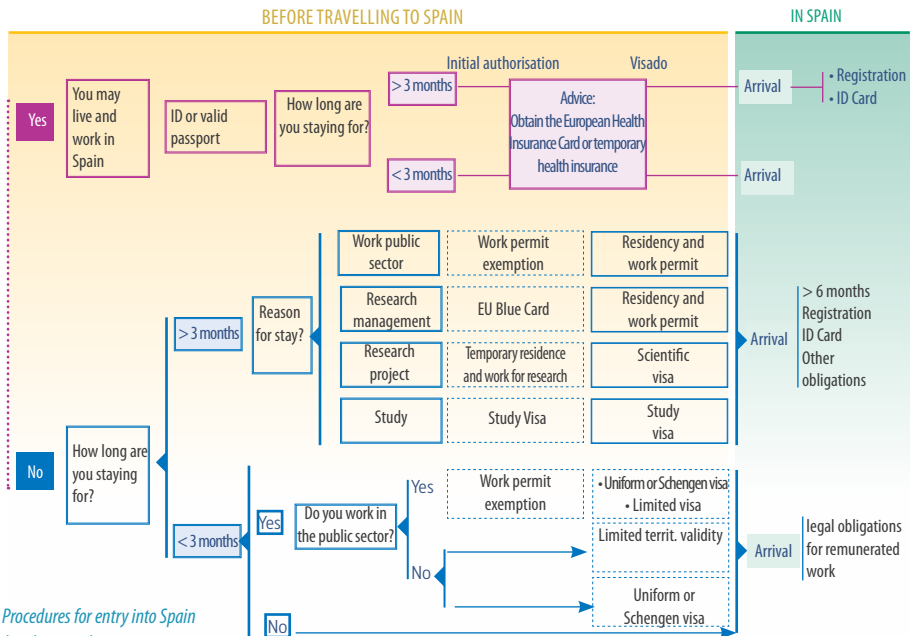


Figure 3. Procedures for entry into Spain associated with research activities

¹EEE: UE + Iceland, Liechtenstein and Norway

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

Germany, Belgium, Bulgaria, Cyprus, Denmark, Slovenia, Slovakia, Estonia, Finland, France, Greece, Netherlands, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, United Kingdom, Czech Republic, Sweden and Switzerland (member states of the European Economic Area: the European Union, except Romania, in which case a transitional system applies, plus Iceland, Liechtenstein, Norway, and those belonging to the Swiss Confederation).

If your stay in Spain exceeds 90 days, you must register at the Registro Central de Extranjeros (Central Immigration Office in English) and request a Tarjeta de Identificación de Extranjeros, which is associated with an identification code called an NIE (Foreigner's Identity Card in English).

The second group of countries to be taken into account is that included in the European Union regulation which stipulates the **third countries whose nationals are exempt from visa requirements when crossing the external borders of the Union**⁴. The following is a list that was updated in November 2011. The nationals of these countries are **exempt** from visa requirements to enter Spain, providing their **stay does not exceed 90 days**. This list is subject to change, so researchers are advised to make sure it is up to date.

4 Appendix II of EU Regulation (EC) No 539/2001 of 15th of March, 2001 and later amendments: Regulations (EC) 2414/2001, 851/2001 and 1932/2006. More information at http://europa.eu/legislation_summaries/justice_freedom_security/free_movement_of_persons_asylum_immigration/j10031_en.htm (information is available in all official EU languages)

Africa: Mauritius, Seychelles.

America: Antigua y Barbuda, Argentina, Bahamas, Barbados, Brasil, Canada, Chile, Costa Rica, El Salvador, U.S.A., Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, St. Kitts and Nevis, Uruguay, Venezuela.

Asia: Israel, Japan, Singapore, South Korea, Brunei, Malaysia.

Europe: Andorra, F.Y.R.M.⁵, Croatia, Monaco, Montenegro, Romania⁶, San Marino, Holy See, Serbia⁷

Australasia: Australia, New Zealand

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

Nationals 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.

3.3 WHAT PROCEDURES DO I NEED TO CARRY OUT?

After checking that you are required to apply for a visa in order to enter Spain, you must decide which visa and other procedures you need to carry out. This is based on the personal and professional circumstances of each foreign researcher.

An **authorisation for stay or residency** (and work if appropriate) is a permit that enables a foreigner from a country outside the members of the European Economic Area (the European Union including Iceland, Liechtenstein, Norway and Switzerland) except Romania (pursuant to Order PRE/2072/2011 of July 22 prior authorisation is required in order to work in Spain) **to stay in Spain for a period of over 90 days** and in some cases, under certain conditions that depend on the actual authorisation obtained, carryout paid labour.

5 Former Yugoslav Republic of Macedonia

6 Order PRE/2072/2011 of July 22 prior authorisation is required in order to work in Spain

7 Excluding holders of passports issued by the Serbian Coordination Directorate (Kordinaciona Uprava, in Serbian)



This authorisation does not authorise direct travel to Spain or the crossing of exterior borders that allow entry into Spain. Once the corresponding authorisation has been granted, the researcher or student (as was the authorisation corresponding to accompanying family members) **needs to request a visa**. Only having a visa does not grant the right to work and reside in Spain, it only authorizes a stay in the country for the duration of the visa.

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

Short stays (less than 90 days)

- Uniform or Schengen visa
- Limited Territorial Validity Schengen Visa
- Work permit exemption (facilitates obtaining the visa)
- Authorization processed by the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) (facilitates obtaining the visa)

Long but not indefinite stays (more than 90 days, less than 5 years)

- Study Permit
- Temporary Residency
 - Scientific visa
 - EU Blue Card
 - Work permit exemption
- Authorization processed by the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) (facilitates obtaining the visa)

Long or indefinite stay (more than 5 years)

- Long duration residency permit
- Long duration residency permit-UE

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 fast processing for contracting entities managed by the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE).

3.3.1. Short stay procedures

A short stay is understood as one uninterrupted period, or the sum of two successive periods, **not exceeding 90 days (three months) per six months from the first date of entry onwards**.

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

a) Uniform or Schengen visa: valid for transit or travel throughout the Schengen Area⁸ for a period not longer than the time necessary to complete that transit or stay in the Schengen Area up to a maximum of 90 days per six months, over either one uninterrupted period or successive periods.

b) Limited Territorial Validity Schengen Visa: valid for transit or travel in one or more countries within the Schengen Area.

Both the **uniform** and also the **limited territorial validity Schengen visa** must be applied for at the corresponding **Diplomatic Mission or Spanish Consular Office**⁹. The diplomatic mission or consular office may require applicants to be present in person and, when they deem necessary, conduct personal interviews to verify applicants' identity, the validity of their personal documentation or that provided, how regularly they visit or reside in the country the visa is for, the reason, itinerary and duration of the stay and any guarantees that applicants can provide of their intention to leave the territory of the member states before the expiry date of the visa being applied for.

These types of visa can be **extended** to cover a maximum of **three months**. Requests for a visa to be extended will be processed by the **immigration Office or Police Station**¹⁰ in the province where the foreigner is planning to stay. If an extension is approved, a police station designated by the Dirección General de la Policía y de la Guardia Civil (General

8 http://europa.eu/legislation_summaries/justice_freedom_security/free_movement_of_persons_asylum_immigration/l33020_en.htm (information is available in all official EU languages)

9 <http://www.maec.es/es/EYC/Paginas/embajadas-consulados.aspx> (information in Spanish, co-official languages, English and French)

10 <http://extranjeros.mtin.es/es/InformacionInteres/OficinasExtranjeros/index.html>

Directorate of the Police Force and Civil Guard in English) will issue a visa tag.

c) Temporary residency permit *with work permit exemption*:

It can be applied for by foreigners who meet any of the following requisites:

- Experts, researchers and scientists either invited or recruited by 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.
- Lecturers, experts, researchers or scientists either invited or recruited by a Spanish university to perform lecturing, researchers or scholarly work.
- Executive or teaching staff from cultural or educational centres that report to 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.
- Members of international scientific missions who plan to carry out work and research in Spain, authorised by the competent State or Regional Administration.

..... If a foreign researcher is a resident in Spain, he or she must have the exemption recognised at the Immigration Office in the province where they will begin to work. If a foreign researcher is not a resident in Spain, he or she must apply for the corresponding short duration stay or residency and work visa at the Spanish consular office in their country of residence.

The maximum period for processing these applications is **seven days**.

d) Entry, residency and work permit for professional activities combining economic, social or labour interests or related to highly skilled research and development or teaching projects (*hereafter called the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) procedure*):

This type of permit is an exceptional procedure for short periods because it is established for the incorporation of highly qualified non-community foreign workers (including researchers) that develop working relationships with employers that meet specific conditions (which have been established in legislation as general interest). This procedure is optional, i.e. it may be requested notwithstanding the rest of the options, and **is not a different kind of authorisation but a fast-track procedure for managing permits**. The procedure, its characteristics, requirements and details are specified in section 3.3.3. A fast-track for institutions: Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE)¹¹.

The application must be submitted by the **recruiting enterprise, organisation or employer** to the Special Unit for Large Company and Strategic Economic Sectors, which is authorised to approve or reject said application. The maximum period for processing the application is one month. **The national employment situation will not be taken into account** for the approval of this permit.¹²

11 The Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE – CE) depends upon the Directorate General of Immigration for the State Secretary of Immigration and Emigration of the Ministry of Labour and Immigration. Website: <http://extranjeros.mtin.es/es/UnidadGrandesEmpresas/> (information in Spanish and English)

12 The catalogue of difficult-to-fill occupations that is drafted for each province by the Public Service of State Employment (SEPE, Servicio Público de Empleo Estatal) defines the so-called National Employment Situation. This catalogue indicates the areas and job positions that cannot be filled by national workers and indicates the possibility of processing residence and work permits for foreign workers to the employer in that geographical area. The catalogue may be viewed at http://www.sepe.es/contenido/empleo_formacion/catalogo_ocupaciones_dc/af04.html (available only in Spanish)

Once permission has been granted, the researcher must submit the application form for either of the two types of short duration stays to the diplomatic mission or Spanish Consular Office, which must issue the permit within a maximum of 10 days.

3.3.2. Procedure for a long but not indefinite stay

A long but not indefinite stay is understood to be any uninterrupted period or combination of successive periods that **exceeds** ninety days per six months as of the first date of entry. These types of permits and visas give researchers the right to temporary residency for a maximum of five years.

There are different types of entry permits depending on the situation researchers are in.

a) Study Permit

Researchers planning to carry out any of the following **non industrial** activities may apply for the study, student mobility, non industrial work experience or volunteer services 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, notwithstanding the special research scheme.

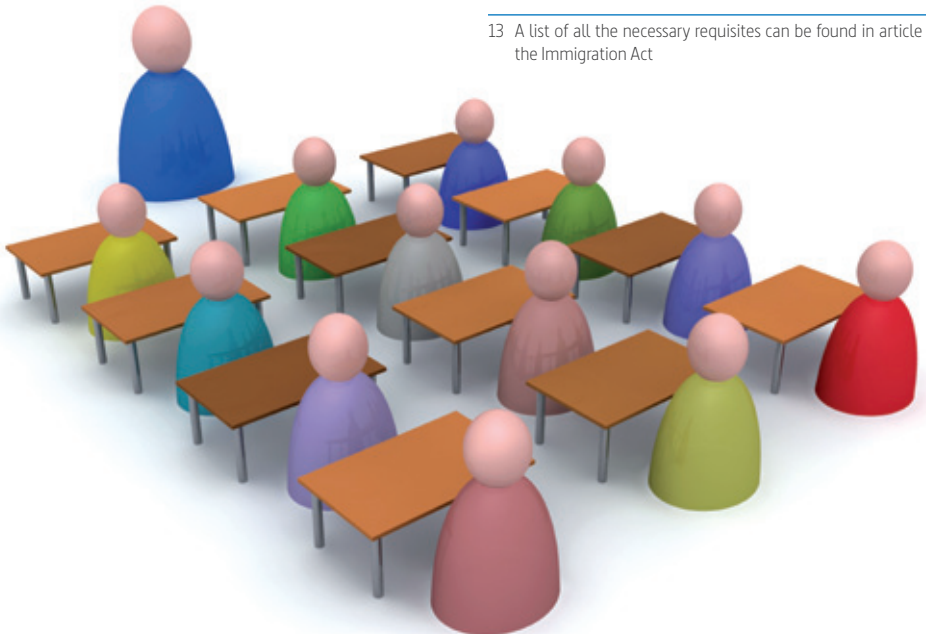
- Non industrial work experience at a public or private body or organisation.

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 requisites to be eligible for this type of visa.

The requirements¹³ to be eligible to apply for the study permit and the corresponding visa include:

- Being accepted by an authorised educational centre in Spain onto 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 into that programme.

¹³ A list of all the necessary requisites can be found in article 38 of the Immigration Act



- Having guaranteed the necessary economic means to cover expenses during the stay and to return to the researcher's country of origin, providing proof of a monthly amount equivalent to 100% of the IPREM¹⁴, 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.

The application for a study visa must be submitted in person by the researcher or student in the same diplomatic mission or Spanish consular office in the researcher's place of residence. A decision regarding this permit will be made within no more **than seven days from the date the application is received**.

If the stay were for longer than six months, foreigners must apply for the corresponding Foreign national Identity Card within a month after effectively entering Spain.

It should be noted that any foreigners who choose a specialised health training position¹⁵ will be able to perform both their work and training activity¹⁶ at health centres authorized to train specialists in Health Sciences without requiring a work permit.

14 Indicador Público de Rentas de Efectos Múltiples (Multipurpose Public Income Indicator in English), the annual value of which can be consulted at: http://www.seg-social.es/Internet_6/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneralde-laS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm (information available in Spanish, English and French)

15 The specialised health training system in Spain, regulated by Royal Decree 183/2008 of 8th February, includes the following programmes: Medicine (under the category of Medical Resident, MIR), Biology (BIR), Nursing (EIR), Pharmacy (FIR), Psychology (PIR), Chemistry (QIR), Radiophysics (RadioFIR).

16 Regulated by Royal Decree 1146/2006 of 6th October (http://www.boe.es/diario_boe/txt.php?id=BOE-A-2006-17498 {available only in Spanish})

The following are **exempt from applying** for the visa:

Any foreign student who has been admitted into a course to study or further his or her studies in another member state of the European Union will be able to request to sit or complete part of their studies in Spain without having to apply for a specific visa to enter Spain.

Foreign nationals on a study visa (not their family) may be authorized to conduct lucrative professional activity when an employment submits the corresponding application, the regulatory requisites are fulfilled and the activity in question is compatible with the person's studies. The contract will be part-time. Should the contract be full-time, duration must not exceed three months or coincide with classes.

Students may obtain residency and an initial work permit without having to apply for a visa when the company or employer who wishes to recruit them applies for permission and foreign students fulfil the following conditions:

- ✓ Have been in Spain for at least three years.
- ✓ 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 domain 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 at the time renewal is requested. Predoctoral contracts have a maximum duration of four 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, non industrial work experience or volunteer services).

Researchers interested in working in Spain for that period can apply for four different types of permits, depending on their situation:

- B1. Temporary residency and work permit for research (scientific visa)
- B2. Temporary residency and work permit for highly skilled professionals, holders of a blue card
- B3. Temporary residency permit and work permit exemption
- B4. Temporary residency and work permit processed by the Special Unit for Large Companies and Strategic Economic Sectors (**Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE**)

B1. Scientific visa

Foreign researchers whose main or only reason for travelling to Spain is to undertake research projects under a **hosting agreement** endorsed by a **research centre** can apply for a temporary residency and work permit for research and, once in possession, become eligible for the scientific visa.

In this sense, a **research centre** is understood to be any physical or legal person, in either the public or private domain, whose main or secondary establishment is in Spain, conducts research and technological development and has been **authorised** to sign **hosting agreements**.

The Spanish Ministry of Science and Innovation (MICINN) will maintain an updated list including all the research centres that have been authorised to sign hosting agreements with foreign researchers. Universities, public research centres that report directly to the Central and Regional Governments and public or private research centres that are officially recognized

as organizations that conduct research activity will be included in the list by default (these organisations, as indicated in section 4.1 The Spanish System for Science, Technology, and Innovation, Are Called Technological Centres).

Similarly, the MICINN has established¹⁷ the procedure that centres not included in the original list will have to follow in order to request authorisation to sign hosting agreements.

Hosting agreement

In order for a research centre and a foreign researcher to sign a hosting agreement, the following conditions must be fulfilled:

- 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 for.
- The hosting agreement must include 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 application¹⁸ for an initial residency and work permit for research to the authority responsible for processing applications in the province where the research project is due to begin.** In

¹⁷ In accordance with Order CIN/1795/2011, of June 28 (published June 30, 2001): http://www.boe.es/diario_boe/txt.php?id=BOE-A-2011-11232 (available only in Spanish)

¹⁸ The application form must be accompanied by the documents indicated in article 77 of Royal Decree 557/2011 of 20th April: organisation starting-up and representation documents, copy of the foreigner researcher's passport, hosting agreement, qualifications validated by the researcher's embassy and translated (if necessary due to the validated qualifications being a regulated profession).



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 scientific visa in one of the countries of the EU can continue to their 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 Organization must apply for the initial residency and work permit, although it will not be necessary to obtain a new visa.

the case of Regional Governments¹⁹ with competency in this topic, they will determine the competent authority. For the rest of 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 diplomatic mission or consular office has a **maximum period of one month** to issue the final scientific visa that will allow the researcher to enter Spain.

As an option, when the requirements mentioned in section 3.3.3. Fast-track for employers: Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) arise, this Unit of the Ministry of Labour and Immigration may be used for processing the scientific visa, as long as all of the conditions are met. With this Unit request the maximum resolution period for the initial residency and work permit is one month and the maximum period for visa resolution is 10 days.

The scientific visa has a **minimum duration of three months** and a **maximum of five years**, this period coinciding with the duration of the research project the visa is awarded for. If the duration of the visa exceeds six months, the foreign researcher must apply for the Foreigner Identity Card. The scientific visa may be renewed for a period of one year, unless a long term residency permit applies.

¹⁹ At present, on the Generalitat de Catalunya has transferred this responsibility, which is managed by the Departament d'Empresa i Ocupacio: <http://www.gencat.cat/treball/estrangeria> (available in English, French and Spanish)

B2. EU blue card for highly skilled professionals

EU Blue Card applies to highly skilled professionals who are intending to carry out work 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. A higher education qualification implies higher education training of a minimum of three years, which provides sufficient qualifications to perform a highly skilled job or to enter an advanced research programme.

In order to be eligible to apply for the blue card, the following conditions are necessary:

- 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, providing the contract complies with current legislation and the collective labour agreement that applies, 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)²⁰.

²⁰ The International Standard Classification of Occupations (CIUO, La Clasificación Internacional Uniforme de Ocupaciones) is the responsibility of The International Labour Organization (OIT, Organización Internacional de Trabajo). More information may be found at <http://www.ilo.org/public/english/bureau/stat/isco/index.htm> (available in English, French and Spanish)

• The national employment situation must permit the recruitment of the researcher. This will be determined by the Catalogue of difficult-to-fill occupations²¹, 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.

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 a 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. In the case of Regional Governments, they will determine the competent authority. For the rest of 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, and 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 fifteen days** after the application was submitted that the visa permitting entry into Spain has been awarded.

As an option, when the requirements mentioned in section 3.3.3. Fast-track for employers: Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) arise, this Unit of the Ministry of Labour and Immigration may be used for processing the EU Blue Card, as long as all of the conditions are

met. With this Unit request the National Employment Situation is not taken into consideration (this is not a requirement). The maximum resolution period for the initial residency and work permit is one month and the maximum period for visa resolution is 10 days.

The permit will be renewed on a two-yearly basis, unless a long-term residency permit applies.

One month after the worker has registered with Social Security, he or she must apply in person for the Foreigner's 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 include the distinction "EU Blue Card".

Foreigner 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 travel to 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.

B3. Temporary residency permits with work permit exemptions

Foreigners can also apply for the residency permit with work permit exemption described 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 providing the planned duration of the stay exceeds ninety days, must apply for the corresponding residency visa at the corresponding Spanish consular office in their place of residence.

Any foreigner who is a resident in Spain must apply to have the exemption recognized at the Immigration Office in the province where they will begin to work.

21 The catalogue of difficult-to-fill occupations that is drafted for each province by the Public Service of State Employment (SEPE, Servicio Público de Empleo Estatal) defines the so-called National Employment Situation. This catalogue indicates the areas and job positions that cannot be filled by national workers and indicates the possibility of processing residence and work permits for foreign workers to the employer in that geographical area. The catalogue may be viewed at http://www.sepe.es/contenido/em-pleo_formacion/catalogo_ocupaciones_dc/af04.html [available only in Spanish]

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 Foreigner's Identity Card.

B4. Entry, residency and work permit for professional activities that combine economic, social, or work interests or relating to highly skilled research and development or teaching work

This type of permit or fast-track procedure is handled by the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) described in section 3.3.3 and will be one of the most

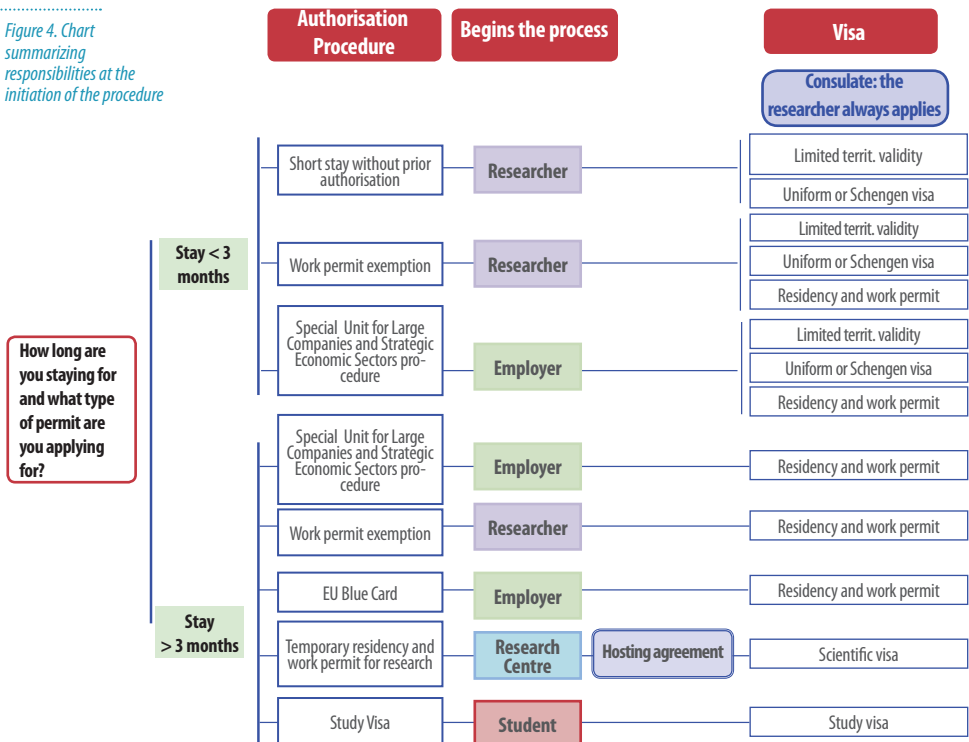
highly used procedures (whenever the conditions on the part of the researcher and the contractor are fulfilled) for periods of over three months.

This is an optional procedure that is initiated by the employer (university, public research organisation or company) that seeks to obtain one of the following permits for work and residency that are described above:

- Temporary residency and work permit for research (scientific visa)
- Temporary residency and work permit for highly qualified professionals (Blue card)

The period for the work and residency authorisation granted is the length indicated by each permit. If the stay exceeds six months, the researcher must apply for the Foreigner's Identity Card.

Figure 4. Chart summarizing responsibilities at the initiation of the procedure





3.3.3. Fast-track for employers: Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE)

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 under specific conditions for both the researcher and the employer.

This fast-track is regulated under the legal name Permit for **entry, residency and work** for professional activities with economic, social or labour interests regarding the realization of **research and development or teaching projects requiring high qualifications** (hereafter 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 options, and **is not a different kind of authorisation but a fast-track procedure for managing permits**. In order to make this request, you are required to be in one of the following situations:

- Executive or a highly qualified personnel for companies or employers that carry out activities that represent 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 relevance in terms of scientific-technical innovation).
- Executive or highly qualified personnel transferred by enterprises established in countries that do not belong to the European Union or European Economic Area enterprises with more than 500 employees in Spain or which have invested a total of more than €200M in Spain or have declared gross annual average investment 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 technology and communications, renewable energies, environment, water and water treatment, health sciences, biopharma and biotechnology, aerospace and aeronautics.

- Highly qualified specialists and scientists recruited by the Spanish Government, Regional Governments, Local Governments or organisations either run or owned by the aforementioned institutions and whose mission is to promote and carry out research.
- Lecturers recruited by a Spanish university to teach or perform other scholarly activities.
- Highly qualified specialists and scientists whose reason for visiting 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.

The request should be presented by the **company, contracting organisation or employer** to the Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) that will have the jurisdiction to resolve said request in a **maximum period of one 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 form to the diplomatic mission or Spanish Consular Office, which must issue the permit within a maximum of 10 days.

The Special Unit for Large Companies and Strategic Economic Sectors (Unidad de Grandes Empresas y Colectivos Estratégicos UGE-CE) also manages the **permits for family members** of the workers covered by this procedure. The permits for family members that this Unit processes and resolves are the following:

- Temporary residency permit for family regrouping
- Temporary residency permit without work or professional activity
- Temporary residency and work permit on behalf of a third party

The duration of the family permits provided for in this case shall under no circumstances exceed the main authorisation period. The family member request may be presented by the employer together with the request of the foreign worker, or separately later on.

3.3.4. 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, **foreigners who provide due evidence that they have resided uninterruptedly 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 the last two years immediately prior to the application.

A long-term residency permit will also be awarded to foreign researchers who have made a **remarkable contribution to economic, scientific or cultural progress in Spain, or who have gained Spain recognition abroad**. In such cases, the Spanish Minister of Labour and Immigration 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 initiative of the General Directorate of Immigration, after receiving a proposal to do so from a public authority with competences related to the merit the proposal 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 required, where they wish to establish their residence.

The foreigners who are not in Spanish national territory must submit the application in person to the diplomatic mission or consular office in their place of residence, which will transfer 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**. After the long-term residency permit has been awarded, where applicable, the foreigner must apply for the Foreigner's Identity Card in person no later than one month after being notified of the decision.



Long-term residency permit holders must renew their Foreigner's Identity Card every five years.

Finally, it should be noted that the above paragraphs do not include all of the permits for stays, residence or work that are provided for by Spanish legislation. They only cover those that are directly related to use by researchers.

In order to become familiar with all of the permits and procedures in effect in Spain, you may consult with the State Secretary of Immigration and Emigration in the section Procedures and Information of Interest: <http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/index.html>

3.3.5. Foreigner Identity Card

The foreigner 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 **permit for residence or a stay of over six months**. The request should be made **within a period of one month from entering Spanish territory** or once the entry permit is in force.

This is a **personal document that cannot be transferred**, and which has the same validity as the permit for residence or stay. In case of theft, loss, destruction or deterioration

of the card it will be necessary to issue a new card at the request of the interested party. This will not be considered as a renewal and the new card will lapse at the same time as the card it substitutes. The Foreign Identification Card will display the **foreign identification number (NIE, número de identificación de extranjero)**, personal information, a photograph of the holder, a fingerprint, the duration of the card and the reasons why it was granted.

The Foreign Identity Cards are processed only within Spanish territory at the **Foreign Offices** or otherwise at the Police Station in the place where the cardholder is to reside.²²

The above mentioned Foreign 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 carried out, in addition to the NIE, the researcher shall register with Social Security and shall be granted a membership number.

3.3.6. The renewal of residency permits and other procedures

As indicated, it is necessary to have the corresponding residency permit (in the case of studies it is called a study permit) and therefore the expiration 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 **60 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 establishment of a sanctioning procedure for the infraction incurred (this infraction may be fined for up to €500).

²² More information is available at: <http://www.mir.es/extranjeria-28/regimen-general-189/tarjeta-de-identidad-de-extranjero-205?locale=es> (available in Spanish)

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) including expulsion from Spanish territory.

It is recommended that you register from the time you have a place to reside and that this be recorded in the municipal registry, which is an administrative record comprised by the people that reside within the territory of the town. Registration serves as proof of residency and a registration certificate is required for access to many social services and aides.

3.4. 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.

The research centres where the researchers have been accepted, either for professional training or to work-related activities, must determine whether such situations require the validation or recognition of the qualifications necessary to perform their functions.



3.5. PROCEDURES FOR FAMILY ENTRANCE AND RESIDENCY

Any researchers who apply for a scientific 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 scientific 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) The 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 partnerships or similar), or a relationship that despite not being officially registered, has begun prior to the researcher starting his or her activity in Spain (documents issued by a public authority serve as evidence of this situation).
- c) The children of either the researcher or his or her spouse or partner, including adopted children, providing they are under eighteen 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 eighteen 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 extended family of the researcher, or that of his or her spouse or partner, when in their care, over the age of sixty-five and when there are reasons that justify the need to authorise their residency in Spain. In exceptional cases, when there is a combination of reasons of humanitarian nature, extended family members under the age of sixty-five may be regrouped.

In the specific **case of researchers who are holders of study visas**, their family members may apply to stay in Spain providing the following conditions are met:

- The foreigner's study visa has not expired.
- The foreigner has sufficient economic means to sustain his or her family, that is, a monthly amount that is equivalent to 75% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and to 50% of the IPREM for each of the subsequent members that make up a nuclear family.
- The foreigner must provide 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 Foreigner's Identity Card no later than one month after entering Spain.

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.

3.6. SUMMARY AND EXAMPLES OF ENTRY PROCEDURES FOR FOREIGN RESEARCHERS

The two tables below provide a **summarised view of the different procedures** that need to be carried out by a foreign researcher requiring a visa (see section 3.2 Do I need

a visa? in this chapter), as well as a **recommendation for the most common entry situations** in Spain regarding research. Given the variety of personal and family situations and the types of participating activities or institutions that arise, each specific case should be consulted with the appropriate organisation.

INITIAL AUTHORIZATION	DURATION OF THE INITIAL PERMIT PROCEDURE	TYPE OF VISA	VISA PROCEDURE	VALID FOR	EXTEND FOR
Short stay: without previous authorization	1 month	Visa of short duration: uniform /limited	1 month	Max. 3 months	Max. 3 months
Study permit	1 month	Study permit	1 month	Initial one year maximum, extendable	For one year periods
Work permit exemption	7 days ²³	Short duration residency and work permit	1 month	Initial one year maximum, extendable	Max. of two two-year periods
Special Unit for Large Companies and Strategic Economic Sectors Procedure	1 month	Short duration residency and work permit	10 days	Initial one year maximum, extendable	Max. of two two-year periods
Temporary residency permit for work and research	45 days	Scientific visa	1 month	Minimum three months, maximum five years (associated with the duration of the research project)	For one year periods, unless authorized for long-term residency
UE-Blue card	45 days	Residency and work visa	15 days	Initially for a one-year maximum, extendable	Max. of two two-year periods
Long-term residency permit	3 months	Not applicable		Undefined	Not necessary

Table 2. Summary of types of entry procedures for foreign researchers according to length of application process, duration of visa and extensions

23 Current daily practices of the Spanish Consulate do not contemplate the 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

Table 3. Examples of activities and situations related to research and permits recommended for each situation

TYPE OF ACTIVITY ²⁴	PROCEDURE TO BE FOLLOWED	OBSERVATIONS
Lecturer invited by a company or foundation	Short duration visa: uniform	Initiated by researcher
Lecturer invited by a company or foundation	Uniform visa	Initiated by the researcher. The process takes longer than the work exemption.
	Work permit exemption	Initiated by the researcher. The procedure is faster than the uniform short-term visa
	Special Unit for Large Companies and Strategic Economic Sectors Procedure	This is an option for the contracting institution that facilitates obtaining the corresponding permit. Faster than the short duration the uniform visa and theoretically slower than the work permit exemption.
Scientific expedition in Spain	Work permit exemption	Initiated by the researcher. This procedure is faster than the short duration uniform visa.
Short stay at Singular Science and Technology Infrastructures ²⁵ (e.g. observation time at IAC, measuring time at ALBA, etc.)	Uniform visa	Only if the stay is less than 90 days. Initiated by the researcher. This procedure takes longer than the work exemption procedure.
	Work permit exemption	Initiated by the researcher. This procedure is faster than the short duration uniform visa.
Juan de la Cierva and Ramón y Cajal researchers	Scientific visa	Initiated by the hosting organisation, which must sign the hosting agreement (the Special Unit for Large Companies and Strategic Economic Sectors Procedure is authorised to process this). This may be requested for the entire duration of the project. Theoretically takes longer than the work permit exemption.
	Work exemption permit	Initiated by the researcher. Initial duration one year, biannually extendable for up to a maximum of five years.
Researcher with a contract incentive not associated to projects: e.g. ICREA, IKERBASQUE	Scientific visa	Initiated by the hosting organisation, which must sign the hosting agreement (the Special Unit for Large Companies and Strategic Economic Sectors is authorised to process this). This may be requested for the entire duration of the project. Theoretically takes longer than the work permit exemption.
	Work exemption permit	Initiated by the researcher. Initial duration one year, biannually extendable for up to a maximum of five years.
Researcher with contracting aid not associated to projects	Work exemption permit	Initiated by the researcher. The aid is not granted in the form of a project and is not covered by a scientific visa.

24 The Public Assistance section in the chapter entitled RESEARCH in Spain presents the different contracting programs for the personnel mentioned in the table.

25 Singular Science and Technology Infrastructures (ICTS), more information at http://www.micinn.es/portal/site/MICINN/menuitem.6f2062042f6a5bc43b3f6810d14041a0/4?vgnextoid=cb09846085f90210VgnVCM1000001034e20aRCRD&lang_chosen=es (available in all official languages in Spain and in English)

Researcher recruited in Spain with a Marie Curie or ERC grant	Scientific visa	Initiated by the hosting organisation, which must sign the hosting agreement (the Special Unit for Large Companies and Strategic Economic Sectors is authorised to process this). This may be requested for the entire duration of the project. Theoretically takes longer than the work permit exemption.
	Work permit exemption	Initiated by the researcher. Initial duration one year, biannually extendable for up to a maximum of five years.
University lecturer under contract (contracted lecturer, senior lecturer, professor) or post at a public research centre	Work permit exemption	Initiated by the researcher. Initial duration one year, biannually extendable for up to a maximum of five years.
	Special Unit for Large Companies and Strategic Economic Sectors Procedure	This is an option for the contracting institution that facilitates obtaining the corresponding permit. Faster than the short duration the uniform visa and theoretically slower than the work permit exemption.
Research Centre Director	Work permit exemption	Initiated by the researcher. Initial duration one year, biannually extendable for up to a maximum of five years.
	Special Unit for Large Companies and Strategic Economic Sectors Procedure	This is an option for the contracting institution that facilitates obtaining the corresponding permit. Faster than the short duration the uniform visa and theoretically slower than the work permit exemption.
Torres Quevedo Researcher	Scientific visa	Initiated by the hosting organisation, which must sign the hosting agreement (the Special Unit for Large Companies and Strategic Economic Sectors is authorised to process this). This may be requested for the entire duration of the project.
	UE-Blue card	Initiated by the hosting company or entity. If conditions are met the USOC procedure may be used. Initial duration one year, biannually extendable for up to a maximum of five years. Facilitates mobility within the UE. When the Special Unit for Large Companies and Strategic Economic Sectors Procedure is used, the processing times are similar.
Employee/Director of a company R&D department	Scientific visa	Initiated by the hosting organisation, which must sign the hosting agreement (the Special Unit for Large Companies and Strategic Economic Sectors is authorised to process this). This may be requested for the entire duration of the project.
	UE-Blue card	Initiated by the hosting company or entity. If conditions are met the USOC procedure may be used. Initial duration one year, biannually extendable for up to a maximum of five years. Facilitates mobility within the UE. When the Special Unit for Large Companies and Strategic Economic Sectors Procedure is used, the processing times are similar.
	Special Unit for Large Companies and Strategic Economic Sectors Procedure	This is an option for the contracting institution and facilitates obtaining the corresponding authorisation. It does not depend upon the National Employment Situation. Does not enable mobility within the UE. As the other options are associated with the Special Unit for Large Companies and Strategic Economic Sectors Procedure, the processing times are similar.
Carrying out a doctorate or Masters	Study visa	
Specialized studies in the medical field (MIR, FIR, QJR,...)	Study visa	

RESEARCH in Spain

4.1 THE SPANISH SCIENCE, TECHNOLOGY AND INNOVATION SYSTEM

4.1.1. Regulatory framework

Spain has a national innovation system, generally known as the “Spanish Science, Technology and Innovation System,” defined and organised as such under the new Science, Technology and Innovation Act²⁶ (hereafter referred to as the “STI Act”) that establishes the grounds of the new legal framework that governs the system. The act is aimed at fostering sustainable economic development and social wellbeing through the creation, dissemination, diffusion and transfer of knowledge and innovation.

The STI Act defines the Spanish Science, Technology and Innovation System as a “system of systems”, integrating and coordinating general central government policy with that of the Regional Governments.

The Act is structured and generally organised around two separate albeit complementary sides to the innovation process in the broadest sense of the term: firstly, “Science and Technology”, equivalent to “Research and Development”, encompasses both basic research and the initial stages of applied research. Secondly, “innovation” is more closely linked to the direct effects of using knowledge on business competitiveness and economic growth.

²⁶ Science, Technology and Innovation Act 14/2011, of 1st June (Official Gazette N° 138 of 9th June, 2011)





The two **strategies** established by the STI Act, which define the basic principles, priorities, objectives and mechanisms of Spanish R&D&i policy for a multi-year period, are the:

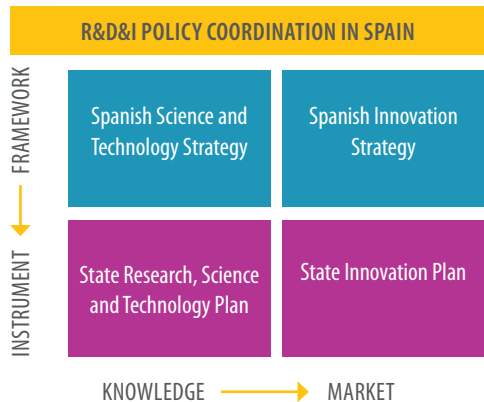
a) Spanish Science and Technology Strategy

b) Spanish Innovation Strategy

These two strategies are implemented by means of two multi-year instruments:

- i) The **National Plan for Scientific and Technical Research**, for the implementation of specific R&D policy actions.
- ii) The **National Plan for Innovation**, which is aimed at the implementation of measures to foster innovation that contribute towards transforming Spain into a knowledge-based economy.

Figure 5. Articulation of R&D&i policy in Spain



Both plans define the policy, the objectives and mechanisms for coordination with Regional Government and European Union actions. In addition they contemplate aspects related to their implementation, management and funding.

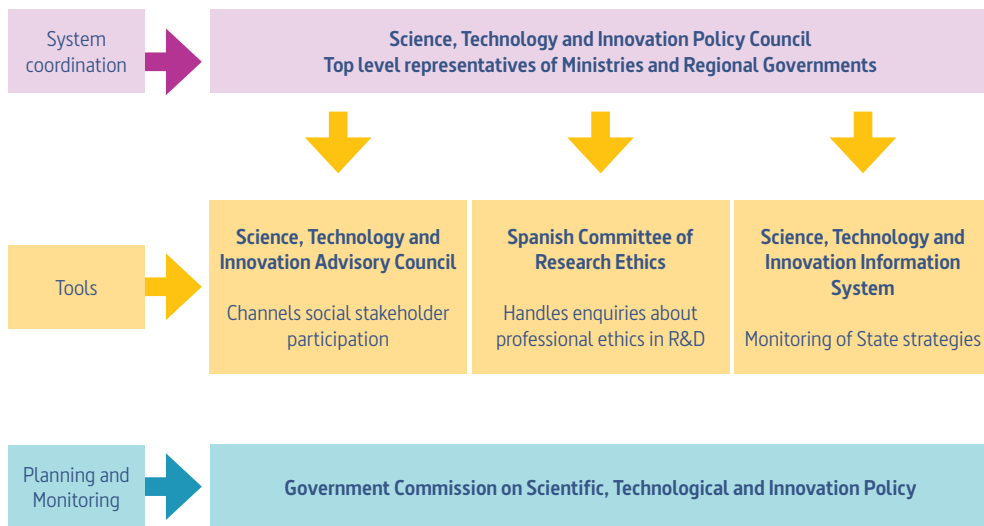
The regulatory framework of the national innovation system is complemented by the **Sustainable Economy Act**²⁷, which includes a series of structural reforms in order to enhance the competitiveness of the economy while also remaining compatible with environmental sustainability. The areas this act regulates include promoting research and innovation, particularly in regard to the link to business activity and the transfer of knowledge between research centres (universities and public research centres) and the private sector.

The STI Act establishes an organism for the general coordination of the system, the **Scientific, Technological and Innovation Policy Council**, which is attached to the Spanish Ministry of Science and Innovation and comprises various Ministers and Regional Government leaders.

Furthermore, the Spanish innovation system includes three other key organisms:

- The **Science, Technology and Innovation Advisory Council**, to channel the participation of social stakeholders (scientific community, business people and trade unions, among others) in issues related to R&D&i policy.
- The **Spanish Committee of Research Ethics**, an advisory body of the Scientific, Technological and Innovation Policy Council.
- The **Science, Technology and Innovation Information System**, to monitor the innovation strategies and policy measures that are implemented.

Figure 6. Coordination of the national innovation system

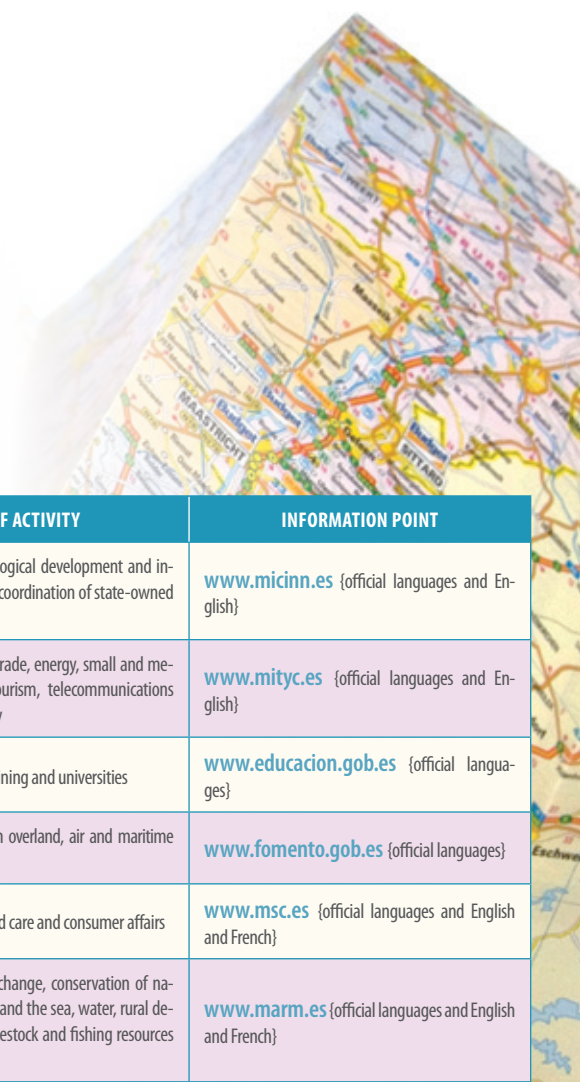


27 Sustainable Economy Act 2/2011, of 4th March (Official Gazette Nº 55 of 5th March, 2011)

State Administration

The State Administration encompasses all the bodies that report to the government, including their delegations in Autonomous Regions and abroad and the various Ministries. The planning and monitoring of R&D policy is the responsibility of the **Government Commission on Scientific, Technological and Innovation Policy**.

The Ministry that plays the most prominent role in the creation, implementation, monitoring and assessment of R&D&i policy is undoubtedly the **Ministry of Science and Innovation**. The main ministries and their responsibilities and activities in these areas are listed below:



MINISTRY	SPHERE OF ACTIVITY	INFORMATION POINT
Ministry of Science and Innovation	Scientific research, technological development and innovation in all sectors and coordination of state-owned public research centres	www.micinn.es {official languages and English}
Ministry of Industry, Tourism and Trade	Development of industry, trade, energy, small and medium-sized enterprises, tourism, telecommunications and the information society	www.mityc.es {official languages and English}
Ministry of Education	Education, professional training and universities	www.educacion.gob.es {official languages}
Ministry of Public Works	Infrastructure and state-run overland, air and maritime transport	www.fomento.gob.es {official languages}
Ministry of Health and Consumer Affairs	Health, health planning and care and consumer affairs	www.msc.es {official languages and English and French}
Ministry of the Environment and Rural and Marine Environments	The fight against climate change, conservation of natural heritage, biodiversity and the sea, water, rural development, agricultural, livestock and fishing resources and food	www.marm.es {official languages and English and French}

Table 4. Information on main Ministries

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

1. The **National Research Agency**, aimed at fostering the creation of knowledge in all scientific and technical fields.
2. The **Centre for Industrial Technological Development**, aimed at fostering innovation.

Autonomous Regions

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

INFORMATION POINTS IN AUTONOMOUS REGIONS			
Andalusia	www.juntadeandalucia.es	Catalonia	www.gencat.cat
Aragon	www.aragon.es	Valencia (Region)	www.edu.gva.es www.indi.gva.es
Asturias	www.sede.asturias.es www.ficyt.es	Extremadura	www.juntaex.es
Balearic Islands	www.caib.es	Galicia	www.xunta.es
Canary Islands	www.agencia.itccanarias.org www.gobiernodecanarias.org	Madrid	www.madrid.org www.madrimasd.org
Cantabria	www.cantabria.es	Murcia	www.carm.es
Castile La Mancha	www.educa.jccm.es www.jccm.es	Navarra	www.navarra.es
Castile and Leon	www.jcyl.es	Basque Country	www.ejgv.euskadi.net www.industria.ejgv.euskadi.net
		La Rioja	www.larioja.org

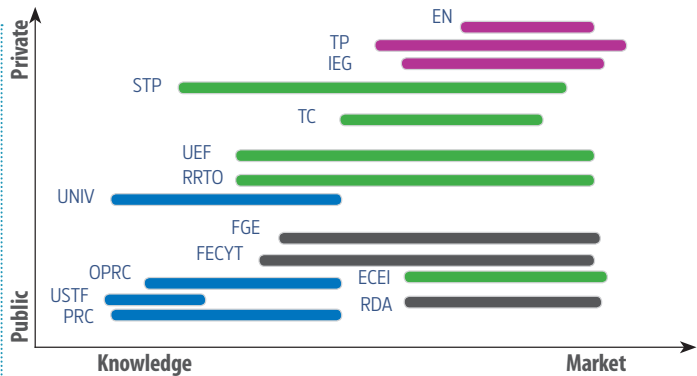
Stakeholders

In addition to the abovementioned institutional stakeholders, there are also many other stakeholders that are actively involved in the Spanish Science, Technology and Innovation System. This guide does not include a complete list of such stakeholders (who play several roles, including, but not limited to, promotion,

knowledge generation, interaction between stakeholders, financing, productive environment); however, the following figure contains some of the most relevant ones.

They are grouped as follows:

1. Enterprises and business associations
2. Cooperation organisms
3. Knowledge and technology generators
4. Innovation promoters



FECYT	Fundación Española para la Ciencia y la Tecnología	RRTO	Research Results Transfer Offices
FGE	Fundación Genoma España	UEF	University-Enterprise Foundations
RDA	Regional development agencies	TC	Technology centres
UNIV	Universities	STP	Science and Technology Parks
PRC	Public Research Centres	ECEI	European Centres for Enterprise and Innovation
OPRC	Other public R&D centres	EN	Enterprises
USTF	Unique Science and Technology Facilities	TP	Technology Platforms
		IEG	Innovative Enterprise Groupings

Figure 7. National innovation system stakeholders

4.1.2. Indicators

The analysis of the main figures related to the scientific and technological activities in Spain reflect an increase in the investment of resources in the Spanish innovation system between 2000 and 2009.

The following table summarizes the **major R&D&i indicators** in our country within the analyzed period.

MAJOR INDICATORS OF THE SPANISH SCIENCE AND TECHNOLOGY SYSTEM	2000	2009	Δ2000-2009
Spanish General Budgets (SGB) for R&D&i - PG46 (million €)	3.048,2	10.163,0 ⁽¹⁾	233,4%
• <i>Impact of PG46 (Spending policy) on the SGB (%)</i>	1,51%	2,90% ⁽¹⁾	
Domestic spending in R&D activities (GDP %)	0,91%	1,38%	
Total domestic spending in R&D activities (million €)	5.719,0	14.581,7	155,0%
People employed in R&D activities (FTE)	120.618	220.777	83,0%
• <i>Researchers (FTE)</i>	76.670	133.803	74,5%
Innovation intensity (Innovation spending regarding turnover)	0,93%	1,10%	
Enterprises with technological innovation	29.228	39.043	33,6%
Enterprises that carry out R&D	9.247	11.200	21,1%
Turnover percentage as a result of new or enhanced products	8,60% ⁽²⁾	14,87%	
Spanish scientific output (n° of publications)	27.755	61.493	121,6%
% regarding world output (experimental scientific output)	2,57%	3,44%	
Patent requests in Spain (on a domestic basis)	3.111	3.712	19,3%

(1) Including staff assigned to R&D&i of Plan E.

(2) Information from 2002. Not available for 2000 and 2001.

Table 5: Major indicators of the Spanish Science and Technology System

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The public budget for research, development and innovation has trebled over the last ten years

In 2009, the allocation of financial resources to R&D&i amounted to 10,163 million euros in comparison to 3,048.20 euros in 2000, a significant increase of 233.4% in public investment. Relatively speaking, the share of that spending policy (PG46) in regard to General Budgets (2.9%) continues the National Government's promotion effort.

Spanish spending on R&D has increased from 0.91% of GDP in 2000 to 1.38% in 2009

In 2009, Spain invested 1.38% of its gross domestic product on R&D activities, 0.03 more percentage points than in 2008. In absolute terms, said spending amounted to 14,582 million current euros.

The Autonomous Regions that have made the greatest effort in terms of R&D as % of their GDP were Navarra with 2.13%, Madrid and the Basque Country with 2.06% and Catalonia with 1.68%; all of them recorded higher R&D spending than the national average. It is particularly worth highlighting the growth experienced by Navarra (8.2%), Cantabria (5.9%), Aragon (5.3%) and La Rioja (5.2%) in comparison to 2008.

Over the 2000-2009 period, the public and private sectors have contributed similar percentages to the increase in Spanish spending on R&D activities of approximately 45%-55%, respectively

Public-private distribution of R&D spending in Spain has had a similar structure since 2000. Although in absolute terms R&D

spending in 2009 dropped by 120 million euros with regard to the previous year, it must be noted that, while GDP decreased by 3.2% as compared to 2008, the total investment in R&D only experienced a reduction of 0.8%.

The sectorial breakdown shows that enterprises implement more than half of the spending intended for research and development (52% of the total). It is also worth highlighting that over the past year the spending incurred by the National Government grew 9.5% with an impact on the R&D series of 20.1%.

As regards the source of funds, Public Administrations are responsible for the most financing of R&D spending, contributing 47.1% (a percentage that rises to 50.5% if Higher Education is included). On the other hand, the private sector financed 43.4%.

The number of people who work in R&D activities multiplied by 1.8 times over the 2000-2009 period

In 2009, some 220,777 people (full-time equivalent) were employed in R&D, an increase of 2.4% regarding 2008. Said growth is higher than that of employed people and, therefore, people devoted to R&D activities account for an increasingly large share of the employed population, which according to the latest figures available, stood at 11.7 per thousand.

Thanks to the increase observed in the human resources indicators, there has been a reduction in the existing difference regarding the other countries in the region. Currently, Spain has a ratio of people devoted to R&D activities of only one person less than the average for the EU-27.

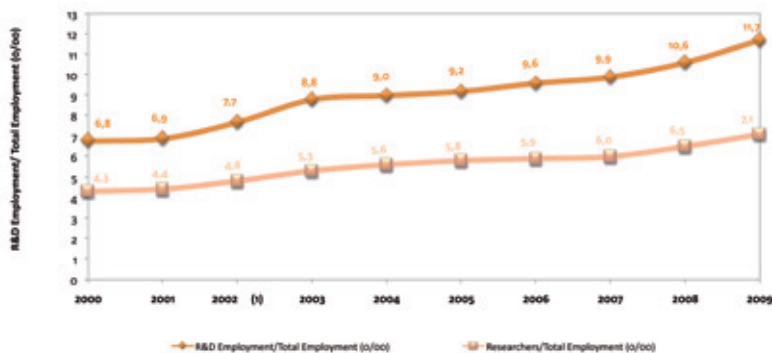


Figure 8. People employed in R&D activities (FTE) in relation to the employed population. 2000-2009
Source: INE, R&D activities statistics. 2000-2009

In 2009, high-tech sectors account for 61.6% of employment in R&D of companies

While the number of people employed in high-tech sectors has remained regular since 2000, the ratio of workers engaged in scientific and technical work has grown almost five percentage points compared to 2008 and currently represents 61.6% of total people employed in the Spanish private R&D sector.

1.1% of the sales made by Spanish companies were spent on technological innovation activities

The amount of innovation (innovation spending regarding the turnover of enterprises) for the economy as a whole exceeds, for the first time, the 1% threshold, with the 2009 percentage being fifteen hundredths higher than in 2008.

Currently, innovative enterprises represent 33.6% more than in 2000, for 39,043 enterprises with technological innovation have been recorded. For their part, enterprises that perform R&D activities increased 21.1% over the same period and represent 5.9% of the Spanish business fabric (11,200 enterprises).

Likewise, those enterprises that cooperate in any technological innovation activity underwent an increase of 5.7%, that is, they increased by 428 over 2008, reaching a total of 7,925 enterprises that collaborate on innovation projects.

Even though spending on technological innovation activities decreased by 11.5% over the previous year, with 17,637 million euros, the percentage of business turnover resulting from the introduction of technologically new or enhanced goods or services increased from 12.7% in 2008 to 14.9% in 2009.

By Autonomous Region, the enterprises located in Madrid spent the most on innovation (38.8% of total expenditure), followed by Catalonia (19.8%) and the Basque Country (10.1%). As regards the largest increase recorded in comparison with 2008, Aragon and Castile and Leon stand out with 1.9% and 0.7%, respectively.

Spain, positioned among the countries with highest scientific output increase over the last few years, is ranked ninth in the world

The evolution of Spanish scientific output between 2000 and 2009 reflects a significant and steady growth estimated at 121.6%, increasing from 27,775 documents to 61,493 within this period, as per Scopus data. Internationally, the growth undergone by Spain in recent years is the third fastest in the world, only slower than China and India, which has led our country to be the ninth power in terms of scientific publications and to contribute 3.4% of worldwide experimental scientific output (according to Thomson). As regards the quality of the publications, Spain has increased the number of documents that were graded Q1 (maximum quality), and has gone from being ranked 29th in 2003 to 21st in 2009 worldwide.

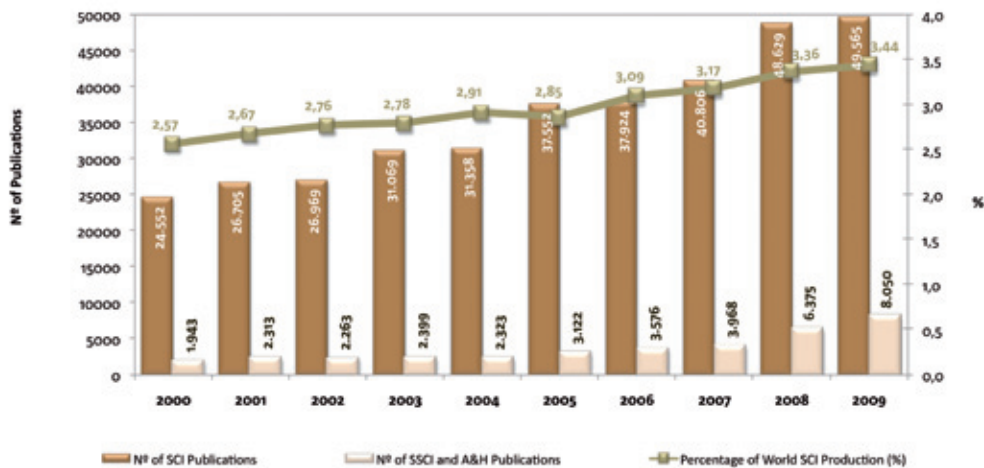


Figure 9. Spanish science production, 2000-2009

Source: Thomson ISI, Web of Science (WOS). (Consulted on 21st of February, 2011 at <http://www.accesowok.fecyt.es/>). 2000-2009 and own elaboration.

National patent applications displayed an upward trend over 2000-2009

Of the total patent applications effective in Spain (or within the domestic market), those processed by the Spanish Patent and Trademark Office (SPTO) reflected growth between 2000 and 2009 estimated at 19.3%. Meanwhile, European patent applications increased 4.6% over the same period while those applications submitted to the World Intellectual Property Organisation (WIPO), as part of the Patent Cooperation Treaty (PCT), increased by 76.9% more.

As regards 2000, the number of PCT patents from Spain grew by 182.2%, which indicates a growing interest in Spanish patents on behalf of the international market.

The return achieved under the 7th Framework Programme (FP) over 2000-2009 exceeds the return of the 6th FP (2003-2006)

Spain cooperates actively in terms of science and technology on an international scale, either through multilateral

programmes or bilateral agreements. Such involvement is mainly focused on European R&D organisations and institutions, such as the EU Framework Programme on R&D.

The total return accrued by Spanish entities within the first three years of the 7th Framework Programme accounts for 7.1% of the total for the EU-27 and amounts to 855 million euro. This amount entails a very important increase in comparison with the previous Programme, as the return percentage has risen by 0.5 percentage points compared with the four-year period of the 6th FP.

4.2. A RESEARCH CAREER IN SPAIN

The Science, Technology and Innovation Act, passed in May 2011, establishes a common system for all public agencies to develop the career of a researcher, from the initial stages to consolidation. The objective of the Act is to make this professional career attractive, but for it to develop on the basis of respect for the constitutional principles of equality, merit and skill.

The Act stipulates **three types of contracts** that can be used by the Public Research Centres attached to the Central

Government, other Regional Government research bodies and also public universities when they receive funds intended to include recruiting researchers. **These researcher-specific employment contracts are:**

- a) *Predoctoral contract;*
- b) *Contract for Access to the Spanish Science, Technology and Innovation System;*
- c) *Distinguished researcher contract.*

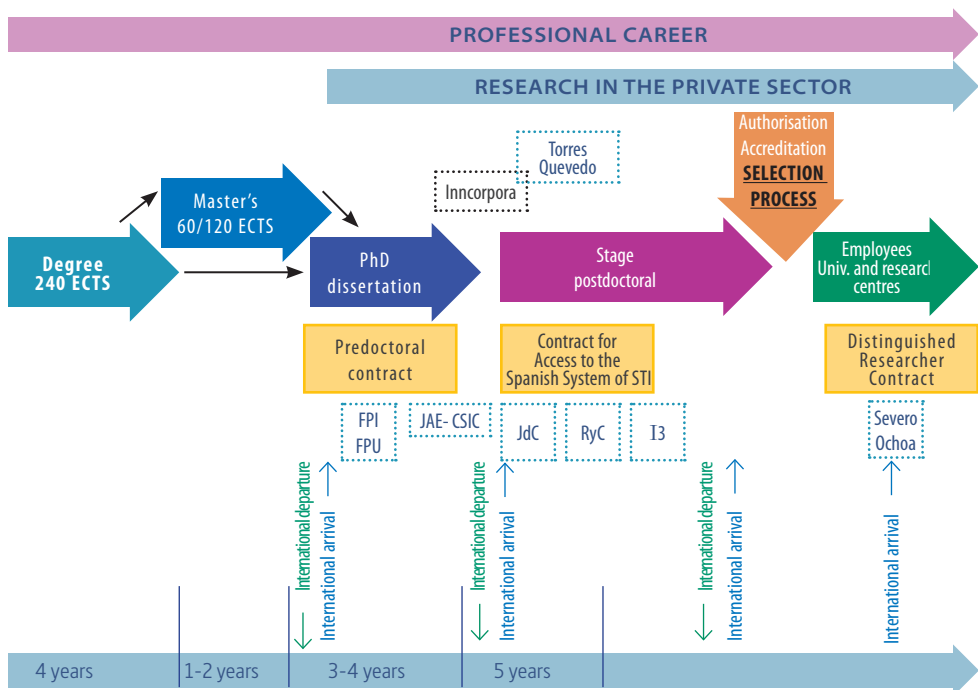


Figure 10. A research career in Spain

4.2.1. Predoctoral contract

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

a) The contract is for research work as part of a specific and novel project on behalf of degree-holders, engineers, architects, university graduates with at least 300 credits (European Credit Transfer System – ECTS), a university master's degree or equivalent who have been accepted onto a PhD course. They will receive the title of **predoctoral research trainees**.

b) The contract will be signed in writing by the predoctoral research trainee, as the employee, 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 centre if applicable.

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 centre 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 56% 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 minimum wage²⁸ established each year.

4.2.2. 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 and five-year limits, or seven-year limits are not applicable if the employee is a disabled person.
- 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 subsequently, without such extensions being for less than one year under any circumstances.

No employee can be offered a contract of this type in the same organisation or any other for a period of time in excess of five years.

- d) The compensation for this contract must be no less than that of a researcher who carries out the same activity.
- e) Researchers who are contracted under the umbrella of the provisions in this article can complement their work with lectures related to the proposed research activity up to a maximum of 80 hours a year.

After completion of the second year of the contract onwards, researchers with a contract of this type will be able to **request assessment of their research activity**. Assessments will take into account criteria of excellence, will be performed in accordance with the regulations of the university or employer and will include an external report that will be binding if negative and will be elaborated by:

- ✓ In the case of researchers contracted by public universities, the National Agency for Quality Assessment and Accreditation (ANECA)²⁹ or an equivalent external organisation in each Autonomous Region;
- ✓ 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 reports to them.

²⁸ The Salario Mínimo Interprofesional (SMI) sets the minimum wage to be received by workers for a legal day of work, regardless of worker gender or age or whether they are have permanent, temporary or seasonal contracts. The value of the SMI is set each year by the Government by legal norm. More information at: http://www.seg-social.es/Internet_1/Trabajadores/CotizacionRecaudaci10777/Regimenes/RegimenGeneraldeLaS10957/TablasResumendebase9932/Parametrosrelaciona730/index.htm {available in official languages, English and French}

²⁹ Web site: <http://www.aneca.es/> {available in Spanish and English}

The selection processes for permanent staff announced by government bodies will consider favourable assessments received during the course of a contract for access to Spanish Science, Technology and Innovation system as research merits. If an assessment were negative, researchers may request a second and final assessment of their research activity before the contract or its extensions end.

4.2.3. Distinguished researcher contract

Spanish and foreign researchers of recognised prestige in the scientific and technical community and holders of a **PhD** or equivalent can be recruited under distinguished researcher contracts, in accordance with the following requisites:

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

4.2.4. 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 equality, merit and skill is achieved 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 who are members of the civil service will belong to the following categories and will have **full teaching and research authority**:

- a) University professors.
- b) University senior lecturers.

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

The European Commission presented the *European Charter for Researchers* (*European Charter for Researchers*) and the *Code of Conduct for the Recruitment of Researchers* (*Code of Conduct for the Recruitment of Researchers*) in March 2005, which are intended to contribute towards making the European labour market attractive to researchers.

The charter and code of conduct are recommendations by the Commission to Member States who are invited to apply them voluntarily:

- The ***European Charter for Researchers*** is a series of general principles and requisites that define the roles, responsibilities and rights of researchers, employers and funding organisations.
- The ***Code of Conduct for the Recruitment of Researchers***, which does not differ a great deal from the standards rules that govern contracts, underlines the importance of recruitment procedures being open and transparent and selection committees being diverse and experienced.

Both the *Code of Conduct for the Recruitment of Researchers* and also the *European Charter for Researchers* can be consulted at www.euraxess.es.

Furthermore, as part of this European Union policy to give priority to the rights and obligations of researchers, the **“Human Resources Strategy for Researchers”** is being developed. This strategy was set in motion by the European Commission in order to provide support for universities, research centres and funding organisations that apply the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. If universities in particular apply the Charter and the Code properly, they will become more attractive for researchers seeking a new employer or host for the research projects. The label of **“Human Resource Excellence in Research”** identifies the universities



and institutions that create and foster a stimulating and favourable environment for research activity.



4.3. PUBLIC GRANTS FOR R&D PERSONNEL

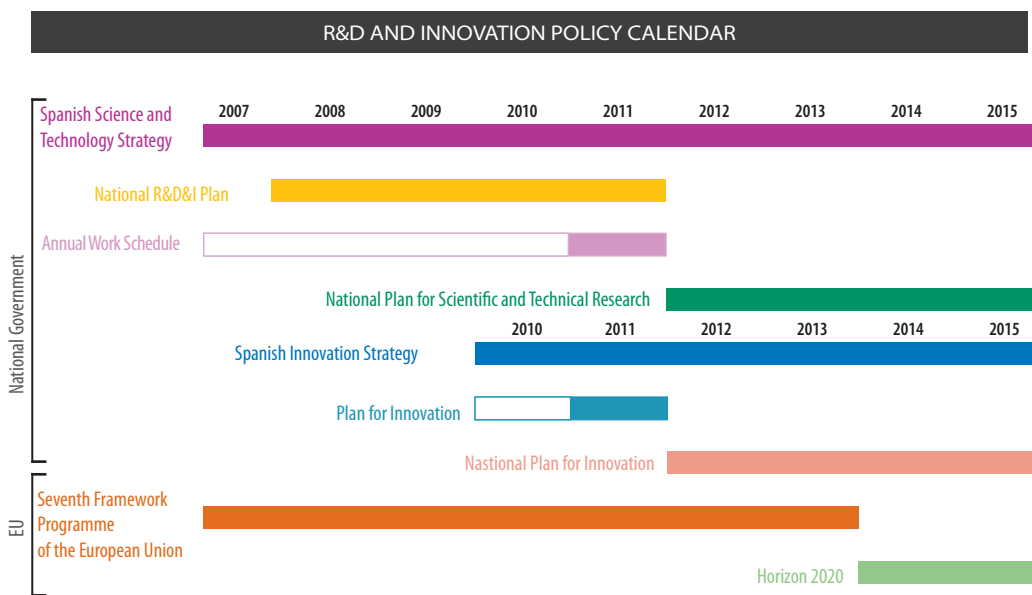
As noted in section 4.1 **The Spanish Science, Technology and Innovation System**, the STI Act establishes a **framework for the governance, planning and monitoring of science, technology and innovation support and financing policies**. The instruments that articulate the multi-year planning of the National Government are both National Plans: the National Scientific and Technical Research Plan and the National Innovation Plan.

The definition and organisation of scientific and technical priorities, the key areas for intervention and grant programmes

are updated according to the development calendar of the different (regional, national or European) governance and planning instruments and the researcher shall properly consult about the effective programmes and calls for proposals, as well as their characteristics, when showing interest in the Spanish science, technology and innovation system.

The following figure shows the calendar for the development of national and European scientific policy instruments.

Figure 11. Calendar of Science, Technology and Innovation policies and plans in Spain



4.3.1. National Grants

This section includes general information on **grants for contracting scientists and other professionals**

devoted to innovation. Furthermore, the section includes researcher mobility aid, which is an essential aspect of their professional training and enhancement.

GRANTS FOR CONTRACTING SCIENTISTS AND OTHER PROFESSIONALS DEVOTED TO INNOVATION ³⁰		
INITIATIVE	OBJECTIVE	ORGANISM
Ramón y Cajal	Contract PhD holders at R&D centres ³¹ (five-year contracts)	Ministry of Science and Innovation
Juan de la Cierva	Contract PhD holders to join research teams at R&D centres (three-year contract)	
Contract auxiliary technical personnel	Contract auxiliary technical personal (with various levels of university qualifications to use equipment, facilities and the rest of R&D&i infrastructures, work related to transferring R&D results, spin-off promotion, etc.) at R&D centres (one to three-year contract)	
Inncorpora	Contracts for Researchers on behalf of enterprises, business associations, technology centres, innovation promotion centres and science and technology parks to participate in a specific R&D project (one to three-year contracts)	
Researcher Professional Training	Grants for contracts for qualified researchers interested in doing their PhD dissertation in association with R&D projects financed by the National R&D&i Scheme (up to four-year contracts)	
Torres Quevedo	Contracts for researchers on behalf of enterprises, business associations, technology centres and science and technology parks to work on industrial R&D projects.	Ministry of Education
Professional Training for University Lecturers	Professional training grants for university lecturers and researchers.	
Salvador de Madariaga	Grants and contracts for Spanish or European nationals resident in Spain who hold PhDs in the European University Institute in Florence (four-year projects, the first with a grant and the last two under contract).	

Table 6: Grants for contracting scientists and other professionals devoted to Innovation

30 It is worth clarifying that under no circumstances do the grants for contracting R&D personnel presented below fully cover an R&D worker's salary, a given percentage being paid by the contracting company. In this sense, when contracts are for more than one year, the amount of aid usually decreases after the first year.

31 Research centres: universities, public health centres, all types of public R&D centres, technology centres and knowledge transfer organisations.

MOBILITY GRANTS RESEARCH TALENT		
Initiative	Objective	Organism
Researcher Professional Training	Professional training stays at Spanish and foreign R&D Centres for degree-holders to do their PhD dissertation (grants for up to six months)	Ministry of Science and Innovation
Integrated actions	Brief stays for university researchers at foreign centres that cooperate on common research projects.	
Access to international science facilities	Stays for researchers from Spanish R&D centres in large international science facilities.	
Professional Training for University Lecturers	Different types of stays for university lecturers at Spanish and foreign centres.	Ministry of Education
Mobility in centres abroad	Grants for various types of stays for Spanish lecturers and researchers at foreign R&D centres, including both young PhD holders and experienced researchers.	
Mobility in Spanish centres	Grants for various types of stays for foreign lecturers and researchers at Spanish R&D centres, including both young PhD holders and experienced researchers as a sabbatical.	

Table 7. Mobility grants research talent

Furthermore, some **public research centres** have their own grant schemes, such as:

- **Consejo Superior de Investigaciones Científicas**, through its Committee for the Furthering of Studies initiative (JAE) that includes grants aimed at the completion of PhD dissertations at CSIC centres or institutes and the contracting of PhD holders and scientific and technical personnel.

Information point: www.csic.es

- **Instituto de Salud Carlos III:** The Instituto de Salud Carlos III has grant schemes aimed at researchers in the field of biomedicine and health sciences for the completion of PhD dissertations, professional training and enhancement contracts and stays at Spanish and foreign health centres.

Information point: <http://aes.isciii.es>



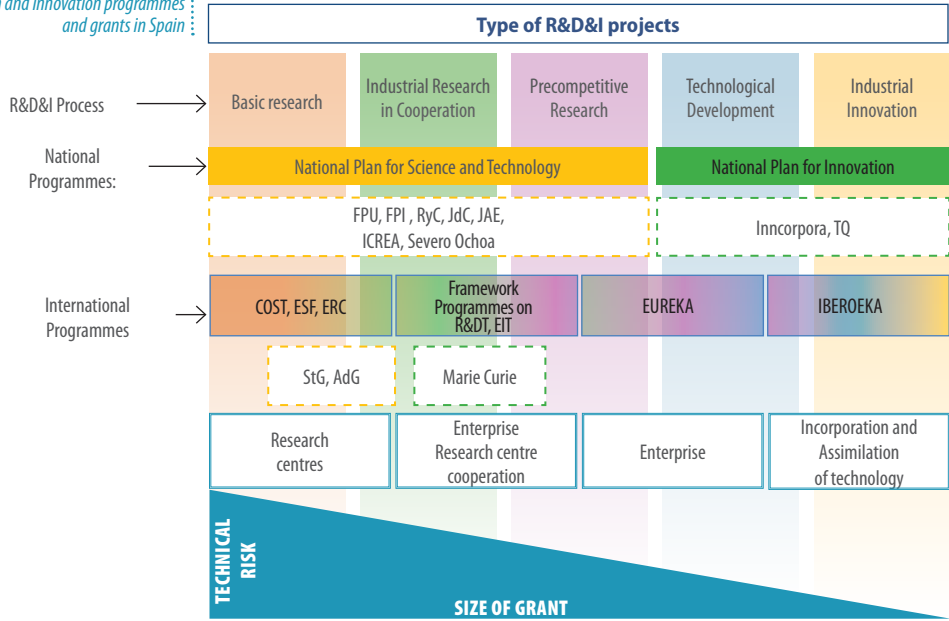
4.3.2. Other grants for human resources in R&D

MARIE CURIE ACTIONS	<p>At European level, the 7th Framework Programme on Research in the European Union³², as part of the PEOPLE specific programme, organises various actions to strengthen human resources in R&D. The so-called 'Marie Curie Actions' are aimed at researchers both from public and private centres in any stage of their career. The activities that these actions support include initial professional research training for young researchers, ongoing learning and the development of a professional career.</p> <p>It must be noted that Marie Curie actions can be individual (applied for jointly by a researcher and the research centre where the project is being undertaken), but also aimed at networks of international cooperation among centres. All actions demand researchers to leave their current country of residence and move to another (international mobility).</p> <p>Information points: In Europe: http://cordis.europa.eu/fp7/mariecurieactions/ In Spain: http://www.oemiccinn.es</p>
EUROPEAN RESEARCH COUNCIL (ERC)	<p>The European Research Council is a European agency that supports fundamental research and its grants are exclusively awarded based on the single criteria of scientific excellence, regardless of their national origin (any researcher in the world can take part in its calls for proposals, although the work is to be carried out in a lab within one of the European Union member states or one of the countries associated to the European research 7th Framework Programme).</p> <p>The European Research Council, by means of annual calls for proposals, awards several types of research grants. There are currently 5 different sub-programmes per year: Starting Grants (StG) (for scientists that are starting their professional career), Advanced Grants (AdG) (for scientists who have experience and are recognized in their field), Synergy Grants (SyG), Proof of Concept (PoC) and Support Actions (CSA).</p> <p>Information points: In Europe: http://erc.europa.eu In Spain: http://www.oemiccinn.es/programa-marco/ideas</p>
ERASMUS MUNDUS	<p>The Erasmus Mundus Programme is the global expansion of the Erasmus³³ European exchange student programme. Its objective is the improvement of European higher education through student and researcher exchanges between Europe and the rest of the world. It finances institutions to create joint Master's and PhD qualifications and individuals (students and researchers) through mobility grants between universities, for example, to provide grants to such joint qualifications. Grants are open to students and higher education lecturers around the world.</p> <p>For the creation of Master's and Doctor's joint qualifications, a consortium made up by European universities from at least three different countries prepares and implements joint programmes that are renowned for their academic quality. Universities from other countries are also welcome to participate. The programmes include mandatory study and research periods, at a minimum of two universities, and participants earn a double, multiple or joint title at the end of the programme. Erasmus Mundus Master's and PhD's will be selected for a five-year period, subject to an annual renewal procedure in accordance with a report on the progress made.</p>
REGIONAL GRANTS	<p>Other schemes financed and managed by the various Autonomous Regions (not all of them have grants nor are objectives and requirements similar) complete the overall picture of the grants described above.</p> <p>Information points: Information provided by the Services Centres of the Autonomous Regions are available in the Spanish Euraxess Network: http://www.euraxess.es See recommended links devoted to the Autonomous Regions under the regulatory framework item in chapter 4.1. The Spanish Science, Technology and Innovation System.</p>

32 The Seventh European Union Framework Programme for research, technological development and demonstration (2007–2013), hereinafter, 7FP, groups all community research related initiatives under the same umbrella and plays a fundamental role in terms of the achievement of growth, competitiveness and employment goals. For more information, visit <http://cordis.europa.eu/fp7/> {available in English, French, German and Spanish}

33 More information of the Erasmus programme at: http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm {available in English, French and German}

Figure 12. Diagram of scientific research and innovation programmes and grants in Spain



4.4. PROTECTION OF R&D

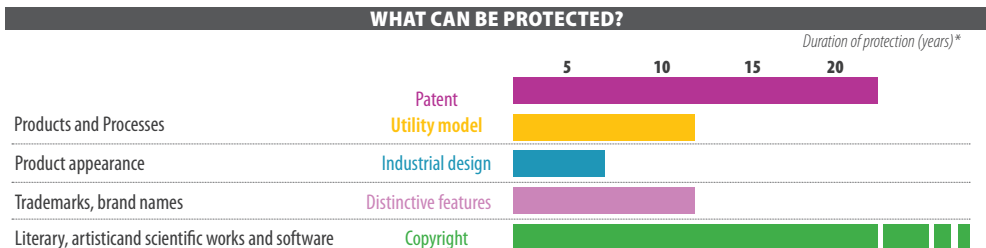
It is essential to protect the knowledge generated by all public and private organisations in order to take advantage of the benefits it can potentially yield. Such protection, which in English-speaking countries is referred to as “*Intellectual Property Rights*”, is divided into two types of property 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.

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.



(* From the data protection is requested

Figure 13. R&D protection in Spain

4.4.1. Industrial property

PATENTS

A patent is an exclusive right over an **invention**, that is, a **product** or **procedure** 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 to exploit an invention exclusively.

The three requirements 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 the art. The *state of the art* includes everything that is available to the public by any means and anywhere 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 the result of the technical state-of-the-art.

3) **Industrial application:** an invention is considered to be applicable to industry when it can be manufactured in any type of industry, including agriculture.

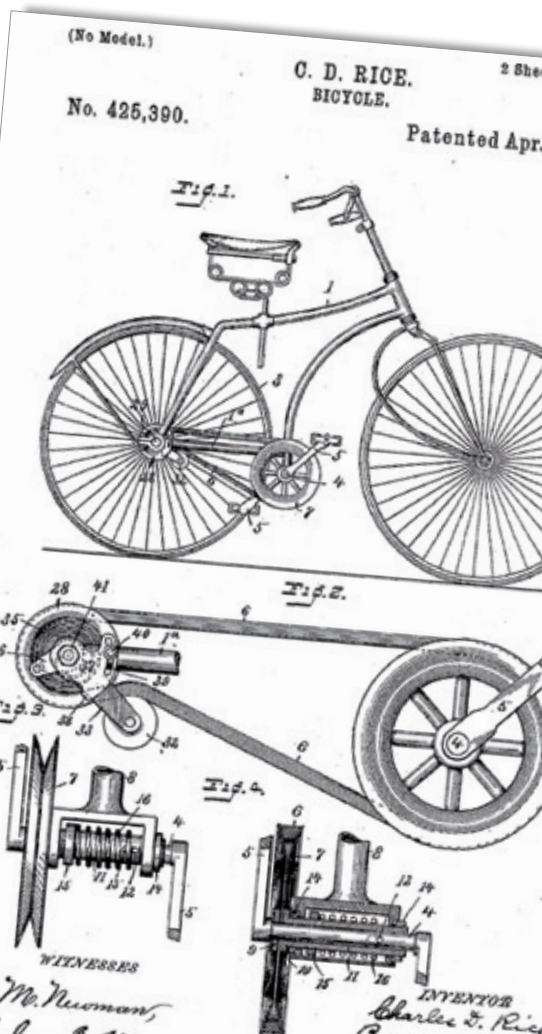
Therefore, new inventions that imply inventive activity and can be applied in industry can be patented.

It is worth bearing in mind that:

- Publicising 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 literary works or any other aesthetic creation, regulations or methods for carry out intellectual, recreational or economic and marketing activity cannot be patented.

- Inventions contrary to law and order, varieties of plants (protected by their own special regulation), animal breeds 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 a third party.



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

Processing a patent:

Patents must be awarded by a **national patent office**, (**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 only (EPO). The application must be submitted in only one language (English, French or German) in the European States where protection is desired, providing they are part of the European Patent Convention³⁴. The European Patent Office processes all European patent applications, which have the same effect as any national patent in each of the States it is awarded for.

UTILITY MODELS

This type of protection is intended for inventions that, despite being new and implying inventive activity, consist of endowing an object with configuration, structure or constitution that provides an appreciable practical advantage is when it comes to using or manufacturing the object.

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.

³⁴ At present, the 38 countries that are part of the Convention are: Albania, Germany, the F.Y.R. of Macedonia, Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Norway, the Netherlands, Poland, Portugal, the United Kingdom, Czech Republic, Rumania, San Marino, Serbia, Sweden, Switzerland and Turkey.

INDUSTRIAL DESIGNS

A specific type of protection for shape creations. An industrial design gives the owner exclusive rights over all or part of the appearance 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.

TRADEMARKS

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.

A **brand name** gives an exclusive right to use any 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.

The protection in favour of trademarks lasts for 10 years as of the date of application and can be renewed indefinitely.

4.4.2. Intellectual property

Intellectual property is the series of rights that creators and other owners (artists, producers, radio broadcasting organisations...) 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.

4.4.3. Ownership of knowledge

Most inventions stem from within organisations (enterprises, universities, etc.), individual inventors becoming increasingly rare. This makes it necessary to regulate the ownership of the results of R&D work performed by an employee in 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.



4.4.4. Offices to apply for protection

Spanish Patents and Trademarks Office (SPTO)

Provides legal protection for the various forms of industrial property by awarding patents, utility models and industrial designs, among others.

www.oepm.es

European Patent Office (EPO)

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).

www.epo.org

Office for Harmonization in the Internal Market (OHIM)

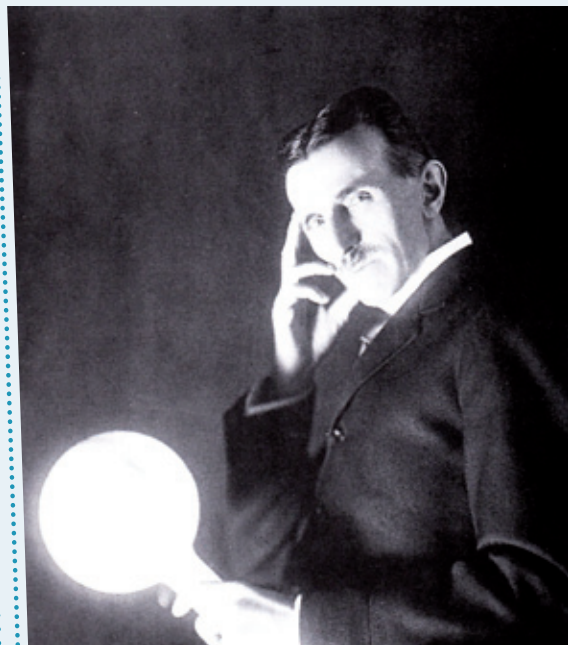
The official European Union agency for registering trademarks, designs and community models.

www.oami.europa.eu

Intellectual Property Office

Voluntary registering of literary, scientific and artistic creations, computer programmes, etc

www.mcu.es/propiedadInt/CE/RegistroPropiedad/RegistroPropiedad.html



4.4.5. Basic legislation regarding protection

Patent Act 11/1986 of 20th March (Official Gazette of 26th March, 1986) and the laws governing its implementation included in Royal Decree 2245/1986 of 10th October (Official Gazette of 31st October, 1986).

The Patent Act was amended by Law 10/2002 (Official Gazette nº 103 of 30th April, 2002), which enacts the community directive 98/44/CE relating to the legal protection of biotechnological inventions.

The Legal Protection of Industrial Design Act 20/2003, of 7th July and Royal Decree 1937/2004, of 27th September, which approved the laws to implement the foregoing Act.

Legislative Royal Decree 1/1996, of 12th April, which approved the revised version of the Intellectual Property Act.

4.4.6. Legal assistance for protection

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

IPR-Helpdesk

Run by the European Commission, the IPR-Helpdesk offers basic legal assistance, especially in R&D projects financed by the European Union. www.iprhelpdesk.eu

TransAtlantic IPR Portal

Assistance provided by various national public agencies in Europe and the United States, mainly intended for SME's. http://ec.europa.eu/enterprise/initiatives/ipr/index_en.htm

4.5. 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 of a foreign degree**, only once the corresponding

recognition credential has been issued, as the Spanish degree or level it is recognised as.

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 that the education system in which the studies were completed belongs to. 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 are not eligible for recognition in Spain.

4.5.1. 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, associate's degree, engineer's, architect's or doctor's degree, as applies. In this case, it is also important to bear in mind the bilateral agreements that Spain has with certain countries to that end.

If researchers only require their qualifications to be recognised **exclusively on a professional level** in order to **exercise 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/CE of the European Parliament and Council) is to be considered.³⁵

³⁵ A regulated profession is the professional activity or set of activities, the access, exercise or exercising modes of which are directly or indirectly subject to certain professional qualifications that lead to the authorisation to exercise a specific profession in Spain. The list of regulated professions in Spain, pursuant to the applicable European legislation can be found at: http://ec.europa.eu/internal_market/qualifications/regprof/index.cfm?fuseaction=regProf.indexCountry&cld=5 (available only in Spanish, English, French and German)

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

Finally, if researchers seek official recognition of studies completed abroad in order to **continue their studies** in the Spanish education system, they must apply for **partial recognition of foreign studies** to the university they are interested in studying at.

Recognition implies official validity 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.

4.5.2. 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 an Associate's Degree in Physiotherapy)³⁶.
- **Recognition of an academic level** (recognition as a generic degree holder: Associate's or Bachelor's, without reference to a specific qualification).

Procedure: what documents are necessary and where must you present them?

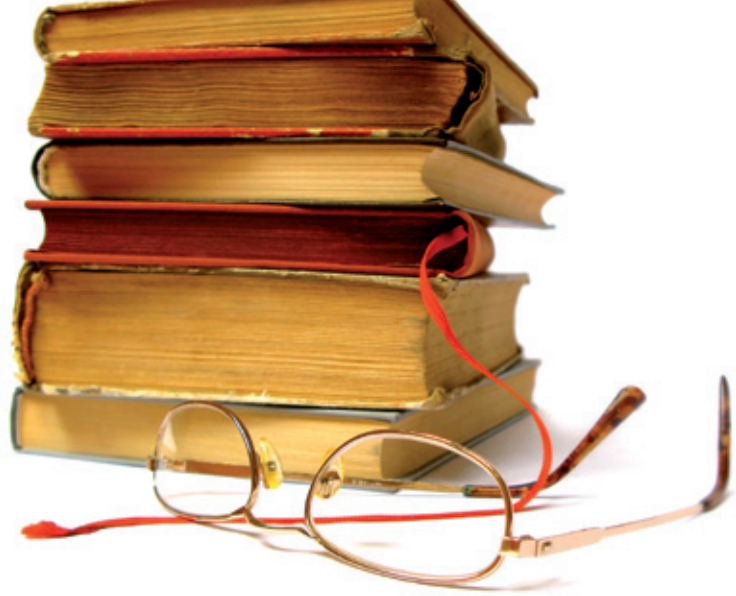
The **interested party** sets the procedure in motion by completing the application form and **submitting it together with the following documentation** (the documentation submitted will not be returned, not including original documents):

- Certified copy³⁷ of the document that proves the identity and nationality of the applicant.
- Certified copy of the academic level 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

36 Consult the web page below for qualifications that a foreign academic degree can be recognised as: <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/titulos-universitarios.html> (available only in Spanish)

37 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 8.2 of Royal Decree 772/1999, they will be attached to the application form.





years, the course curriculum, subjects and number of hours devoted to each, among other information.³⁸

- **Proof of payment of the corresponding tax:** certified either by machine or by an authorised signature that accredits the payment, deposit or transfer to the foreign tax collection account of the Ministry of Education. Applications for the recognition of specialities in Health Sciences (Specialist Doctors, Specialist Pharmacists, Specialists in Hospital Radio Physics, Psychologists Specialised in Clinical Psychology, Specialist Chemists, Specialist Biologists or Specialist Biochemists) and for professional recognition under the umbrella of community Directives are exempt from paying this tax.

Documents issued abroad must fulfil the following requisites:

- They must be **official documents that have been issued by the authorities responsible for doing so** in accordance with the legislation of the country in question.
- Before being submitted, documents must be **authenticated either by the applicant's embassy or**, when applicable,

³⁸ The curricula for Degrees in Law and Medicine completed after 2004 in the countries and centres listed in the link below will not be submitted. <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/homologacion-titulos-universitarios/requisitos.html#documentacion> (available only in Spanish)

by the Hague Convention apostille. This will not be required for documents issued by authorities in European Union Member States or countries that have signed the European Economic Area Agreement.

- Documents must be accompanied, where applicable, by an **official translation** into Spanish³⁹.

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

- Electronic office Processes and services
 - By downloading the corresponding form from the web page of the Ministry of Education.
- ✓ Recognition of a catalogue qualification
 - ✓ Recognition of a Spanish academic level

³⁹ The official translation can be done by a sworn translator (duly authorised or registered in Spain), by any Spanish embassy or consular office abroad, by any embassy or consular office in Spain of the country the applicant is a national of, or when applicable, where the document comes from. As far as possible, when the original document is written in a different alphabet to the western alphabet, it is recommended that the translation includes the title of the qualification in the original language, but transcribed into the western alphabet, instead of a translation of that title.



All of the above will be presented at an official registry⁴⁰:

- The registry offices of any Central Government administrative body or government organisations linked or attached to the Central Government.
- Post offices, as established by law.
- Spanish embassies and consular offices abroad.
- The registry offices of Regional Governments.
- The registry offices of Local Government organisations, providing they have previously signed the corresponding convention.

The resolutions of applications for the recognition of higher education qualifications are made official by credentials

⁴⁰ Pursuant to the provisions of article 38.4 of the Public Administration Legal System and Common Administrative Procedure Act 30/1992, of 26th November, developed by article 2 of Royal Decree 772/1999, of 7th May.

issued by the **General Sub Directorate of Qualifications and Recognition of Qualifications of the Ministry of Education**.

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

If no express resolution has been made within the period indicated, the application for recognition is deemed rejected⁴¹.

- When applying for **recognition as a specific qualification from the catalogue**, it may be awarded, rejected or approved on the condition that the applicant fulfils complementary professional 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)⁴².

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

RECOGNITION OF POSTGRADUATE QUALIFICATIONS (MASTER'S AND DOCTOR'S DEGREES)

Since March 1st, 2005, Spanish University Chancellors are authorised to validate qualifications of the current academic degree of Doctor, and the new official Master's degrees and titles. Any procedures to validate PhDs that were set in motion before March 20th, 2005⁴³, will continue to be processed and decided upon by the Ministry of Education in accordance with the legislation in force at the time the

⁴¹ As stipulated in the 29th additional provision of the Fiscal, Administrative and Social Order Measures Act 14/2000, of 29th December and in appendix 2 of the same provision.

⁴² These requisites will be fulfilled through a (public or private) Spanish University or higher education centre the applicant deems fit and which offers 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 or recognition under the condition of fulfilling complementary requisites will no longer be valid.

⁴³ Before Royal Decree 309/2005, of 18th March came into force.

process began. However, if an application is still being processed, applicants may expressly discontinue the process at the Ministry of Education and request recognition at the university of their choice.

- Recognition of a Postgraduate qualification **will not under any circumstances imply validation or recognition of a foreign Degree** or equivalent level of education the interested party is in possession of.
- 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 SPECIALITIES⁴⁴

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

Interested parties 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 speciality professionally.

- Have specialised professional training from a university centre, a hospital where training is conducted or, if applicable, a health centre authorised for this purpose.
- Provide proof of specialised professional training.
- Provide proof of a sufficient knowledge of Spanish.
- Be authorised to exercise their speciality.

QUALIFICATIONS OBTAINED IN GERMANY, ITALY, FRANCE AND CHINA (ACADEMIC RECOGNITION CONVENTIONS)

Spain has signed bilateral agreements with these countries for purely academic purposes, which complement the recognition systems (academic and professional purposes or only professional purposes)⁴⁵.

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 authorisation to exercise a specific profession in the new State of residence. Those who benefit the most from the above are professionals, not students. This legislation⁴⁶ applies exclusively to nationals of the **27 Member States of the European Union, the non European Union States that have signed the European Economic Area Agreement (Norway, Iceland, Liechtenstein) and Switzerland**. The authorities responsible for processing

⁴⁵ Please consult <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/convenio-reconocimiento.html> (available only in Spanish)

⁴⁶ This regulation in Spain is part of Royal Decree 1837/2008, of 8th November, which incorporates EU Directive 2005/36/CE of 7th September, 2005 and EU Directive 2006/100/CE of 20th November, 2006, referring to the recognition of professional qualifications and also to certain aspects of exercising the profession of lawyer, into Spanish legislation.

⁴⁴ Before Royal Decree 309/2005, of 18th March came into force.

recognition applications are the Ministries that supervise the regulated professions related to each of them.

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 have worked for at least two years out of the 10 years prior to providing the service, when the profession is not regulated in the country of residence.

The Member State where the service is provided can 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)

Recognition based on the **coordination of the minimum training conditions**. This refers exclusively to the following professions: Doctor or Medical Specialist, Nurse responsible for general care, Midwife, Dentist, Veterinarian, Pharmacist and Architect. There is a preliminary harmonisation of the training: the Directive establishes the minimum conditions (duration and content) of the training authorising the exercise of these professions, and offers a list of degrees that fulfil those conditions. Recognition based on that list is **automatic**. The rights acquired for the cases above are recognised.

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 lists of commercial, artisan and trade activities which require general, commercial or professional knowledge and aptitudes. It is an **automatic recognition** based on the certification of a minimum period of **professional experience**.



Applicants must present the documentation to **different organisms depending on each profession**⁴⁷.

The **Ministry of Education**, through the **General Sub Directorate of Qualifications and Recognition of Qualifications**, coordinates the application of this Directive in Spain.

PARTIAL VALIDATION OF UNIVERSITY STUDIES (NOT RECOGNITION OF QUALIFICATIONS)

Validation is the **official recognition of the academic validity of university studies** completed abroad (whether or not they lead to a degree) as regards **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.

The **resolution** of a request to recognise foreign studies as partial Spanish university studies is handed down by the **Spanish university** where the applicant wishes to further his or her studies.

When studies completed abroad conclude with a foreign qualification, applicants may either apply for **recognition as an official Spanish university qualification** or **request validation as partial studies**, bearing in mind that these two options cannot be applied for simultaneously.

4.5.3. Why apply for recognition or validation of a foreign non university qualification?

If, for whatever reason, there is a need to have non university qualifications recognised or validated, the following must be taken into account:

Recognition of foreign non university certificates, diplomas or studies entails declaring an equivalent within the current Spanish education system.

Validation of foreign studies as Spanish non university courses entails declaring the former equivalent to the latter for the purpose of being able to continue studying at a Spanish educational centre.

Recognition or validation can be requested by students who have completed **studies that are part of a foreign education system** at centres located **abroad** and also those who have completed studies at centres authorised to teach foreign courses **in Spain** in accordance with the education systems of other countries.

Students from foreign education systems **who wish** to attend any of the courses which in Spain are part of **Compulsory Primary or Secondary Education** are not required to initiate any validation procedure whatsoever. Nor is validation required to study any, course, mode or level of the Spanish education system for which access **does not require students to have obtained the Secondary Education Certificate**.



⁴⁷ The list of organisations, by branch of professional activity, can be consulted at: <http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/reconocimiento-titulos/Solicitud-y--rganos-competentes.html> (available only in Spanish)

Figure 14. Summary table of recognition procedures

		Processing entities	
To study	<u>Postgraduate</u>	<ul style="list-style-type: none"> • Application for previous qualification recognition is not required • If recognition of previous qualification is desired: <ul style="list-style-type: none"> As academic degree As catalogue qualification • If recognition of postgraduate previous qualification as Official Doctor's or Master's degree is desired 	Ministry of Education University
	<u>Degree</u>	<ul style="list-style-type: none"> • Application for partial recognition of foreign studies 	University
	<u>Non-university education</u>	<ul style="list-style-type: none"> • Direct entry into the education system (primary and secondary) • Recognition of previous qualification 	Ministry of Education
To research	<u>Public institutions (work contracts)</u>	<ul style="list-style-type: none"> • Application for qualification recognition is not required (Doctor, Degree) 	
	<u>Public institutions (access to public role)</u>	<ul style="list-style-type: none"> • Application for recognition of qualification <ul style="list-style-type: none"> Doctor Degree 	University Ministry of Education
	<u>Private entities</u>	<ul style="list-style-type: none"> • Application for qualification recognition is not required 	
To work (perform a job)	<u>EU, EEA or Switzerland qualifications</u>	<ul style="list-style-type: none"> • Application for qualification recognition is not required • Temporary exercise of a regulated profession: request free provision of services • Permanent establishment: request recognition • Health Science professionals, recognition based on minimum training conditions • Commercial, artisan and trade activities: recognition of professional experience 	Ministry of Education Ministry of Health Social Policy and Equality Autonomous Regions
	<u>Qualifications earned in places other than EU, EEA or Switzerland</u>	<ul style="list-style-type: none"> • Recognition of qualification is required: <ul style="list-style-type: none"> As academic degree As catalogue qualification 	Ministry of Education

4.5.4. Information centres and points

In Spain:

MINISTRY OF EDUCATION	Customer Service Tel.: 902 21 85 00 Queries can be made by sending an email from the web page below: http://www.educacion.gob.es/mecd/jsp/plantilla.jsp?id=21&area=atencion {available only in Spanish}
REGIONAL DEPARTMENTS OF EDUCATION IN AUTONOMOUS REGIONS AND PROVINCIAL OFFICES OF THE MINISTRY OF EDUCATION	http://www.educacion.gob.es/educacion/comunidades-autonomas/tu-comunidad-autonoma.html {available only in Spanish}
UNIVERSITIES	Information can also be obtained at universities regarding the procedures that affect them.
NARIC (NATIONAL ACADEMIC RECOGNITION INFORMATION CENTRE)	http://www.enic-naric.net {available in English}
INTERNET	Web page on recognition, validation and recognition of foreign qualifications and studies in Spain: http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos.html {available only in Spanish}

Abroad:

EDUCATION OFFICES ABROAD	See the web page below to find out the location of Education Offices abroad and how to contact them: http://www.educacion.gob.es/horizontales/ministerio/red-exterior.html {available only in Spanish}
CONSULAR OFFICES OF THE SPANISH EMBASSY	For more information, see the web page of the Ministry of Foreign Affairs and Cooperation: www.maec.es {available only in Spanish, English, French}



WORKING in Spain

5.1. INTRODUCTION: LABOUR MARKET IN SPAIN

Spain has enacted the laws that coordinate the legal framework for employment since 1977. It is worth highlighting that the Constitution includes the fundamental right to join a trade union, together with the right to go on strike and also specifies the role of employers' associations and trade unions as independent organisations to defend their respective economic and social interests.

However, it is the **Workers' Statute** that governs both individual and 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 finally, collective bargaining. Bargaining is carried out between representatives of employers' associations, most of which are members of the Confederación Española de Organizaciones Empresariales (CEOE) and the Confederación Española de la Pequeña y Mediana Empresa (CEPYME), and workers' representatives, the trade unions, of which there are basically two types: class-related trade unions, which represent workers in any field or profession and whose main exponents are UGT and CCOO and professional trade unions, which represent workers in the same profession (doctors, pilots, teachers, etc.).

Negotiations normally culminate in the writing of the collective agreements, of which there are two types: cross-sector and enterprise-specific. The former cover the working conditions for a given economic sector, while the latter are confined to a specific enterprise.

5.2. TAX

This is a topic on which foreign researchers in Spain should find general information and understand useful concepts in advance. The Agencia Tributaria (Inland Revenue) is in charge of applying the State tax system. Its web page (www.agenciatributaria.gob.es) is very detailed, can be consulted in English and has a specific section devoted to non residents in Spain⁴⁸.

Individuals and legal entities in Spain are given a tax identification number for all tax-related matters. For non-Spanish citizens, this number is the same as the personal foreigner identification number that is assigned to them.

5.2.1. Direct and indirect taxation

There are two types of taxes in the Spanish tax system: direct and indirect. Direct taxes are applied to income and assets. They include Personal Income Tax (IRPF), Non-Residents Income Tax (IRNR), Corporate Tax, Inheritance and Donations Tax and Wealth Tax. Indirect taxes are levied on goods and services and the transfer of goods and rights in general. They include Value Added Tax (VAT), Special Taxes (IIEE), Insurance Premiums Tax and Wealth Transfer Tax (ITP).

Foreign researchers who come to Spain for a limited period of time will probably have to pay IRPF or IRNR, depending on their residence status, VAT, IIEE and, in rare cases, Wealth Tax, ITP, etc.

⁴⁸ Tax website for non-residents: http://www.aeat.es/wps/portal/Navegacion?channel=df9986dd04028010VgnVCM10000050f01e0a____&ver=L&site=56d8237c0bc1ff00VgnVCM100000d7005a80_____&idioma=es_ES&menu=2&img=7 (in Spanish and English)

IRPF AND IRNR	These taxes are applied to income earned by individuals depending on their residence status.
RESIDENCE	<p>Individuals must pay Personal Income Tax (IRPF) or Non-Residents Income Tax (IRNR) depending on whether or not they are residents of Spain.</p> <p>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 presence in Spain, unless they certify their residence for tax purposes in another country. However, there are certain considerations, such as their family's place of residence, personal relationships and close economic ties, country of origin or where they normally work. People in this situation must, in principle, pay IRPF on all 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.</p>
SPECIAL IRNR TAX PLAN	<p>Individuals (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 the IRNR, maintaining their IRPF taxpayer status, for the tax period in which they move their residence and the following five tax periods. This is possible provided that:</p> <ul style="list-style-type: none"> • They have not been residents in Spain during the ten years prior to this new journey to Spain • Travel is in conjunction with an employment contract, • The work is actually carried out in Spain and 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.

Table 9. IRPF and IRNR

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, under 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. Spain has signed 93 agreements to date to avoid double

taxation, 79 of which are in force. The other 14 are at different stages of processing (Armenia, Barbados, Georgia, Hong Kong, Kazakhstan, Kuwait, Namibia, Nigeria, Pakistan, Panama, Peru, Senegal, Singapore and Syria.)

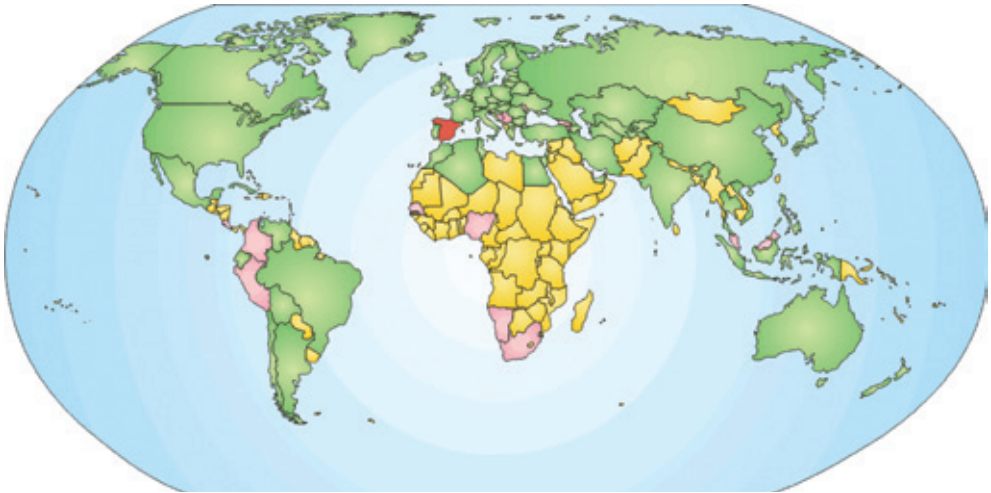
To find out what types of agreements Spain has signed, and with which countries, visit the website of the Ministry of Economic and Financial Affairs: <http://www.meh.es/es-ES/Normativa%20y%20doctrina/Normativa/CDI/Paginas/cdi.aspx>, available in Spanish and English, and the “Non-residents” section of the Inland Revenue website: www.aeat.es.

Deductions for international double taxation

If the foreign researcher residing in Spain is required to pay IRPF taxes and has had earnings (income 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 (taxpayers) with residence in other European Union Member States

Foreign researchers who are IRNR taxpayers and certify their residence in another EU country, when at least 75% of their income for the tax period is the sum of employment earnings and economic activities during that period in Spain (and IRNR taxes have actually been paid on those earnings), may apply for a special plan so that their taxes in Spain are calculated according to the IRPF rules, but without losing their IRNR taxpayer status.



Key

- Green:** Countries that have signed the double taxation agreement.
- Pink:** Countries that are processing the double taxation agreement.
- Yellow:** Countries that have no double taxation agreement.
- Source:** Ministry of Economic and Financial Affairs.

Figure 15. Countries with a double taxation agreement

Tax-exempt grants:

a) IRPF taxpayers

If the researcher is an IRPF taxpayer, the grant is considered employment income and is subject to the IRPF. However, pursuant to regulations (IRPF Law 35/2006, in effect as of 1 January 2007), the following grants are tax-exempt: *“Public grants and grants awarded by non-profit entities subject to the special plan regulated in Title II of Law 49/2002, of 23rd December, on the taxation plan for non-profit entities and tax incentives for patronage, received for the purpose of official studies, both in Spain and abroad, at all levels and grades of the education system, in the terms set forth in regulations (article 2 of the IRPF Regulations, approved by Royal Decree 439/2007).*

Public grants and those given by the non-profit entities mentioned above for research described in Royal Decree 63/2006, dated 27 January, which approves the Statute of Research Personnel in Training, as well as those given by profit-making entities to civil servants and other employees of the Public Administrations and to university teaching and research staff are also exempt.”

b) IRNR taxpayers

However, if the researcher is an IRNR taxpayer, the grants are considered to be income from work earned in Spain and are therefore subject to the IRNR tax. This is the case providing that income is the result of personal activity carried out on Spanish soil or public payments received from the Spanish government, unless work is performed entirely abroad and the income is subject to personal taxation in another country.

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 the IRPF regulations.
- Grants and other amounts received by individuals, paid by the 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.

5.2.2. Value Added Tax (IVA)

Value Added Tax, or 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 the business owners and professionals, who are responsible for collecting the tax from their clients and depositing in the Public Treasury with declarations submitted to the 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 (18%), reduced (8%) 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 Inland Revenue website, www.aeat.es.

5.2.3. Special taxes

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



Local taxes

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 relevant are:

• Property tax

Applied to the value of real estate property (houses, 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.

5.2.4. More information

For further information, contact:

Agencia Tributaria (Inland Revenue)

Servicios Centrales ("Central Office")

C/ Infanta Mercedes, 37

28020 Madrid

Phone n°: 91 583 70 00

Basic information on tax: 901 33 55 33

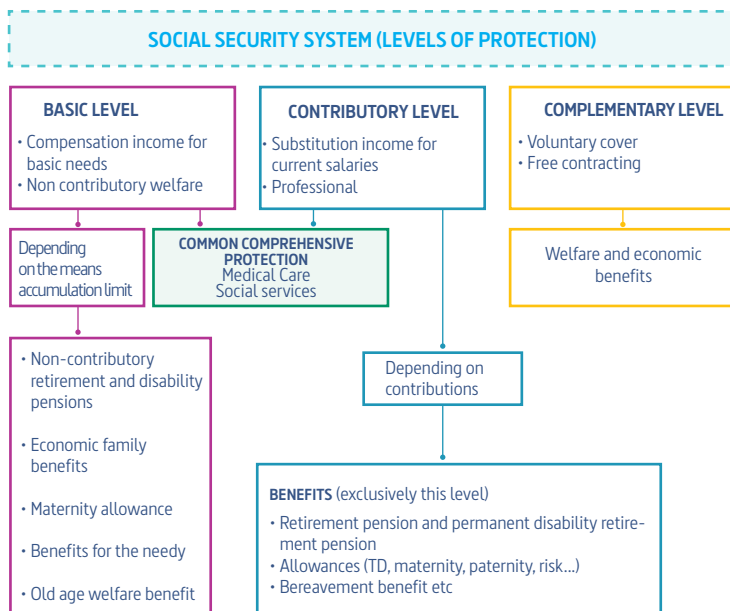
<https://www.agenciatributaria.gob.es/>

{in official languages in Spain and English}

5.3. 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.

Figure 16. Levels of protection in the Spanish Social Security System
Source: Spanish Social Security System. Background information and current system. Edited by: INSS, Madrid 2011



5.3.1. Pensions

If you have worked in more than one EU Member State or in countries that have signed agreements with the European Union, the different retirement pension periods are added together in calculating the minimum contribution period. If you now have the right to retire, you may request to have the pension paid either in your country of origin, in Spain, or even outside of the EU in countries that have signed the agreement. Each insurance body will pay according to the time insured with each of them. This rule also applies to the payment of survivors' pensions.

If you are residing in Spain and you are still registered in the insurance system of your country of origin or another member country, you must continue to pay the corresponding contributions. Once you reach retirement age, you can submit your application in Spain with the authorised insurance entity. Non-contributory disability and retirement pensions have been transferred to the Autonomous Regions. You need to contact the Social Security Support and Information Centres, your town's Local Social Services or the Departments of Social Welfare for the region in which you reside. For more information, you can access the Instituto Gerontológico web page (<http://igerontologico.com/serviciossociales.php>). Benefits may be obtained either through the insurance entity in Spain or through the corresponding entity in your country of origin.

The Secretariat of State for Social Security

Among other duties, the National Social Security Institute (INSS) [ES] recognizes and controls the right to economic benefits granted by the Social Security System, including economic assignments 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). It also recognizes the right to medical care. It manages pensions for retirement, permanent disability, widows and widowers, orphans, for family members and economic benefits derived from work-related accidents and professional illnesses, as well as subsidies for temporary disability, maternity, paternity, risk during pregnancy and risk during breastfeeding and caring for minors suffering from cancer or other serious diseases.

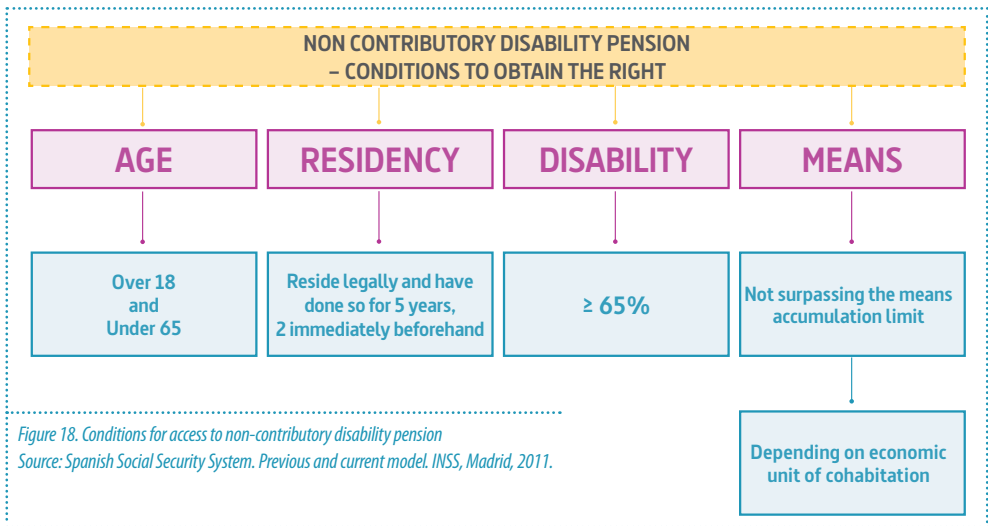
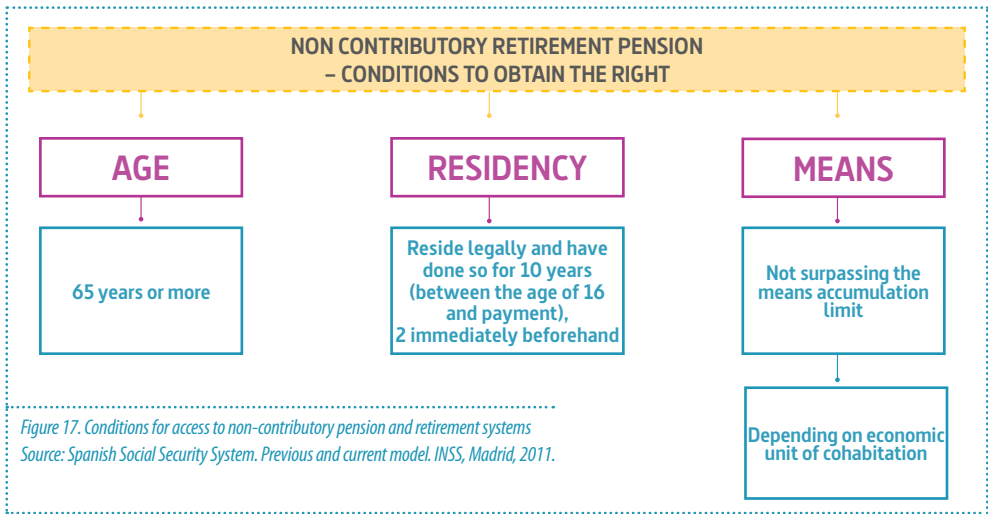
For more information on the benefits to which you have a right while working and residing in Spain, visit the website (http://www.seg-social.es/Internet_1/index.htm) or contact the local Social Security office nearest you in the Autonomous Region in which you reside.

5.3.2. Other benefits

a) Non-contributory retirement and disability pensions

All citizens who are retired, disabled or in need have the right to economic benefits, free medical and pharmaceutical care and 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 benefits for (physical, mental or sensory) disability, you must be at least 18 and less than 65 years old, live in Spain and have resided in Spain for at least 5 years, the last two immediately prior to applying for the pension, be affected by a disability (assessed by specialists) greater than or equal to 65% and lack sufficient earnings or income.





b) Family benefits for children or minors in foster care

The family benefit is an economic allowance per minor in foster care under the age of 18. In this case, annual income must be lower than the limit established annually by the Spanish Budget Act. Beneficiaries also include families with children under the age of 18 and with disabilities of at least 33% or with children over the age of 18 with disabilities

greater than or equal to 65% (regardless of the family's income). All individuals registered in the Social Security System are eligible for these benefits. You can apply for them at the Social Security Support and Information Centre nearest you. Foreigners residing in Spain have the right to the same benefits as Spanish citizens.

FAMILY BENEFITS MODES AND TYPES OF BENEFITS

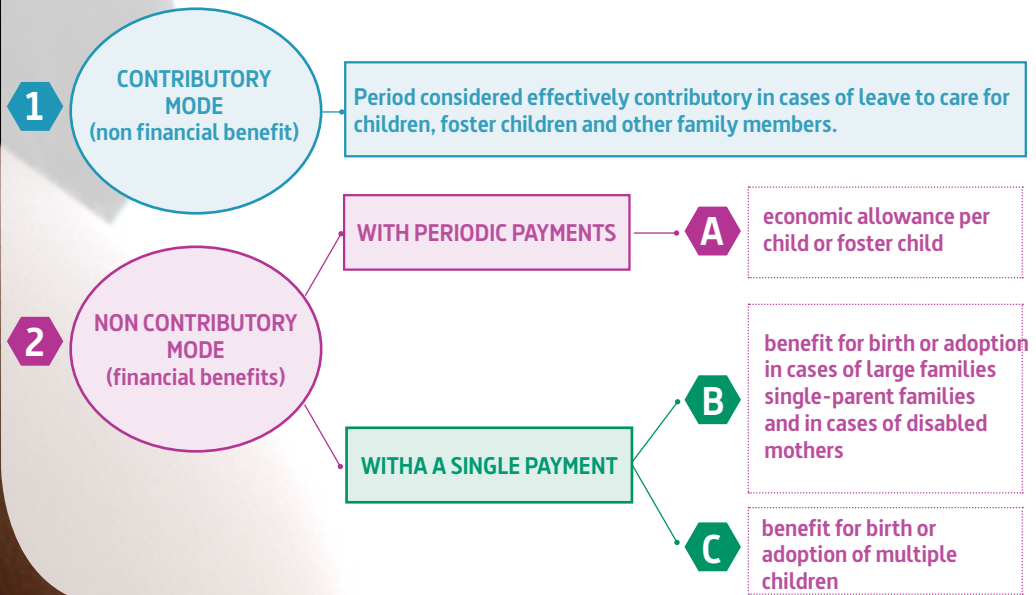


Figure 19. Types of family services

Source: Spanish Social Security System. Previous and current model. INSS, Madrid, 2011.

c) Maternity

In Spain, women have **three basic guaranteed rights** when they become mothers: medical care, maternity leave and economic aid.

- Any woman residing in Spain (regardless of her nationality) who lacks sufficient economic resources has the right to free medical care during pregnancy, birth and postpartum, both for herself and for her child.
- Similarly, all workers, regardless of their gender and whether they meet the requirements, have the right to economic aid following the birth or adoption of a child for maternity and a leave period from work of 16 consecutive weeks. In the case of biological maternity, the mother is required to take 6 weeks of leave following the birth.

The minimum contributory period required varies based on the age of the worker:

- If the worker is under the age of 21 on the date of the birth or on the date of the administrative or judicial decision on foster care or the resolution authorising the adoption, no minimum contributory period is required.
- If the worker is over 21 and under 26 years of age on the date of the birth or on the date of the administrative or judicial decision on foster care or the resolution authorizing the adoption, the minimum required contributory period is 90 days of contribution during the seven years immediately prior to the start of leave. Alternatively, this requirement may be considered to be fulfilled if the worker certifies 180 days of contribution throughout their working life, prior to the latter date.
- If the worker is over 26 years of age on the date of the birth or on the date of the administrative or judicial decision on foster care or the resolution authorizing the adoption, the minimum required contributory period is 180 days during the seven years immediately prior to the start of leave. Alternatively, this requirement may be considered to be fulfilled if the worker certifies 360 days of contribution throughout their working life, prior to the latter date.

As regards economic rights, a subsidy will be paid equal to 100% of the regulatory base (where the regulatory base is the contribution base for the month prior to the start of leave). For more details, visit the Social Security website (http://www.seg-social.es/Internet_1/index.htm).

In the case of birth, when female workers employed by others meet all of the established requirements, except for the minimum contribution period, they will be beneficiaries of a special, non-contributory economic benefit for maternity. The amount of the benefit will be equal to 100% of the multiplier for the public income index (IPREM) in effect at that time, except when the regulatory base is a lesser amount, in which case the latter will apply.

The duration of the special benefit is 42 calendar days from the date of birth.

d) Paternity

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

The **paternity benefit** consists of 100 percent of the regulatory base (or contribution base from the month prior to taking paternity leave) and is paid directly by the INSS to the recipients for an uninterrupted period of 13 days, which, in the case of



multiple births, 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 20 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 one of the family members is disabled. In the case of multiple births, 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.

From 1st January 2012 onwards⁴⁹, the paternity benefit will last for an uninterrupted period of four weeks, which can be extended for two days more per child born, adopted or taken in under foster care after the family's first child.

e) Economic benefit for looking after minors affected by cancer or other serious illnesses

One of the parents, adoptive parents or foster parents is eligible for an economic benefit to care for the minor/s under his or her responsibility and who are suffering from cancer or any other serious illness if they reduce their working week by at least 50% in order to care directly, constantly and permanently for the minor during the time the latter is in hospital and the illness is being treated. The benefit is proportional to the reduction in working hours, calculated using the contribution base for professional contingencies from the month prior to beginning the reduced working hours.

f) Economic benefit for birth or adoption of a child in large families, single parent families and in disabled mothers

This benefit consists of a lump sum payment of 1,000 euros in the case of large families, single parent families and in the case of disabled mothers.

⁴⁹ Act 9/2009 of 6th October, extending the period of paternity leave in the case of birth, adoption or foster care, was amended by Act 39/2010 of 22nd December in the Central Government Budget for 2011 to delay it from coming into force until 01/01/2012.

Similarly, any female worker who has contributed to Social Security receives a benefit from the Inland Revenue (Ministry of Economic and Financial Affairs) of 100 euros a month for each child under the age of three. When accessing tax information on the web page of the Inland Revenue – Other information – you will find a brochure on maternity deductions. One can also call the following number: 901 200 345.

For any information in relation to women in terms of legal aspects such as: marriage, affiliation, civil registry office, labour legislation, domestic violence, free legal aid, etc. can contact the Instituto de la Mujer (Women's Institute in English), which reports to the Ministry of Health, Social Policy and Equality.

INSTITUTO DE LA MUJER

C/ Condesa de Venadito, n° 34

28027 Madrid

Phone n°: 91 363 80 00 (centralita)

CENTROS DE INFORMACIÓN:

C/ Génova, 11 - 1º dcha.

28004 Madrid

Phone n°: 91 700 19 10 - 91 700 19 18

C/ Vargas, 53, 3ª planta

39010 Santander

Phone n°: 942 23 57 58 - 942 23 56 64

Free phones n°: 900 19 10 10 - 900 152 152

(deaf women)

5.3.3. Unemployment benefits

The Spanish Public Employment Service is an independent entity assigned to the Ministry of Labour and Immigration that is responsible for managing the unemployment benefits system, among other responsibilities. Your local employment office can provide you with more information on how to apply for these benefits. You can also visit the frequently asked questions section. (www.sepe.es)

UNEMPLOYMENT BENEFITS

1 BENEFICIARIES → Wage-earners; loss of job

2 CONDITIONS

- Registered and legally unemployed
- Twelve months of contributions over the previous 6 years
- Under the age of retirement
- Not affected by incompatibility

3 CONTENT

- Economic benefit
- Payment of Social Security contributions

4 SUM BENEFIT

- Calculation basis** = verage contribution during the last 180 days
- Porcentajes**
 - Up to 180 días = 70%
 - From 181 días = 60%
 - Maximum: 175% IPREM, without children; 200/225% with children
 - Minimum: 80% IPREM, without children; 107% with children

Figure 20. Unemployment benefits

Source: Spanish Social Security System. Previous and current model. INSS, Madrid, 2011

Beneficiaries

The Spanish Public 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 also available to workers from other countries who reside and work legally in Spain.

Exporting benefits

If you are receiving unemployment benefits in any European Economic Area (EEA) country, you may continue to receive them in any other EEA country (for example, Spain) while you are looking for work here. However, certain requirements must be met: However, certain requirements must be met:

- Such benefits can be received for a maximum of 3 months, except in Portugal, where workers may receive full payment for the entire period they are due.

- You must have been registered with the Public Employment service in your country of origin at least one month (4 weeks) before.

- You must notify that Public Employment Service of your actual departure date and register with the Spanish Public Employment Service within 7 days of departing from you country of origin.

- You must bring the completed form E 303 with you from your country of origin.

Important: the formalities may take up to 2 months, so you should begin the process far enough in advance.

- You should also bring the completed form E 301 from the Public Employment Service in your country of origin, since

if you ever receive the unemployment benefit in Spain, the contribution periods in your country of origin will be taken into account.

The opposite is also true: if you are working in Spain and you end up unemployed, you can complete the reverse formalities to receive unemployment benefits in any other EEA country.

For a list of the public employment services in the EU countries prior to expansion, visit the web page <http://www.sistemanacionalempleo.es/europa.html>.

Requirements and minimum contribution period

To receive the unemployment benefit in Spain, you must have contributed to Social Security for a minimum of one year (360 days). That period gives you the right to receive benefits for 120 days (4 months).

You must also certify that you are actively seeking employment. For more information, visit their website: (<http://www.redtrabaja.es>).

Amounts received

The amount received for the unemployment benefit is established according to the average salary for which you have made contributions (not counting overtime) during the 6 months prior to becoming unemployed. During the first 180 days of unemployment, you will receive 70% of that average and then 60%.

- **Minimum limit.** The amount of the benefit cannot be less than:
 - 80% of the Multiplier for the Public Income Index (IPREM) plus 1/6 (the proportional part of the extra pays), when the worker does not have any dependent children.
 - 107% of the IPREM plus 1/6 (the proportional part of the extra pays), when the worker has at least one dependent child.

- **Maximum limit.** The maximum amount of the benefit is based on the number of dependent children the beneficiary has.
 - Without children, it is 175% of the IPREM plus 1/6 (the proportional part of the extra pays).
 - With one child under the age of 26, it is 200 % of the IPREM plus 1/6 (the proportional part of the extra pays).
 - 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 pays).

An amount equivalent to 10 days will be deducted from the first subsidy payment and paid with the final payment.

For more complete information, visit the following website: (<http://www.redtrabaja.es>).

Losing unemployment rights

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

- Working for another person or being self-employed while receiving the unemployment subsidy.
- Failing to renew the employment request at the Spanish Public Employment Service on the established date.
- Rejecting a job.
- Refusing to participate in social collaboration work, employment schemes or professional promotion, training or re-training actions.

Failure to visit the collaborating employment agencies or to submit the certificate of having visited them.

5.3.4. Further information: Benefit Offices

The Government guarantees social benefits through several entities assigned to the Ministry of Labour and Immigration and the Ministry of Health, Social Policy and Equality.

- **The National Social Security Institute (INSS)**⁵⁰ is the government's management entity responsible for covering all economic Social Security benefits, except non-contributory pensions, unemployment and the Special Plan for sea workers.

- **The Institute for the Elderly and Social Services (IMSERSO)**⁵¹ is a Social Security management entity responsible for managing non-contributory pensions and providing social services that complement those provided by the Social Security System in relation to people with disabilities, the elderly, refugees and migrants. All IMSERSO responsibilities have been transferred to the Autonomous Regions, except in the cases of the autonomous cities of Ceuta and Melilla.

For more information, contact:

Instituto de Mayores y Servicios Sociales (IMSERSO)

Avda. Ilustración s/n., con vta. a c/ Ginzo de Limia, 58

28029 Madrid

Tel.: 91 363 88 88

E-mail: buzon@imserso.es

- **The Spanish Public Employment Service (SPES)**⁵² is an independent entity, endowed with its own legal authority to fulfill its own duties, attached to the Ministry of Labour and Immigration 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.

50 Web page: http://www.seg-social.es/Internet_1/LaSeguridadSocial/Quienesomos/InstitutoNacionalde29413/index.htm {available in Spanish, English and French}

51 Web page: <http://www.imserso.es> {available in Spanish, English and French}

52 Web page: <http://www.sepe.es/> {available in Spanish only}

- Conducting research, studies and analysis on the state of the job market and tools for improving it, in collaboration with the respective Autonomous Regions.

5.4. NATIONAL HEALTHCARE SYSTEM

Introduction to the Spanish National Healthcare System

The National Healthcare System (SNS) is the coordinated network of Spanish National Health Services and Autonomous Region Health Services that includes all of the functions and medical care that, pursuant to the law, are the responsibility of the public administrations.

Its most relevant features include:

- Public financing, universal coverage and free health services for end users.
- Rights and responsibilities defined for citizens and the public administrations.
- Political decentralization of healthcare in the Autonomous Regions.
- Providing comprehensive healthcare with high levels of quality duly evaluated and controlled.

For more information, see the Ministry of Health, Social Policy and Equality website at <http://www.mspes.es/> (available in Spanish, English and French).

5.4.1. Medical Care

The Spanish Constitution of 1978 defined a regional organisation for the Nation that has enabled the Autonomous Regions to assume responsibility for planning, public health and medical care. Each Autonomous Region has a Healthcare Service, which is the administration and management structure for all centres, services and establishments of the region, provinces, town councils and any other regional administrations.

Having completed the healthcare transfer process, all Autonomous Regions are now responsible for managing medical care within their territories. In the case of the Autonomous Cities of Ceuta and Melilla, the Spanish Central Administration manages medical care through the National Healthcare Management Institute (INGESA).

The National Healthcare System (SNS), as a health services provider, is organized on two levels: **Primary Care and Specialized Care.**

The main healthcare entities at the **Primary Care** level are the Health Clinics, which are manned by multi-disciplinary teams made up of family doctors, paediatricians, nursing staff and administrative personnel. They may also include social workers, midwives and physical therapists.

Specialised Care is provided at Specialty Centres and Hospitals, either in-patient or out-patient. Hospitals provide 24-hour emergency care to patients who have not been admitted.

The National Health System (Sistema Nacional de Salud, SNS) covers all medication given during hospital stays. In the case of patients who are not hospitalised, medicine prescribed with a National Health System prescription have a general 40% co-payment. In the case of chronic treatments, the participation percentage is 10%, with a maximum limit of 2.69 euro.



NATIONAL HEALTH SYSTEM (SNS) LEVELS OF CARE

	PRIMARY CARE	SPECIALISED CARE
Characteristics	Accessibility	Technical complexity
Activities	Promoting health and the prevention of illness, with a technical capacity for resolution that completely covers the most frequent health issues.	Offers more complex and costly diagnosis and therapy resources whose effectiveness increases when concentrated.
Access	Direct	By referral from primary care doctors
Medical Centres	Health Centres and local doctors' surgeries	Speciality Centres and Hospitals
Type of assistance	At the centre and at the patient's home	In-patient and out-patient

Table 10. National Health System (Sistema Nacional de Salud, SNS) levels of care

The directories for the Primary Care Centres and Hospitals are available on the Ministry of Health, Social Policy and Equality website: <http://www.mspes.es/ciudadanos/prestaciones/home.htm> {available in Spanish, English and French}

CITIZENS WITH THE RIGHT TO MEDICAL PROTECTION AND CARE

Citizens with the right to health protection and medical care include:

- All Spanish nationals and foreign citizens in Spain under the terms set forth in the article of Organic Law 4/2000.
- Citizens of the European Union Member States, whose rights are established by European Community law and the applicable treaties and agreements undertaken by the Spanish Government.
- Citizens of non-European Union countries whose rights are recognised by law, treaty and agreement.

Access to the services is obtained through the Individual Health Card issued by each of the Health Services. This

document identifies each citizen as a user of the National Health System.

5.4.2. European Health Insurance Card

The European Health Insurance Card makes it easier for people from any of the Member States of the European Economic Area (including the 27 European Union Member States, Iceland, Liechtenstein and Norway) and Switzerland have Access to health services during their temporary stays abroad.

European Health Card holders will be treated the same as residents in Spain in terms of conditions and costs. However, if the same service were free of charge in the holder's country of origin, he or she can request to have these costs reimbursed on their return.



The European Health Card is not valid when the purpose of the trip is to receive medical treatment. The card does not cover private health insurance companies in Spain either.

For more information, see the page of the General Directorate for Employment, Social Affairs and Inclusion of the European Commission: <http://ec.europa.eu/social> {available in all official languages of the European Union}.

5.4.3. Private insurance

Individuals who wish to receive private care may take out a health insurance policy in their country of origin with coverage in Spain, or take out a policy with any private medical entity established in Spain. It is important to remember that many of these entities have pre-existing condition waiting periods that may vary between several months to 1 year before being able to receive some of their services, especially in the case of maternity and surgery.

The following is a brief list of some of the major providers. For a more complete list, see the yellow pages website, under “seguros” (“insurance”), “sociedades médicas” (“medical entities”) or “seguros médicos” (“medical insurance”).

ADESLAS

Phone n°: 902 200 200

www.adeslas.es

ASISA

Phone n°: 902 010 010

www.asisa.es

MAPFRE Caja Salud

Phone n°: 902 20 40 60

www.mapfre.com/salud/

SANITAS

Phone n°: 902 100 210

www.sanitas.es

When taking out a policy for any of these services, it is a good idea to compare prices, as in some cases, in addition to the monthly or annual premiums, you must pay an amount per visit. It is also important to verify the national and international coverage of these policies. Some entities allow policyholders to see the doctors of their choice, reimbursing a part of the fees that they paid to the specialist.

5.4.4. Chemists

In Spain, medicine is dispensed by chemists alone. Users are generally required to present a prescription issued by the doctor responsible for providing the medical care. The hours at the chemists are the same as commercial opening hours. There are “on-duty” chemists at weekends (your regular chemists will have a list on the door with the address of the on-duty chemists for that weekend). Finally, there are some chemists that are open 12 and even 24 hours a day. When you request medicine, in addition to the well-known



brands, chemists can offer you generic medicines, which are generally less expensive than the commercial brands and contain the same active ingredients. Homeopathic products are also sold by Chemists.

The website of the General Council of Chemists Associations of Spain (www.portalfarma.com) offers a great deal of information on the Spanish pharmaceutical system.

5.4.5. Useful Addresses

Ministry of Health, Social Policy and Equality

Paseo del Prado, 18-20, 28071 Madrid

Phone number: 91 596 10 00

<http://www.msps.es> {available in Spanish, English and French}

National Healthcare Management Institute, INGESA

Calle Alcalá, 56, 28071 Madrid, Phone number: 91 338 00 06

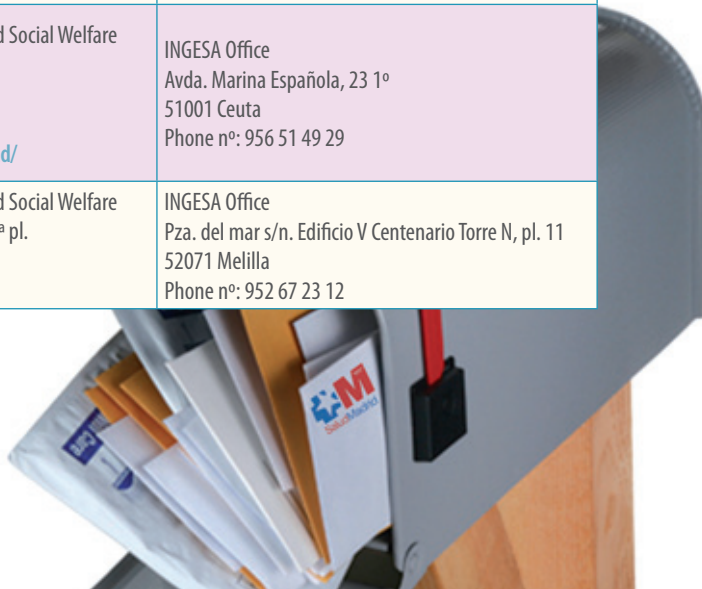
www.ingesa.msps.es {available in Spanish, English and French}

Table 11. Autonomous Regions information

AUTONOMOUS REGIONS	DEPARTMENTS OF HEALTH	HEALTHCARE SERVICES
Andalusia	Department of Health Av. De la Innovación s/n, Edif Arena 1. 41020 Sevilla Phone nº: 955 00 63 00 www.juntadeandalucia.es	Andalusian Healthcare Service (SAS) Av. Av. De la Constitución, 18 41071 Sevilla Phone nº: 955 01 80 00
Aragon	Department of Health and Consumer Affairs Vía Universitat, 36 50009 Zaragoza Phone nº: 976 71 40 00 portal.aragob.es	Aragon Healthcare Service Paseo María Agustín, 16 50071 Zaragoza Phone nº: 976 76 58 00
Asturias	Department of Health and Medical Services General Elorza, 32 33001 Oviedo Phone nº: 985 10 85 00 www.princast.es	Principality of Asturias Healthcare Service Pza El Carbayon, 1-2 33001 Oviedo Phone nº: 985 10 85 00
Balearic Islands	Department of Health and Consumer Affairs Plaça d'Espanya, 9 07002 Palma Phone nº: 971 17 69 69 www.caib.es	Balearic Islands Healthcare Service (ib-salut) Reina Esclaramunda, 9 07003, Palma de Mallorca Phone nº: 971 17 56 00
Canary Islands	Department of Health Plaza Dr. Juan Bosch Millares, 1 planta 4ª 35071 Las Palmas de G. Canaria Phone nº: 928 45 22 45	Canary Islands Healthcare Service Plaza Dr. Juan Bosch Millares, 1 35004 Las Palmas de G. Canaria Phone nº: 928 30 81 45
	Rambla General Franco, 53 38071 Sta. Cruz de Tenerife Phone nº: 922 47 43 87/34 www.gobiernodecanarias.es	Pérez de Rozas, 5, planta 4ª 38004 Sta. Cruz Tenerife Phone nº: 922 47 57 04

AUTONOMOUS REGIONS	DEPARTMENTS OF HEALTH	HEALTHCARE SERVICES
Cantabria	Department of Health and Social Services Federico Vial, 13 39009 Santander Phone nº: 942 20 82 40 www.gobcantabria.es	Cantabria Healthcare Service Avda. del Cardenal Herrera Oria, s/n 39011 Santander Phone nº: 942 20 28 23
Castile and Leon	Department of Health Paseo de Zorrilla, 1 47007 Valladolid Phone nº: 983 41 36 00 www.jcyl.es	Regional Healthcare Service Paseo de Zorrilla, 1 47007 Valladolid Phone nº: 983 41 36 00
Castile-La Mancha	Department of Health Avda. Francia, 4 45071 Toledo Phone nº: 925 26 70 99 www.jccm.es	Castile-La Mancha Healthcare Service (SESCAM) Huérfanos Cristinos, 5 41071 Toledo Phone nº: 925 27 41 06
Catalonia	Department of Health Traversera de les Corts, 131-159, Pabelló Ave Maria 08028 Barcelona Phone nº: 93 227 29 00 www.gencat.es	Catalonia Healthcare Service (CatSalut) Travessera de les Corts, 131-159, Edificio Olimpia 08028 Barcelona Phone nº: 93 403 85 85
Valencia	Department of Health Micer Mascó, 31-33 46010 Valencia Phone nº: 963 86 66 00/28 00 www.san.gva.es	Valencia Healthcare Service (AVSA) Micer Mascó, 31-33 46010 Valencia Phone nº: 963 86 66 00
Extremadura	Department of Health and Consumer Affairs Adriano, 4 06800 Mérida Phone nº: 924 00 41 00 www.juntaex.es	Extremadura Healthcare Service (SES) Avda. de las Américas, 1 06800 Mérida Phone nº: 924 38 25 01/02
Galicia	Department of Health Edif. Admtvo. San Lázaro, s/n 15073 Santiago de Compostela Phone nº: 981 54 27 12 www.sergas.es	Galician Healthcare Service (SERGAS) Edif. Admtvo. San Lázaro, s/n 15073 Santiago de Compostela Phone nº: 981 54 27 12

AUTONOMOUS REGIONS	DEPARTMENTS OF HEALTH	HEALTHCARE SERVICES
Madrid	Department of Health and Consumer Affairs Aduana, 29 2ª planta 28013 Madrid Phone nº: 91 586 70 00 www.madrid.org	Madrid Healthcare Service (SERMAS) Pza. Carlos Trías Beltrán, 7 28020 Madrid Phone nº: 91 586 72 27
Murcia	Department of Health Ronda de Levante, 11 30071 Murcia Phone nº: 968 36 61 58 www.murciasalud.es	Murcia Healthcare Service Ronda de Levante, 11 30008 Murcia Phone nº: 968 35 74 11/15
Navarre	Department of Health Amaya, 2 31002 Pamplona Phone nº: 848 42 88 27 www.navarra.es	Navarre Healthcare Service (OSASUNBIDEA) Irunlatterra, 39 31008 Pamplona Phone nº: 848 42 89 02
Basque Country	Department of Health Donostia-San Sebastian, 1 01010 Vitoria-Gasteiz Phone nº: 945 01 85 00 www.osanet.euskadi.net	Basque Healthcare Service (OSAKIDETZA) Álava, 45 01006 Vitoria-Gasteiz Phone nº: 945 00 60 00
La Rioja	Department of Health Bretón de los Herreros, 33 26071 Logroño Phone nº: 941 29 13 96 www.larioja.org	Rioja Healthcare Service Piqueras, 98 26006 Logroño Phone nº: 941 29 76 60
Ceuta	Department of Health and Social Welfare Plaza de San Amaro, 12 51071 Ceuta Phone nº: 856 20 06 80 web.ceuta.es:8080/sanidad/	INGESA Office Avda. Marina Española, 23 1º 51001 Ceuta Phone nº: 956 51 49 29
Melilla	Department of Health and Social Welfare Ramírez de Arellano, 10 3ª pl. 52001 Melilla www.melilla.es	INGESA Office Pza. del mar s/n. Edificio V Centenario Torre N, pl. 11 52071 Melilla Phone nº: 952 67 23 12



FAMILY in Spain

As indicated in section 3.5 Procedures for family entrance and residency in Spain, family is considered to include your spouse, de facto partner and children under the age of 18 or who have a disability and are unable to fend for themselves. Family members may obtain a visa linked to that of the foreigner who already holds a visa. As a result, the former will have the same duration as the visa held by the foreign researcher.

Apart from the situations specific to study and scientific visas (see section 3), Spanish legislation includes the general concept of **family regrouping** for any worker. For this purpose, the spouses of foreign citizens, both their children, including adopted children, under the age of 18 or disabled children, and both their ancestors when they are under their care and there are reasons that justify the need to authorise their residence in Spain can be regrouped.

Foreigners can request to regroup their family when they have legally resided in Spain for one year and have applied for authorisation to reside for at least one more and can provide evidence of suitable accommodation and sufficient means to attend the

needs of their family once regrouped. Before entering Spain, family members must apply for the corresponding visa at the Spanish embassy or consular office in their place of residence.

6.1. PREGNANCY, MATERNITY AND PATERNITY

Section 5.3. Social Security discussed at length the benefits for children, maternity, paternity, birth and in cases of caring for children suffering from cancer or other serious illnesses. As a result, this section only includes a brief reminder:

- **Maternity leave** lasts 16 uninterrupted weeks and can be extended for different periods for multiple births, adoptions, taking more than one child under foster, or if the newborn child is disabled or hospitalised. Leave can be full time or part time. In the case of adoption or if both the mother and father work, parents can opt for simultaneous or consecutive leave. Employees and self-employed workers, including those contracted under professional training schemes and part time workers and regardless of gender, have the right to take leave for maternity, adoption and temporary, pre-adoption or permanent foster care.⁵³
- All workers, both those contracted by third parties and the self-employed are entitled to **paternity leave**. This allows the worker to be absent from work for two days, the day a child is born and the day after, plus another 13 days that can be taken within a period of nine months following the birth. During that period of 15 days, workers are entitled to full pay through a benefit that is paid by Social Security.
- In the case of **adoption or foster care**, leave lasts for an uninterrupted period 16 weeks, which can be extended by two weeks per minor after the first in the case of adopting

⁵³ http://www.seg-social.es/Internet_1/Trabajadores/Prestaciones/Pension10935/index.htm (available in official languages in Spain, English and French)

MATERNITY ALLOWANCES

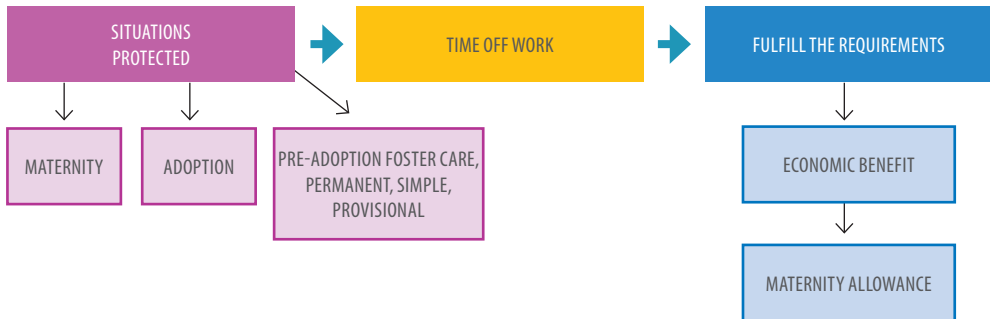


Figure 21. Social Security Maternity allowances

Source: Spanish Social Security System. Previous and current model.

INSS, Madrid, 2011.

or having more than one child in foster care; by two weeks if the child adopted or under foster care is disabled. If both parents work, leave will be distributed as the interested parties deem fit, being able to take leave either simultaneously or consecutively, providing the periods are continuous and of the pre-established duration. Leave can be full time or part time, upon agreement between employers and employees pursuant to the legislation.

- All workers who work for employers, either in the private or public sector, are entitled to **periods of leave** of absence to care for each child, regardless of whether it is a natural child or adopted, or minors in preadoption or permanent foster care, albeit preliminary. Leave of absence is considered to begin once maternity leave has concluded and may be requested at any time within the first three years of the minor.
- National benefits are supplemented by those awarded by Autonomous Regions, which vary a great deal in quantity and

time. Therefore, parents should consult their regional Service Centres to ascertain the situation in each area and at each time.

6.2. CARING FOR CHILDREN

6.2.1. Benefits

Various institutions grant a series of economic benefits for having a child (Social Security, Autonomous Communities), which differ depending on the number of children, the working situation of the parents and the income of the family unit. By way of summary, it is worth highlighting the following:

- Benefit for working mothers
- Deduction from the base income subject to income tax which varies depending on the number of children
- Families with limited income

- Benefits for mothers registered as self-employed
- For giving birth to twins
- For giving birth to or adopting a child, providing a certain level of income is not exceeded
- For being a large family
- For having a child under the age of 18 with a serious illness

The **Central Government also offers benefits for large families** throughout Spain⁵⁴, regardless of the Autonomous Region where they reside, which are regulated by the Large Family Protection Act. These benefits include:

- Discount on overland transport (RENFE and coach companies)
- Discount on aeroplane tickets for national flights
- Social Security contribution bonus for contracting a person to care for children and the household
- Paternity leave extended to 20 days for fathers of a large family
- Preferential points in public processes regulated by standards: grants, admission of students in schools
- Discount or exemption from paying public fees and prices (University access exam fees)
- Discount on national museum tickets

6.2.2. Entering the education system

Any students from foreign education systems who wish to enter courses that are part of Compulsory Primary or Secondary Education in Spain are not required to carry out any education recognition formalities whatsoever. Nor is recognition required to study any course at any level in any part of the Spanish education system for which completion of Compulsory Secondary Education is not a prerequisite for access.

6.3. SPANISH EDUCATION SYSTEM

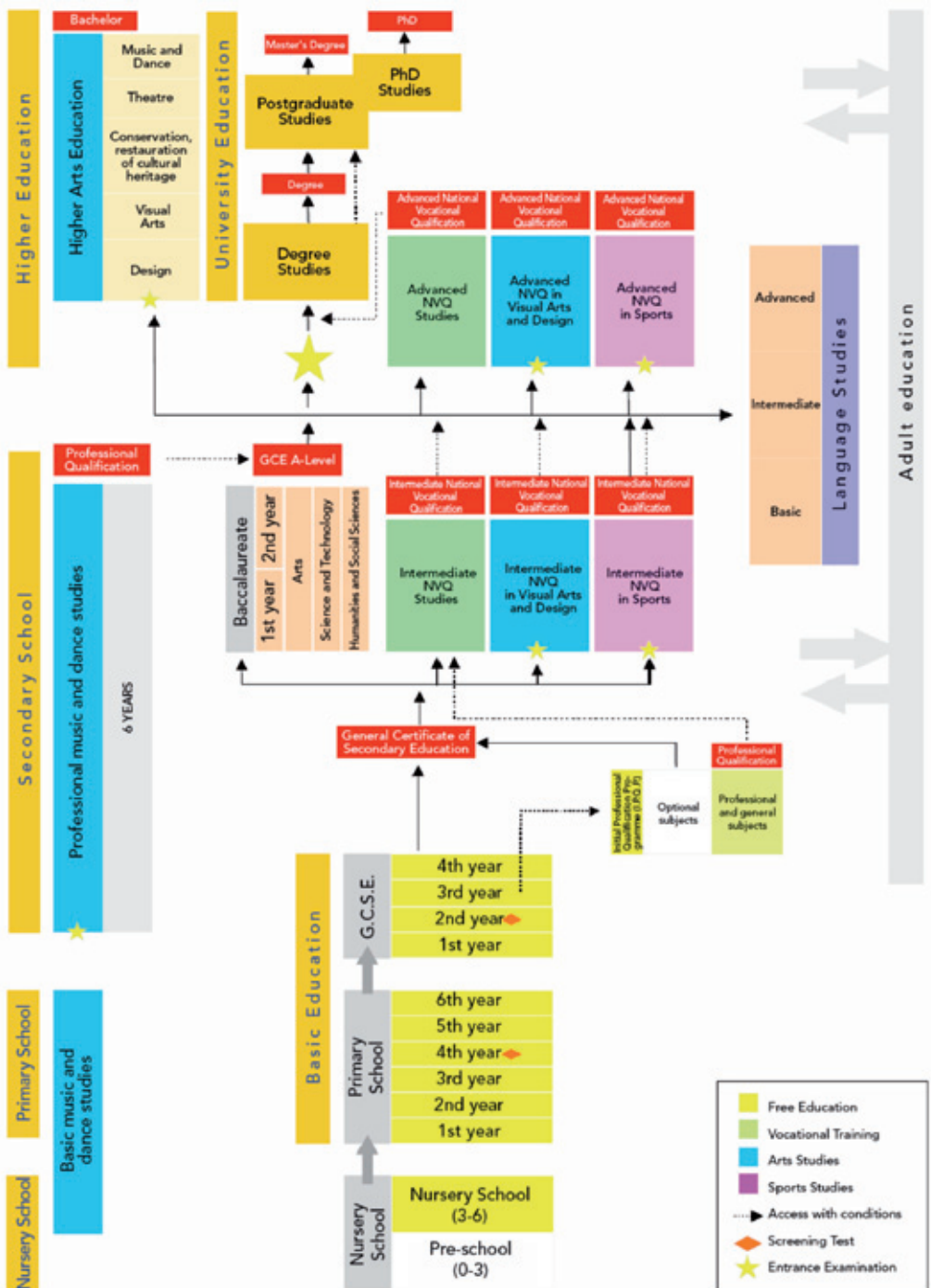
Education in Spain is free and compulsory from the ages of 6 to 16, which is the minimum legal working age, although the free and compulsory nature may be extended to the age of 18 in ESO (Compulsory Secondary Education) for a variety of reasons: failed or missed school years, adaptation for foreign students, etc.

Preschool (to the age of 6) is not compulsory, although the vast majority of children begin school between the ages of three and six, a trend that is becoming increasingly widespread and recommended. This is the 2nd cycle of Pre-primary Education, which Public Schools offer integrally and free of charge. Education in Spain is decentralised and education responsibilities have been transferred to the Autonomous Regions. This means that there are certain differences within the general common curriculum; for example, in Autonomous Regions where there is another official language, there are several types of compulsory classes to learn it.



54 www.familiasnumerosas.org

Figure 22. Spanish Education System



SCHOOL YEAR, PLACES AND RESERVATIONS

For information on obtaining a place at a public school or when to make reservations, you should contact the regional Department of Education directly in the region in which you are residing or will be residing (see the “Useful Addresses” chapter) or ask at the nearby schools that interest you. In general, you must enrol the student in March or April before the start of the next school year, which begins in September and ends in June. The cost of books and school material is normally paid by the parents.

EDUCATION CENTRES

There are three types of centres: **public**, **state-financed** and **private**.

Public primary and secondary schools are run by the government and free of charge. The majority of the population attends these schools, although the percentages vary by Region and stage. Primary schools usually include the second cycle of Pre-primary education and, although still the exception, even the first cycle of Pre-primary, from the ages of 0 to 3. This cycle is still more commonly given at Kindergartens and Preschools. Ownership of these schools varies as, in addition to private schools, there are (in the public sector) municipal, regional and other institutions.

Students between the ages of 3 and 12 generally attend primary schools. For Compulsory Secondary Education and to obtain the General Certificate of Secondary Education or for Vocational Training, students attend secondary schools, which always offer Compulsory Secondary Education and then the different options for the General Certificate of Secondary Education and, in many cases, mid- and upper-level Vocational Training cycles. Both public and state-financed schools (private schools that are partially subsidised by the State) **apply similar schooling criteria**, which tend to include (although there are slight differences by Region):

- Proximity of the family's place of residence
- Attendance of brothers or sisters to the same school
- Level of income and other circumstances

To find the public schools nearest your home, visit the web page of the Ministry of Education (www.educacion.gob.es/educacion/que-estudiar-y-donde.html) or contact the Department of Education in your region or city or the town hall Municipal School Board.

State-financed schools are, as mentioned above, private centres that have an agreement with the Government, who pays their teachers and subsidises their running costs. They must comply with the same legislation, calendars, programmes and organisation as public schools and, in theory, the subsidised levels of education (which are compulsory) must be offered free of charge. In practice, they tend to charge certain monthly fees related to complementary activities, extracurricular classes or other items. They follow a centre-wide ideology, normally religious in nature, as most of them are Catholic schools, although there are others that do not have religious affiliations.

Private schools do not receive government subsidies, so the main difference compared to State-financed schools is their price. These schools have freedom of organisation and operations: registration, calendars, hours, teaching staff.

FOREIGN SCHOOLS

Most of these are small schools (normally with 600 students or less). Nearly all of them offer a system that combines Spanish education and that of the country they represent, so students acquire knowledge from two cultures and are able to access Spanish and foreign universities, or they can have their studies officially recognised. Most are recognised by the Spanish Ministry of Education and Science and offer the subjects in Spanish required by law. Many of them also offer an extensive extracurricular program with sports and cultural activities.

They tend to be expensive and they are in high demand, so there are often waiting lists. For more information on these schools, contact the embassy, where they will provide you with a list of the most recommendable centres offering an education in your language.

SPECIAL EDUCATION CENTRES

In addition to the schools that offer general education plans, there are other specialised centres (public, private and State-financed) designed for children with physical or mental disabilities. Many of them are subsidised. Integration programs have been developed recently to favour attendance by students with physical disabilities at general education centres. For more information on this subject, please contact your town hall or the corresponding Regional Department of Education.

UNIVERSITY SYSTEM

There are 50 public and 28 private universities operating in Spain. There are also several foreign universities that offer studies based on the education system in their country of origin. Universities can offer official degrees (valid throughout Spain) and their own degrees. Official degrees and their minimum content are established by the Government.

For more information on the university system, its centres and official degrees, visit:

<http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria.html>

UNIVERSITY QUALIFICATIONS

The general structure for university studies includes the following degrees:

• **Master's Degrees** Organised in the Knowledge Areas of:

- Arts and Humanities
- Sciences
- Health Sciences
- Social and Legal Sciences
- Engineering and Architecture

• **Master's Degrees**

• **Doctorate Degrees**

• **Continuing education**

UNIVERSITY ACCESS

University access is available to students who are in possession of the General Certificate of Secondary Education (2nd year). However, they must first pass the University access tests, more commonly known in Spain as Selectividad.

Students who have studied abroad must also pass these exams. In order to pass Selectividad. Sitting the Selectividad examinations requires certifying that the studies taken abroad are officially recognised in Spain.

More information at:

<http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/legislacion/acceso-admision.html>

Each university establishes its own procedures, registration deadlines and documentation required to apply for enrollment. Pre-registration is normally in early July. The list of accepted students is published around the middle of the same month and the registration period begins towards the end of the month.

Private universities have their own admission and registration deadlines.

RESIDING/LIVING in Spain

7.1. ACCOMMODATION

7.1.1. Arriving in the country

When you arrive in Spain, the entity or company that has invited you will probably have already arranged accommodations for you. If that is not the case, or if you are dissatisfied with where you are staying, the following basic information will help you understand the accommodation and housing system in Spain.

Hostels, hotels and aparthotel accommodation

Spain is major tourist country, so the hotel and hostel offer is extremely varied, both in quality and in price. The official Spanish Tourism page www.spain.info offers help in selecting accommodations in any province in Spain. If you are planning to stay in the country for several months, the Aparthotel accommodation option is the most convenient and practical. The Tourism Office in the town or city in which you will be staying can provide you with a list of accommodation available in the short-to-medium term.

7.1.2. Renting a house

If you will be living in Spain for over a year, the best option is to rent a furnished or unfurnished apartment. In 2006, the public administration opened the Public Rental Office (www.spaviv.es), part of the Ministry of Development, to help citizens access rental housing. To register and apply for a home, you must have a foreigner's identification number (NIE).

The Ministry of Development has also set up renting aid especially designed to benefit young renters. To find out if you are eligible to apply for this aid, visit www.fomento.gob.es/MFOM/LANG_CASTELLANO/_ESPECIALES/VIVIENDA_JOVEN/.

However, in most cases, private offers, by individuals and specialised companies, continue to be the main way of finding rental accommodation.

Searching for an apartment on the Internet is especially useful, the most important websites being:

www.idealista.com

www.fotocasa.es

www.segundamano.es

On the other hand, both the local press and national newspapers have a section dedicated to real estate. Bulletin boards on university campuses are also a good source of information, especially if you want to share an apartment and expenses. Most real estate agencies offer apartments for rent. Most real estate agencies charge a month's rent in advance while they look for the apartment and an agency fee, equivalent to another month's rent, once they have found an apartment. If you rent the apartment directly from the owner, you are normally required to pay one month's rent in advance as a deposit (although, in some cases, two month's rent may be required). The owner may request a copy of your pay slip or a bank guarantee.

It is recommended to establish a lease contract with the owner, which may be verbal but should preferably be in writing. You can obtain the standard contract at estancos (tobacco and stamp shops).

When you sign the contract, it is important to determine whether the community expenses (caretaker, cleaning, etc.) and other fees (garbage, taxes) are paid by the owner or the leaseholder (the tenant).



The National Consumer Affairs Institute website (www.consumo-inc.es/GuiaCons/vivienda/arrendamiento/home.htm) provides legal and practical information on housing, especially on renting apartments (contracts, deposits, types of rent, etc.). You can also contact your local housing office, where they will advise you on the procedures to be carried out.

If you have any problem with the lease, you can contact the Municipal Consumer Information Office, Consumers and Users Associations or Consumer Arbitration Boards. The National Consumer Affairs Institute website (<http://aplicaciones.consumo-inc.es/cidoc/Consultas/dirMapas.aspx?tabla=omic>) provides a list of these offices at the local level.

7.1.3. Buying a house

If you will be spending a long or indefinite amount of time in Spain, you might be interested in buying a house. Houses for sale are advertised in the same ways as apartments for rent (see the section above).

The process of buying a house, from finding it until you move in, involves expenses, as well as certain formalities

and documents that must be taken into account, both by the buyer and the seller. Even before you buy the home, you may have to pay out a certain amount of money to secure the purchase or to determine the legal status of the house. Once the search is over and you have decided on the home you want to buy, whether new or second-hand, you must follow a series of steps.

The website of the General Council of Notaries Public in Spain (www.notariado.org/liferay/web/notariado/42@public) offers practical legal information on all the formalities to be completed. Specifically, it provides a practical buyer's guide and highly recommendable information on mortgages, although it is only available in Spanish.

Finally, after the purchase, there are other expenses that you need to take into account. In a new home, you must contract basic supplies such as, gas, electricity, water, etc., as well as pay the expenses related to the Home Owners' Association. In the case of a second-hand home, you may need to take out a new contract for some of the basic supplies or carry out the formalities necessary to transfer ownership of the supply contracts.

ELECTRICITY	The electricity sector was recently deregulated, so your electric company will depend on where you will be living. The largest are Iberdrola (www.iberdrola.com), Endesa (www.endesaonline.com) and Gas Natural (www.gasnatural.com). Your building is likely to have residents who have already contracted services with an electric company, so those best positioned to offer advice on obtaining service will be the homeowner or your neighbours.
GAS AND HEATING	The wide range of temperatures in most Spanish regions makes heating a must. Natural gas and electric heating are the systems most often used; the same company generally serves the entire building (www.gasnatural.com ; www.endesaonline.com), so, as with electricity, the owner, your neighbors or the caretaker will be best able to provide you with information on which company provides service in your building. Bottled butane gas is still quite common in some areas of cities. Gas is paid for by reading meters installed in the homes.
WATER	Water is a relatively inexpensive resource. Water supply companies are generally local. All of the services indicated above send out bills once every two months. Failure to pay the bill on time could lead to the service being shut off.
DOMESTIC SERVICE	Social Security regulations require domestic service employees to be registered as part of the Special System for Household Employees. These types of services are usually paid by the hour. In addition to taking care of household tasks, occasionally these employees may be hired to care for either children or the elderly.
HOUSEHOLD GOODS	Furniture and personal belongings from EU countries are exempt from paying customs. For more information on importing household goods to Spain, contact the Spanish consulate in your country.

Table 12. Information on supplies

7.2. TRAVELLING WITH ANIMALS

Current regulations are shared throughout all countries in the European Union. These regulations require all domestic animals to travel accompanied by a model veterinary certificate (Spanish version included) or passport, depending on the species. If your animal is a dog, cat or ferret, before entering Spain your animal must undergo a series of sanitary and identification tests, which may vary depending on your country of origin.

In most cases, your pet must be identifiable by means of a legible tattoo or microchip. The passport must verify that your pet has been vaccinated for rabies and that the vaccination is up to date. Animals being vaccinated for the first time cannot travel until 21 days after the vaccination date. Because dogs, cats and ferrets less than three months old are not vaccinated against rabies, they are not authorised to enter.

Spain has international agreements that protect endangered species, therefore if your pet is an endangered species the animal will not be granted entry.

In order to fulfil entry procedures, it is important to be aware of **some of the regulations** regarding domestic animals:

- Muzzles are required in some Spanish communities.
- On transportation systems, animals must travel in a pet container.
- Not all accommodations permit animals.
- Most restaurants do not allow domestic animals.
- The maximum number of animals that you may transport without being considered a commercial shipment varies depending on the species.

For more information, visit the Ministry for the Environment and Rural and Marine Areas website:

<http://www.marm.es/es/ganaderia/temas/sanidad-animal-e-higiene-ganadera/normativa-zoosanitaria-para-introducir-en-espana-animales-de-compania/>

7.3. TRANSPORT

7.3.1. City transport

METRO	The major Spanish cities have an underground train system (Metro) that is easy to use. Due to the frequent bottlenecks aboveground, it is an excellent and economical transportation option. For more information, see: For more information: www.willgoto.com/5/076163/liens.aspx
BUS	All Spanish cities have an extensive public bus system. In some cases there are combined transportation tickets that you can use on all the different modes of transportation (metro, bus and local train).
LOCAL TRAIN	These trains connect the major cities in the country with the suburbs, bedroom communities or areas of influence. They are known for running on time and offering great capacity.
TAXIS	All large cities and many medium-sized towns and cities have a public taxi service. They normally stop on the road, but there are also special taxi ranks marked as such. You can also contact them by telephone (known as radio taxis). All of them operate with a taximeter and the fees for special services (airports, night-time service, holidays, etc.) must be posted in view of the user.

7.3.2. Inter-city transport

AEROPLANE	Most major Spanish cities have an airport. Furthermore, because of the high level of tourism in Spain, there are also many international airports. Service between the airport and the city is provided by taxis, special buses and, in some cases, local trains and even the underground. For more information: www.aena.es
TRAIN	RENFE (www.renfe.es) is the national rail company. The network reaches all regions on the peninsula. Most of the trains have heating, air conditioning and a snack bar. There are also high-speed train lines, known as AVE, which connect Madrid to Seville, Barcelona, Zaragoza, the Valencian community, Valladolid and Malaga, among others. This service is extremely punctual.
BUS LINES	Another option for travelling in Spain is to use any of the bus companies that cover routes between countless Spanish and foreign cities and towns. To find out which ones operate in a determined city or province, contact your local government's citizen information department.



7.3.3. Private transport

CARS AND MOTORWAYS	The road network in Spain is more than 150,000 km. long. Radial toll roads connect all the regions on the Iberian Peninsula and a great effort has been made in recent years to improve and maintain them. Most are free, but some sections charge a toll. The speed limit is 120 km/h on motorways and 50 km/h in cities and towns. You must have a valid international driver's license and insurance is required. Seat belts are required, even within cities and towns and talking on a mobile telephone while driving a car is prohibited, unless a hands free device is used. For more information on the motorway system, traffic safety and vehicle formalities, see the Traffic Department website. http://www.dgt.es
DRIVER'S LICENCE	Driver's licenses issued in the EU are fully valid in Spain. If you will be residing in Spain for over six months, you must notify the Provincial Traffic Office for inclusion in the database. Driver's licenses issued by the European Union Member States, pursuant to European law, are fully valid in Spain, except that the minimum age for driving is that required to obtain the equivalent Spanish license (18 years old). For driver's licences issued in non-EU countries, visit the web page below: www.dgt.es/portal/es/oficina_virtual/conductores/canje_permisos
RENTAL CARS	All of the major rental car companies are established in Spain.
IMPORTING PRIVATELY OWNED VEHICLES	If you decide to import your own vehicle to Spain, either from the EU or from a non-member country, you must register it with the Provincial Traffic Office corresponding to your place of residence, where you will be informed of the required documentation. For more information, visit the Traffic Department website at www.dgt.es

7.4. BANKING

Banks in Spain are normally open, Monday to Friday, from 8:00am to 2:30pm. Online banking and telephone banking are widely used. There is a very large network of automatic teller machines; Servired and 4-B offer the most terminals.

Important: each of them charges a fee for withdrawing cash if the card does not belong to their network. Credit card payments are also very common. All major credit cards are accepted at most businesses, but payment by check is not commonly accepted.

Opening a current account

If you are already a Spanish resident and you want to open a current account, all you need is your passport or your resident's card.

If you are not yet a resident, you can open an account with the non-resident certificate issued by the police or your consulate, certificate of census registration from the town council and your passport or identification card.

Bank transfers

Since 1 July 2003, all transfers in euros within the EU are considered domestic transactions, so the fees charged cannot exceed those charged between banks in Spain for the same amount, although there is an additional fee for SWIFT transfers. Any transfer or deposit from a foreign bank in an amount greater than €50,000 must be reported to the Bank of Spain.



7.5. COMMUNICATION

The Internet

Access to the Internet is widespread in Spain. Access to the Internet is widespread in Spain, both at home by way of ADSL lines and also in public institutions, internet cafés, and public or pay Wi-Fi zones and also via mobile telephones.

Mobile telephones

Mobile telephones are very popular in Spain. Price wars have made these services considerably more economical, although they remain more expensive than landline telephone services.

Television

Spain has both free-access and pay television channels. There are two government-operated channels (TVE1, La 2) and several private channels offering free access at national level (Antena 3, Tele 5, Cuatro and La Sexta are the most popular). In recent years television channels have proliferated thanks to Digital Terrestrial Television (DTT). Regional television channels are also very popular in the regions in which they operate.

7.6. LANGUAGES

Linguistic pluralism in Spain

The official language in Spain is Spanish or Castilian Spanish, which is spoken by all citizens. However, certain Autonomous Communities have their own official language in addition to Spanish. Catalan is spoken in Catalonia, Galician in Galicia, and Basque in the Basque Country and part of Navarre. The Balearic Islands and Valencia also have their own official languages. In order to better integrate into any of these regions, you should study the local language.

Communicating in other languages

English is by far the most used language to communicate with non Spanish speaking foreigners. France and German are the next most used, but a considerable distance behind.

Learning Spanish

If you want to study Spanish before coming to Spain, the Cervantes Institute network is a good option. To find the nearest centre you can visit the web page: www.cervantes.es.



Once in Spain, there are also Official Language Schools (www.eoidiomas.com) in each province. These centres are public and run by the Departments of Education in the Autonomous Communities that offer specialised language courses for adults. There are six-monthly Spanish courses for foreigners that are quite affordable.

There are also a large number of private academies and institutes that teach Spanish to foreigners, and even the language of the region in which you reside. The Ministry of Education and Science website also offers Spanish courses.

For more information go to:

www.educacion.gob.es/exterio/fr/es/espaniol/estudiar-espaniol.shtml

Another option is to take private classes that fit the schedule and learning needs of the student. They tend to be more expensive, but companies and public institutions themselves often offer them to the personnel they hire, especially in the case of foreigners. The language departments at universities are a good place to find these private teachers. In some cases, the language academy professors themselves also offer private classes.

Sworn translating and interpreting service

If you need the services of a sworn translator due to the requirements of the different administrative formalities (degree recognition, driver's license, resident's card, etc.), you can find a list of professionals at: you can find a list of professionals at:

www.maec.es/es/MenuPpal/Ministerio/Tablondeanuncios/Interpretesjurados/Paginas/Intrpretes%20Jurados.aspx

7.7. LEGAL ASSISTANCE

It is important to remember that any foreigner (whether or not a citizen of an EU member nation) residing in Spain is subject to Spanish law. In the event of any legal problem, it is best to turn to a lawyer. Any person arrested in Spain has the right to assistance from a lawyer at all police stations and courthouses. There are legal aid lawyers provided by the Spanish Government that guarantee that assistance if you do not have the means to pay for a lawyer.

If you find yourself involved in any kind of legal problem, it is best to directly contact the embassy of your country of origin, where they can provide you with a list of lawyers who speak your language.

For a list of foreign embassies accredited in Spain, you can visit the web page of the Ministry of Foreign Affairs and Cooperation: www.maec.es

7.8. CULTURAL HERITAGE AND LEISURE

There are a number of unique monuments in Spain, which represent practically the entire history of Western European art, together with numerous examples of Islamic art. The Ministry of Culture website (www.mcu.es) shows the most important Spanish artistic heritage sites by Autonomous Region.

Museums

Spain has a wide variety of museums, the first and foremost of which is El Prado, in Madrid, which houses one of the greatest collections of European art in the world. The Ministry of Culture website (www.mcu.es) provides a list (in the "Bellas Artes, Museos y Patrimonio" ("Fine Arts, Museums and Heritage") section) of the most important national museums and their websites. Most museums close on Mondays. National museums are free to enter on Sundays.

Science Museums

Within the network of Museums, special mention must be made of the support provided by the Spanish Foundation for Science and Technology (FECYT) to the principal node of this network, The National Museum of Science and Technology (MUNCYT, Museo Nacional de Ciencia y Tecnología). You can



find links to the Science and Technology museums on the FECYT website (www.fecyt.es).

Cinemas

Most cinemas show films dubbed in Spanish, although there are cinemas, primarily in the larger cities, that show films in their original languages with subtitles. You can find the addresses and what they are showing at www.guiadelocio.com, www.lanetro.com or on the entertainment pages of the leading newspapers. The price of tickets varies from one cinema to another. In 2011 they ranged from €6 to €8.

Music

Spain offers a wide variety of musical shows. There are various festivals of classical music and opera, some of which are recognized worldwide, traditional Spanish music festivals and a wide range of pop, rock and jazz concerts that include performances in small establishments and huge concerts featuring the stars of the moment. Many of the classical music or opera festivals also include classical and contemporary dance. There are also shows including traditional Spanish dance, with flamenco figuring prominently.

Theatre

Spain offers a wide variety of theatre: from the classical theatre festival in *Mérida* (www.festivaldemerida.es) to the *Almagro* festival (www.festivaldealmagro.com), which stages plays from the Golden Age, and even contemporary theatre, such as *El Mercat de las flors* in Barcelona (www.mercatflors.org). The theatre series in some cities include foreign-language plays. Musicals have become increasingly popular of late, especially the Spanish versions of Broadway plays.

Sport

Spain offers spacious, modern infrastructures for practicing all types of sports. The National Sports Council website www.csd.gob.es offers information on sports facilities and infrastructures.

On the other hand, it is advisable to visit the website of the municipal government or Autonomous Region where you live for information on local sports facilities. These municipal facilities are generally good quality with affordable prices.

The Spanish Professional Football League, one of the most important in the world, offers information on its website: www.lfp.es.

Tourism

Spain welcomed 52 million tourists in 2010 (according to the Ministry of Industry, Tourism and Trade's FRONTUR Survey). Its mild climate and thousands of kilometre of coastline have made it a Mecca of European tourism. Rural, cultural and sports tourism have grown in recent years. The Spanish tourism website www.spain.info offers practical information on tourist destinations, routes, hotels, etc. The website for Paradores Nacionales (www.parador.es), 4-5 star government-owned hotels in historic buildings and dream settings, is also worth visiting. Another option are rural houses and hotels; charming, small accommodations with 5-8 rooms and personalized service. The Rusticae website (www.rusticae.es) offers a good selection of hotels of this type.



TRADITIONS AND OTHER USEFUL INFORMATION

Business opening hours

In Spain, large department stores and shopping centres open all day from 10am to 10pm. Small retailers normally close between 1pm and 4pm approximately.

Lunch and dinner times are later than is normally the case in other European countries. People normally eat lunch between 1pm and 4pm, while dinner is served between 9pm and midnight.

Most Spanish cities offer attractive cultural and nightlife activities.

Tapas

Tapas are a typically Spanish custom that has been successfully exported recently abroad. It consists basically of small portions of food served at bars to accompany drinks. Depending on the part of the country, it may be just a bite-sized portion offered free of charge by the establishment or more or less sophisticated, complete portions that the customer selects and pays for, in place of a meal. People normally go out for tapas at the weekend.

Smoking

A law came into force on 1st of January prohibiting smoking in all public buildings, including bars and restaurants, except for open-air terraces. The consumption and purchase of tobacco is prohibited for anyone under the age of 18.

Alcohol

In Spain, alcohol may be purchased at any supermarket, neighbourhood shop and even at petrol stations. In recent years, certain cities have restricted its sale after certain hours

late at night. Although there are local exceptions, alcohol cannot be sold to or consumed by anyone under the age of 18. Furthermore, many regions and towns have prohibited drinking alcohol in public places, except where expressly authorised.

Emergencies

The emergency telephone number (police, fire and ambulance) has been centralised under a single national number: **112**. Other practical numbers are:

- Civil Guard 062
- Department of Traffic 900 123 505
- Health emergencies 061
- National Police 091

International calls

To make an international call, first dial the prefix 00 and then the country code, area code and, finally, the number you want to call. If you wish to receive calls from abroad, the code for Spain is 34. Keep in mind that if you want to make a call outside of Spain with a cell phone, the cost will be considerably higher than with a landline phone.



CHECKLIST OF PROCEDURES FOR ENTERING AND LEAVING SPAIN

This is a summary of the most important procedures to take into account before travelling to Spain, once in the country and before leaving it.

WHEN?	WHAT STEPS SHOULD I DO?
BEFORE TRAVELLING TO SPAIN	<ul style="list-style-type: none"> ✓ Check whether you need an authorisation, visa, 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 driver's licence valid in Spain? ✓ Have you insured your belongings? ✓ If you come from a country in the European Economic Area, get your European Healthcare Card. ✓ If you are going to travel with your family (including children): Apply for the corresponding authorisations and visas.

WHEN?	WHAT STEPS SHOULD I DO?
<p>ONCE IN SPAIN</p>	<ul style="list-style-type: none"> ✓ Open a bank account. ✓ If you are going to stay for longer than six months, get the Foreigner's Identity Card ✓ Consult your employer and the Inland Revenue about double taxation requisites. ✓ Apply for your Social Security card. ✓ Apply for your healthcare card in the corresponding Autonomous Region. ✓ If required for professional purposes, apply for validation or recognition of professional qualifications. ✓ Know your rights regarding pensions and retirement, particularly where the possibility of transferring social security contributions already made is concerned. ✓ Check whether you are entitled to and your employer is paying a complementary private pension. ✓ Apply for the European Healthcare Card if you are going to travel to other countries in the European Economic Area or Switzerland. ✓ Contract a communications service provider (landline, mobile telephone, or the Internet). ✓ Direct debit the bills from service providers and suppliers (electricity, water, gas and communications) and local taxes. ✓ Where applicable, present the corresponding Income Tax Returns (for Non-residents or Physical Persons). ✓ Where applicable and depending on the circumstances, apply to register on the Censo Electoral de Residentes Extranjeros en España (Electoral Roll for Foreign Residents in Spain or CERE) to be able to vote in local elections.
	<p>IF YOU HAVE TRAVELLED WITH YOUR FAMILY (ESPECIALLY CHILDREN):</p> <ul style="list-style-type: none"> ✓ Enrol children in the compulsory stage of their education in an official recognised school. ✓ Apply for benefits and tax deductions that families are entitled to.

WHEN?	WHAT STEPS SHOULD I DO?
<p>BEFORE LEAVING Spain and returning to your country of origin/destination</p>	<ul style="list-style-type: none"> ✓ Cancel the bank accounts and payment means you used while in Spain if you are no longer going to use them. ✓ Write down a means of payment help number that you used in Spain. ✓ Cancel all services (water, electricity, gas, communications, etc.) that you registered with for 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 placed in an international debtor registry that affects your credit record. ✓ Obtain an Employment Record of your professional activities in Spain from the Social Security and make sure 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, obtain the European Healthcare 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

AGE – Administración General del Estado

ANECA – Agencia Nacional de Evaluación de la Calidad y Acreditación en las universidades
<http://www.aneca.es/>

ANEP – Agencia Nacional de Evaluación y Prospectiva

BOE – Agencia Estatal Boletín Oficial del Estado
<http://www.boe.es/>

CCAA – Comunidades Autónomas (Autonomous Regions)

CDTI – Centro de Desarrollo Tecnológico Industrial:
<http://www.cdti.es>

CERN – European Organization for Nuclear research
<http://public.web.cern.ch>

CORDIS – Servicio de Información sobre Investigación y Desarrollo de la Comunidad Europea
<http://cordis.europa.eu>

COST - Cooperación europea en el campo de la investigación científica y técnica
<http://www.cost.esf.org/>

CRUE – Conferencia de Rectores de las Universidades Españolas <http://www.crue.org/>

CSIC – Consejo Superior de Investigaciones Científicas
<http://www.csic.es>

E2I – Estrategia Estatal de Innovación

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 – Agencia Espacial Europea
<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
<http://www.fecyt.es>

IAC – Instituto de Astrofísica de Canarias
<http://www.iac.es/>

ICTS – Instalaciones Científico-Técnicas Singulares

INGESA - Instituto Nacional de Gestión Sanitaria

I3 - Programa de Incentivación de la Incorporación e Intensificación de la Actividad Investigadora (I3)

JdC – Programa Juan de la Cierva

MAEC – Ministerio de Asuntos Exteriores y de Cooperación
<http://www.maec.es>

MICINN – Ministerio de Ciencia e Innovación (Science and Innovation Ministry)
<http://www.micinn.es/>

MIR – Ministerio del Interior
<http://www.mir.es/>

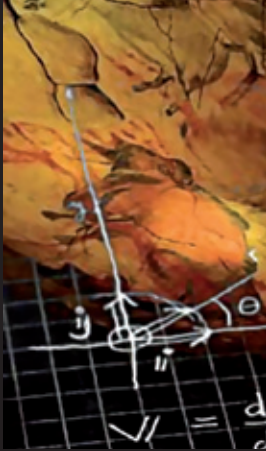
MSC – Ministerio de Sanidad y Consumo
<http://www.msc.es/>

MTIN - Ministerio de Trabajo e Inmigración
<http://www.mtin.es/>

OTRI – Oficina de Transferencia de Resultados de Investigación
Plan Nacional de I+D+I:
<http://www.plannacionalidi.es>

RyC – Programa Ramón y Cajal

SEPE -Servicio Público de Empleo Estatal



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