

Instruction 2/26, of 25 March 2026, on the regulation of temporary stays of research staff at the Catalan Institute of Classical Archaeology (ICAC)

In view of the applications for research stays received by the Catalan Institute of Classical Archaeology (hereinafter ICAC), this instruction is issued with the aim of regulating such stays and, where applicable, collaboration with other centres or universities.

This instruction responds to the objective of hosting researchers who wish to carry out a short research stay at ICAC without formalising any contractual or affiliation relationship.

The Advanced Training Area will provide administrative and secretarial support to the researcher during the stay.

The HR Department will be responsible for internal registration and for facilitating the necessary internal permissions and documentation.

Scope of application

This instruction aims to establish the procedure for obtaining the status of Visiting Researcher at ICAC within any of the Institute's research teams and groups, and for using ICAC facilities.

This instruction is mandatory for temporary stays longer than one month, without prejudice to its application to shorter stays.

During the stay at ICAC, the researcher will carry out their research in coordination with an R3 or R4 researcher from the Institute, who will act as supervisor.

Submission and processing of applications

The person responsible for the temporary research stay, in charge of supervising it, must submit an application for a temporary research stay to the Advanced Training Area (agallego@icac.cat), which will coordinate and manage the application.

This area will inform and forward all administrative data of the visiting researcher to the ICAC HR Department so that they can be registered and granted the necessary permissions.

The application must include the following information:

- Expected duration, tasks to be carried out, as well as the facilities that would be used, signed by the person in charge and with the approval of the management of the centre.
- Copy of the DNI, NIE or passport of the person who will be staying at the ICAC.
- Copy of residence permits or visa during the proposed period of stay, if applicable.
- If applicable, a valid membership document from the mutual society issued by the institution of origin or, in the absence of this, a health and civil liability insurance taken out by the researcher who will carry out the stay.
- Documentation related to the stay, if applicable.

Conditions for carrying out temporary stays

Researchers on a temporary stay at the ICAC will have the following **rights**:

- Written reception agreement.
- Access to the facilities, workspaces and laboratories assigned to the researcher in charge or to the ICAC research team or group to which he/she joins.
- Access to the documentation centre and library.
- Guidance, supervision, and support from the responsible researcher
- Access to seminars, conferences, and scientific activities of the research group they join
- Right to intellectual property and recognition of its contribution.
- Right to confidentiality and data protection.

They will have the following **obligations**:

- Comply with ICAC regulations and internal procedures regarding safety and occupational risk prevention.
- Be aware of and comply with ICAC internal regulations and respect ICAC facilities in the course of their research.
- Comply with the rules of the research team or group and adapt their work organisation accordingly.
- Carry out the research tasks described in the application.
- Maintain confidentiality of any information received in the framework of collaboration with ICAC researchers.

They will also be subject to the following **restrictions**:

- The stay does not imply an employment relationship with ICAC; therefore, no remuneration or financial support will be provided.
- The person on temporary will not be provided with an institutional email account.

Responsibilities of the supervising researcher

The supervising researcher must:

- To issue the application corresponding to the Advanced Training area, together with the rest of the required documentation, at least 15 days before the scheduled start of the stay.
- To ensure a workspace for the person who will do the stay, as well as that they will have the necessary means to carry out their research, with the approval of the ICAC management.
- Inform the person on a research stay about the rules of operation of the team or research group in which the activity will be carried out, and carry out the necessary arrangements to allow access to the required facilities.

This instruction is issued in accordance with Article 7.1 of Law 26/2010, of 3 August, on the legal regime and procedures of public administrations in Catalonia, and Article 6 of Law 40/2015, as well as in accordance with the powers assigned to me as Administrator of the Institute under Article 16 of its Statutes.



Maria Gradillas Reverté
Administrator of the ICAC

Tarragona, 25th March 2026
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