



Universidad de Jaén

Pre-Arrival Guide for Foreign Researchers



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RESEARCHERS IN MOTION



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Introduction

The University of Jaén (UJA) is located in the province of **Jaén**, which is the main producer of **olive oil** in the world. It was created in **1993** and it is in the Top 50 of the world's best young universities according to THE (Times Higher Education). This ranking analyzes aspects such as teaching, research work, the university's international outreach, or integration into industry. Besides, the UJA has received the distinction of Campus of International Excellence in the fields of Agrifood (CEIA3) and Climate Change (CamBio), plus it also leads the Andalusian Campus of International Excellence on historical heritage PatrimoniUN10. The UJA has five **faculties** (Social and Legal Sciences; Humanities and Education Sciences; Health Sciences; Experimental Sciences and Social Work) and two higher polytechnic schools for engineering (Linares and Jaén) as well as an associated center (SAFA Professional School in Úbeda). In turn, these centers are organized into 35 **departments**.



The UJA also has two Postgraduate educational centers (Doctorate School and Postgraduate Study Center) and a Study Center in Modern Languages. The University of Jaén's **academic courses** are designed according to society's employment and professional needs. The Degree qualifications (35) and Double Degree qualifications (10) are an example of this. Moreover, UJA boasts a comprehensive offering of master's degrees (45) and double master's degrees (7), which are second-cycle studies in advanced education of a specialized or multidisciplinary nature aimed at academic or professional specialization or at initiation in research. In addition, University of Jaén offers attractive Doctorate programs (20) presenting a broad variety of research opportunities in all fields of knowledge: Art and Humanities, Social and Legal Sciences, Sciences, Health and Engineering. This comprehensive range of academic courses is complemented with 14 international double degrees and numerous own teaching programs.



In regards to its **University Community**, University of Jaén has more than 14,400 students (not including those that are currently enrolled in the so-called University of the Third Age), from which many have participated in incoming and outgoing international mobility programs. Moreover, the UJA comprises around 500 staff members in administration and services and around 1,000 staff members in teaching and research.

In regards to its **research**, there are **six specialized centers** at University of Jaén: Instituto Universitario de Investigación en Olivar y Aceites de Oliva (Olive oil and olive grove); CAAI – Instituto Universitario de Investigación en Arqueología Ibérica (Iberia Archaeology); CEAITEMA - Centro de Estudios Avanzados en Ciencias de la Tierra, Energía y Medio Ambiente (Earth, Energy and Environmental Sciences); CEATIC - Centro de Estudios Avanzados en Tecnologías de la Información y la Comunicación (ICT); IISTA - Instituto Interuniversitario de Investigación del Sistema Tierra de Andalucía (Earth System in Andalusia); and DaSCI- Instituto Andaluz de Investigación Interuniversitario sobre Data Science and Computational Intelligence. Besides, the full picture of the **over 110 UJA research groups** covers the following fields of expertise: Agrifood (AGR); Biology (BIO); Health (CTS); Social Sciences, Business, Law (SEJ); Physics, Chemistry, Mathematics (FQM); Humanities (HUM); Natural Resources and Environmental Sciences (RNM); Information and Communications Technology (TIC); Engineering Production Technology (TEP). For this reason, we aim to offer foreign researchers an incredible experience with us and hope that this EURAXESS pre-arrival guide will help you settle. **Welcome to the UJA!**



How to get to Jaén (or Linares)

In order to reach both the cities of Jaén or Linares from abroad you can fly to any of the following airports (in order of proximity): Aeropuerto F.G.L. Granada-Jaén, Aeropuerto de Málaga - Costa del Sol, Aeropuerto de Sevilla or Aeropuerto de Madrid-Barajas Adolfo Suárez (Airport shuttle buses reach all train and bus stations upon arrival). The national train company is RENFE and in Spain there are several bus companies that arrive in Jaén (or Linares). Taxi stops are also located at the front door of all train/bus stations so that you can reach your chosen accommodation as soon as possible. We will explain this issue in more detail below.

How to get to the UJA

From Madrid – Adolfo Suárez (Barajas) Airport

Take the Cercanías Train from Terminal 4 towards Madrid-Chamartín Train Station (every 20-30 minutes), tickets can be bought directly upon arrival. Afterwards, take a Renfe (www.renfe.es) train from Madrid-Chamartín to Jaén (4-hour travel). If you prefer travelling by bus (Samar), the itinerary departs from Madrid-Estación Sur.

From Málaga – Costa del Sol Airport

Take the Cercanías Train from outside the Arrivals area (every 20-30 minutes) towards María Zambrano Train Station, tickets can be bought directly upon arrival. Afterwards, take an Alsa bus (www.alsa.es) from Málaga bus station (next to the train station) towards Jaén (3-hour travel). There are also Alsa buses running directly from the airport to Jaén.

From F.G.L. Granada-Jaén Airport

This is the nearest airport to the city of Jaén. If you choose this destination, the airport shuttle bus will then take you to Granada bus station and an Alsa bus (www.alsa.es) will bring you to Jaén in 1.15 hours.

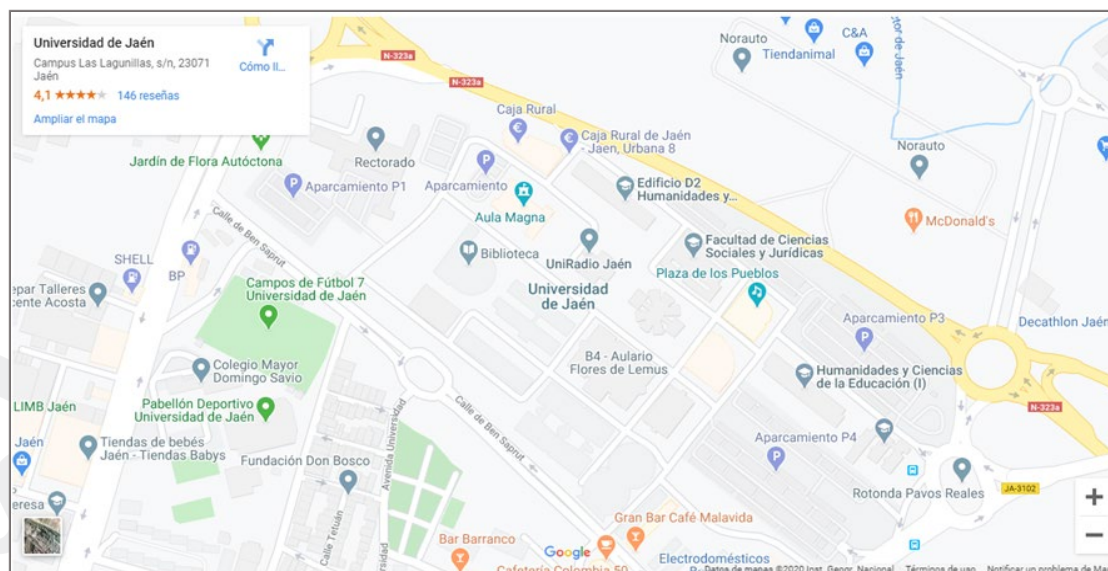
From Seville Airport

Take the airport shuttle bus to Seville Train Station (*Santa Justa*) and then take a Renfe (www.renfe.es) train to Jaén (3-hour travel).

Please, remember that you will also be able to rent a car from any of these airports.

For reaching the main campus of the University of Jaén (Campus Las Lagunillas) there are several bus lines and numerous taxi stops around the city. Besides, taxis can be requested from any location in Jaén through RadiotaxiJaén or Teletaxi Jaén. The main UJA campus map is below:

Campus Las Lagunillas s/n, 23071, Jaén (Spain)



For reaching the city of Linares, there are two options:

- Take a Renfe (www.renfe.es) train from Madrid-Chamartín to Linares-Baeza train station and then take a bus/taxi to the city of Linares, as described at [Adif website](#);
- From the rest of airports, it will be necessary to first reach the city of Jaén and then take a bus ([Empresa Castillo](#)) to Linares bus station.



The screenshot shows the EURAXESS website with a blue header and navigation bar. The 'LIVING IN EUROPE' section is highlighted with a pink box. Below it, there are three columns of links: 'LIVING IN EUROPE', 'WORKING IN EUROPE', and 'LEAVING EUROPE'. At the bottom, there are two buttons: 'FIND INFORMATION' and 'FIND PERSONALISED ASSISTANCE'.

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The University of Jaén offers a wide range of language courses for incoming researchers willing to learn Spanish language (or other foreign languages) for their professional and personal development.

The UJA offers this training through its *CEALM - Centro de Estudios Avanzados en Lenguas Modernas* (Center for Advanced Studies in Modern Languages), which is located at *Recinto Domingo Savio* (Carretera de Madrid s/n – Entreplanta) at Campus Las Lagunillas in Jaén. Apart from the courses devoted to learning English, French, German, Italian or Portuguese, the CEALM offers training in Spanish as a foreign language during both academic semesters (from October to January and from February to June) within the framework of the *Common European Framework of Reference for Languages (CEFR)*:

A1 Basic User	B1 Independent	C1 Proficient user
A2 Basic User	B2 Independent user	C2 Proficient user

Apart from these CEFR general courses, the UJA CEALM also suggests additional training in Spanish language and culture as described in the 2020/21 academic catalogue:

- 🚩 *Español Normativo I: gramática y vocabulario*
- 🚩 *Español Normativo II: gramática y vocabulario*
- 🚩 *Español Escrito I*
- 🚩 *Español Escrito II*
- 🚩 *Español Oral I*
- 🚩 *Español Oral II*
- 🚩 *Comunicación Intercultural*
- 🚩 *Introducción a la literatura española contemporánea a través de los textos*
- 🚩 *Introducción a la sociedad española a partir de 1900 a través de los textos*
- 🚩 *Introducción a la economía española en el marco de la Unión Europea*
- 🚩 *Introducción a la cultura popular desde 1975 hasta nuestros días*
- 🚩 *Curso de español para hablantes de herencia*
- 🚩 *Curso de español para las ciencias de la salud*

All the above-mentioned courses comprise 60 hours each (6 ECTS), require a previous level test before registration and are coordinated by Prof. Alicia Arjonilla Sampedro (aarjoni@ujaen.es), who is also happy to suggest individually designed courses upon request. *DELE* (Diploma de Español como Lengua Extranjera) preparatory courses for obtaining a worldwide official diploma awarded by the *Instituto Cervantes* (on behalf of the *Ministerio de Educación y Formación Profesional* in Spain) are also offered at the UJA CEALM. The fees for this training in Spanish language and culture varies depending on the chosen course and the type of applicant (Visiting scholars, PhD students, etc.). Finally, if visiting researchers (PhD) are willing to teach their mother tongue once at the University of Jaén they can also apply for this possibility within the framework of the CEALM 'Conversation Assistant' Programme, which aims to benefit both the Spanish students taking language courses and international candidates (who will become acquainted with the teaching-learning environment and practices at the UJA).

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Accommodation for working/studying at the UJA can be quite affordable for incoming researchers willing to stay either in the city of Jaén (Campus Las Lagunillas) or in the city of Linares (Campus Científico – Tecnológico de Linares). If you are interested in our main campus (Las Lagunillas) prices vary depending on the type of chosen accommodation and the length of the stay in Jaén:



- (a) Temporary accommodation in hotels, apartments, guesthouses and youth hostel: [Hotel Xauen](#) (City center), [Hotel Europa](#) (City center), [Hotel Condestable Irazo](#) (Near the city center), [Hotel Infanta Cristina](#) (Near the university), [Hotel HO Ciudad de Jaén](#) (3,6 km from university, taxi needed), [Hostal Renfe](#) (At the train station), [Albergue Inturjovent](#) (Near the historical center), Apartments & Other Hostels;
- (b) A room in a shared a furnished flat/apartment: 200 € – 250 € per month for an individual room (with shared facilities and not including bills);
- (c) Renting your own furnished flat/apartment: 500 € - 700 € per month (not including bills);
- (d) UJA Accommodation (next to Las Lagunillas Campus): [Colegio Mayor Domingo Savio Hall of residence](#) (2000 € approx. for an individual room per trimester, meals included) and furnished [university apartments](#). Please, take into account that Colegio Mayor Domingo Savio also offers the possibility of short-stay accommodation;
- (e) Private halls of residence: [Residencia femenina Paraninfo](#), [Residencia Virgen de la Capilla](#), [Residencia masculina Cardenal Merino](#);
- (f) [Apartamentos Lope de Vega](#): Furnished flats right outside the university for long-term accommodation; or
- (g) Staying with elderly people (though the [UJA specific accommodation programme](#) for this purpose).

Please, take into account that:

- Long-term accommodation usually requires a one-month deposit for booking (that will be reimbursed upon departure once the apartment/room is successfully checked);
- Apartment bills typically comprise expenses from water/electricity/internet charges;
- Halls of residence normally close during summer, Easter and Christmas breaks (and may only accept either men or women).



If you are staying in Spain over six months and have obtained your Foreigner's Identification Number (NIE), it is suggested to open a bank account for residents (and a bank account for non-residents for shorter stays). Opening a bank account in Spain is simple and will normally be free of charge, but you might be requested to pay for the bank maintenance services (e.g. international transfers) or credit/debit card fees. In order to open your account, you will be requested to submit several documents to prove your:

1. Identity: with your ID card (for European citizens) or NIE (Foreigners' Identity Number)
2. Address in Jaén (or Linares): with and electricity/water bill, your rental contract, etc.
3. Professional occupation: with your employment contract or most recent payslip
4. Residence status: the documents proving whether you are a resident or a non-resident in Spain can be obtained at the [police station](#)
5. Origin (if you come from a non-European country): with your taxpayer identification number

Please, take into account that (a) in Spain not all shops accept credit/debit cards, so be ready to pay in cash if the amount is under 10 €, and that (b) bank opening hours are normally from 9.00 am to 2 pm Monday to Friday¹.

The University of Jaén has established a long-term collaboration with the bank [Caja Rural de Jaén](#), which provides the university community with some special benefits. If you would like to receive further information about this possibility, please visit any of the two offices located at [Campus Las Lagunillas](#) (Buildings D1 and C4), which also have ATMs for your convenience:



This bank offers different types of accounts, such as the so-called *Cuenta Nómina*. This account can only be hired if you transfer your salary every month into this bank, which will translate into several advantages in comparison to the *Cuenta a la Vista*. Besides, Caja Rural de Jaén offers the possibility of administering your savings online through [ruralvía](#) platform 24 hours a day.

¹ Although some branch offices may also open in the afternoon once a week.



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Since education in Spain is not compulsory until the age of six, pre-school education (*Educación infantil*) is an option for those parents needing to research/teach during school hours.

Depending on the age of the child, there are two pre-school possibilities: nurseries up to the age of three and kindergartens for older children. For the nursery stage, there are public or private centres available in Jaén, although it should be highlighted that both the Regional Government of Andalucía (*Junta de Andalucía*) and Jaén City Council (*Ayuntamiento de Jaén*) offer some interesting options for this pre-school period. For the next pre-school period (from 3 years onwards), children are normally enrolled in public schools since they are free until the age of 18.

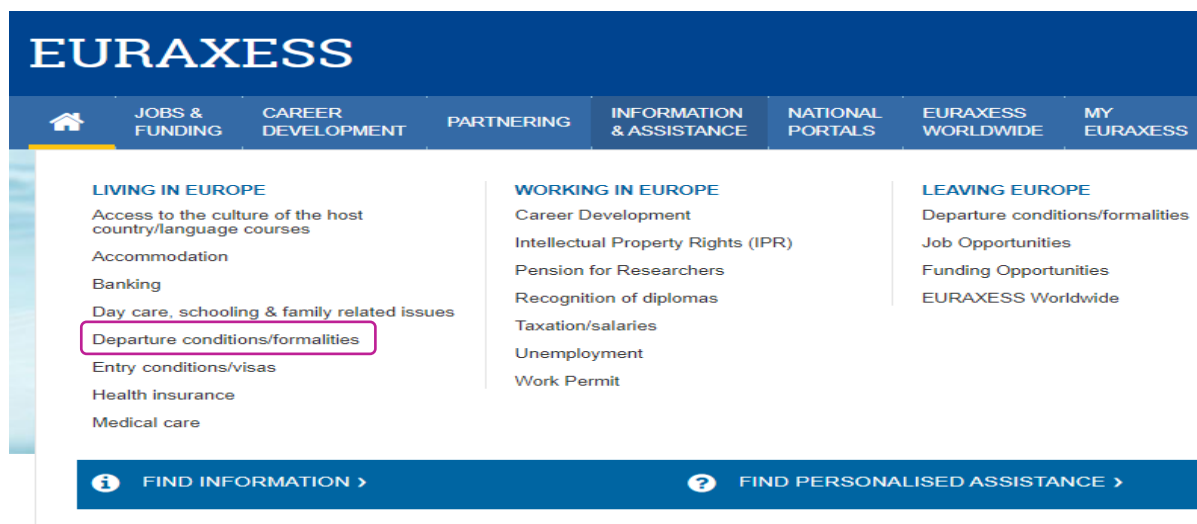


Once children are six years old, education is compulsory in Spain within the framework of any of the following training centres (that run from September to June): (a) State schools (with free tuition), (b) State-subsidised private schools (*Centros concertados*); and (c) Private schools (Fee-paying and which are normally run by religious institutions). Jaén City Council offers a full list of schools in Jaén (or Linares) at <http://www.juntadeandalucia.es/educacion/vscripts/centros/index.asp>. From six years old compulsory Spanish Education System is divided into the following stages:

<i>Educación Primaria</i> : From 6 to 12 years old
<i>Educación Secundaria</i> : From 12 to 16 years old

After compulsory secondary education (ESO), students can enrol in *Bachillerato* (16-18 years) in order to be able to register in university studies afterwards. Students who are 15 years old can also enrol in *Formación Profesional* programmes to learn a specific job (and have the possibility of completing a university degree later on).

The so-called *Delegación Territorial de Educación, Deporte, Igualdad, Políticas Sociales y Conciliación en Jaén* –in charge of administrative matters related to official enrolments– is located in C/ Martínez Montañés, 8. Please, make sure that you are able to submit upon request all necessary official documents proving identities and family relationships: birth certificates, family record booklets, etc.



Researchers willing to be hired in Spain within the framework of the academic sector should consider well in advance to apply for the official recognition of their home university degrees as described at the webpage of the [Spanish Ministry of Education and Professional Training](#). The so-called *homologación* process entails granting official validity in Spain –in academic and professional terms– of a foreign educational degree. Please, take into account that *homologación* is a different procedure to degree equivalency (*equivalencia*) of a foreign higher education degree in Spain: this second option means that the foreign diploma is welcomed as equivalent to a Spanish undergraduate/postgraduate qualification in academic terms.

Apart from preparing your education background for working in our country, please read carefully the guidelines for being able to travel to Spain by the Spanish Ministry of Foreign Affairs, European Union and Cooperation.



These guidelines request that foreign researchers have a valid (a) passport, (b) visa, and (c) additional documents proving the purpose of the travel into Spain. Showing that the traveller is financially able to stay in Spain might also be requested, plus a proof of his/her good health condition. Besides, entrance may be denied if other requirements are not met by the traveller.

All travel necessary information is available at the [Embassy of Spain](#) in the home departure country or at <http://www.interior.gob.es/es/web/servicios-al-ciudadano/extranjeria/regimen-general/entrada-requisitos-y-condiciones>. Besides, it is advisable to contact the home country Embassy in Spain to inform about the arrival and duration of the stay of the incoming researcher.

If you are eligible, please apply for a [European Health Insurance Card](#). This card is free and gives the foreign researcher access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Liechtenstein, Norway, and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. However, this access is not an alternative to travel insurance since it does not cover private healthcare or costs such as a return flight to your home country or lost/stolen property. On the other hand, for not eligible applicants it is requested that they travel fully covered by their health and travel insurance policy. Regarding vaccinations, it is strongly recommended to be fully protected against hepatitis A, hepatitis B, rabies, meningitis, polio, measles, mumps and rubella (MMR), Tdap (tetanus, diphtheria, and pertussis), chickenpox, shingles, pneumonia, and influenza. Researchers can learn more from vaccines from the work done by the [World Health Organization](#), which states that *Global health indicators in Spain have been improving steadily since the 1970s. The average life expectancy is one of the highest in the world and mortality rates have been decreasing since the mid-1970s to reach a rate very similar to EU average levels. The top three causes of death in Spain since 1970 have been cardiovascular diseases, cancer and respiratory diseases.*



Free movement of workers is a fundamental principle of the Treaty on the Functioning of the European Union, according to which EU citizens are entitled to:

- ✚ Look for a job in another EU country
- ✚ Work there without needing a work permit
- ✚ Reside there for that purpose
- ✚ Stay there even after employment has finished
- ✚ Enjoy equal treatment with nationals in access to employment, working conditions and all other social and tax advantages

Free movement of workers also normally applies to the countries in the European Economic Area (Iceland, Liechtenstein and Norway), as described at the webpage of the European Commission as far as *Employment, Social Affairs & Inclusion* are concerned.

However, if the researcher is travelling to Spain from a country included in Annex 1 of the *Reglamento (CE) nº 810/2009 por el que se establece un Código comunitario sobre visados (Código de visados)* and wants to stay in Spain for a short period of time (*Visados uniformes Schengen*), he/she should complete the corresponding form and submit it (attaching any other requested documents such as the host institution invitation letter) at the the diplomatic mission or Spanish consular office in the researcher's official country of residence. This application should be submitted well in advance to the expected travel date since its assesment may take up to 45 days.

On the other hand, if the researcher is expecting to stay in Spain for a long period of time, he/she should apply for the corresponding visa (*Visados de larga duración*) by completing the requested form (and attaching the requested additional documents). Further information for each departure country is available at the Spanish diplomatic mission or Spanish consular office located around the world.



If the visa is successfully awarded, once in Spain the researchers should immediately visit the *Oficina de Extranjería* in Jaén (*Plaza de las Batallas 2*) to register and check how he/she should proceed regarding his/her stay in Spain. Once registered, the researchers will be assigned a Foreigner's Identification Number (*Número de Identidad de Extranjero* or *N.I.E.*). Foreign researchers staying over 6 months should also apply for the so-called *Tarjeta de identidad de extranjero* (Foreign National Identity Card), which proves the legal residence status of its holder in Spain. Besides, if the researcher needs an extension of his/her short-stay visa it will be necessary to ask for an appointment at the *Brigada Provincial de Extranjería y Fronteras de Jaén* (C/Arquitecto Berges 11) or at *Linares local police station* (C/Hernán Cortés 16), where some other administrative procedures can also be carried out. The guidance by the so-called *Unidad de Grandes Empresas y Colectivos Estratégicos (UGE-CE)* will also be really valuable in all this process.



If an incoming researcher is hired in Spain he/she will automatically be covered by the Spanish so-called *Sistema Nacional de la Seguridad Social* (National Social Security System), from which certain relatives of the insured person can also benefit (and persons who cannot have the insured status because they do not meet the required conditions, can however access public healthcare through a voluntary insurance with the Autonomous Community of Andalucía competent authorities).

According to the [European Commission webpage for Employment, Social Affairs & Inclusion](#), some requirements should be met in order to become an insured citizen (or a beneficiary). Once they are met, the researcher will be entitled to receive healthcare in Spain, which includes medical care, emergencies, rehabilitation and medicines (medicines free of charge, medicines with some charges and medicines with full charges).

In order to be able to apply for becoming an insured citizen, researchers will need to contact their nearest *Oficina de la Seguridad Social*. In Jaén the main office of the so-called *Instituto Nacional de la Seguridad Social (INSS)* is located at Avenida de Madrid 70 (23009) and in Linares at Plaza Alfonso XII 4 (23700). It will be necessary to schedule an appointment beforehand.



Once the INSS confirms that the researcher qualifies as insured, he/she will be able to access the services provided by the nearest health centre (to the home address) and will be given a personal health card. The list of health centres (*Centro sanitario*) belonging to the *Servicio Andaluz de Salud (SAS)* both in Jaén and in Linares can be found at <https://www.sspa.juntadeandalucia.es/servicioandaluzdesalud/el-sas/servicios-y-centros/informacion-por-centros> (Paediatricians are also available for beneficiaries). It is advisable to book the appointment with the assigned doctor through the SAS app *Salud Responde*. As insured, the researcher will also qualify for receiving the [European Health Insurance Card \(EHIC\)](#).

However, it should be highlighted that none of the above-mentioned services are an alternative to international private health and travel insurance, so it is strongly recommended to buy one before arriving in Spain (e.g. Through [Allianz Assistance](#)). On the other hand, this type of private insurance will be compulsory for researchers who are interested in the University of Jaén as a host institution within the framework of a mobility programme (e.g., Erasmus+) and are not entitled to benefit from the Spanish Social Security System. The standard benefits and/or coverage of a private insurance are trip cancellation/interruption, emergency medical (including transportation), baggage loss/damage/delay, travel delay, change fee coverage, 24-Hr online assistance, etc.

Finally, incoming researchers –no matter whether they will be entitled to benefit from the Spanish Social Security System or not– will need to buy a compulsory international insurance for repatriation and evacuation for avoiding complicated and expensive international repatriations for relatives and guaranteeing deceased back to their homeland.

The above-mentioned Spanish Social Security System provides insured and beneficiaries with the necessary medical and pharmaceutical care through a two-level service comprising:

	Target	Where	Providers
Primary care	Promoting health and preventing the most frequent health issues upon spontaneous request by the patient through online/phone appointments	At health centres (<i>Centro sanitarios</i>) located close to the home address of the patient	Family doctors, paediatricians, nurses, administrative staff, social workers, midwives and physiotherapists
Specialised care	Offering diagnostic tests, surgery and therapeutic treatment to patients sent by the primary care specialists	At diagnostics centres and hospitals in the province of Jaén	Specialist doctors, health experts, administrative staff, 24H emergency service providers

In Andalucía the administrative and management structure supporting the Spanish Social Security System is called *Servicio Andaluz de Salud* (SAS), whose headquarters are located in Seville.



Special mention should be made about the *SAS ClicSalud+* online platform including not only an option for requesting an appointment with the primary care specialist but also additional links for carrying out several administrative procedures or consulting the patient's health record. Within the framework of SAS institutions and regarding specialised care, the following diagnostics centres and hospitals are available:

Jaén	Centro de Diagnóstico y Tratamiento del Hospital de Jaén Hospital Universitario de Jaén Hospital Doctor Sagaz Hospital General del H. U. de Jaén Hospital Materno-Infantil del H. U. de Jaén Hospital Neurotraumatológico del H. U. de Jaén
Linares	Hospital San Agustín

Those incoming researchers that are not eligible for being covered by the Spanish Social Security System and need to buy a private insurance (<https://www.paginasamarillas.es/a/seguros/>) might be referred to *Clínica Cristo Rey* in Jaén or to *Liclinic* in Linares. It should be noted that insurance companies might not offer all their services right after they are hired according to their policy grace periods.



In order to be able to join university teaching bodies in Spain a prior assessment of merits and competences of the candidates (by [ANECA](#) or [DEVA](#)) is requested in Spain/Andalucía. As far as classification is concerned, at the UJA there are two types of teaching and research staff:

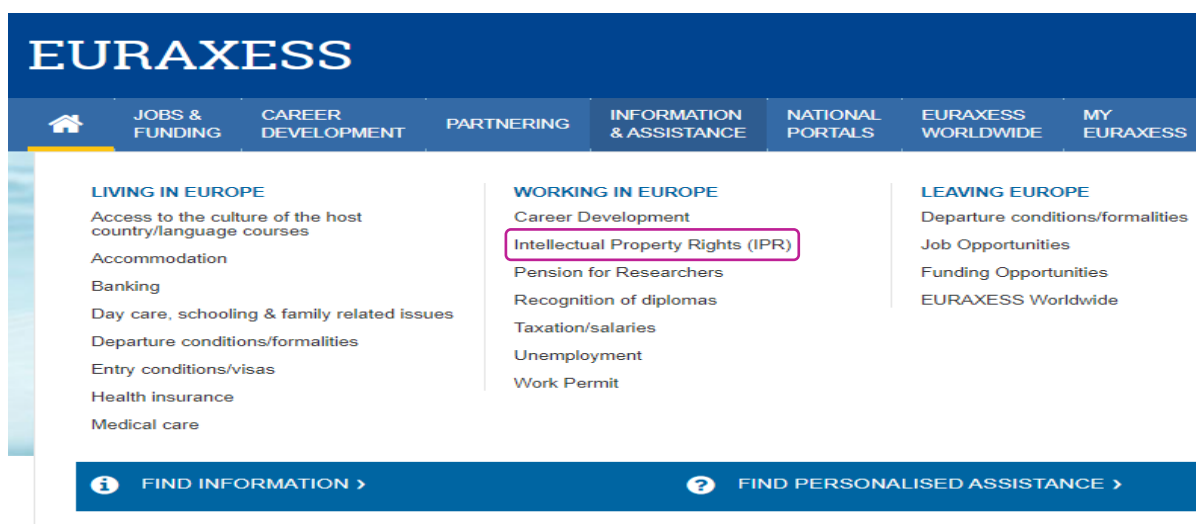
Hired personnel	<i>Profesorado contratado laboral</i>	Ayudantes Profesores Ayudantes Doctores Profesores Colaboradores Profesores Contratados Doctores Profesores Asociados Profesores Eméritos Profesores Visitantes
Civil servants	<i>Profesorado funcionario de los cuerpos docentes</i>	Catedrático/a de Universidad/Escuela Universitaria Titular de Universidad/Escuela Universitaria

Besides, the UJA Vice-Rectorate for Research launches the so-called *Plan Operativo de Apoyo a la Investigación* every two years in order to boost the research career of our staff, which also includes funding for attracting highly qualified researchers.

Researchers that are not hired though one of the above-mentioned options and would like to research at the University of Jaén may also apply for external funding, such as the [MSCA Postdoctoral Fellowships](#) from the European Commission's Framework Programme for R&I *Horizon Europe*. This funding opportunity is managed by the UJA R&I International Projects Office, which will be described afterwards.



It should also be highlighted that UJA has in place the [Central Research Support Services \(SCAI\)](#), which also report to the Vice-Rectorate for Research, comprising a group of laboratories capable of providing support for scientific research, whose instruments, tools and technical equipment exceed the needs of a Center or Department. Besides, [knowledge transfer](#) through patents and spin-offs occupies a prominent place in our university's strategy and is viewed as one of the key actions in job creation and long-term growth, in improving competitiveness and in addressing international challenges. This task is unfailingly complemented with the work carried out by the UJA's [Scientific Culture and Innovation Unit \(UCC+i\)](#). Finally, the [R&I International Projects Office](#) (OFIPI, B1-025) aspires to meet the following targets: (1) Nurturing, promoting and advising UJA researchers in international research programs; (2) Encouraging and exploring University-Enterprise relations; (3) Providing researchers with quality administrative support and (4) Promoting and disseminating EU policies in the fields of research and innovation, such as the UJA endorsement to the 'HR Strategy for Researchers (HRS4R)', which supports research institutions and funding organizations in the implementation of the Charter & Code in their policies and practices (The University of Jaén received the 'HR Excellence in Research Award' in 2020).



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As per FECYT recommendations at EURAXESS 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 is divided into two types of property rights in Spain:

Industrial property	The series of exclusive rights that protect innovative activity (new products, processes or designs) and commercial activity by way of exclusively identifying products and services on the market (trademarks and trade names)
Intellectual property	The series of rights that creators and other owners have over the works and benefits that stem from their creation

For further information, researchers can consult FECYT [Guidelines for the management of the mobility of the foreign researcher in Spain](#).

Within the framework of a European context, there are two main offices to apply for protection (The EPO - European Patent Office and the EUIPO - European Union Intellectual Property Office) and a European IP Helpdesk. In Spain researchers will be able to address their queries to the Spanish Patents and Trademarks Office (SPTO) and to the Spanish Intellectual Property Office. A Regional Intellectual Property Office is also located in Andalucía and at the University of Jaén researchers will be able to receive assessment regarding protection at the UJA Office for Transfer of Research Results (OTRI), which is located in Building B1-036G (Campus Las Lagunillas):

UJa.
Universidad de Jaén

OTRI UJA

Oficina de Transferencia de Resultados de la Investigación de la Universidad de Jaén

Inicio

Conócenos

Plan de Apoyo 2020

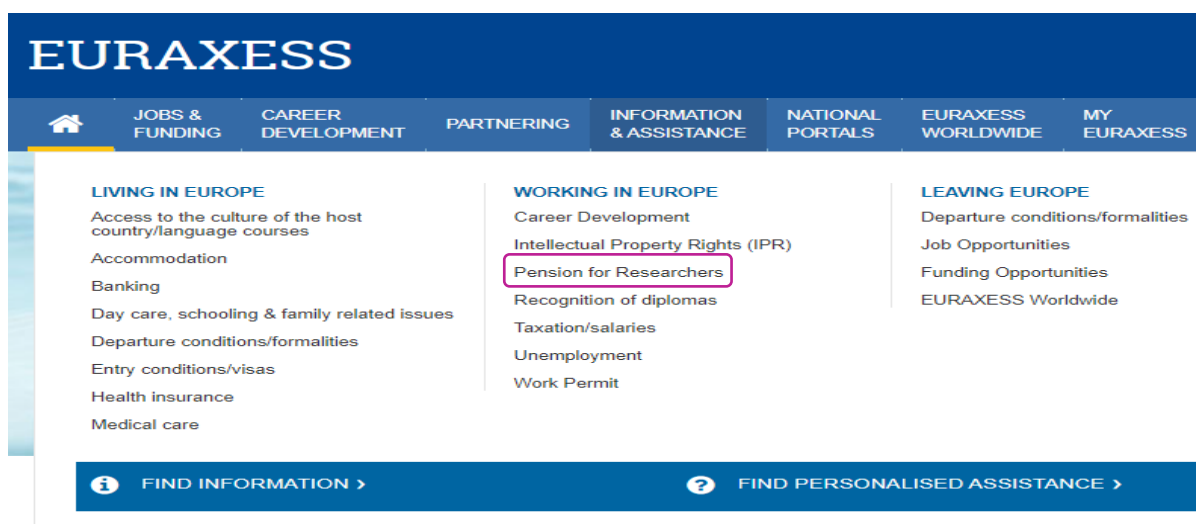
¿Eres Investigad@r?

¿Eres Empresa o Institución?

Investigador / Patentes / Normativa sobre propiedad industrial e intelectual

At this office researchers will receive advice and assessment on protection mechanisms for research results, management of protection (patents, industrial designs, copyright, etc.), patentability (and support in the drafting of patent applications), training in the protection of research results and advice on the drafting and negotiation of confidentiality agreements, material transfer agreements and licenses with third parties. It should be noted that both industrial and intellectual property resulting from research activities that have been carried out at the University of Jaén –together with the documentation and the digital, biological, chemical material or any other type of material from these activities– will belong to the University of Jaén (except when third parties have been subcontracted). Besides, it is highly recommended to consult the [Code of Good Practice in Research](#) by the UJA Vice-Rectorate for Research, which also addresses confidentiality priority issues.

Finally, it should be highlighted that the UJA supports the [Open Access](#) strategy, which is the practice of providing online access to scientific information that is free of charge to the user and is reusable, as described by the [European Commission](#) webpage.



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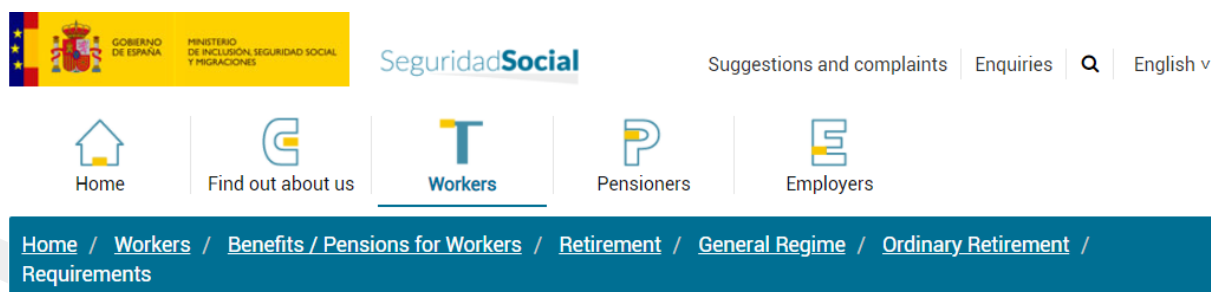
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Incoming researchers that are hired by the University of Jaén will immediately be registered with the Spanish so-called *Sistema Nacional de la Seguridad Social* (National Social Security System). This System guarantees that registered employees (and their families) receive not only healthcare but also social benefits in Spain if needed. This way all employees contribute through their *cotizaciones* to the general welfare regime (In this case, the UJA will deduct automatically the contributions from each worker and will reflect so in the corresponding payslip).

Among the financial benefits that Seguridad Social offers four types can be identified: pensions, subsidies, indemnities and other benefits (such as unemployment aids). As described at [EURAXESS Spain website](#), a retirement pension is the financial benefit afforded to those who, on reaching the established age, terminate or have terminated totally or partially the activity for which they were included in the Social Security system and certify their fixed contribution period.

Contributory retirement pensions (for employees previously affiliated with National Social Security System) can be enjoyed by workers that reach a certain age and comply with a minimum contribution period, as described at the [Seguridad Social webpage](#):



GOBIERNO DE ESPAÑA | MINISTERIO DE INCLUSIÓN, SEGURIDAD SOCIAL Y MIGRACIONES

SeguridadSocial

Suggestions and complaints | Enquiries | English v

Home | Find out about us | **Workers** | Pensioners | Employers

Home / Workers / Benefits / Pensions for Workers / Retirement / General Regime / Ordinary Retirement / Requirements

Requirements

- ▶ Age
- ▶ Minimum contribution period
- ▶ Causal Event

Each worker's contributions will be calculated according to his/her gross salary per month (The applicable rate is updated at our [Ministry of Inclusion, Social Security and Migrations webpage](#)). For further information, please visit your nearest *Oficina de la Seguridad Social*. In Jaén the main office of the so-called *Instituto Nacional de la Seguridad Social (INSS)* is located at Avenida de Madrid 70 (23009) and in Linares at Plaza Alfonso XII 4 (23700).

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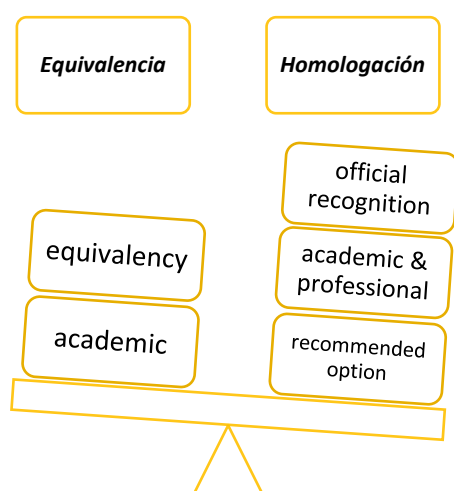
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As suggested before, researchers willing to be hired in Spain should check well in advance whether their home university qualifications will be accepted in Spain in order to be able to develop their professional career at the UJA.

Generally speaking, there are two types of recognition of diplomas for incoming foreign researchers: *Homologación* and *Equivalencia*



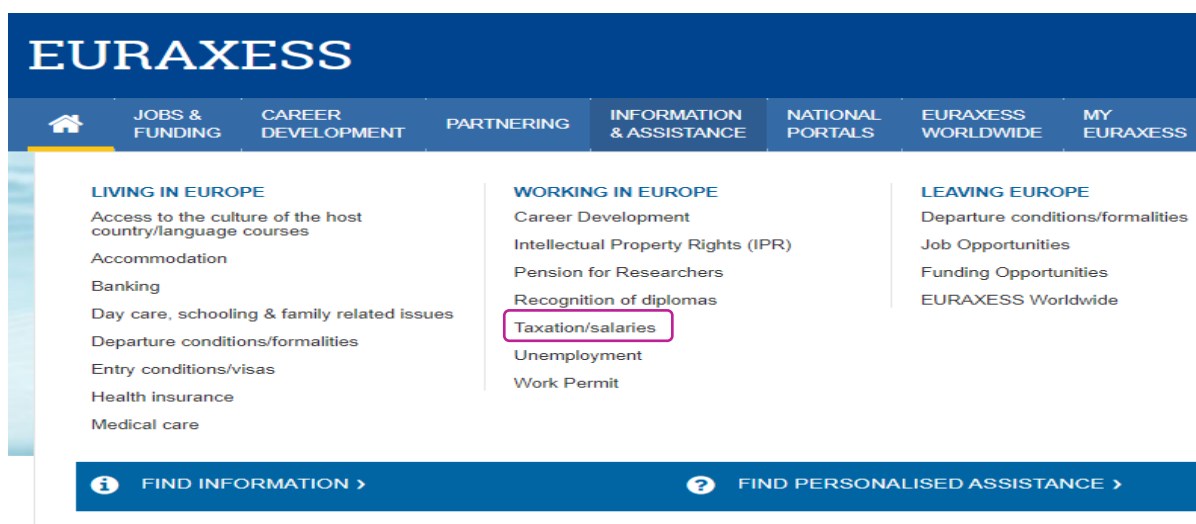
The *homologación* procedure entails granting official validity in Spain –in academic and professional terms– of a foreign educational degree. The *homologación* procedure is a different one to degree equivalency (*equivalencia*) of a foreign higher education degree in Spain: this second option means that the foreign diploma is welcomed as equivalent to a Spanish undergraduate or postgraduate qualification in academic terms. That is to say, degree equivalency entails only academic recognition and official recognition entails both academic and professional recognition.

The *homologación* procedure is described at the webpage of the [Spanish Ministry of Education and Professional Training](#).

The *homologación* official recognition procedure can be a long one and will also demand (a) proving Spanish language proficiency (B2 level) according to DELE examinations by the applicant (if this is not his/her mother tongue) and (b) official translation into Spanish of university documents (The list of Sworn Translators in Spain is available online). Please, take into account that the *homologación* recognition will not be necessary if the applicant would only like to start a PhD programme (*Programa de Doctorado*) at the University of Jaén, as per UJA's [admission requirements](#):

Applicants from the EHEA	Applicants should have completed, at least, 300 ECTS of official university training (Undergraduate + 60 Master ECTS) that has been delivered at an institution located in the European Higher Education Area (EHEA)
Applicants from other countries worldwide	Applicants should have obtained a university degree abroad (outside the EHEA) that is equivalent to Master training (according to the UJA) and that allows the candidate to enrol in a PhD programme at the home country

Finally, it is also highly recommended that foreign PhD holders request that their diploma is recognised as equivalent to a UJA PhD diploma through the *Declaración de equivalencia de títulos extranjeros de Educación Superior al nivel académico de Doctor/a en la Universidad de Jaén* procedure.



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Incoming researchers that are hired by the University of Jaén will be asked to pay the so-called *Impuesto sobre la Renta de las Personas Físicas* (personal income **tax** or IRPF), which will automatically be calculated and deducted from their monthly payslip. There is a second tax called *Impuesto sobre la Renta de No Residentes* (non-resident income tax or IRNR) that is also applicable in Spain (if the IRPF is not paid). However, there are exceptions to this tax obligation if, for instance, the researcher has received a scholarship for staying in Spain (although this is not the case of *Marie Skłodowska-Curie Fellowships*). The amount of IRPF direct tax that the employed researcher will have to pay in Spain will depend on different aspects (e.g. marital status), although a basic principle is applicable to this calculation: an increased IRPF tax deduction percentage will be considered for higher salaries. Contributors will receive a Número de Identificación Fiscal (Tax Identification Number or NIF), which is needed for carrying out any procedure relevant for the Spanish Tax Agency (For those who are not Spanish citizens it will be the NIE - Foreigners' Identity Number). Please, visit the *Agencia Tributaria* (Spanish Tax Agency) office in Jaén or Linares for further information (e.g. about international agreements regarding taxes). It should also be highlighted that in Spain it is compulsory to pay an indirect consumer tax called *IVA – Impuesto sobre el Valor Añadido* (VAT), which is also explained at the Agencia Tributaria webpage and can go up to a 21% tax rate.

Regarding **salaries**, at the University of Jaén there are different categories for the so-called *Personal Docente e Investigador* (Teaching and Research Staff) depending on the level of experience:

Hired personnel	<i>Profesorado contratado laboral</i>	<i>Ayudantes Profesores Ayudantes Doctores Profesores Colaboradores Profesores Contratados Doctores Profesores Asociados Profesores Eméritos Profesores Visitantes</i>
Civil servants	<i>Profesorado funcionario de los cuerpos docentes</i>	<i>Catedrático/a de Universidad/Escuela Universitaria Titular de Universidad/Escuela Universitaria</i>

The information regarding salaries corresponding to each category is public and can be consulted at <https://bit.ly/3fKNiDA>. Translations into English are available from the EURAXESS website (Page 11).

For those devoted mainly to research, there are different types of predoctoral Fellowships or postdoctoral Fellowships thanks to **external funding**, such as the above-mentioned the EC Framework Programme Marie Skłodowska-Curie Postdoctoral Fellowship (with a salary described at its [Work Programme](#)).



Marie Skłodowska-Curie Actions
 Developing talents, advancing research



DETALLE DE OFICINA

DETALLE DE OFICINA

The SEPE is the Spanish Public Employment Service, which offers an extensive network of offices for meeting the needs of active/unemployed workers, entrepreneurs, youth and enterprises in every province in Spain (plus in the cities of Ceuta and Melilla). In Jaén the SEPE is located in Avenida de Andalucía 36 (23006) and in Linares in C/O'Donnell 3 (23700).

Those who have previously contributed to the *Spanish Sistema Nacional de la Seguridad Social* for at least one year can benefit from an unemployment subsidy, as described below.

Jaén

JAEN-URBANA

Oficina de Empleo

Dirección:

AVDA. DE ANDALUCÍA, 36

Código postal:

23006

Teléfono:

901119999
953990598

Oficina dotada con medidas de accesibilidad

Jaén

LINARES

Oficina de Empleo

Dirección:

C/O'DONNELL, 3

Código postal:

23700

Teléfono:

901119999
953990598

Oficina dotada con medidas de accesibilidad

If the researcher has worked for at least one year (360 days), it will be necessary (a) to prove that he/she is legally unemployed in Spain and (b) to register as a jobseeker to be able to receive this subsidy.

Cuantía mínima prestación contributiva		Euros
Sin hijos/as		527,24 €
1 hijo/a o más		705,18 €
Cuantía máxima prestación contributiva		Euros
Sin hijos/as		1.153,33 €
1 hijo/a		1.318,10 €
2 hijos/as o más		1.482,86 €

The minimum and maximum amount of the unemployment subsidy will depend on several factors, such as whether the applicant has children or not (2020 reference rates in accompanying chart).

Among the requested documents for being able to apply for contributory unemployment subsidy, foreign applicants will need to submit different identification cards depending on whether they belong to the EU or not. For emigrants that decide to come back to Spain it will also be necessary to prove that no other unemployment subsidy has been accepted by the applicant abroad covering the same period of time. Further information is available online at the SEPE website in section '*He trabajado más de un año*'.



Researchers that do not come from EU countries will be required to obtain a work permit in order to be able to be legally employed by the University of Jaén. The information about how to obtain this permit is available at the Spanish Embassy at the home departure country (The list of Spanish Embassies/Consulates all around the world is available at the webpage of our [Ministry of Foreign Affairs, European Union and Cooperation](#)). In case that work permit exemption applies, the researcher will also be offered guidance at the Embassy/Consulate of Spain located in the home country (before departure) regarding this issue.

A special mention should be made to the so-called *EU Blue Card*, which is addressed to highly-qualified workers wishing to work in an EU country such as Spain:

What is an EU Blue Card?

An EU Blue Card gives highly-qualified workers from outside the EU the right to live and work in an EU country, provided they have higher professional qualifications, such as a university degree, and an employment contract or a binding job offer with a high salary compared to the average in the EU country where the job is. The EU Blue Card applies in 25 of the 27 EU countries. It does not apply in Denmark and Ireland. For information on rules for highly-qualified workers in these two countries, select the country on this [map of the EU](#).

Besides, there is an additional option for working in the EU that is called the *Scientific Visa*, which allows researchers to obtain permission to enter, stay and work in European Union Member States in order to carry out scientific research.



Regarding this and other work issues, it is highly recommended to visit the [EU Immigration Portal](#), which offers practical information about coming to work or study in the EU for more than 90 days, plus about how your family can join you on this trip. This portal also offers information regarding shorter stays in Spain (up to 90 days).

The freedom to move to another EU country to work without a work permit is a right for nationals that come to Spain from the rest of EU countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia and Sweden.

Nationals from Iceland, Liechtenstein and Norway can work in Spain as equal to EU nationals (even though these countries are not part of the EU) since they belong to the European Economic Area. Additionally, Swiss nationals are free to live and work in the EU under the EU-Switzerland agreement on the free movement of persons, as described at the [EC Employment, Social Affairs & Inclusion webpage](#).



When it's time to depart, some formalities should be taken into consideration before travelling to your next destination, such as:

1. Requesting the (rented flat) deposit to the corresponding landlord if it was requested at the time of renting as long as no damage has been done to the chosen accommodation.
2. Cancelling the accommodation services that have been contracted (electricity, water, gas, internet) and informing the bank about it.
3. Closing the bank account once the researcher has received his/her last payment from the UJA (or the external funding organisation). Cards will also need to be returned to any given financial entity.
4. Obtaining an employment record regarding the jobs that have been carried out in Spain from the nearest *Oficina de la Seguridad Social*. In Jaén the main office of the so-called *Instituto Nacional de la Seguridad Social (INSS)* is located at Avenida de Madrid 70 (23009) and in Linares at Plaza Alfonso XII 4 (23700). This report can also be obtained [online](#). Besides, it is advisable to obtain all relevant certificates proving the studies that have been completed in Spain (if any).
5. Checking whether the travel insurance that was hired before arriving in Spain also covers the departure travel (and hiring one if this is not the case). Additionally, the validity period of the [European Health Insurance Card \(EHIC\)](#) should be renewed if the researcher is not flying back home but to one of the rest of EU countries, Iceland, Liechtenstein, Norway or Switzerland.
6. Making sure that all family-related issues have been properly dealt with, such as informing the corresponding school about the departure date. Also informing the assigned health centre that its services will not longer be needed either.
7. Informing the home country Embassy in Spain about the departure definite date. At present there are 126 embassies and almost 800 consulates in Spain, as described at the webpage of the [Spanish Ministry of Foreign Affairs, European Union and Cooperation](#).

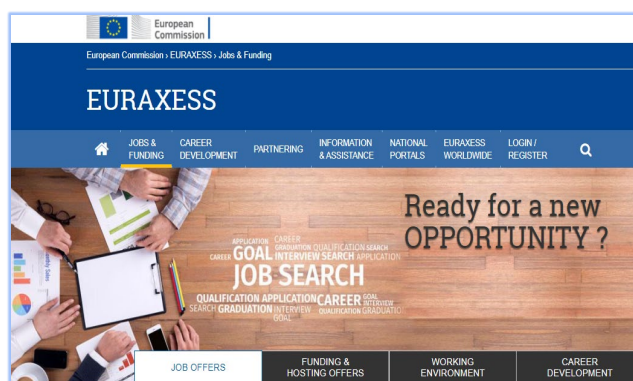
And last but not least, it is strongly recommended to organise the next visit to Jaén or Linares in the future, we are sure that you will be leaving plenty of friends behind!





As it has been mentioned before, the UJA Vice-Rectorate for Research launches the so-called *Plan Operativo de Apoyo a la Investigación* every two years in order to boost the research career of our staff, which also includes funding for attracting highly qualified researchers. However, if the researcher is willing to depart from Spain and would like to seek new job opportunities abroad, there are several online platforms and initiatives for successfully completing this search.

First of all, it is highly recommended to visit the [EURAXESS portal](#), which specifically offers a section devoted to Jobs & Funding. When looking for a job vacancy through this portal the researcher will be able to choose among different options to narrow his/her search: research field, researcher profile, sector, country and research programme. In the drop-down country menu there will appear job offers not only within the European context, but also for host countries such as Australia, USA, Brazil, Jordan or India.



A second possibility for working in academia worldwide is the [ProfessorPositions.com](#) portal, which offers Faculty Positions in Higher Education in the following continents/regions: Oceania, Europe, Asia, North America, Africa or The Middle East.



Third, if the researcher is not willing to leave Europe, there is a second initiative from the European Commission called the [EURES portal](#) (*The European Job Mobility Portal*), which in July 2021 advertised over 3,305,000 job offers.

As described in its webpage, EURES is a European cooperation network of employment services that was launched in 1994 and was designed to facilitate the free movement of workers [...] despite language barriers, cultural differences, bureaucratic challenges, diverse employment laws and a lack of recognition of educational certificates across Europe.

Finally, let us remind that there are several Spanish search tools for finding any type of position abroad, such as [Infojobs](#) or [Infoempleo](#).

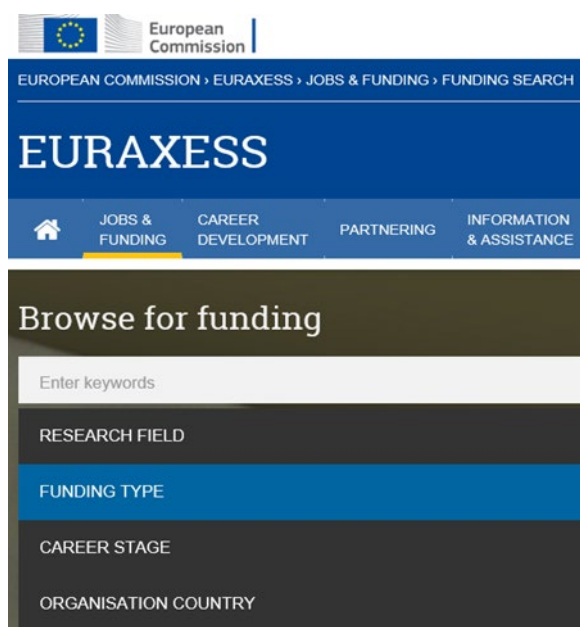


There are many ways to integrate international opportunities to a researcher's CV, such as through the funding schemes that are listed in the EURAXESS Portal.

Additionally, there are a lot of funding programmes to be able to continue a research career inside and outside Europe, such as the ones mentioned at the UJA OFIPI's webpage (FAQ section):

I am interested in researching abroad, what are the funding opportunities?

From this list, a postdoctoral funding programme should be highlighted since it is part of the EC Framework Programme and it is open to researchers worldwide from any field of expertise: *Marie Skłodowska-Curie Actions – Postdoctoral Fellowships*. These Actions are divided into European & Global Fellowships.



On the one hand, the *European Fellowships* are addressed to researchers moving within Europe, as well as those coming in from other parts of the world. On the other hand, the *Global Fellowships* will offer funding for positions outside Europe (for researchers based in the EU or associated countries) as long as there is a last return phase to the European Union (or to the associated countries).



Marie Skłodowska-Curie Actions

Developing talents, advancing research

So far, the MSCA-IF panels have been:

Chemistry (CHE)
Social Sciences and Humanities (SOC)
Economic Sciences (ECO)
Information Science and Engineering (ENG)
Environment and Geosciences (ENV)
Life Sciences (LIF)
Mathematics (MAT)
& physics (PHY).

This annual call provides grants that cover living, travel and family costs. Additionally, the EU will also contribute to training, networking and research costs of the fellow, plus to management and indirect costs.



The EURAXESS – Researchers in Motion pan-European initiative offers in its webpage the contact details of its network partners in the following regions/countries for supporting researchers worldwide: Asean, Australia & New Zealand, Latin America & Caribbean, China, India, Japan, Korea, and North America. For instance, EURAXESS India links researchers in India with Europe.



EURAXESS Worldwide serves as a contact point for free information and events on research funding, research careers and collaboration opportunities since 2011. The ASEAN's community consists of over 18,000 scientists & researchers, research administrators and business representatives who are interested in scientific collaborations between Europe and Southeast Asia.

Besides, the UJA is in favour of the *Science for refugees initiative*, which was launched by the European Commission to help refugee scientists and researchers all over the world find suitable jobs that both improve their own situation and put their skills and experience to good use in Europe's research system.

As described at the *EC's website*, Science4Refugees enables the match-making of talented refugees with asylum status having a scientific background with positions in universities and research institutions that are 'refugee-welcoming organisations' and that have positions available, including internships and part-time and full-time jobs. Participating in Science4Refugees does not mean that national conditions have been met and that there is entitlement to work in the EU.

Further information:

Oficina de Proyectos Internacionales (OFIPI)
 Universidad de Jaén
 EURAXESS Contact Point
 Campus Las Lagunillas
 B1 Building (Room 025)
 23071 Jaén (Spain)
 Tel. + 34 953 211797
 Email: ofipi@ujaen.es
<https://www.ujaen.es/servicios/ofipi/euraxess-welcome>



Additional useful links:

Useful Links (On Campus)

- ✚ Campus maps for Jaén (Las Lagunillas)/Linares²
- ✚ Academic calendar 2020/2021
- ✚ Job offers at UJA (Tablón de anuncios)
- ✚ Job offers at UJA (Servicio de Personal)
- ✚ Visiting Lecturers at UJA
- ✚ Funding for researching at UJA
- ✚ UJA Research Groups, Advanced Study Centres and
- ✚ Centre for Postgraduate Studies (Centro de Estudios de
- ✚ PhD School (Escuela de Doctorado)
- ✚ Academic offer
- ✚ UJA EBCs/Spin-offs
- ✚ Open Access
- ✚ UJA Email & App
- ✚ Wi-Fi & eduroam
- ✚ Universidad Virtual
- ✚ University Smart Card
- ✚ Central Library
- ✚ University canteens
- ✚ Sports centre
- ✚ Cultural agenda
- ✚ Volunteering
- ✚ Temporary sick leave
- ✚ Maternity/Paternity/Adoption/Fostering leave
- ✚ Accidents at work (Seguridad Social)
- ✚ Counselling (Gabinete de Psicología)
- ✚ University of Jaén Press
- ✚ Official UJA Shop
- ✚ Accessibility
- ✚ uniRadio
- ✚ Biking

Useful Links (Off Campus)

- ✚ EURAXESS Spain
- ✚ Emergencias 112 Andalucía
- ✚ Other useful telephones (Jaén / Linares)
- ✚ Seguridad Social – International Bilateral Agreements
- ✚ FAQ – Moving & Working in Europe
- ✚ Andalusian Delegation for Education and Sports in Ja
- ✚ Getting a driving licence in the EU
- ✚ Local Police Station (Jaén)
- ✚ Local Police Station (Linares)
- ✚ Buses running in the city of Jaén
- ✚ Buses running in the city of Linares
- ✚ Radio-Taxi (Jaén) - Teletaxi (Jaén)
- ✚ Teletaxi (Linares) - Taxi Linares
- ✚ Jaén City Council
- ✚ Linares City Council
- ✚ Jaén Provincial Government
- ✚ Cultural Agenda in Andalusia
- ✚ Weather forecast (Jaén & Linares)
- ✚ Tourism & gastronomy
- ✚ Postal Office
- ✚ Jaén24h

² Both wheelchair accessible.



Universidad de Jaén

International Projects Office (OFIPI)

EURAXESS Contact Point

Campus Las Lagunillas, building B1 (025)

23071 – Jaén

UJaen.es

UJaen.es