



GUIDE INCORPORATION TO THE GRADUATE STUDIES DIVISION 2023

DOCUMENTATION AND REQUIREMENTS TO RESIDE IN SPAIN

VISA FOR TEMPORARY RESIDENCY AND RESEARCH WORK IN SPAIN. WHAT DOCUMENTATION IS REQUIRED?

The documentation required to travel to Spain varies according to the country of origin:

- Citizens from any state of the European Union, Switzerland, Norway, Iceland or Liechtenstein **do not need a Visa** to enter Spain, only need a valid national identity document or passport.
- If you are coming from another country, DO NEED a visa to enter Spain. As a researcher the type of Visa you have to apply for at the Spanish Embassy/Consulate is “**Authorization of stay for studies**”

Applications for residence visas must be applied in person at the nearest Spanish Embassy/Consulate that has jurisdiction over your residence – normally your home. It is important to note that you cannot process the visa in Spain, so be sure to apply for it in your home country before moving to Spain. Residence visas must be picked-up within a month, counting from time you received the notification that it was approved. If later than 30 days, visas will be cancelled.

Please look up the web page of your corresponding Spanish Embassy/Consulate to obtain information about the documents you will need to present. [EX 09](#), [Modelo 790-52](#) forms duly filled and signed, passport valid in force, criminal record of the past 5 years and a medical certificate, both with an official translation into Spanish, certificate of employment (issued by this Secretariat), one passport-type photo and you will have to pay visa fees. Visas are not granted on the spot and should be applied 90 days in advance to the expected date of travel. For more information, you can visit the *Spanish Ministry of Foreign Affairs, European Union and Cooperation* <https://www.exteriores.gob.es/es/Paginas/index.aspx>

RESIDENCY REQUIREMENTS IN SPAIN

This guide explains the rules for EU and Non-EU citizens applying for residency in Spain, what documents are required, step-by-step.

1) CERTIFICADO DE EMPADRONAMIENTO

Certificado de Empadronamiento (Local Municipal Registration): As you probably will be staying at *Apartamentos Bruja*, things will be easier as the staff will give you a rental contract upon arrival. Therefore, with this document you should go early in the morning to the Town Hall office to apply for the *Certificado de Empadronamiento*. The office is very near to *Apartamentos Bruja*, you just have to cross *Parque La Granja* and you will find the *Ayuntamiento* (Avenida de Madrid, 2 Parque de La Granja). Timetable open hours: Monday, Wednesday and Friday from 08:30 to 13:30, Tuesday and Thursday from 08:30 to 18:00 and Saturday from 09:00 to 12:00, Phone: 922 606000/10.



The Town Hall office in La Laguna is at Calle San Agustín, 38. Timetable open hours: From Monday to Friday in the morning; from 9:00 a.m. to 13:30 p.m. On Tuesdays continuous hours, from 9.00 a.m. to 17:30 pm. Summer hours during the months of July, August and September will be from 9:00 a.m. to 13:00 p.m. On Tuesdays, continuous hours, from 9:00 a.m. to 17:00 p.m. Phone: 922 601100. You must present the corresponding application form, your valid passport (and a copy) and the rental contract (and a copy). The certificate is not issued on the spot (takes about a week) as the authorities must check that all the legally established requirements are fulfilled. Meanwhile they will give you a temporary document (the application form with a stamp) which you will have to bring to our Secretariat to make a copy of it.

From the Secretary of Graduate Studies Division IAC, we will request your appointment for the registration "Empadronamiento", so that you can carry out this procedure.

2) FOREIGNERS' IDENTITY NUMBER (NIE)

The Foreigners' Identity Number (NIE) is a personal, unique and exclusive number that the Police General Directorate assigns to foreigners. This number will have to appear on all the public documents that are issued or processed for the foreign citizen in Spain, as well as in all the applications addressed to the Administration. The NIE is an identification number of the person mainly used for tax purposes, but it is not an identity card, which is why along with the N.I.E., the European citizen(s) will have to provide the corresponding documents that prove their identity (passport, identity card of their respective countries...). Applications will be filed in person in the Foreigners' Office of the province where you have your residence or in the relevant Police Station, thereby obtaining the so-called EU Citizen's Certificate. Both procedures can be dealt with on the same day.

The Secretariat of the Graduate Studies Division (Ext.: 5-271) 271) will make an appointment with the Manager of Foreigners' Affairs, Dácil Padilla (e-mail ipadilmdacil@hotmail.com, mobile: 629 985 236), contracted by the IAC, in order to deal with this paperwork and she will keep you informed during the process. Dácil will advise you in case of any doubt and make an appointment at the **Foreigners' Office** located at Calle La Marina, 20, Santa Cruz, to apply formally for your NIE number.

Foreigners' office opening hours: from Monday to Friday, non-stop from 09:00 to 14:00h.

a) If you have previously worked in Spain and have an expired NIE number, the situation is much easier as you will be assigned with the same number.

Supporting documentation:

- 1) Passport, which shall be valid in force.
- 2) Expired NIE card
- 3) *Certificado de Empadronamiento*
- 4) Certificate of employment

b) For EU Citizens (NIE): if you are an EU citizen, you may enter Spain on a tourist visa and stay for up to three months. However if you plan to stay for more than three months you must register in person for a Residence Certificate at the *Oficina de Extranjeros*. Dácil will accompany you to the Foreigners' office to apply formally for your NIE number.

Supporting documentation:

- 1) Passport, which shall be valid in force.



- 2) *Certificado de Empadronamiento*
- 3) Certificate of employment (issued by this Secretariat)

c) For Non-EU Citizens (NIE & Waiver of Work Permit): You must provide the following documents:

- 1) Passport and copy of every page stamped with a seal/Visa of your passport
- 2) *Certificado de Empadronamiento*
- 3) Certificate of employment (issued by this Secretariat)
- 4) Criminal record certificate issued by your national police authority and indicating you have not committed any criminal offences under Spanish law (returned by the consulate when you applied for your Visa), with an official translation into Spanish.
- 5) Medical certificate printed on a doctor's letterhead, stating you are not suffering from any diseases that could endanger public health (returned by the consulate when you applied for your Visa), with an official translation into Spanish.
- 6) 2 recent, passport-sized photographs.

Dácil will accompany you to the Foreigners' office to apply for your NIE number and Waiver of Work Permit, which you will need to live and work in Spain.

The NIE card is not issued on the spot (takes about 45 days). After presenting all the documents, a copy of the application form with a stamp will be return to you. Keep it safe, as you will have to show it together with your passport to collect your NIE card.

Renewal your NIE card: You will need to renew your NIE, 60 days before it expires and up until 90 days after its expiration day. It is very important for you to bring all of the required documentation, since that would make the renewal process easier.

Supporting documentation:

- 1) Original passport along with an entire copy of it (meaning every page needs to be copied).
- 2) Your NIE card and a copy of it (make sure you have copies of both sides)
- 3) *Certificado de Empadronamiento* (original)
- 4) Copy of your IAC predoctoral contract
- 5) Authorization to ask for your renewal (Dácil will send it and you have to sign it)
- 6) Application form

If you have to leave Spain to attend a conference, meeting or workshop and your card is in the renewal process, you can apply for a so-called "*Autorización de Regreso*" (permission to return), which will permit you to return to the country even if your card has already expired. This authorization **permits you to leave and re-enter the country ONCE over a period of 90 days** (the authorization of return is only valid to enter directly into Spain).

3) SOCIAL SECURITY NUMBER

It is compulsory for all workers resident in Spain to be enrolled with the Social Security system in order to get free medical assistance and partial funding for prescription medicines.

The IAC Personnel Department is in charge of registering you in Social Security and contact you to fill in the corresponding for the register you in the system.



Once you are registered with the Social Security administration you can choose your own doctor at your local Health Center (Centro de Salud) and apply for your health card (Tarjeta de la Seguridad Social).

For your information the Social Security office in La Laguna *Calle Quintin Benito, 2* (corner of *Plaza del Cristo*). Timetable: 09:00-14:00, Monday-Friday. Phone: 922 60 25 10.

4) OPEN A BANK ACCOUNT

This is necessary to allow the IAC to transfer your monthly payroll to your bank account. We recommend you not open the bank account until you have obtained your NIE number, as if you do it with your passport and after give your NIE number to the bank, you will be charged to costs involved to change the details of your account. Stress the point that the main purpose in opening the bank account is the monthly transfer your salary; this will enable you to obtain the corresponding card which will allow you to cash money from cash dispensers and make payments anywhere without problems. We recommend you to open the account at *La Caixabank*.

5) NOTIFICATION OF YOUR NIE, SOCIAL SECURITY & BANK ACCOUNT NUMBER

Once your NIE number has been issued and your bank account opened, you **MUST** go to the Social Security office (you do not need to make an appointment) and notify them your NIE number.

Finally, you will have to inform of your NIE and bank account numbers to this Secretariat in order to include the data in your contract. The Personnel Department will inform you when the IAC contract is ready to be signed.

6) DIGITAL SIGNATURE:

Continuing with the actions planned towards the full implementation of the Electronic Administration in the IAC, is authorized to the different Areas to require of the interested parties, that for all administrative procedures from January of 2019, the obligation to use an electronic signature. The IAC Director's Boars, has taken this decision (in Spanish, you will understand it below): **"Firma Digital"**.

From April 1st, 2019 every administrative process at the Research and the Graduate Students Divisions will have to be done electronically, and signed with electronic signature (certificado digital). This applies to holidays, travels, certificates, etc....

To process your "Firma Digital", the first thing you should do is request the digital certificate on the FNMT page (Fábrica de Moneda y Timbre) in the web: <http://www.fnmt.es/ceres>

You will receive in your email with a code number, which you must take to the Secretary of Administration, along with your DNI or NIE. Once you have obtained the digital certificate, you should contact the Secretary of Administration to make an appointment at secadm@iac.es, and then at cau@iac.es, they will help you to install it on your computer).

7) RENTING A FLAT

State Agencies in La Laguna:

- *Inmobiliaria Suárez Lecuona*, Calle Herradores, 45, La Laguna, Phone: 922 31 41 88.



- *Inmobiliaria J. M. Lorenzo*, Calle Obispo Rey Redondo, 49 (1º - Of 1), La Laguna, Phone: 922 25 42 42.
- *Inmobiliaria Gaspar*, Calle Herradores 45, Local Bajo Izquierda, Edif. Aguere, La Laguna, Phone: 922 257 214.

In addition, you can send a message to astros-iac@iac.es or to iac_particular@googlegroups.com providing the information you consider necessary to inform your new colleagues that you are flat hunting.

USEFUL INFORMATION FOR YOU TO KNOW:

GRADUATE STUDIES DIVISION SECRETARIAT: Please inquire at this Secretariat (Lourdes) if you have any question or need any explanations, and we will be pleased to help you. Secretariat timetable: 08:00-15:30, Monday-Friday. Phone: 922- 605 271.

In order to answer to any questions related to the Graduate Studies Division you must send your query to secens@iac.es (<alias> including: the Manager of the Research Division-Graduate Studies Division; Irene Fernández, and the Secretaries of the Graduate Studies Division: Lourdes González). Please do not send an e-mail to any of the secretaries personally as your questions may not be attended if any of them is absent (illness, holidays, personal matters, etc.). Messages related to travel must be exclusively sent to Eva Bejarano (ebp@iac.es).

IAC's GENERAL REGISTER (Registro General): Bear in mind that before signing the contract you are obliged to present at the IAC's General Register (Administration corridor, fourth office on the left) the following documentation to upload to the Administration Electronic Register:

- The application you have sent for the postdoctoral contract (given at this Secretariat).
- Original of your NIE card (if not issued yet, original of your passport)
- Original of your PhD degree/certificate to confirm your credentials
- *Annex II* and *Annex III* forms of the Final Resolution (sworn statement indicating that you have not been dismissed for disciplinary reasons from any Public Administration in the last country where you have been working), also given at this Secretariat (Lourdes).

Registro General Timetable: 09:00-14:00, Monday-Friday.

AVOIDANCE OF HAZARDS IN THE WORKPLACE: As a new member of staff, you will need to have introductory information on the avoidance of hazards in the workplace. A moodle platform link has been established to the "Occupational Risk Information" course (Información de Riesgos Laborables), which includes a video, a pdf document and a six-question survey. Each new predoc must self-enroll from his IAC account, watch the video, read the pdf document carefully, and answer the survey <https://formacion.ll.iac.es/>.

IAC IDENTITY CARD: Once you have signed the contract, the UPRL Department staff will give you an identity card with your name and passport/NIE number on it. For security reasons, you are obliged to swipe your card on the reader machine, when you enter and leave the IAC Headquarters. In case you lose your card, please contact this Secretariat at 5271 or send an email to secens@iac.es.

OFFICE: We will hand you a key (for your personal and individual use only) for the office, you will be assigned and sharing during your stay at the IAC. If you lose your key, please send an email to



secens@iac.es. For your benefit, it is strongly recommended that you speak in Spanish with those who share your office. You are not allowed without authorization to change the working place you have been assigned.

HOURS OF WORK: The Legislation states that all researchers contracted are required to work a total number of 37.5 hours per week, from Monday to Friday. Although you have a flexible workday, remember that there is a fixed office time between 9:00 and 14:00h, and that the centre will close at 21:30h. If you need to work after 21:30h or during the weekends, please send an e-mail to secens@iac.es in order to send an authorization to the Security Guards to allow you to enter the building.

REMOTE WORK NEW PLAN: From today, March 1st, 2023, and after having received the corresponding authorizations, the Director of the IAC has signed the Resolution for the implementation in the IAC of the Remote Work Plan within the framework of the Plan for Energy Saving and Efficiency Measures of the AGE and entities of the institutional public sector.

It is immediately published on the IAC Intranet, opening the period for, in accordance with the Plan, those of you who wish to work from home, apply for it according to the model in Annex 3, to the Decision Responsible. From the units, through their manager, a study of the applications will be carried out, assessing them, and making the corresponding proposal.

With the authorized applications, the Director will issue a Resolution, which will be permanent, as long as the conditions that gave rise to the resolution are maintained.

No remote work activity can be started until receiving the specific resolution for it, nominative for the applicant worker. We suggest a detailed reading of the Plan by all IAC staff. In case of doubts or specific questions about your application, you can contact the General Services Administration by email: secadm@iac.es

You can access to the Plan, and its forms, on the IAC Intranet, through various sections:
- In "IAC Information", in "INSTITUTIONAL INFORMATION - IAC Plans".
<https://www.iac.es/es/intranet/informacion-iac/informacion-institucional/planes-del-iac>

COMPUTER EQUIPMENT: The standard computer equipment for a new user in the Graduate Studies Division is a 13-inch MacBook Pro, with 8 GB RAM and a 512 GB SSD. It will be used both as a laptop for traveling, homework, etc., and as a desk workstation, connected through a docking station to a 24-inch flat monitor, and to external keyboard and mouse, (all of them provided by us).

If however you are not keen on this configuration, and prefer for instance to use a Linux desktop, or work with your own personal laptop, please let us know.

In any case, should you need to run CPU-intensive or time consuming jobs, you can take advantage of a number of public high-performance PCs, of the distributed computing HTCondor system, or of the LaPalma and Teide-HPC supercomputers. Also, disk space is available on a redundant, highly fault-tolerant Network Attached Storage System.

If you have any problem phone the Specific Software Support (SIEie) responsible, Nicola Caon (extension 5383, ncaon@iac.es).

COMPUTER ACCOUNT: The Secretaries of the Graduate Studies Division has opened a personal computer account for you. To get your username and password you should go to the IAC's *Servicios Informáticos Comunes* (SIC) = Computer Common Services. As a new IAC researcher



you will be included in the astros mailing list. If you have any problem phone extension 5333 or send an email to cau@iac.es.

PIGEONHOLE: We will provide you with a pigeonhole for documents and letters to be received.

PROBATIONARY PERIOD: A probationary period of 6 months will apply, beginning on your first day of work with the IAC. During this period, the doctoral students has the same rights and obligations as a permanent employee, except those arising from the resolution of the employment, which may be terminated at the request of either party during this period, as stipulated in art. 14 of the Statute of Workers.

VOLUNTARY TERMINATION OF EMPLOYMENT: The researcher may terminate his employment at any time by providing the IAC with at least fifteen (15) days advance notice of his intention to resign and indicating the effective date of the resignation. For this purpose, you should go to the Personnel Department in order to prepare a resignation letter.

MEDICAL CHECK-UP: As a new staff, it is compulsory that you undergo a medical examination. Blood, urine analysis and medical check-up will be carried out at our health insurance company, FREMAP (Residencial Anaga, Calle de José de Zárate y Penichet, Santa Cruz). You will received an email from UPRL@iac.es informing you about the appointment date. You can pick up the sterile screw top container for the urine analysis at IAC's Reception. Remember that the urine sample must be collected when you first wakes up in the morning, and not to eat 4 hours before the blood analysis. Do not forget to bring your NIE and your glasses (if you wear them).

Note: In case you cannot attend this appointment, please send an email to UPRL@iac.es with enough time and notify them that you are unable to attend. Also, ask them to reschedule the appointment informing about your available dates.

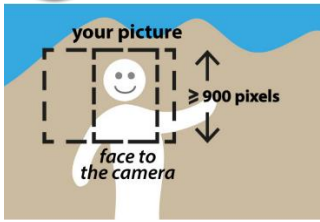
WORK ABSENCES: All absences from work shall be notified to the Personnel Department (phone: 922-605216 or personal@iac.es). If you feel ill and cannot come to work, you are obliged to notify the IAC Personnel Department the reason for your absence on the first day of absence from your post (see <https://www.iac.es/es/intranet/informacion-iac/informacion-institucional/comites-y-comisiones/CD> (acta 09-03-2003).

As soon as you return to work, and if your absence has not exceeded a maximum period of three days, you must provide a written statement of the illness to the Personnel Dept., within three days. If the illness exceeds three days, you must hand the corresponding medical certificate to the Personnel Dept.

SPANISH LESSONS: As new IAC staff, you can apply for financial support to take English or Spanish lessons at the Universidad de La Laguna (<https://fg.ull.es/idiomas/spanish/>) or at ISE Tenerife Escuela de Idiomas (<http://isetenerife.com/spanish-course>) the first 2 years of contract. Support is limited to a maximum of 85% of the monthly amount of classes, with the **limit of Forty-Eight Euros Monthly (48€)**. Those interested should send the corresponding application to the Graduate Studies Division (secens@iac.es) the original invoice and evidence of payment.

PHOTOGRAPHIC PANEL:

You should send secens@iac.es a photograph of your profile with the following feature



SEMINARS: To introduce you to your colleagues of the IAC, we would like you to give a talk about your recent research activities. Please send an e-mail to seminarios@iac.es

CERTIFICADO DE VIAJE (TRAVEL CERTIFICATE): If you are an EU citizen or have lived in Spain for five years and have a permanent residence, you may apply at the Town Hall for the *Certificado de Viaje* to obtain reduced prices for national flights and ferry tickets, as a resident on the Canary Islands. This certificate declares the holder to be entitled to resident discount on air and sea travel fares between the islands and the mainland, and will be valid for 6 months.

TRAVELLING WITHIN THE FRAMEWORK OF YOUR RESEARCH PROJECT: The “*Solicitud de Orden de Desplazamiento (SOD)*” must be completed using the online form <http://venus/proyecto/OD/users/login>. Instructions and Travel Procedure should be found at <https://www.iac.es/es/intranet/informacion-iac/procesos/viajes>. Eva Bejarano/Sara Martín at the Research Division and Graduate Studies Division will be able to help you in this regard. Do not forget to hand Eva/Sara your *Certificado de Viaje* in order to get reduced price for national flights. The costs related to your travel will be charged to your research project.

If you are traveling with a SOD to participate in any event and you are going to stay for a few days longer, do not forget to previously fill in the on-line *Solicitud de Vacaciones, Permisos y Licencias* form (<https://www.iac.es/es/intranet/solicitudes-y-servicios/relaciones-laborales>) applying for these days as Personal Matters or Holidays.

BOOKINGS AT THE ORM & OT OBSERVATORIES: To book a room / meal by filling in the ORM/OT online form, you must include the correct project numbers (*Elemento PEP, Fondo, Centro Gestor and Subvención*) otherwise, your reservation cannot be confirmed.

In case the expenses will be charged to an internal project the PEP number you MUST state on your reservation is the one corresponding for *Acceso a los Observatorios* (E/309290, 999999999, IA030, internal projects do not have *Subvención* number). Remember that you are the responsible for making your reservation at the ORM or OT.

If the expenses will be charged to an external project (MINECO/EU funds) you CANNOT additionally indicate the PEP number for *Acceso a los Observatorios* on your *Orden de Desplazamiento*.

OUTWARD AND RETURN JOURNEYS TO THE OT WITH OFFICIAL VEHICLES:

1- Official cars are strictly for work and must be taken from the IAC for trips to the OT, and from there back to the Main Headquarters.

At present, there are some who take these cars home in order to go up to the OT on the following day. Actually, this is NOT allowed.

2- Cars must be refilled with petrol before going to the OT.



This is a safety measure to prevent cars from being trapped in snow and to provide any necessary heating. At present many people fail to fill the petrol tank before their journey, and there have been cases in which cars have not had enough fuel to reach the petrol station at La Esperanza for a refill.

3- According to the minutes of CD 30/11: 'One possibility is the use of portable radios tuned to IAC frequencies that can be picked up from the Security hut before going to the OT.

At the winter meeting of the OT it was stated that, before beginning any journey, it is obligatory to check the radio by calling IAC Security and OT Reception, when beginning and terminating the journey. At present only the OT maintenance service do this.

4- According to the minutes of CD 30/11: 'During the winter only taxis or official cars may be used for journeys to both observatories (hired 4x4 cars with the same characteristics as official cars can also be used). The same rules regarding radio contact laid out in the preceding paragraph must be followed. In such communications, the driver must follow all officially approved procedures given.

We look forward to your collaboration in promoting safe outward and return journeys to the observatory, as well as ensuring that official cars are used exclusively for their intended purpose, and not for private errands.

CONFERENCE REGISTRATION FEES PAYMENT METHODS

A- Payment made directly by yourself: If you have paid the conference registration fee yourself, you must request the organization to send you the **INVOICE (neither a receipt nor a proforma invoice) in your name** including **your DNI or NIE number**, and full IAC address. The invoice must also contain details of the conference organizer, postal address and VAT or CIF number. Once you have received the invoice, send it together with the bank movement payment. Remember that **the IAC will NOT cover the conference dinner or any other social events.**

Bear in mind that Conference **Registration Fees will NOT be included** in the *Cuenta Justificativa*.

B- Advanced payment made by the IAC: If you prefer the IAC to advance payment of your RF through a wire transfer, you must ask the conference organization for an INVOICE issued in the name of the INSTITUTO DE ASTROFISICA DE CANARIAS, Calle Vía Láctea s/n, E-38205 La Laguna, Tenerife, Spain, including the IAC's VAT no.: ES000Q3811001A (outside of Spain) or CIF/NIF no.: Q3811001A (Spain only). This invoice must include your name, conference title and dates, to be included in the Description Section. In addition, the name, postal address, bank details and VAT number of the conference organizer must be included. Once you have received this invoice, please send it indicating the PEP number to charge the amount.

Important: If the only option offered by the conference organization is to pay in cash once at the conference, then you must request a letter/email indicating that the only method of payment is in cash. Another option is to print the conference page where this information is included.

AFTER TRAVELLING: Keep your boarding cards, electronic flight ticket, original hotel invoice (always ask the hotel to issue the invoice in your name) and any other invoices resulting from your trip (taxis, buses, etc.). If attending a conference, meeting or workshop, do not forget to ask for the corresponding certificate of attendance as well as the registration fee invoice. After travelling you must complete the *Relación de Documentos para justificación viaje* <https://www.iac.es/es/intranet/informacion-iac/procesos/viajes> attaching all the invoices related to the trip, and then give this documentation to Eva/Sara. If you have paid the conference Registration Fee by credit card, Paypal or wire transfer, you must send to this Secretariat the original invoice, as



well as the banking movement in order to reimburse you for the amount already paid. Remember that the IAC will **not cover** the conference dinner or any other social events.

On the IAC intranet you can consult the procedure for managing travel at the IAC
<https://www.iac.es/es/intranet/informacion-iac/procesos/viajes>

PUBLICATIONS: Once your contract is signed, please quote the IAC in all scientific publications written while you are affiliated to this research centre.

According to ULL-IAC Agreement (CD 12/09) all IAC PhD researchers are affiliated with both institutions. Therefore, in all scientific publications should include the two centres IAC and ULL:

Instituto de Astrofísica de Canarias, E-38205 La Laguna, Tenerife, Spain; Universidad de La Laguna, Dpto. Astrofísica, E-38206 La Laguna, Tenerife, Spain

Author or co-author of a paper while affiliated to the IAC: if you have a published paper that it doesn't appear in the ADS (i.e. does not have a Bidcode number, or is published in an unusual journal), please submit to jav@iac.es (Research Secretariat) details of the paper (title, authors, abstract, DOI, Keywords, Journal reference and Resources used), in order to include it in the IACPub (<http://venus/inves/publications>) publications.

Papers to be published: Remember that the contact person you have to indicate for the Publication Charge Contribution Form of a paper is Irene Fernandez Fuarros. So, please always indicate Irene's name as the contact person and secinv@iac.es (Research Secretariat) as contact email.

ACKNOWLEDGEMENTS: The International Scientific Committee (CCI) of the Canarian Observatories requests users of telescopic installations sited at the Roque de los Muchachos and/or *Teide* Observatories, to make the corresponding acknowledgement in articles resulting from observations carried out on these telescopes. This acknowledgement should be made either with a title foot note or, if the editors do not allow footnotes, by quoting the following text in the corresponding section: *Based on observations made with the (telescope) operated on the island of (name island) by the (name owner institution) in the Spanish Observatorio del (name observatory) of the Instituto de Astrofísica de Canarias.*

If you are supported by the MINECO, please quote the corresponding text:

- *This research has been supported by the Spanish Ministry of Economy and Competitiveness (MINECO) under the grant (project reference AYA20.....)*”.

- **AUTHOR (initials only)** acknowledges support from the Spanish Ministry of Economy and Competitiveness (MINECO) under the programme *Ramón y Cajal* (RYC-20...-.....)

Publications resulting from data taken with the Gran Telescopio Canarias (GTC) must credit the use of this telescope in the following way: *Based on observations made with the Gran Telescopio Canarias (GTC), at the Spanish Observatorio del Roque de los Muchachos of the Instituto de Astrofísica de Canarias, in the island of La Palma.*

PRE-PRINTS: If you are author or co-author of a paper while affiliated to the IAC, please fill in the corresponding form at: <http://www.iac.es/folleto/research/preprints/?c=addform> once your paper has been accepted.



ANNUAL REPORT: One month before the end of each annuity, you will receive an email from the application http://venus/ensenanza/memoria_anual/users/login to inform you that you the writing of the annual report that you and your IP must submit.

PRINTING POSTERS: If you need to print out a poster for presentation at a conference, please fill in the corresponding SMM form at: <https://www.iac.es/es/intranet/solicitudes-y-servicios/multimedia> (Formulario para *Diseño Gráfico*).

SCANNER & PHOTOCOPIER MACHINE: The machines are located at the end of each of the three corridors. You will find the code and instructions for its use pasted on the wall.

OFFICE SUPPLIES: You may find some elementary office material at the first corridor (Administración), first office on the right, near the Reception desk.

PERMISSION TO ENTER OUTSIDE NORMAL WORKING HOURS: Remember that the centre will close at 21:00h, and will be closed during the weekends or public holiday, so if you or any collaborator/visitor, need to work during the week after 21:00, on the weekends or on a festive day, do not forget to send an e-mail to secens@iac.es in order to send an authorization to the Security Guards, and allow you to enter the building, otherwise they will NOT permit your entrance.

EUROPEAN HEALTH INSURANCE CARD: A free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country.

Cards are issued by your national health insurance provider. For this purpose, please go to the Social Security office in La Laguna *Calle Quintin Benito, 2* (corner of *Plaza del Cristo*). For more information see: <http://ec.europa.eu/social/main.jsp?catId=563&langId=es>

IAC's SOCIAL ACTION PLAN: The Social Action Plan (*Plan de Acción Social*) is an employee assistance program intended to cover part of the employee's personal or family-related expenses, such as medical expenses, study costs and expenses aimed at improving the reconciliation of work and family life.

ANNUAL LEAVE & DAYS OFF FOR PERSONAL MATTERS:

We hereby inform about your corresponding annual vacation and days of authorized permission for Personal Matters, in accordance with the Resolution of December 28th, 2012 by the Ministry of Public Administration, issuing instructions on time and staff working hours of the employees of the State's General Administration and its public bodies <http://www.boe.es/boe/dias/2012/12/29/pdfs/BOE-A-2012-15703.pdf>

Annual vacation (*vacaciones anuales*): You are entitled to 22 days paid holidays for a complete year of service, or, if the number of days worked, is less than one year, to the corresponding proportionate number of days.

Holidays must be authorized in advance and may be taken during the calendar year and not later than January 31 of the following year in minimum periods of 5 consecutive working days. However, you can use up to 5 working days of your total annual holiday leave as single days, or in any combination up to five. Moreover at least half of your annual vacation **MUST BE TAKEN** (by Law) between June 15 and September 15.



Days off for Personal Matters (*asuntos propios*): For personal matters you can take up to 6 days off a year (there are additional days for seniority). You may take these days in combination with the single 5 days of holidays (unless the IAC has a justified reason to deny this permission).

Christmas leave: According to the Resolution by the Ministry of Public Administration, official non-working days are 24, 25 and 31 December 2023, and 1 and 6 January, 2024.

Both holidays & personal leave are in proportion to the number of days worked during the calendar year and must be taken before January 31, 2024.

To apply for any of these days you have to fill in the corresponding form: *Formulario de Solicitud de Vacaciones, Permisos y Licencias*: <https://www.iac.es/es/intranet/solicitudes-y-servicios/relaciones-laborales/solicitud-de-vacaciones-permisos-y-licencias> sign it digitally by you and your supervisor and send it by email to the Secretary (secens@iac.es)

Any query related to annual leave or personal matters should be sent to the Personnel Department (Ext: 5406/5215 or personal@iac.es). You can also find the information on how many days you have left in <http://goya.ll.iac.es/ausencias/202303.html>

NON-WORKING DAYS DURING 2023:

January 1:	Año Nuevo	August 15:	Asunción de la Virgen
January 6:	Día de Reyes	September 14:	Santísimo Cristo
February 2:	Nuestra Señora de la Candelaria	October 12:	Fiesta Nacional de España
February 21:	Martes de Carnaval	November 1:	Día de Todos los Santos
April 6:	Jueves Santo	December 6:	Día de la Constitución
April 7:	Viernes Santo	December 8:	La Inmaculada Concepción
May 1:	Fiesta del Trabajo	December 25:	Natividad del Señor
May 30:	Día de Canarias		

INCOME TAX DECLARATION IN SPAIN

If you live in Spain for more than 183 days in a year, you are legally obliged to file a Spanish tax return.

The Spanish tax year runs from 1st January to 31st December, and employees must submit their declarations between 1st May and 20th June of the following year, although if you think you are entitled to a refund, this deadline is extended to 30th June.

You should report to *Hacienda* (Treasury) local office is at Calle Padre Herrera, La Laguna to sign on and receive the corresponding identification stickers.

For the tax declaration, you will need:

- Wage withholding certificate (provided by the IAC).
- Certificate of bank account (facilitated by your banking entity), make sure they know your NIE ahead of time.
- Certificate of registration (*alta*) with the tax office (*Hacienda*)
- A tax declaration form (you must request this in person from *Hacienda*). Alternatively, there is a computer program called the Personal Income Tax Return Help Programme (*Programa de Ayuda a la Declaración del Impuesto sobre la Renta de las Personas Físicas/PADRE*) at



<http://www.agenciatributaria.es/>). You can find a fuller explanation of the *PADRE* system in English on www.aeat.es/agencia/memorias/02/ingles

If your tax affairs are fairly simple you can make an appointment with your local tax office and they will fill the forms out online for you using the PADRE program. There is no charge for this service. You have to make an appointment by calling a central number - 901 22 33 44 and they will tell you which office to go to.

USEFUL ADDITIONAL INFORMATION: Any other information you might find useful is available at: <http://venus/inves/pages/en/home.php>

PROGRAM FOR TUTORS IN THE AREAS OF RESEARCH AND HIGHER EDUCATION: With the aim of helping and advising young pre- and postdoctoral researchers in the Areas of Research and Higher Education of the IAC, the Tutor Program was created at the time <http://venus/inves/pages/es/programa-de-tutores.php>

EMPLOYMENT INFORMATION: LEGISLATION AND REGULATIONS

<https://www.iac.es/en/intranet/iac-information/employment-information/legislation-and-regulations>

- IAC Code of Ethics
- Computer code of conduct development standards
- Computer code of conduct
- Brochure summary of internal rules and computer code of conduct
- Summary of computer conducts code an rules
- IAC Anti-Fraud Measures:
Plan On February 16, 2022, the IAC Steering Committee, CD06/22, approved the IAC Anti-Fraud Measures Plan, including the IAC Anti-Fraud Policy.
Both documents are available, together with the Code of Ethics, at the IAC website <https://www.iac.es/en/code-of-ethics-anti-fraud-policy> and on the intranet. The IAC promotes an organizational culture that prevents any fraudulent activity, facilitating the development of internal procedures that ensure this goal. The IAC thus reaffirms its commitment to complying with legal, ethical and moral standards, and with the principles of integrity, objectivity and honesty.
Through the following link, a statement is shared with all the IAC staff including an acknowledgment of having been informed of the existence of the Code of Ethics, the Anti-Fraud Plan, the Anti-Fraud Policy of the IAC, as well of being aware of the duties and obligations derived from article 52 of Royal Legislative Decree 5/2015, of October 30, approving the revised text of the Law on the Basic Statute of Public Employees.
We encourage you to log in, read the statement and let us know your agreement with it. This statement is only accesible through the IAC's website by logging-in with the usual password and username.
Finally, it is important to inform you that the mail address codigoetico@iac.es has been set up as a communication channel that will allow any of the IAC's stakeholders (employees, clients, suppliers and representatives of society in general) to communicate doubts, suggestions, possible irregular conduct or any breach of the rules set out in the



IAC's Code of Ethics, as well as in its Anti-Fraud Policy and Action Plan, to the members of the Code of Ethics and Anti-Fraud Commission.

THINGS TO KEEP IN MIND WHEN YOUR CONTRACT FINISHES

- The Personnel Department will advise you to **sign** the document related to the **termination of your contract**. Bear in mind that you **should take** your corresponding **days of vacation** before your contract finishes.
- We shall keep your email account (as an external account, user_ext@iac.es) open **for 12 months** following the date of termination of your contract so that you may continue to access it without problems in order to make the necessary changes before the presentation of your doctoral thesis.
- After submitting your doctoral thesis and before leaving the IAC please, send an e-mail to secens@iac.es informing of your new institution.
- For security reasons and in accordance with principles established in the Labour Law (working inspections are carried out periodically and this is a very important issue to keep in mind) you should leave your office once that you have presented your doctoral thesis. In case you need a couple of days to collect your belongings, please send an e-mail to secens@iac.es asking for it.
- Please, do not forget to **return the key of your office** and your IAC **identity card** to our Secretariat. Alternatively, you can hand them to the receptionist or the security guard. Afterwards, if you have to visit the IAC, do not forget to display the visitor's badge that the Security Guard will give you.
- Before you leave, you must **give back** the **laptop, external drive**, etc. you have been using to this Secretariat as it is the property of the IAC and is part of our inventory, even if the material has been purchased by a specific research project.
- With regard to your **computer and disks**, please note that all of your data in the scratch disks (including the ones in the desktop computer) will be completely deleted to make room for the new user. Please make a copy of your data before leaving the IAC. If you have any questions concerning this matter, please contact the SIE (sinfin@iac.es).
- **Very Important** bear in mind that pending accounts for any outstanding **journeys must be cleared** before your departure.
- Finally, we remind you that, after you leave, no **materials, books, etc., may be left behind** in your workplace. If you wish to leave anything behind that you do not need or that you wish to dispose of, leave it outside the office door and the cleaners will remove it.