

INCORPORATION GUIDE TO THE GRADUATE STUDIES DIVISION 2025

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DOCUMENTATION AND REQUIREMENTS TO RESIDE IN SPAIN

Before starting the trip

Researchers of the European Union or of the States of the European Economic Area or Switzerland do not need a visa to establish their residence in Spain or for long-term studies or to work. However, once in Spain, they must be entered on the Register for Citizens of the Union. Family members accompanying them, and who benefit from the right to free movement, must apply for a residence permit in Spain.

Researchers from non-EU countries who travel to Spain to engage in training or research activities must obtain prior authorization for a research residence permit. Once this authorization is granted, the researcher must apply for a national visa to enter Spain.

- **Research Residence Permit Authorization:** This is requested by the IAC through Dácil Padilla (an external contractor of IAC for Immigration matters), who will carry out the online procedure on the electronic platform of the Unit for Large Companies and Strategic Collectives (UGE-CE), not by the researcher.
- **Visa:** The researcher applies for this at the nearest Spanish Consulate to their residence before traveling and after obtaining the resolution of the residence permit. The visa must be processed in person, and for this, you will need to schedule an appointment through their website.

Residence permit

Researchers from non-EU countries must obtain authorization to reside and work in Spain: a residence permit. The IAC, as the hosting entity, must request the residence authorization for research. Therefore, in order to initiate the process through the UGE, we need you to send us the following documents:

1. Applicant's passport with all pages included (including blank pages) and a minimum validity of one year.
2. Certificate of criminal record for the last 5 years issued by the National Police authorities in the countries of previous residence, indicating that no offense has been committed under Spanish law. It must be apostilled by The Hague and subsequently translated officially into Spanish. Criminal records are valid for only 3 months from the date of issue.
3. Medical certificate printed on the letterhead of a doctor, stating that the applicant does not suffer from any disease that could endanger public health (to be returned by the Consulate when the visa is issued), apostilled by The Hague, and subsequently translated officially into Spanish. They are valid for 3 months from the date of issue.
4. Master degree, apostilled by The Hague, and subsequently translated officially into Spanish.
5. IAC employment pre-contract including a mobility clause (issued by the IAC)
6. Certificate from the IAC including a Mobility paragraph (issued by the IAC)
7. Full names of your parents.
8. International authenticated/apostilled marriage certificate, if married.
9. Valid Residence Permit Card, in case you live in an EU country





These documents should be sent by email to secens@iac.es with a copy to ipadilmdacil@hotmail.com, following these instructions:

1. All documents in a single email
2. In a clearly readable and visible PDF format
3. One PDF per document

Once the IAC obtains the Resolution of your residence permit, we will send it to you so that you can apply for the Visa at the nearest Spanish Consulate to your residence.

VISA

Nationals of third countries require a national visa when they plan to stay in Spain for more than 90 days (in any 180-day period) for work, study, or residency purposes. They also need a national visa when moving to Spain to work for a period shorter than 90 days.

The national visa allows the holder to travel to Spain, transit through, and move within the territory of any Schengen State for a maximum of 90 days. However, it does not automatically grant the right to enter the Schengen area. Border authorities may deny entry if all entry requirements are not met.

Visa applications must be processed in person at the nearest Spanish Consulate with jurisdiction over your area of residence, usually your place of residence. It is important to note that visas cannot be processed in Spain, so you must ensure to apply for it in your country of origin before moving to Spain. Residence visas must be collected within one month from the date of receiving the authorization notification. If visas are not collected within the 30 days, they will be canceled. We recommend checking the website of your corresponding Spanish Consulate for more information.

In order to process the visa (EU Researcher Visa, Law 14/2013) at the Spanish Consulate in your country of residence, you must schedule an appointment through their website or via email. In general, you will need to provide the original and a copy of the documents. The documents must be properly legalized with the Apostille of The Hague and translated into Spanish by a sworn translator.

The basic general and specific documentation that you will need to provide is as follows:

1. National visa application form.
2. Passport and copy (including all blank pages) with a minimum validity of one year.
3. Residence Permit Resolution.
4. Certificate of criminal record for the last 5 years issued by the National Police authorities in the countries of previous residence, indicating no offenses have been committed under Spanish law. It must be apostilled by The Hague and subsequently translated officially into Spanish. Criminal records are valid for only 3 months from the date of issue.
5. Medical certificate printed on the letterhead of a doctor, indicating that the applicant does not suffer from any disease that could endanger public health (to be returned by the Consulate when the visa is issued), apostilled by The Hague, and subsequently translated officially into Spanish. They are valid for 3 months from the date of issue.
6. Doctoral degree, apostilled by The Hague, and subsequently translated officially into Spanish.
7. Accreditation from the entity where the research activity will take place (issued by the IAC)
8. Pre-contract with the IAC (issued by the IAC)
9. Two recent color photographs, with a white background, passport-sized (32 x 26 mm).
10. International marriage certificate, authenticated/apostilled, if married.
11. Payment of the fee.



Please note that we can only manage the procedures and documents for the researcher contracted by the IAC, not for their family members

Note: It is not necessary to present health insurance coverage from an authorized public or private insurance entity to operate in Spain, as the researcher will be covered by the Spanish Social Security. Visas are not issued on the spot and must be applied for 90 days in advance of the planned travel date. Remember that once the visa is collected, you must enter Spain within the next three months.

Upon arrival

Residency requirements in Spain

1. Certificado de empadronamiento (Local Municipal Registration)

The *Certificado de Empadronamiento* is an official document stating where you live, and you will need it before applying for any other paperwork. That is why you will need a rental contract in order to apply for it.

The *Apartamentos Bruja* staff will provide you with a rental contract (and an extra copy) upon arrival, so you will not have to wait until you find a definitive apartment to obtain this document. The Secretariats of the Research and Graduate Students Divisions will arrange an appointment for you at the Town Hall to obtain your *Certificado de Empadronamiento*. On the day of the appointment, you must go to the Town Hall office located in La Granja Park, 3 minutes from Bruja (Avda. Madrid 2).

The Empadronamiento will not be issued on the spot, you will be given a “*Comprobante de Registro*” which you will have to present when you go to collect it. It usually takes around ten days to issue it, so we will make another appointment for you to pick it up and you can present it when you go to the Oficina de Extranjeros to apply for the NIE card. Without the original they cannot issue the NIE card.

Supporting documentation

- Appointment slip
- Application form
- Valid passport (and a copy)
- Rental contract (and a copy)
- Employment letter (make sure that the official uploads them to the application along with the rest of the documents)

If you are a non-EU citizen you have to send secens@iac.es the Certificado de Empadronamiento once issued and a scanned copy of the entry stamp in Spain that you have in your passport.

2. Immigrant Identity Number (NIE)

The NIE number it is a unique and exclusive personal number that the Police General Directorate assigns to non-Spanish persons. This number must appear on all the public documents that are issued or processed for the foreign citizen in Spain, as well as in all applications addressed to the state administration. The NIE is an identification number of the person, but it is not an identity card, which is why along with the NIE, European citizens must provide the corresponding documents that prove their identity (passport/identity card of their respective countries). Applications must be completed in



person at the Immigration Office of the province where you are resident. You will need this for making any financial transaction, such as opening a Spanish bank account or paying taxes. You must register within three months of arriving in Spain.

The Secretariat of Graduate Studies Division (secens@iac.es; ext.: 5271) will program with the Manager of Immigrant Affairs, Dácil Padilla (ipadilmdacil@hotmail.com, mobile: 629 985 236), external to the IAC, an appointment at the Immigration Office, located at Calle La Marina, 20, Santa Cruz, to make a formal application for your NIE number.

Procedures and documents for your family members must be arranged on your own or alternatively contract Dácil Padilla to deal with this paperwork. The costs of the documentation of your family members must be met by you.

Note: The change of address in the NIE has to be made in person in the City Council, for which you will have to ask for an appointment.

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

Supporting documentation:

- Valid Passport
- Expired NIE card
- Certificado de Empadronamiento
- Employment letter

b) For EU Citizens (NIE): Under Spanish law any EU citizen intending to stay in Spain for more than three months is obliged to register to be added to the Central Register of Foreign Nationals (*Registro Central de Extranjeros*) at an Immigration Office (*Oficina de Extranjero*). Mrs. Padilla will accompany you to the Immigration Office to make a formal application for your NIE number, which will be issued on the spot.

Supporting documentation:

- Valid Passport
- Certificado de Empadronamiento
- Employment letter (issued by this Secretariat)

Renewal: There are two kinds of registration for an NIE card as a citizen of a Member State of the EU: permanent (which, as the word indicates is permanent and does not expire) and temporary, which expires 5 years after the date of issue.

You will need to renew your NIE, 60 days before it expires and up until 3 months after its expiry. It is very important for you to bring all of the required documentation, since that makes the renewal process easier.

Supporting documentation:

- Application form
- Valid passport along with a complete copy (also blank pages)
- NIE card and a copy (make sure you have copied both sides)
- *Certificado de Empadronamiento* (original)
- Copy of contract



- Authorization to ask for your renewal (Dácil will send it and you will have to sign it)

c) Citizens from outside the EU (residence permit): This *Tarjeta de Identidad de Extranjero* is an identity card that acts as proof of your permission to reside in Spain and contains your NIE, personal details, fingerprint, residence address and expiry date. **You** need to apply for it within one month of your arrival in Spain.

Supporting documentation:

- Valid passport along with a complete copy (also blank pages)
- *Certificado de Empadronamiento* and a copy
- Employment contract (issued by this Secretariat)
- Criminal record transcript for the past 5 years issued by the national police authorities in your previous countries of residence (legalized with the Hague Apostille and then translated into Spanish with an official translation)
- Medical certificate printed on a doctor's letterhead (legalized with the Hague Apostille and then translated into Spanish with an official translation) returned from the Consulate.
- Copy of the boarding cards.
- Two recent passport-sized photographs (32mm x 26mm).

The card will not be issued on the spot (it takes about 40-45 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 card.

Unfortunately, your card will feature an expiration date determined by your right to reside in Spain. If circumstances change and you extend your residency, you will need to renew your card.

Renewal: You should renew the card 60 days before it expires and up to 3 months after its expiration. Keep in mind that if you don't do it on time, you may be fined. It is crucial to bring all the requested documentation, as it will facilitate the renewal process. Dácil will accompany you to the Foreigners' Office to apply for the renewal.

Supporting documentation:

- Renewal application
- Valid passport along with a complete copy (also blank pages)
- NIE card and a copy (make sure you have copied both sides)
- *Certificado de Empadronamiento* (original)
- Copy of contract
- Authorization to ask for your renewal (Dácil will send it and you will have to sign it)

If you need 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). Dácil Padilla will send you this authorization to sign and return it to her, together with a copy of your boarding tickets. Do not forget to follow this procedure with sufficient time before travelling.



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. You should present at the IAC's Personnel Department the completed application form (TA1) to ask for your affiliation number (issued by this Secretariat). In this regard, upon arrival, it is necessary that you purchase a Spanish mobile line (a prepaid one does not need to have a NIE number) since we have to include this information in the Social Security application form. Please, once obtained, send the mobile number to secens@iac.es with copy to personal@iac.es together with a document proving ownership.

After you have been registered with the Social Security administration you will be issued with a certificate giving you the right to obtain medical assistance.

IMPORTANT: Once you have incorporate to the IAC, you must go to the health center (*centro de salud*) closest to your home and request the Health Card and the assignment of a family doctor.

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 Caixa* bank, but any other European bank account is valid as long as it has a corresponding IBAN. Keep in mind that depending on the exact date of your contract signing, you may not be paid until the end of the next month of your starting date; usual date of payment is 25th of each month. In this case, you can request a salary advance following the corresponding procedure.

5. Notification of your NIE & bank account number

You will have to inform of your NIE and bank account numbers to this Secretariat in order to include the data in your contract. To do this, you must complete the "DECLARACION DE DATOS PERSONALES" form that we will send you by email. 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. Agüere, La Laguna, Phone: 922 257 214.

You can also search for apartments online in webpages like [Idealista](#), [Milanuncios](#) and [Fotocasa](#).

In addition, you can send a message to astros-iac@iac.es or through the [Zulip platform](#), providing the information you consider necessary to inform your new colleagues that you are flat hunting.

Note: Some of the people you may have to deal with may not communicate with you in English. Since this can be a problem for you, we recommend that you talk to your supervisor for help when you need it. Also, the IAC has an IAC-Guests Wifi network that can help you to translate in certain situations.

USEFUL INFORMATION FOR YOU TO KNOW

Graduate studies division secretariat

Please inquire at this Secretariat (secens@iac.es) 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. 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.

IAC's General Register (Registro General)

Note: Applies for contracts and calls managed directly by the IAC.

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 (secens@iac.es; ext: 5271).

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. You will receive the information to this formation by e-mail during your first days. You must then complete the indicated courses following the instructions.

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, VITALY. You will receive an email from UPRL@iac.es (Unidad de Prevención de Riesgos Laborales/Occupational Risk Prevention Unit) 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 wake 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.

Additionally, if you require any supply for any medical reason, you must send an email to UPRL as well indicating your needs.

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>

Note: For nonEU citizen, the application process can not be done online, you need to make an appointment and get there in person with your NIE card. Otherwise, you can get your card via mail after filling the application online.

IAC identity card

Once you have signed the contract, the UPRL Department staff will give you an identity card. 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.

You can also clock in via webpage following [these instructions](#) (in this same document you will find the information to clock in for forgotten days as well as remaining vacation days and more information).



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 center 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 plan

From 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 Division 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>

Permission to enter outside normal working hours

Remember that the center 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.

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.



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 2025, and 1 and 6 January, 2026.

Both holidays & personal leave are in proportion to the number of days worked during the calendar year and must be taken before January 31, 2026.

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).

Non-working days during 2025

At <https://www.iac.es/es/intranet/informacion-iac/informacion-laboral/jornadas-y-horarios> , you can see

- Calendar of working holidays 2025 "Comunidad Autonoma de Canarias" (CAC)
- IAC work calendar 2025
- Non-working days 2025 AGE

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. You are not allowed without authorization to change the working place you have been assigned.



Office supplies

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

Computer equipment

The standard computer equipment for a new user in the Research or Graduate Studies Areas is either a MacBook Pro or a Linux laptop, which will be used both as a laptop for traveling, home work, etc., and as a desk workstation, connected to a docking station, an external monitor, and external keyboard (also available in English) and mouse.

The type of laptops that are currently available are:

1. HP Laptops, EliteBook 645, 14", with a 2 TB SSD disk and 64 GB of RAM. The CPU is an AMD Ryzen 7 5825U (8 cores) (all with a Spanish keyboard, but we can provide some stickers to convert it to English/International), installed with Ubuntu 22.04.
2. Some oldish MacBook Pro, 13", 500 GB SSD, 8 GB RAM, 2.4GHz quad-core Intel Core i5 (for various reasons the Research Area could not buy any Mac in the last few years). Some have an English/International keyboard (depending on availability).

The research project you will join may also have funds to buy a new laptop for you, in which case you are quite free to select the model and configuration you prefer (Dell/HP or Mac, CPU type, screen size, HD capacity and RAM, etc.). You can discuss it with your PI once you start.

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 La Palma and Teide-HPC supercomputers. Also, disk space is available on a redundant, highly fault-tolerant Network Attached Storage System.

Additionally, you can also ask for other equipment such as a secondary monitor or headphones. All this equipment is managed by SIE.

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

Computer account

The IAC Personnel and Human Resources Department 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 doctorandos mailing list. If you have any problem phone extension 5333 or send an email to cau@iac.es.

Mailbox

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 have 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.

Note: The exact period can vary depending on the contract.

Voluntary termination of employment

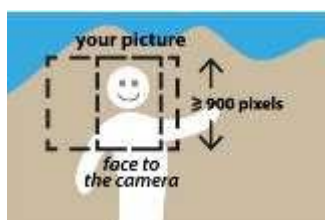
The researcher may terminate his employment at any time by providing the IAC with at least fifteen (15) days advance notice of his intention to resign and indicating the effective date of the resignation. For this purpose, you should go to the Personnel Department in order to prepare a resignation letter.

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 costs, with the limit of 48€ per month. The support will be paid as a form of reimbursement and should be applied for once the classes commenced, and the payment has been made. Those interested should send the corresponding application (<https://www.iac.es/en/intranet/applications-and-services/training/solicitud-de-ayuda-para-clases-de-idiomas>) to the Graduate Studies Division (secens@iac.es) including 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

According to the requirements of the PhD Program in Astrophysics of the ULL, it is necessary to complete a total of 50 hours of training in the total duration of the PhD. These training hours can be completed, among other activities, through the seminars organized by the Seminar Commission, both for Research and Instrumentation, which take place weekly in the Aula of the Central Headquarters. For more information you can send an e-mail seminarios@iac.es or seminarios.instrumentacion@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 <https://www.iac.es/es/intranet/solicitudes-y-servicios/viajes>. Instructions and Travel Procedure should be found at <https://www.iac.es/es/intranet/informacion-iac/procesos/viajes>. The Secretariats of the Research Division and Graduate Studies Division will help you in this regard. 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*.

These visits and bookings can be managed through the corresponding link available at: <https://www.iac.es/en/intranet/applications-and-services/booking>

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 does 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.

Travels

Conference registration fees payment methods

A) Payment with your credit card

You can ask for an invoice issued in your name to complete the payment as you prefer. Do not forget to save that invoice since it will be necessary later on for you to be paid back by the corresponding funding.

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 this page you can check the currency exchange rates if you need it.

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 center.

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 centers 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 Bibcode number, or is published in an unusual journal), please submit to secens@iac.es (Research Graduate Studies Division 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 secens@iac.es (Research Graduate Studies Division 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 footnote 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 program 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: <https://research.iac.es/preprints/> once your paper has been accepted.

Annual report

Annually in the month of May-June, you will receive an email from the application http://venus.enseanza/memoria_anual/users/login to inform you that you the writing of the annual report that you and your IP must submit. You will also to complete the corresponding procedure (RAPI) related to the ULL (see RAPI instructions).

Additionally, in the midpoint of your PhD (this is, once you have completed the first two years), you will have to present your results and progress to the corresponding Commission.

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.

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.

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 <https://www.iac.es/en/intranet/our-sites/research-division/program-tutors>

Meeting rooms

You can book a certain meeting room to meet with your research group in the following link: https://www.supersaas.com/schedule/IAC/Salas_reuniones_Sede_Central (or by searching it in the Intranet if the link does not work with your browser)

You will need to ask for the room's key in Reception. **Keep in mind** the working hours are - , so if you need the meeting room later, you will have to ask for the key before and, once finished, leave it back in the security office at the entrance.

VPN Connection

You can connect to the internal VPN following these instructions: [Windows and Mac](#), [Linux](#).



Equality Plan and the Protocol for Action

The IAC's Equality Committee drafted the IAC's Fourth Equality Plan and the Protocol for Action against sexual harassment, harassment based on sex and harassment based on sexual orientation and gender identity, that was also approved by the Negotiating Committee set up for this purpose. Both, Plan and Protocol, are published on the IAC's Equality Portal on the IAC Website.

You will find the associated documents in the following links:

- [IV Equality Plan of the IAC: Diagnosis](#)
- [IV Equality Plan of the IAC: Action Plan](#)
- [Action protocol against sexual harassment, harassment based on sex and harassment based on sexual orientation and gender identity](#) (on the IAC Intranet).

The documents are currently available in Spanish, but will soon be published in English as well.

The following persons have also been appointed by the MC as confidential advisors in the framework of the above-mentioned Protocol:

- Andrés Asensio Ramos
- Irene Fernández Fuarros
- Josefina Rosich Minguell
- Monique Gómez

We encourage you to read these documents, as they apply to all IAC staff.

Useful additional information

Any other information you might find useful is available at: <http://venus/inves/pages/en/home.php>, <https://www.iac.es/en/intranet/our-sites/research-division/faq>

ULL RELATED INFORMATION

Enrollment procedure

To complete the enrollment process in the Doctoral Program of the University of La Laguna, you must access the website through a specific link that will be sent to you. For questions related to the procedure you can contact secens@iac.es or chbrook@ull.edu.es.

You will have to pay the enrollment fee yourself, and later on you must send the *Matrícula* and the proof of its payment to secens@iac.es in order to be paid back.

RAPI

The ULL has a RAPI system to monitor the progress of students, which is [here](#). Information about the RAPI is found [here](#).

The RAPI is where your Actividades are logged and presented, and your annual progress monitored. You have to participate in at least 2 Actividades each year. These can include giving seminars or talks, attendance at conferences, attendance at workshops or winter schools, attending the IAC Día de



Neutra Ciencia, being members of organising committees of conferences or workshops or of group meetings etc. Please keep certification of your activities, including signing your attendance at seminars.

You also need to upload to the RAPI each year (June/July) your annual review of progress, which need approval by supervisors and tutors.

Activities

The IAC hosts regular [seminars](#) at the Instituto de Astrophysics. Your attendance will count toward your Actividades de Formacion. These seminars are a key part of your academic development.

Additionally, the Escuela de Doctorado provides various personal development activities throughout your program. You can access more information about these activities on their [website](#).

Any relevant extra-curricular activities, such as courses in programming, English, outreach, or other professional development initiatives, will also count toward your Formación Personal.

Supervisors

If you need to change or add a supervisor during your doctoral studies, you can request this via this [procedure](#). If this involves a complete change of topic and supervision team, then you should first discuss with the Comision de Enseñaza, contact corens@iac.es.

In other cases, it can be acceptable in some cases to add supervisors even late in the thesis, as it may reflect the fact that certain researchers have contributed significant supervision during your thesis and were not originally on the official supervision team.

Time limit and extensions

You have 4 years to submit your thesis (subject to the exact type of contract, check yours).

The time limit for your thesis can be found in your RAPI webpage.

If additional time is needed, you can apply for an **extention to a 5th year**. Please refer to this link for requesting an extension to the 5th year. To approve the extension, the CAD requests that your supervisor present information about the progress of the thesis and a timeline for completion.

Leave of absence (Baja/Baja temporal)

To request time out from the thesis due to illness or circumstances that are incompatible with doing the thesis, the process is [here](#).

International mention

To obtain the **International Mention** on your PhD title, you must meet specific requirements, primarily a stay abroad of 3 months or more. We allow this period to be in a **maximum of two** separate stays that add to at least 3 months. The CAD must give prior approve your stay (including a letter of invitation from the host). You apply [here](#). Then upon return you use the same link to request acknowledgement of the success of the stay (including a letter from the host). Then finally you need to get final approval for international mention using the same procedure and link.



Deposit of thesis and reviewers

To deposit your thesis there is a [guide here](#) and the [procedure here](#).

You must nominate two external (outside IAC/ULL) reviewers [here](#). They will need to be approved by the CAD.

One journal article resulting from your research must be published in a reputable peer reviewed journal, prior to deposit of the thesis.

You can submit a thesis that is compendium of 3 peer reviewed journal articles. The requirement for such a thesis are in the guide.

If you want the Internacional Mention, the reviewers should be from outside Spain. You then must nominate your tribunal, bearing in mind that two of the three must be external (outside IAC/ULL) and that gender parity is required.

ADDITIONAL INFORMATION

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.

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.

Note: This procedure can also be done [online](#).

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 accessible 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 ends

- 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 Labor 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.

CONTACT INFORMATION

- Graduate Students Division Secretariat: secens@iac.es ext. 5271; administrative support to the procedures concerning the predoctoral researchers
- Research Division Secretariat: secinv@iac.es ext. 5380; administrative support to the procedures concerning the postdoctoral and staff researchers
- Manager of both divisions, Irene Fernández: irene.fernandez@iac.es ext. 5381, manage Services, both Secretariats, Human Resources, General Resources, Budgets, Structural Projects, etc.
- Head of Research Division, Jonay González: corinv@iac.es ext. 5262
- Head of Graduate Students Division, Artemio Herrero: corens@iac.es ext. 5272
- Multimedia Service, Gabriel Pérez: [webpage](#)
- SIE (IT Services for Research and Education): [webpage](#)
- SIC (Computing Services): [webpage](#), cau@iac.es
- You can manage your subscriptions to the different mailing lists via [this webpage](#).
- Maintenance: secadm@iac.es
- Working hours of reception: 7:30 – 16:00
- Working hours of cafetería: 7:45 – 16:15

APPENDIX

The following pages show a simple schematic map of the different floors of the Headquarters (except



for the Electronics workshop area). The following pages show a simple schematic map of the different floors of the headquarters (except for the electronics workshop area), where you can find offices of certain positions, research offices, management, administration, miscellaneous services, and meeting rooms, among others.

In most of the corridors there are signs to locate certain offices and/or areas.

