

REGULATIONS GOVERNING THE COLLABORATION OF EXTERNAL TEACHING AND RESEARCH STAFF AND TRAINEE RESEARCH STAFF WITH THE UNIVERSITY OF BARCELONA

Preamble

Article 144.3 of the University of Barcelona Statute provides that, ‘by means of the relevant agreements, the University may recognize the academic collaboration of professionals appointed from among the specialists paid to carry out a core activity at a partner institution, under the conditions determined by the Governing Council’. The University of Barcelona thus provides for the unpaid collaboration of professionals who conduct their primary activity outside the University and who, by virtue of their specific qualifications, can, within the framework of a cooperation agreement with the University of Barcelona, contribute effectively to practical instruction or supplement university education through other activities.

In the area of research, Article 62.1 of Law 1/2003, of 19 February, on Catalan universities defines external research associates as anyone who performs research-related work at the University, within the context of a research, development and innovation project or in the interest of knowledge and technology transfer, by means of an agreement or arrangement with another university, research centre or other public or private organization.

These Regulations aim to recognize the status of those individuals who collaborate with the University on an unpaid basis, without establishing any form of employment or administrative relationship therewith, to set out the rights and duties inherent to the status of collaborating teaching or research staff member, and to establish the procedure for the appointment thereof.

In keeping with current legislation on gender equality, efforts have been made to avoid gendered language.

Chapter I. Common provisions

Article 1. External collaborating teaching and research staff: trainee research staff, lecturers and established researchers

1. Collaborating teaching and research staff are professionals who carry out their primary activity outside the academic sphere of the University of Barcelona and who occasionally collaborate with the University on an unpaid basis by conducting teaching or research activities.

2. The University of Barcelona may make use of the various types of teaching and research tasks performed by these collaborators within the framework of cooperation agreements or

arrangements with public or private organizations. Additionally, the University may invite prominent individuals to collaborate in teaching and/or the University's research.

3. The status of collaborator does not entail any type of contractual, employment or statutory relationship with the University of Barcelona, nor does it entitle the collaborator to any form of remuneration from the University, whether through the regular budget or under the agreements provided for under Article 83 of the Spanish Universities Act (LOU).

4. Collaborators must submit proof of registration with the Spanish Social Security system. Professionals from other countries who are not registered in any of the Spanish Social Security schemes must have health insurance in order to be appointed as a collaborator.

5. The University of Barcelona will issue interested parties a document certifying their status as a collaborator. The following cases are excluded from these regulations:

- Participation of specially qualified professionals in one-off talks, congresses, seminars or conferences.
- Attendance by external staff at meetings of the UB's governing bodies.
- Collaboration, on a non-standing and non-regular basis, on training and professional development activities for UB staff.

6. Recognition of the status of collaborating teaching staff shall in no case entail the inclusion of the collaborator's activity in the corresponding course plans, nor may the collaborator, as part of the cooperation provided for under this title, assume responsibility for a subject or its planning.

7. Should the collaboration be governed by an agreement, said agreement must stipulate the breakdown of any costs arising from the external collaborator's use of UB facilities and/or services or from the purchase of any insurance required to cover the collaborator's activities. Where no such agreement exists, for collaborators who are contributing at the invitation of a faculty or school, institute, department or research group, the invitation must indicate who will bear the aforementioned costs, which may not, under any circumstances, entail any expense for the University.

Chapter II. Types of collaborators

Article 2. Types

Collaborators may engage in teaching or research activities. The following types of collaborators shall exist:

1. Collaborating teaching staff, including:

- A) External teaching associates: external internship supervisors; associate clinicians; bachelor's and master's degree final project supervisors.

- B) Guest lecturers.
- 2. Collaborating research staff, including:
 - A) External research associates.
 - B) Guest researchers.
- 3. Collaborating trainee research staff (doctoral students).

Article 3. Collaborating teaching staff

1) External teaching associates

External teaching associates are professionals who engage in a professional, business or employment activity other than teaching at the University of Barcelona that is related to practical subjects included in the instruction for a UB course.

External teaching associates may be:

1.1. External internship supervisors

These are professionals who, having no contractual or statutory relationship with the UB, regularly collaborate in the University's degree programmes, whether at the University or as part of their duties at their home institution, coordinating or supervising the external internship activities of the students assigned by the University of Barcelona.

1.2. Associate clinicians

These are professionals from any of the healthcare institutions or organizations covered by an agreement signed with the UB who, having no contractual or statutory relationship with the UB, collaborate in the practical instruction of health science studies while at the same time discharging their professional duties at the aforementioned organizations.

1.3. Bachelor's and master's final project supervisors

These are people from organizations affiliated with the UB by means of an agreement, arrangement or other type of undertaking, who cooperate in teaching tasks related to the supervision and mentoring of bachelor's and master's theses, whether at the University itself or at their home institution or organization.

2) Guest lecturers

Guest lecturers are lecturers from other universities or research centres who are on sabbatical or have been given leave by their home institution and who have been invited to the University of Barcelona by a UB research group, department or institute. Throughout their stay with the University group, they may engage in teaching in collaboration with their host group, in accordance with the terms established by the researcher and without the need for any type of formal agreement between the institutions other than the guest lecturer's inclusion in the UB's Register of External Collaborators.

Article 4. Rights and duties of collaborating teaching staff

1. Collaborating teaching staff shall have the following rights:

- a) The appointment as collaborating teaching staff shall not entail any type of contractual, employment, administrative or any other type of relationship entitling the collaborator to compensation from the UB for services rendered, whether through the regular budget or under Article 83 of the Spanish Universities Act (LOU).
- b) The academic collaboration shall be provided free of charge and without any expectation of monetary or other compensation or consideration. The status of collaborating teaching staff entails solely the recognition of the collaborator's academic, scientific or professional merits, notwithstanding the possibility that the collaboration may be recognized as part of the curriculum by the applicable institution.
- c) Collaborating teaching staff shall never be given individual academic responsibility: their collaboration must be supervised by an active UB lecturer, who will be responsible for signing off on any official examination results.
- d) Regardless of the tasks they carry out, collaborating teaching staff shall not be counted as departmental staff members. Therefore, their activity shall not count towards the total number of teaching hours offered in a given field of knowledge nor shall it be taken into consideration when determining the assignment of departmental spaces.
- e) Faculties, schools and departments must provide collaborating teaching staff with the resources they need to carry out their activity.
- f) Collaborating teaching staff shall not be members of the departmental councils, although they may be invited to attend sessions as non-voting participants. Likewise, they shall not have voting rights at the level of the University's governing bodies.

2. Collaborating teaching staff shall have the following duties:

- a) Collaborating teaching staff must comply with the University of Barcelona's academic regulations.
- b) Collaborating teaching staff may use the University's common facilities and services subject to the limits set by the University in the document certifying their collaboration based on the nature thereof.

c) All tort liability must be covered by the University of Barcelona's current insurance or by specific policies subscribed to this end.

Article 5. Collaborating research staff

1) External research associates

External research associates are individuals who perform research-related work at the University of Barcelona, within the context of a research, development and innovation project or in the interest of knowledge and technology transfer, by means of an agreement or arrangement with another university, research centre or other public or private organization. They retain their employment contract with their home institution and are assigned to a UB department or research institute.

2) Guest researchers

Guest researchers are individuals from other universities or research centres who are on sabbatical or have been given leave by their home institutions and who have been invited to the University of Barcelona by a UB research group, department or research institute. Throughout their stay with the University group, they may conduct their research in collaboration with their host group, in accordance with the terms established by the researcher and without the need for any type of formal agreement between the institutions other than the guest researcher's inclusion in the UB's Register.

Article 6. Rights and duties of collaborating research staff

1. Collaborating research staff shall have the following rights:

a) To use the University's common facilities and services subject to the limits set by the University in light of the nature of the collaboration.

b) All tort liability must be covered by the UB's current insurance or by specific policies subscribed to this end.

c) Any intellectual property rights will belong to the University of Barcelona researcher, in the terms established by the UB's regulations, although a percentage may set for the collaborator's contribution by means of a cooperation agreement or arrangement.

2. Collaborating research staff shall have the following duties:

a) To comply with the rules of procedure in place for the department or unit in which they are carrying out their activities, adapting the organization of their work to the University's needs in order to maximize the efficiency and effectiveness they are able to offer the host research group.



- b) With regard to patent ownership and related exploitation rights, collaborating research staff must comply at all times with the University of Barcelona's general regulations.
- c) External research associates must indicate their dual affiliation with their home institution and the University of Barcelona on any publications resulting from the research conducted under the agreement.

Article 7. Trainee research staff from other universities

Trainee research staff from other universities include those doctoral students enrolled at institutions other than the University of Barcelona who are carrying out a research fellowship at the UB as part of their doctoral thesis. This fellowship shall not entail any formal relationship with the UB, and the research will be conducted in collaboration with the host group.

Article 8. Rights and duties of trainee research staff from other universities

1. Trainee researchers from other universities shall have the following rights:
 - a) To use the University's common facilities and services subject to the limits set by the University in light of the nature of the collaboration.
 - b) All tort liability must be covered by the UB's current insurance or by specific policies subscribed to this end.
 - c) Any intellectual property rights will belong to the University of Barcelona researcher, in the terms established by the UB's regulations, although a percentage may be set for the collaborator's contribution by means of a cooperation agreement or arrangement.
2. Trainee research staff from other universities shall have the following duties:
 - a) To comply with the rules of procedures in place for the department or unit in which they are carrying out their activities, adapting the organization of their work to the University's needs in order to maximize the efficiency and effectiveness they are able to offer the host research group.
 - b) With regard to patent ownership and related exploitation rights, the collaborator must comply at all times with the University of Barcelona's general regulations.

c) External research associates must indicate their dual affiliation with their home institution and the University of Barcelona on any publications resulting from the research conducted under the agreement.

Chapter III. Appointment procedure and Register

Article 9. Proposal and appointment of collaborators

1. The appointment of an external collaborator may be requested at the proposal of one or more lecturers from a research group, department, research institute or centre. The request must include the rationale for the proposal, a brief curriculum vitae of the proposed candidate (for guest lecturers and researchers), an explanation of how the candidate's appointment will benefit the University, the duration of the proposed collaboration, and proof that the candidate is registered with Spanish Social Security or an equivalent system. Collaborating teaching staff will be appointed within the framework of an academic cooperation agreement or arrangement, or when the external party is invited to collaborate.

2. The request must be submitted to the Department Director and/or UB Research Institute or Research Centre Director for approval. At the request of the interested party, the Director will issue a document certifying the individual's status as a collaborator.

Article 10. Agreements or arrangements for external collaborators with the University

1. When a cooperation agreement or arrangement is signed between the University of Barcelona and a public or private organization regarding the affiliation of collaborating research staff with the University, it must cover:

- a) The purpose and activity to be carried out.
- b) Funding.
- c) The premises and material resources to be used.
- d) How the work will be organized and coordinated.
- e) Intellectual and industrial property.

Article 11. Register of collaborators' stays at the University of Barcelona

1. External collaborators (whether collaborating teaching staff, research staff or trainee research staff) engaged in stays lasting 5 days or more shall be entitled to the issue of a collaborator card.

2. Each stay by an external collaborator at the University lasting 5 days or more must be reported and recorded in the Register of External Collaborators managed by the UB's Office of Mobility and International Programmes (OMPI).

3. The OMPI will be responsible for issuing the collaborator card.
4. The UB's Register of External Collaborators must include the collaborator's name and personal details, the applicable cooperation agreement or arrangement, where applicable, the type of collaboration, the duration thereof, and any other information deemed pertinent.
5. The personal data shall be processed in accordance with the Spanish Personal Data Protection Act (Organic Law 15/1999, of 13 December) and related regulations.

Repealing provision

The Regulations governing collaborating teaching staff at the University of Barcelona approved by the Governing Council on 13 December 2013 are hereby repealed.

Final provision

These Regulations shall enter into force the day after their approval by the Governing Council.