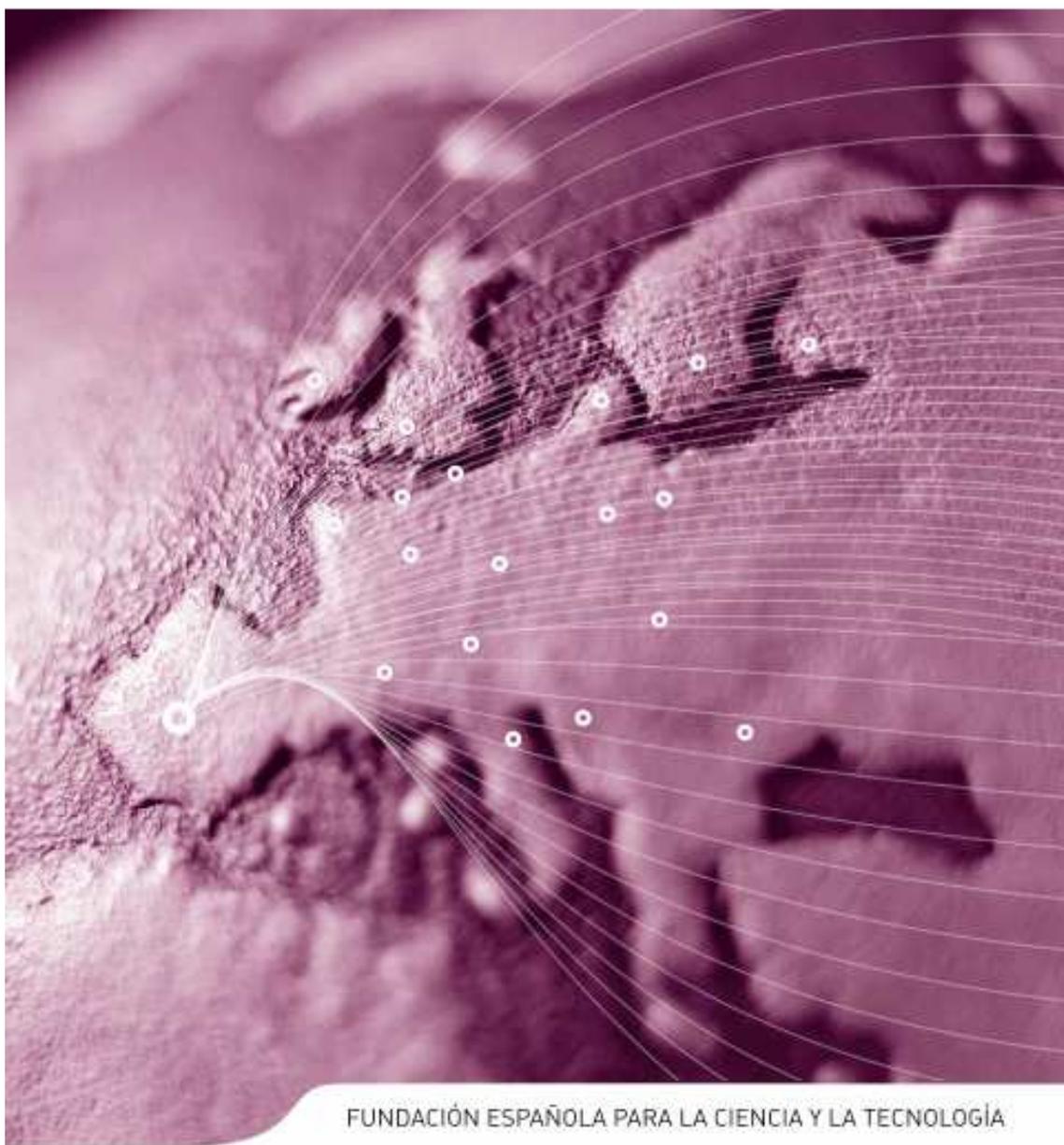


PRACTICAL GUIDE
FOR FOREIGN RESEARCHERS
IN SPAIN

2006



FUNDACIÓN ESPAÑOLA PARA LA CIENCIA Y LA TECNOLOGÍA

Practical guide for foreign researchers in Spain 2006

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1. General introduction

1.1. Presentation

The main objective of this guide is to assist foreign researchers who wish to come to Spain for work or research purposes, fellowships, exchange programmes, doctoral programmes, etc... in their search for information. This guide has been designed to answer the many questions researchers are faced with when they arrive in our country, be it alone or accompanied by their family. We have tried to present a comprehensive picture of the working conditions, everyday life and singularities of our country, as well as the different procedures required to settle in Spain.

1.2. Spain

Geography, Autonomous Regions and Population.

Spain, with a total surface area of 504,782 km, is one of the largest countries in Europe. Bordered on the North by France (the Pyrenees) and Andorra, and on the West by Portugal, Spain is almost completely surrounded by the waters of the Atlantic Ocean, the Bay of Biscay and the Mediterranean Sea. The Strait of Gibraltar, 26 km wide, separates Spain from Morocco. In addition to the Iberian Peninsula (except for Portugal and Gibraltar), Spanish territory includes the Balearic Islands (Mediterranean Sea), the Canary Islands (Atlantic Ocean) and the autonomous cities of Ceuta and Melilla, in the North of Africa. Spain is divided into 50 provinces, grouped into 17 Autonomous Regions, which have competences in the areas of taxes, education, transport, housing, health, etc... Spain has more than 44 million inhabitants. On 31st December 2005, the number of foreigners with valid residence permits in Spain amounted to 2,738,932: 1,958,091 in the General Regime and 780,841 in the EU Regime.

Languages

The official language in Spain is Spanish or Castilian. Certain Autonomous Regions also have a second official language, as is the case in Catalonia, Galicia, the Basque Country, Valencia and the Balearic Islands. Although Castilian is sufficient for everyday conversation, it is recommended that you speak, or at least understand, the local official language if you are interested in working in one of the aforementioned Autonomous Regions.

Political system

Spain is a Parliamentary Monarchy, with King Juan Carlos I as its Chief of State. The Spanish Constitution dates from 1978. The main political parties are: PSOE (united with the Group of European Socialist Party), PP (united with the Group of the European People's Party), and Izquierda Unida (United Left, united with the European Communist Party). There are also several nationalist parties with varying levels of importance in the Spanish political scene. (CiU and ERC in Catalonia, PNV in the Basque Country, BNG in Galicia, CC in the Canary Islands, etc...).

Climate

Spain has a mild Mediterranean climate. In general, winters are moderately cold and summers are warm, though with considerable variations between the different geographical areas. The Mediterranean coast enjoys mild winters, with little rain and plenty of sun, and hot summers. The North is humid and rainy, with cool summers. Winters in the South are mild and summers are extremely hot (temperatures can reach well over 40°). The heavily mountainous regions in the interior of the country, with an average height of 600 meters above sea level, have a rather dry climate with extreme temperatures that range from 5° in winter to 40° in summer.

Time zone

The Peninsula and the Balearic Islands are situated in the Central European Time Zone. The Canary Islands are located in the GMT Time Zone, which is 1 hour behind the rest of Spain.

Religion

Spain is a non-denominational country, although the vast majority of its population is Roman Catholic. Most holidays have religious backgrounds. Nevertheless, any other form of religion is respected and protected under the Constitution. Most big cities have places of worship for the major world religions.

Currency

The currency in Spain is the Euro, which replaced the former national currency, the Peseta, on January 1st, 2002.

1.3 History of Science in Spain

The history of scientific practice in Spain has always been marked by the lack of continuity, which is one of the main aspects that differentiate it from other countries.

Despite this, the history of Spanish science has witnessed several important events that are certainly worth mentioning, such as the big scientific leap in Spain at the end of the 19th and beginning of the 20th century, largely due to the awarding of the Nobel Prize for Medicine and Physiology to Santiago Ramon y Cajal in 1906. After that, already in the 1930s, scientific progress in Spain slightly slowed down, though shortly afterwards some of the most important scientific institutions of the country would be established, such as the Spanish Council for Scientific Research (CSIC) and the National Institute for Aerospace Technology (INTA).

Towards the end of the 20th century, during the 1980s, the Spanish Government passed the Law for the Promotion and General Coordination of Scientific and Technical Research (the so-called Science Law). During that same period, Spain became a member of the European Union, coinciding with the approval of the Single European Act, which laid the basis for the European Framework Programme for Research and Development.

Since then and until the present day, the growth of scientific activity in Spain and of financial investment in scientific research has been considerable, which is clearly evidenced by the increase in investment in scientific activities, which has grown from 0.37% of the Gross Domestic Product (GDP) in 1978 to 1.07% in 2004.

2.- Entry and residence criteria for EU citizens

On 1st January 1986, Spain became a member of the European Union and a signatory to the Schengen Agreement. This implies that all nationals of all the Member States of the European Economic Area (EEA) – the European Union together with Iceland, Liechtenstein and Norway – as well as the citizens of Switzerland, are allowed to freely enter, leave, move around and stay in Spain. They also have the right to exercise labour, professional or lucrative activities on a salaried or self-employed basis, and to provide and receive services.

To enter Spain, EU citizens only need a valid passport or identity document that states the holder's nationality. Wage earners, self-employed workers and students are entitled to reside in Spain without a residence permit. However, a residence permit might be useful for other reasons (all types of administrative issues such as opening a bank account, signing a rental contract, etc...) and can therefore be freely applied for.

Royal Decree 178/2003, of 14th February, establishes the administrative procedures regarding the entry and residence of nationals of EU Member States and other EEA countries in Spain.

2.1. New EU Member States

For the citizens from eight of the ten new Member States that joined the European Union in May 2004 (Slovakia, Slovenia, Estonia, Hungary, Latvia, Poland, Lithuania and the Czech Republic), there will be a two-year transition period for the free movement of workers, during which Spanish national legislation is applied. These restrictions, however, do not apply to citizens from Cyprus and Malta, which also joined the EU in May 2004, as both countries were considered full members from the moment they were admitted.

2.2 Family members

Family members of EU researchers, regardless of their nationality, have the right to reside in Spain. If they are nationals of an EU or EEA Member State or Switzerland, they are entitled to enter Spain freely upon production of a valid passport or identity card, and reside in the country without a residence permit. If this is not the case, they must, in addition to a valid passport, also obtain the corresponding visa and apply for an EU Residence Permit for Family Members, which will be valid for the same period as that covered by the residence permit of the EU national on whom they are dependent.

2.3 Employment

EU citizens who wish to engage in economic activities in Spain, will be subject to the same laws and regulations as Spanish nationals. The EU citizen's spouse, children and spouse's children have the right, if they so desire, to engage into any form of economic activity under the same conditions as Spanish nationals, without the need to obtain a work permit. They will only need a valid EU Residence Permit (for Family Members).

2.4 Access to Civil Service

All EU citizens have equal access to employment in the Civil Service, on the same basis and under the same conditions as Spanish nationals, except for those positions that deal directly with the protection of the interests of the State. Royal Decree 534/2001, of 18th May, describes the State offices and positions that are not available to non-nationals.

2.5 More information

EURES Network

The Public Employment Services of the EEA have established a cooperation network to facilitate the free movement of workers, creating a Network of European Employment Services (EURES), which offers a range of services and support to facilitate the job search, mobility and placement of workers. <http://europa.eu.int/eures/index.jsp>

Before travelling to Spain, please visit the following web pages for further information:

- European Union:
 - www.europa.eu.int
 - <http://europa.eu.int/youreurope/>
- Ministry of Internal Affairs:
 - www.mir.es
 - <http://www.mir.es/sites/mir/extranje/index.html>
- Ministry of Employment and Social Affairs: Secretary of State for Immigration and Emigration
 - <http://extranjeros.mtas.es/>
- Ministry of Public Administration:
 - www.map.es

For more information, you can contact the Spanish Consulate in your country of residence. You can contact the Ministry of Internal Affairs at their toll-free number: 900 15 00 00. When calling from abroad, please dial: +34 91 537 24 23. The Web page of the Secretary of State for Immigration and Emigration includes a list of the Foreigners Offices in the different Spanish provinces: <http://extranjeros.mtas.es/es/general/OficinasExtranjeros.html>.

3. Entry and residence criteria for third-country nationals

3.1 EU citizens

Citizens of the European Union (including Cyprus and Malta), Switzerland and other member countries of the European Economic Area (EEA) – Iceland, Liechtenstein and Norway – enjoy the same treatment as EU citizens, and do not need a visa to enter, stay and work in Spain.

3.2. Third-country nationals: visa requirement

General Visa Regime

Royal Decree 2393/2004, of 30th December, defines the rights and freedoms, as well as the social integration, of foreigners in Spain.

Citizens of the countries listed below do not need a visa for stays of no more than 90 days per six months without engaging in a working activity, but they do need one for longer stays.

ANDORRA	ARGENTINA	AUSTRALIA	BOLIVIA	BRAZIL
BRUNEI	BULGARIA	CANADA	CHILE	COSTA RICA
CROATIA	EL SALVADOR	SLOVAKIA *	SLOVENIA *	UNITED STATES
ESTONIA *	GUATEMALA	HONDURAS	HUNGARY *	ISRAEL
JAPAN	LATVIA *	LITHUANIA *	MALAYSIA	MEXICO
MONACO	NICARAGUA	NEW ZEALAND	PANAMA	PARAGUAY
POLAND *	CHECK REPUBLIC *	REPUBLIC OF KOREA	RUMANIA	SAN MARINO
HOLY SEE	SINGAPORE	URUGUAY	VENEZUELA	
Special Administrative Regions of the People's Republic of China of HONG KONG and MACAO				

Source: Web page of the Ministry of Foreign Affairs and Cooperation (14 November 2005).

(*) For the new member countries of the European Union, there will be an initial two-year transition period, starting on 1st May 2004, for the free movement of salaried workers.

All citizens of other countries need an entry visa to enter Spain, regardless of the time they intend to stay. The visa must be applied for at the Diplomatic Representation or Spanish Consular Office in the applicant's home country. The visa, validly issued and currently in force, stamped on a passport, travel document or as a separate document, gives foreign nationals the right to stay in Spain under the conditions indicated in the visa, without prejudice of the obligation to obtain a Foreigner Identity Card if so required.

More detailed information can be found on the web pages of the Spanish Ministry of External Affairs and Cooperation (www.mae.es), the Secretary of State for Immigration and Emigration (<http://extranjeros.mtas.es/es/>) and the Ministry of Internal Affairs (www.mir.es).

Student Visa Regime

Students who want to carry out research or training work on a non-salaried basis, or complete or extend their studies in officially recognised Spanish education or science centres (public or private), need a student visa, which can be applied for at the Diplomatic Representation or Spanish Consular Office in the applicant's home country. Applicants must meet the following criteria:

- Be in the possession of a passport or travel document valid for the duration of the visa applied for.
- Have been admitted to one of the aforementioned education or science centres to carry out research or training work on a non-salaried basis, or complete or extend studies, indicating a timetable that involves attendance and/or an approved study, research or training plan.
- Provide a detailed description of the contents of the study, training or research plan to be carried out.
- Carry proof of a medical insurance that covers medical costs and repatriation in case of accident or sudden illness, valid for the entire duration of stay in Spain.
- Have sufficient means of subsistence and adequate accommodation, covering the entire duration of the stay and the return journey to the home country.
- For study or research programmes that require stays of more than 6 months, applicants must present a doctor's certificate stating they do not suffer from any of the diseases subject to quarantine, as listed in the International Health Regulations. Adult applicants must also provide clear evidence that they have no criminal record, providing a police clearance certificate covering the past five years.

The student visa allows foreigners to stay in Spain and take part in courses and study programmes, or undertake training or research activities for the entire length of their duration. The student or researcher's immediate family members (spouse and children under the age of 18, or children under parental authority or guardianship) can also apply for a Spanish residence visa without the researcher or student having to prove a period of prior residence. If the researcher or student and their accompanying family members intend to stay in Spain for a period longer than 6 months, they must apply for the corresponding "Foreign Student Visa", an identifying document that proves their legal situation in Spain.

Foreign student visa holders (not their family members) may be authorised to engage in salaried professional activities if the employer presents the corresponding employment application; the statutory requirements are met; and the professional activities are compatible with the study programme, signing a part-time or full-time contract for a period of no more than 3 months.

3.3. Residence permits

In order to legally reside in Spain, third-country nationals must be in possession of a stay or residence permit. There are two types of residence permits: the temporary residence permit (to stay in Spain for more than 90 days but less than 5 years) and the permanent residence permit (to settle in Spain indefinitely and work under the same conditions as Spanish nationals).

Temporary residence permits

Foreigners who wish to reside in Spain without engaging in a remunerated activity must apply for the corresponding visa in order to obtain a temporary residence permit. They must therefore prove, among other requirements, that they have sufficient means of subsistence and livelihood (for themselves and the family members living with them) for the entire length of time they intend to stay in Spain.

Foreigners who are staying in Spain may also be granted a temporary residence permit in a limited set of exceptional cases (close personal ties, international protection, humanitarian factors, government collaboration).

Foreigners who wish to reside and work in Spain must apply for a temporary residence permit and a work permit for self-employment or paid employment.

Family members

The foreign national's immediate family members (spouse and, in some cases, minor children, or disabled children for whom they are the legal guardian, and parents) also have the right to reside in Spain after being granted a temporary residence permit for the purpose of family reunification. The length of the residence permit is equal to that of the third-country national who applied for family reunification. Family reunification can be applied for after having legally resided in Spain for a one-year period and already having applied for a second year of residence in the country.

Duration, renewal and termination

Temporary residence permits and temporary residence and work permits have an initial duration of one year, and are renewable for additional two-year terms, as long as the circumstances of the application have remained unchanged from the previous application.

It is possible in some cases to change a student visa into a residence and work permit, without having to apply for a new visa.

The temporary residence permit expires (among other factors) when the foreign resident can no longer provide sufficient financial resources, means of livelihood, health care assistance or suitable accommodation, and when, apart from rare exceptions, the resident has resided outside Spain for a period of more than six months in one year.

Procedures for the initial application for a residence permit

The procedure for the grant of a temporary residence permit starts with applying for the corresponding visa at the Diplomatic Representation or Spanish Consular Office in the foreign national's home country. These official organisations will contact the relevant Government delegation or sub-delegation, which on their turn will decide whether the temporary residence permit is granted or not.

The procedure for the grant of a temporary permit for paid employment and residence starts with the presentation, by the employer interested in employing the foreign national, of the corresponding application. If the application is approved, the foreign national will be required to apply for a visa at the Diplomatic Representation or Spanish Consular Office in his/her home country.

Permanent residence permit

Foreign nationals may apply for a Permanent Residence Permit after 5 years of legal and uninterrupted residence in Spain.

3.4. Work permit

Third-country nationals aged over 16 years who wish to engage in a lucrative labour or professional activity in Spain, must have the corresponding **work permit**. In Chapter 6 of this guide, called "Working in research in Spain", you will find more information on the different types of permits.

3.5. More information

Before travelling to Spain, you can check out the following web pages for more information:

European Union:

- www.europa.eu.int

Ministry of Internal Affairs:

- www.mir.es

Ministry of External Affairs and Cooperation:

- www.mae.es

Secretary of State for Immigration and Emigration:

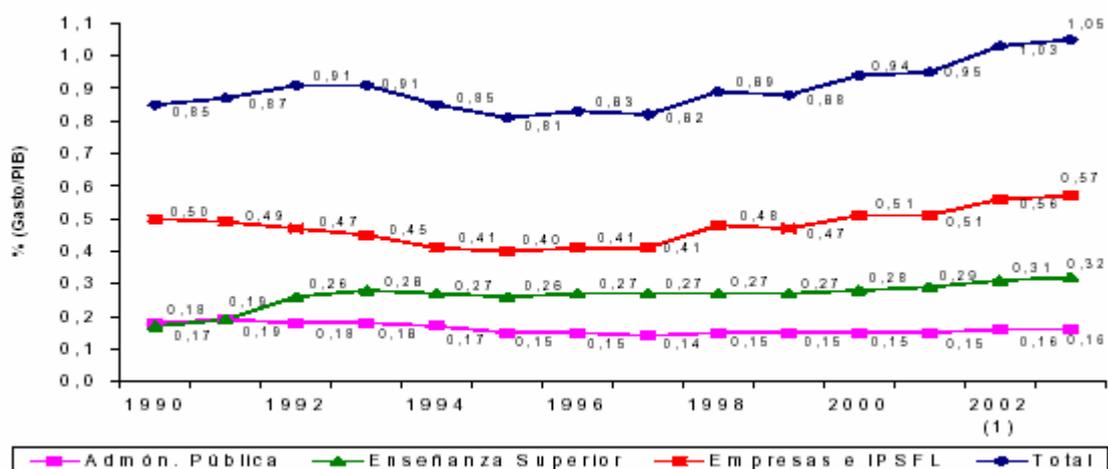
- <http://extranjeros.mtas.es/>

For more detailed information, you can contact the Spanish consulate in your home country. The web page of the Secretary of State for Immigration and Emigration includes a list of the Foreigner Offices in the different Spanish provinces: <http://extranjeros.mtas.es/es/general/OficinasExtranjeros.html>.

4. Science and Technology in Spain

4.1. The Spanish Science and Technology System

The Spanish Science and Technology System is relatively small compared to the economic importance of Spain in the world, both in terms of the percentage of GDP devoted to R&D and the number of scientists. However, the gradual increase in public expenditures for R&D is remedying this situation. Today, Spain is one of the countries with the highest growth rate in R&D expenditure.



Domestic expenditure on R&D activities in percentage of GDP. By sector of performance. 1990-2003

Source: Indicators of the Spanish Science and Technology System. 2004.

The total (public and private) expenditure on R&D activities in Spain in 2004 amounted to 8.945 billion Euros, 9% more than in 2003, reaching 1.07% of the GDP. In 2004, expenditure in the private sector (companies and non-profit making institutions) accounted for 54.5% of the total expenditure, whereas the public sector (Administration and universities) amounted to 45.6%. In the leading industrially developed countries, companies usually account for 2/3 of the overall R&D spending, while in Spain, the economic contribution of private companies in Spain only accounts for half of overall spending.

With regard to company R&D spending, the industrial sector allocated 57% of its investment resources in 2004 to R&D, whereas the share of the service sector accounted for 40.1% of the total. R&D service companies (19.4%) and pharmacies (9.85%) were most actively engaged in R&D investment, followed by the sector of the aeronautical, aerospace and naval industry (7,83%).

In 2004, the R&D sector accounted for 9‰ of the active working population, or 7% more than in 2003, while researchers accounted for 5,6‰ of employment. These two indicators, used by the OECD for international comparisons, have followed an upward trend over the past two decades, experiencing a significant increase since 1999. The two main reasons for this increase are the incorporation, since 2000, of internships in the elaboration of statistics, and the promotion of human resources within the National Plan, allowing for the incorporation of highly qualified personnel.

According to information of the National Statistics Institute (INE), 37.4% of the total full-time equivalent (FTE) personnel in the R&D sector were women. The incorporation of women into the scientific-technological system is slow, but is rapidly increasing. Female participation was highest in IPSFLs (non-profit private institutions), accounting for 61.4% of the total, followed by the Civil Service (48,6%). Female employees in private companies accounted for 28.4%. Although this figure is undoubtedly on the low side, the percentages have been showing a steady upward trend year after year.

The increase in the number of women with university degrees, which already exceeds that of men, may herald an increase in female participation in research in the near future.

	Gross Domestic Expenditure on R&D -- 2004 ¹ -- Dépenses intérieures brutes de R-D						Total Researchers -- 2003 ¹ -- Total chercheurs	
	million current PPP\$... millions \$ PPA courantes	% financed by ... % financées par		% performed by ... % exécutées par			Full time equivalent ... équivalence plein temps	
		Industry ...	Government ...	Industry ...	Higher Education ...	Government ...		
		l'Industrie	l'Etat	l'Industrie	l'ens. supérieur	l'Etat		
Australia	9 608.6	48.8	42.4	51.2	26.7	19.3	73 344	Australie
Austria	5 889.5 ^{c,p}	43.4 ^{c,p}	35.8 ^c	66.8	27.0	5.7	24 124	Autriche
Belgium	5 802.9 ^p	63.4	22.0	70.7 ^p	21.2 ^p	6.8 ^p	32 237	Belgique
Canada	19 326.5 ^p	46.2 ^p	35.4 ^{c,p}	51.2 ^p	38.1 ^p	10.5 ^p	112 624 ^{c,p}	Canada
Czech Republic	2 405.6	52.8	41.9	63.7	14.8	21.2	16 300	Republique tchèque
Denmark	4 374.0	61.3	26.5	69.7	22.8	6.8	25 546	Danemark
Finland	5 205.0	70.0	25.7	70.5	19.2	9.7	41 724 ^p	Finlande
France	39 740.3 ^p	50.8	39.0	62.9 ^p	19.1 ^p	16.7 ^p	192 790	France
Germany	58 687.6 ^c	67.1 ^c	30.4	70.4 ^c	16.3 ^c	13.2 ^{c,p}	268 943	Allemagne
Greece	1 392.2	30.7	47.4	30.1	48.1	20.9	14 371	Grèce
Hungary	1 424.4 ^{p,p}	37.5 ^{a,p,v}	51.3 ^{a,v}	41.5 ^{a,p,v}	24.8 ^{a,p,v}	29.8 ^{a,p,v}	14 904 ^{a,p}	Hongrie
Iceland	252.6	43.9	40.1	51.8	21.3	24.8	1 917	Islande
Ireland	1 761.7 ^p	57.3 ^p	32.0	64.8 ^p	27.4 ^p	7.8 ^p	10 910 ^c	Irlande
Italy	17 698.6	43.0	50.8	48.3	32.8	17.6	71 242	Italie
Japan	112 714.7	74.5	17.7 ^p	75.0	13.7	9.3	675 330	Japon
Korea	24 273.7 ^p	74.0 ^p	23.9 ^p	76.1 ^p	10.1 ^p	12.6 ^p	151 254 ^p	Corée
Luxembourg	432.1	80.4	11.2	89.1	0.4	10.5 ^p	1 949	Luxembourg
Mexico	3 624.8	29.8	59.1	30.3	30.4	39.1	21 879 ^c	Mexique
Netherlands	8 707.4	50.0	37.1	56.7	28.8	13.8	43 539	Pays-Bas
New Zealand	1 084.7	38.5	45.1	42.5	28.5	28.9	15 568	Nouvelle-Zélande
Norway	2 961.1	49.2	41.9	57.5	27.5	15.1	20 989	Norvège
Poland	2 471.6	30.3	62.7	27.4	31.7	40.7	58 595	Pologne
Portugal	1 532.9	31.7	60.1	33.2	38.4	16.9	20 242	Portugal
Slovak Republic	404.7 ^m	38.3 ^j	57.1	49.2 ^j	20.1 ^f	30.5 ^{d,j}	10 718	Republique slovaque
Spain	11 071.8	48.4	40.1	54.1	30.3	15.4	92 523	Espagne
Sweden	10 340.0 ^m	65.0	23.5	74.1	22.0 ^f	3.5 ^h	47 836	Suède
Switzerland	5 627.1	69.1	23.2	73.9	22.9	1.3 ^{a,h}	25 808	Suisse
Turkey	3 014.5	41.3	50.6	28.7	64.3	7.0	23 995	Turquie
United Kingdom	33 705.7	43.9	31.3	65.7	21.4	9.7	157 662	Royaume-Uni
United States	312 535.4 ^p	63.7 ^{a,p}	31.0 ^{a,p}	70.1 ^{a,p}	13.6 ^p	12.2 ^{a,p}	1 334 628 ^b	Etats-Unis
EU-25	211 252.8 ^b	53.7 ^b	35.5 ^b	63.3 ^b	22.1 ^b	13.4 ^b	1 169 633 ^b	UE-25
Total OECD	686 649.7 ^{b,p}	61.8 ^{a,p}	30.4 ^{a,p}	67.7 ^{a,p}	17.4 ^{b,p}	12.3 ^{b,p}	3 563 793 ^b	Total OCDE

Source: Main Science and Technology Indicators 2005/2 (OECD).

R&D in the Autonomous Regions

The relations established in the field of Science and Technology between the General State Administration and the Autonomous Regions as a whole are a clear indication of increasing strength and importance over time. The participation of the Autonomous Regions in the advisory bodies of the Inter-ministerial Commission of Science and Technology (CICYT) has been complemented by the use of direct opinion mechanisms, through active participation in Working Groups engaged in the elaboration of the National Plan, and the recent creation of the Sectoral Conference of Regional Ministries that are actively engaged in the promotion of R&D&I, in collaboration with the Ministry of Education and Science (MEC).

The Ministry of Education and Science has signed bilateral agreements with each Autonomous Region, or is in the process of negotiating cooperation and collaboration agreements in the field of Science and Technology, for the harmonised development of the priorities of the National R&D&I Plan for 2004-2007 with those of the corresponding Regional Investigation and Innovation Plans developed by the Autonomous Regions.

The greater level of involvement in the coordination of R&D activities is also reflected in the increase in budget allocations for this purpose. The Autonomous Regions of Madrid, Catalonia, Andalusia, Valencia and the Basque Country stand out for their high volumes. It is interesting to observe the

intense level of R&D activity in the Autonomous Regions of Madrid, Catalonia and the Basque Country, and particularly the fact that the rate for the Autonomous Region of Madrid is very similar to the average rate of the EU 25 countries.

Autonomous Region	Total	Total % of GDP
Andalusia	903,152	0.89
Aragon	169,086	0.74
Asturias	113,279	0.70
Balearic Islands	46,323	0.25
Canary Islands	168,449	0.55
Cantabria	43,745	0.47
Castilla y León	366,728	0.88
Castilla – La Mancha	110,905	0.44
Catalonia	1,875,855	1.38
Valencia	631,986	0.87
Extremadura	80,852	0.63
Galicia	338,446	0.86
Madrid	2,346,286	1.81
Murcia	134,403	0.73
Navarra	177,914	1.41
Basque Country	667,281	1.42
Rioja	36,685	0.66
Not by region	1,664	
TOTAL	8,213,036	1.10

Total domestic expenditure in R&D by Autonomous Region (2003).
Source: Indicators of the Spanish Science and Technology System (2004)

4.2. Structure of the Spanish Science and Technology System

The current Spanish Science, Technology and Enterprise System was established as a result of the 1986 Science Law. One of the main objectives of this law was to create a greater and better level of coordination between the different agents of the system. The State organises its science and technology policies through the public sector, according to the National Plan for Scientific Research, Development and Technological Innovation (R&D). The legislation in force at present is the 2004-2007 National Law.

The **Inter-ministerial Commission of Science and Technology (CICYT)** is the main State body for the science and technology policies of the Spanish Government, and is responsible for their planning, evaluation, coordination and follow-up. The CICYT is chaired by the Government Presidency and is composed by representatives of the ministries involved in the implementation of science and technology policies: the Ministry of Education and Science, the Ministry of Industry, Tourism and Commerce, the Ministry of Foreign Affairs and Cooperation, the Ministry of Economy and Finance, the Ministry of Defence, the Ministry of Health and Consumption, the Ministry of Environment, and the Ministry of Employment and Social Affairs. The CICYT is assisted by two councils:

The Advisory Council for Science and Technology: is the advising council of the CICYT for the promotion of participation of the scientific community and of the economic and social agents in the design, follow up and evaluation of R&D policies. The Council is composed of representatives of all agents engaged in research activities.

The General Council for Science and Technology: is the advising council of the CICYT for the promotion of the coordination of the 17 Spanish Autonomous Regions, and the coordination of the Autonomous Regions with the Central State Administration. The Council is composed of representatives from each of the 17 Autonomous Regions.

The additional creation of a Support and Follow-up Committee (CAS), dependent on the CICYT, which, under the control of the Prime Minister's Economic Office, is mainly in charge of the inter-ministerial coordination in the planning and follow-up tasks of science and technology funding programmes.

To facilitate the development and implementation tasks of R&D policies, the CICYT has transferred its competences to the **Ministry of Education and Science** (<http://www.mec.es>), which is the organisation in charge of the management of research, development and innovation policies.

The **Spanish Foundation for Science and Technology (FECYT)** – www.fecyt.es –, under the auspices of the Ministry of Education and Science, is expected to increase its participation in the Spanish Science and Technology System in 2006. The FECYT is the organisation in charge of providing technical support to the decision-making bodies responsible for scientific and technological policies in Spain. In this regard, and on behalf of the Inter-ministerial Commission of Science and Technology of the Ministry of Education and Science, the FECYT will introduce new systems of planning, coordination, follow-up and evaluation of R&D activities, which include: the implementation of an Integral System of Follow-up and Evaluation (SISE) of the National R&D Plan; the coordination of work to create the State Agency of Financing, Evaluation and Prospective of Scientific and Technical Research and the elaboration of a new National R&D Strategy, which will include the future National Plan.

The FECYT is the organisation responsible for the coordination in Spain of the implementation of the Spanish Network of Mobility Centres, a European initiative aimed at promoting the mobility of researchers in Europe by providing them with information about the different aspects of life, work and culture in European countries. (Web: <http://www.eracareers.es/fecyt/>).

4.3. Institutions of the Science and Technology System

The systemic focus of the Spanish Science, Technology and Enterprise System allows differentiating the different institutions that participate in:

- Public research organisations (OPIs)
- Universities
- Companies
- Non-profit making private institutions (IPSFLs)
- Organisations and agencies for the promotion of innovation
- Support infrastructures

Public Research Organisations (OPIs)

The Public Research Organisations (OPIs) are the main players in the Research and Innovation System, both for their role as administrators of certain programmes of the National Plan and for their involvement in the implementation of a significant part of the R&D&I activities financed through public funds. The Public Research Organisations (OPIs) are:

OPI	Web page	Info in English	Telephone
Spanish Council for Scientific Research (CSIC)	www.csic.es	Yes	91 585 50 00
Research Centre for Energy, Environment and Technology (CIEMAT)	www.ciemat.es	Yes	91 346 60 00
National Institute for Agricultural and Food Research and Technology (INIA)	www.inia.es	No	91 347 39 00
Spanish Institute for Oceanography	www.ieo.es	No	91 597 44 43 91 417 54 11
Spanish Institute for Geomining Technology (IGME)	www.igme.es	Yes	91 349 57 00

The following organisations are also governed by the provisions of the “Science Law” regarding the recruitment of personnel:

Organisation	Web page	Info in English	Telephone
Carlos III Health Institute	www.isciii.es	Yes	91 822 21 00 91 822 31 00
National Institute for Aerospace Technology (INTA)	www.inta.es	Yes	91 520 12 00
Centre for Studies and Experimentation of Public Works (CEDEX)	www.cedex.es	Yes	91 335 73 06 91 335 73 07 91 335 73 15

Other publicly funded organisations:

Organisation	Web page	Info in English	Telephone
<i>El Pardo</i> Hydrodynamics Trial Basin (CEHIPAR)	www.cehipar.es	Yes	91 376 21 00
Centre for Sociological Research (CIS)	www.cis.es	Yes	91 580 76 00
Centre for Political and Constitutional Studies (CEPCO)	www.cepc.es	Yes	91 540 19 50
Astrophysics Institute of the Canary Islands (IAC)	www.iac.es	Yes	922 605 200
Institute for Fiscal Studies (IEF)	www.ief.es	Yes	91 339 8915 91 339 88 00
DGAM – Directorate General of Armament and Material (Ministry of Defence)	www.mde.es	No	91 395 5000
National Geographic Institute	www.mfom.es/ign		91 597 5000 91 597 7000

Universities

The role of universities in the Spanish science and technology system is established both by its teaching activities and by its research, development and technology transfer activities. The university is one of the primary resources for research in Spain. In fact, according to 2004 figures provided by the National Statistics Institute (INE), the importance of the universities in the overall science and technology system is considerable: they account for 29.5% of the total R&D expenditure and employ 51% of Spain’s researchers and 39.1% of the total personnel engaged in R&D in Spain.

Spain has 70 universities: 50 public and 20 private. Their distribution by Autonomous Region is as follows: Andalusia (10), Aragon (1), Asturias (1), Balearic Islands (1), Canary Islands (2), Cantabria (2), Castilla la Mancha (1), Castilla y León (8), Catalonia (11), Extremadura (1), Galicia (3), La Rioja (1), Madrid (14), Murcia (3), Navarra (2), Basque Country (3) and Valencia (6). You can find a full list of university centres affiliated to the Spanish Research Network on the RedIris web page: <http://www.rediris.es/recursos/centros/univ.es.html>.

Companies

Companies are a point of reference in the Spanish Science and Technology System, not only because they are responsible for the active application of the knowledge acquired through processes of innovation, but also for the complementary relation they have developed with the public R&D system.

According to a survey on technological innovation in Spanish companies in 2004, released by the National Statistics Institute (INE), 29.7% of Spanish firms were engaged in innovation activities, representing a considerable increase compared to the 19.4% for the period 2001-2003. Expenditure and innovation in terms of technology (R&D, acquisition of machinery and equipment for innovation purposes, and other innovative activities) by Spanish firms amounted to 12.491 billion Euros. However, the level of R&D effort made by the Spanish companies continues to be significantly lower than the European average. Spanish companies invested 4.2976 billion Euros in R&D in 2004 (54.4% of the total), which accounts for only 0,58% of the GDP, while the average share of investment by EU companies reached 1.15%. (*Sources: INE, 2004 Statistics on R&D Activities and Survey on Technological Innovation in Companies in 2004*).

One of the primary objectives of the current National R&D&I Plan is to systematically increase the number of Spanish companies involved in technology development and improve their use of R&D results.

The Ministry of Education and Science, through the FECYT, has placed an Internet communication channel at the disposal of companies and institutions involved in scientific and technological research, called www.tecnociencia.es. Tecnociencia (“Techno-science”) is a Meeting Point between the world of research and the world of business, aimed at facilitating and promoting the exchange of scientific and technological knowledge in a timely and efficient manner. Techno-Science is aimed at enhancing the cooperation between the different players in the science and technology system, facilitating the transfer of the results of their R&D projects to the business sector and contributing to the improvement of their production processes.

Non-profit making private institutions (IPSFLs)

Although non-profit making private institutions cover a wide field of action, there are also several foundations that have played a significant role in diverse areas of scientific research, technological development and innovation. These foundations act as a platform of encounter, analysis and debate between various disciplines and sectors, and promote the dissemination of knowledge in the field of science and technology, fostering a scientific and technological culture among the citizens.

These foundations include: the Madri+d Foundation, the Catalan Foundation for Research and Innovation (FCRI), the Foundation for the Promotion of Applied Scientific Research and Technology in Asturias (FICYT), the Foundation for the Development of Science and Technology in Extremadura (FUNDECYT), the Seneca Foundation (Murcia), the Campollano Foundation (Castilla la mancha), the Cotec Foundation (Madrid), the IBIT Foundation (Balearic Islands).

Organisations for the promotion of innovation

The main objective of these institutions is to facilitate the transfer of the results obtained from research activities to the companies’ production units, so that the latter can make an accurate evaluation of the

results. The key organisations in this respect are the Spanish Centre for the Development of Industrial Technology (CDTI) and the Spanish Trademark and Patent Office (OEPM).

Support infrastructures

The term “support infrastructures” stands for a large variety of organisations whose role in the science and technology scene has traditionally been of secondary importance due to their relatively small size as compared with other organisations. They can be classified in the following categories:

- University-Enterprise Foundations
- Technology Centres
- Technology Parks
- Research Associations
- Large Scientific Facilities and Singular Centres
- Innovation and Technology Centres
- European Business and Innovation Centres

Among these, the Large Scientific Facilities and Singular Centres (ICTs) stand out for being unique and exceptional facilities, whose investment cost and/or maintenance is relatively large given the investment budget for R&D in their area of activity. Their importance and strategic character in R&D justifies their accessibility to the whole scientific community and to society.

More information on any of the Large Scientific Facilities listed below can be found through the links on the website of the FECYT (www.fecyt.es) or on the website of the Ministry of Education and Science (www.mec.es). The Large Scientific Facilities and Singular Centres currently in operation in Spain are:

Large Scientific Facilities	Area of Activity	Location
The Spanish Antarctic Bases <i>Juan Carlos I</i> and <i>Gabriel de Castilla</i>	Environment	Antarctic
The <i>Hespérides</i> Oceanographic Research Vessel	Oceanography, biology, geophysics and marine geology	Spanish Antarctic Bases
The <i>Cornide de Saavedra</i> Oceanographic Vessel	Fishery and Oceanography	Spanish coast
Maritime Research and Experimentation Channel (CIEM)	Engineering, coast morphology, climate, and environment.	Barcelona
Technology Central of the Institute for Optoelectronics Systems of the Polytechnic University of Madrid	Optoelectronics and Microelectronics	Polytechnic University of Madrid
<i>Calar Alto</i> Astronomy Centre	Astronomy	Sierra of Los Filabres (Almería)
<i>Yebes</i> Astronomy Centre	Radio-astronomical Observation	Guadalajara
Centre for Scientific Computing and Communications of Catalonia (CESCA)	Computing and Communications	Catalonia

TJ-II Thermonuclear Fusion Device	Nuclear Fusion	CIEMAT. Madrid
Synchrotron Light Source in the Vallès region	Electromagnetism	Cerdayola del Vallès.
High Biological Safety Facility (CISA-INIA)	Biological Safety	Valdeolmos. Madrid.
Institute of Millimetric Radio-astronomy of Almería	Astronomy	Pico Veleta (Granada). Headquarters in Grenoble.
Singular Centre of Civil Engineering at CEDEX	Civil engineering, environment and public works	Madrid
Laboratory of Nuclear Magnetic Resonance (800 MHz NMR) of the Barcelona Science Park	Nuclear	University of Barcelona
<i>El Teide</i> Observatory (IAC)	Solar energy	Izaña (Tenerife)
<i>Roque de los Muchachos</i> Observatory (IAC)	Astrophysics	La Palma (Canary Islands)
Fine Chemistry Platform of Catalonia	Chemical Industry	Catalonia
Solar Platform of Almería	Thermal solar energy	Desert of Tabernas (Almería)
Red IRIS of advanced telematic services to the Spanish science community	Communication	Public business organisation red.es
Clean Room of the National Centre for Microelectronics	Microelectronics	Autonomous University of Barcelona

5. National R&D Plan 2004-2007

The National Plan has a budget of more than 9.2 billion Euros for the first two years. The primary objective set for 2005 was to raise the level of expenditure in R&D to 1.22% of Spain's GDP. The effort in R&D&I is expected to experience increases of 10% during its period of implementation.

5.1. Objectives

The National R&D&I Plan maintains three general principles as its key objectives, which are to be used as guidelines for the Spanish Science and Technology policy:

- Serve the citizens and improve social prosperity,
- Contribute to the generation of knowledge,
- Contribute to the improvement of business competitiveness.

Below we explain the general ideas of the National Plan for Research and Development, but if you want more detailed information, please visit the web page of the Ministry of Education and Science, <http://wwwn.mec.es/ciencia/index.html>, dedicated to this subject.

The National Plan has identified the following **strategic objectives**:

- a) Related to the Spanish Science-Technology-Enterprise System (CTE):
 - 1) Increase the level of Spanish Science and Technology, in both size and quality.
 - 2) Increase the number and quality of human resources, in both the public and private sector.
 - 3) Enrich the international dimension of Spanish Science and Technology, with special reference to the European Research and Innovation Area (ERA).
 - 4) Strengthen the role of the public system in the generation of relevant knowledge.
 - 5) Improve the perception and communication of scientific and technological progress in Spanish society.
- b) Related to the coordination of the Spanish Science-Technology-Enterprise System:
 - 6) Strengthen the cooperation between the Central State Administration and the Autonomous Regions and, in particular, improve the coordination between the National R&D Plan and the R&D&I plans of the Autonomous Regions.
 - 7) Enhance the coordination between the advisory bodies of the National R&D Plan, and improve the evaluation and management procedures of the Plan.
 - 8) Strengthen the cooperation and coordination between the public R&D institutions.
- c) Related to business competitiveness:
 - 9) Improve the technological and innovative capacity of Spanish companies.
 - 10) Promote the creation of an innovative business network.
 - 11) Contribute to the creation of a favourable environment for R&D investments.
 - 12) Enhance the interaction, collaboration and association between the public and private R&D sector.

5.2. Structure

The National R&D Plan has the following structural elements:

- a) Priority Areas, defining the national programmes.
- b) Participation modalities.
- c) Financing instruments.
- d) Management, evaluation and follow-up procedures.

The scope of action ranges from basic research to activities of technological innovation.

a) PRIORITY AREAS

AREAS	PROGRAMMES OR ACTIONS
Life Sciences	<ul style="list-style-type: none"> ▪ Biomedicine ▪ Health and Well-being Technologies ▪ Biotechnology ▪ Basic Biology
Environmental and Agro-Food Technologies and Sciences	<ul style="list-style-type: none"> ▪ Agro-food Resources and Technologies ▪ Environmental Sciences and Technologies ▪ Biodiversity, Earth System and Global Changes Sciences
Space sciences, Mathematics and Physics	<ul style="list-style-type: none"> ▪ Space ▪ Astronomy and Astrophysics ▪ Particle Physics ▪ Mathematics ▪ Physics
Energy	<ul style="list-style-type: none"> ▪ Energy
Chemistry, Materials, Industrial Design and Production	<ul style="list-style-type: none"> ▪ Chemical Sciences and Technologies ▪ Materials ▪ Industrial Design and Production
Security and Defence	<ul style="list-style-type: none"> ▪ Security ▪ Defence
Information Society Technologies	<ul style="list-style-type: none"> ▪ Electronics and Communications Technology ▪ Information Technologies ▪ Technologies for Information Society Services ▪ Strategic Action of Security and Confidence in Information, Communication and Intelligence Services
Transport and Construction	<ul style="list-style-type: none"> ▪ Means of Transport ▪ Construction
Humanities, Social and Economic Sciences	<ul style="list-style-type: none"> ▪ Humanities ▪ Social, Economic and Legal Sciences
Transverse Strategic Actions	<ul style="list-style-type: none"> ▪ Tourist Technologies ▪ Nanoscience and Nanotechnology ▪ E-science
Horizontal Areas *	<ul style="list-style-type: none"> ▪ International Cooperation in Science and Technology ▪ Promotion of Human Resources ▪ Support to Business Competitiveness ▪ Equipment and Infrastructure ▪ Promotion of Scientific and Technological Culture

(*) Open to all fields of science and technology

b) PARTICIPATION MODALITIES

- Human Resources (HR):
 - Predoctoral and postdoctoral grants in Spain and abroad
 - Contracts for doctors and technical staff
 - Aids for the mobility of researchers
- R&D Projects:
 - Research, technological development and innovation projects
 - Individual projects, cooperation and coordination projects and networks
- Business competitiveness support
- Scientific and technological equipment and infrastructure
- Complementary actions

c) ECONOMIC INSTRUMENTS AND FISCAL INCENTIVES

Subsidies, credits, contests, capital participation and Human Resources participation, projects, infrastructure, business competitiveness and complementary actions.

d) MANAGEMENT, EVALUATION AND FOLLOW-UP

- The **management** of the National R&D&I Plan is undertaken by the competent units of the Administration.
- The **evaluation** of the proposals received proceeds in two steps: the first step corresponds to the ANEP (National Agency of Evaluation and Prospective), the second step to the Selection Commission, under the responsibility of the management units.
- Each national programme will be supervised by a **follow-up** commission, composed of the members of the management units of the competent Ministries.

5.3 2006 Planning: The Work Programme

Law 13/86, of 14th April, for the Promotion and General Coordination of Scientific and Technical Research (also known as “Science Law”), provides a mechanism for the dynamic updating of the contents of the National R&D&I Plan through the annual approval, by the Inter-ministerial Commission of Science and Technology (CICYT), of the corresponding Work Programmes.

The Work Programme is aimed at facilitating the participation of the different agents of the Spanish-Science-Technology-Enterprise (CTE) System in calls for aid programmes for R&D activities, identifying the interventions that will be made by the directive units of the General State Administration (*Administración General del Estado, AGE*) throughout the year.

The 2006 Work Programme, aimed at serving as a tool for the planning of aid beneficiaries, structures the information according to the type of activity eligible for financing, grouped in three blocks: R&D&I projects and complementary actions, infrastructure and support to company competitiveness, and promotion of human resources (fellowships, contracts...). Information is provided for each of these actions, attending to the nature of the benefiting organisations (public or private), the distinctive features of the aid programmes, the different units and organisations in charge of their management and the calendar foreseen for the publication of the calls.

The 2006 Work Programme also gives detailed information on the strategic programmes of INGENIO 2010, mainly related to the strategic promotion of large interactive projects between the public R&D sector and the private sector, the increase in the critical mass of highly skilled research staff and the

increase on time spent on research and the consolidation of research staff in the public sector, basically universities (the latter in cooperation with the different Autonomous Regions).

Figures for 2006 indicate that the General State Administration is going to fund the different players in the system – through public calls – with approximately 3.1 billion euros, 40% of which will be exclusively dedicated to the public research sector (public research organisations, universities...) and 13% to the private sector.

With regard to the distribution by the type of aid programme, 73% of financial resources will be earmarked for the financing of R&D projects (including complementary actions), 16% for scientific and technical infrastructures and actions for the promotion of business competitiveness, and 11% for the promotion of human resources engaged in scientific research and technological development tasks.

All relevant information has been included in the 2006 Work Programme of the CICYT, which can be found on the web page of the Ministry of Education and Science:
http://www.mec.es/ciencia/jsp/plantilla.jsp?area=plan_idi&id=2

6. Working in research in Spain

Research works in Spain

Important steps have been taken over the past few years to facilitate the work of Spanish researchers and the mobility of both national and foreign researchers. Work and residence permits for foreign researchers have been regulated and the number of research grants in and outside Spain has increased. This chapter provides interesting information for foreign researchers who wish to settle in Spain.

6.1. Exceptions to the work permit requirements for researchers

Third-country nationals aged 16 years and older must have the corresponding work permit to carry out a lucrative, labour or professional activity, either on a salaried or self-employed basis. However, Spanish immigration regulations contain certain exceptions to the work permit requirements, some of which may apply to certain groups of people engaged in research:

- Foreign technical experts, researchers and scientists, invited or employed by the General State Administration, Autonomous Regions, universities, local agencies or organisations dedicated to the promotion and development of research, mainly promoted and participated in by any of the abovementioned entities.

This category includes foreign professionals who, for their knowledge, area of specialisation, experience or scientific practice, are invited or employed by any of the aforementioned Administrations engaged in the development of activities and programmes of technical, scientific or general interest.

Applicants are required to present the invitation or labour contract, signed by the authorised representative of the corresponding organisation, including a clear description of the project to be undertaken and the professional profile needed for its development.

- Foreign lecturers, technical experts, researchers and scientists invited or employed by a Spanish university. This category includes those foreign lecturers who have been invited or employed by a Spanish university to give lectures or carry out other academic duties.

Applicants are required to present the invitation or labour contract for the performance of academic activities, signed by the authorised representative of the corresponding Spanish university.

- Members of international scientific missions engaged in projects and research in Spain, authorised by the Ministry of Education and Science or the Ministry of Industry, Tourism and Commerce. This category includes those foreign nationals who participate in an international scientific mission that comes to Spain to engage in study or research activities programmed by an international organisation or agency, and authorised by the relevant authorities.

Applicants are required to present the authorisation of the Ministry of Education and Science or the Ministry of Industry, Tourism and Commerce to participate in the international scientific mission.

- Civil or military servants from foreign state administrations who come to Spain to carry out activities under cooperation agreements with the Spanish Administration. Applicants are required to present the certificate issued by the relevant foreign state administration as well as a reasoned justification.

Procedure for the recognition of the exceptions to the work permit requirement

Foreign nationals who are not residing in Spain must apply for the corresponding residence permit at the Spanish Consular Office in their home country. The application must be accompanied by the documentation needed in each situation of exception to the work permit requirement. The Consular Office will verify the legitimacy of the exception and process the residence permit in accordance with the procedures for the issuance of temporary residence permits, possibly with a reduction of terms.

Foreign nationals residing in Spain must apply for the recognition of the exception and demonstrate they meet the necessary requirements before the Government Sub-delegation or Government Delegation of the uniprovincial Autonomous Regions corresponding to the province where the work centre is located, providing the required documentation. The application will be deemed denied if the Government Sub-delegation or Government Delegation has not issued a response within a period of three months. The corresponding Government Delegation or Government Sub-delegation can ask for additional documentation they feel necessary to prove the foreign nationals qualifies for exemption from the work permit requirement, as well as any other reports from other administrative organisations.

The recognition of the exception will remain valid for the duration of the activity or programme to be undertaken, with a one-year limit for the initial concession, two years at the first renewal and an additional two years at the following renewal, as long as the circumstances leading to the exception have remained unchanged.

Effects of the visa

The residence permit issued in these cases will include the initial residence permit with the exception to the work permit and its validity will start on arrival to the country, which will be indicated on the visa, passport or travel document. The worker must personally, and within a maximum period of one month, apply for a Foreigner Identity Card at the corresponding office. After having obtained the visa, the worker must enter Spain within 3 months from the date of issue.

6.2. Research contracts

There are two different types of research contracts: one for the conduct of research projects and one for the incorporation of researchers into the Spanish Science and Technology System, as detailed below. For more information, please visit the INEM web page (www.inem.es) under the section “*empleos*” (jobs) / “*contractos*” (contracts).

Labour contracts for the conduct of research projects

- Are usually governed by the same terms and conditions as the contracts for specific work or services (see chapter 12, “Information on employment regulations”).
- Applicants must be researchers or scientific or technical staff.
- Can be issued by public research organisations, non-profit making R&D institutions and public universities benefiting from public grants or subsidies for the development of unique programmes or research projects that cannot be carried out by their own staff.
- The activity undertaken will be evaluated every year.
- The contract will be terminated in case of an unsatisfactory evaluation.
- The contract must have a duration of more than 1 and less than 5 years.
- The remuneration shall not be less than that of other researchers engaged in similar activities.

Contracts for the incorporation of researchers into the Spanish Science and Technology System.

- Are usually governed by the same terms and conditions as work-experience contracts (see chapter 12, “Information on employment regulations”).
- Applicants must be in possession of a PhD degree.
- Can be issued by public research organisations, non-profit making R&D institutions and public universities benefiting from public grants or subsidies for the development of unique programmes or research projects that cannot be carried out by their own staff.
- The project will be evaluated at least once every two years.
- The contract will be terminated in case of an unsatisfactory evaluation.
- The contract must have a duration of more than 1 and less than 5 years.
- Contracts with a duration of less than 5 years can be renewed successively, as long as the period of renewal is not less than 1 year.
- The remuneration shall be similar to that of other researchers engaged in similar activities.

For information on part-time research contracts, please see chapter 12 “Information on employment regulations”.

6.3. Statute of research trainees

Research trainees are subject to a special legal regime. According to this statute, research trainees are university graduates who are benefiting from aid programmes targeted at the development of training activities and scientific and technical specialisation by means of, at least, the official doctorate studies.

Research trainees, involved in programmes included in the Register, are entitled to receive financial support (which shall not be considered as salary), as well as collaboration and support from host organisations, centres or institutions for the successful development of their studies and research activities, their integration into the institutions where they conduct their activities, as well as their participation in the statutes and management and representation bodies of the universities and public organisations they are received by. They also have the right to participate in additional calls for grants to attend scientific meetings or for training and improvement stays in other centres. They also have the right to the intellectual property generated by their activities.

Research personnel can be faced with two different **legal situations**:

- **Fellowship**, during the first two years after the aid is granted.
- **Contract**, after the fellowship period has ended and the Advanced Study Degree (DEA) has been achieved. The contract will cover the next 2 years. At this stage, the researcher will enter into a **labour contract** with the institution to which he/she has been attached. The summoning organisations can specify other requirements that replace the DEA or the substituting administrative document in line with the education structure established within the European Space for Higher Education.

The summoning organisations must communicate their aid programmes included in this statute to the general Register of research aid programmes. They must appoint a tutor (Doctor) to coordinate and guide the activities performed by the trainee and make sure that the training programme is carried out in a correct way. Research trainees cannot be obliged to carry out activities other than those related to the development of their research activities. However, research trainees who hold university fellowships are allowed to collaborate in teaching activities, as long as these activities do not exceed the maximum amount of 60 hours per year.

The amount of the fellowship will be determined according to the absolute minimum contribution in force at any given time in the General Social Security Regime. However, for calls for fellowships that

will come into effect in 2007, the contribution basis amount will be based on the minimum contribution basis in force at any given time for contribution group 1.

The organisation awarding the fellowship must fulfil the obligations for employers as established under the General Social Security Regime.

For Social Security purposes, the research trainee, as the holder of a grant, will have the same status as a salaried employee. They must register with the General Social Security Regime, which protects their employment conditions, and will enjoy full social security rights with the exception of unemployment protection.

For more detailed information, you can consult Royal Decree 63/2006, of 27th January (BOE of 3rd February 2006) or visit the web page of the Official State Gazette (BOE):
www.boe.es / <http://www.boe.es/boe/dias/2006/02/03/pdfs/A04178-04182.pdf>

6.4. “European Charter for Researchers” and “Code of Conduct for the Recruitment of Researchers”

In March 2005, the European Commission adopted the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, aimed at contributing to the development of a European labour market that is attractive to researchers. The Charter and the Code of Conduct are recommendations of the Commission to the State Members, which are invited to apply them on a voluntary basis.

The *European Charter for Researchers* is a set of general principles and requirements that specifies the roles, responsibilities and entitlements of researchers, employers and fund providers.

The *Code of Conduct for the Recruitment of Researchers*, which does not differ significantly from the standard recruitment rules, underlines the importance of fairer and more transparent selection procedures, and of diverse and expert selection committees.

You can view the *Code of Conduct for the Recruitment of Researchers* and the *European Charter for Researchers* at www.eracareers.es.

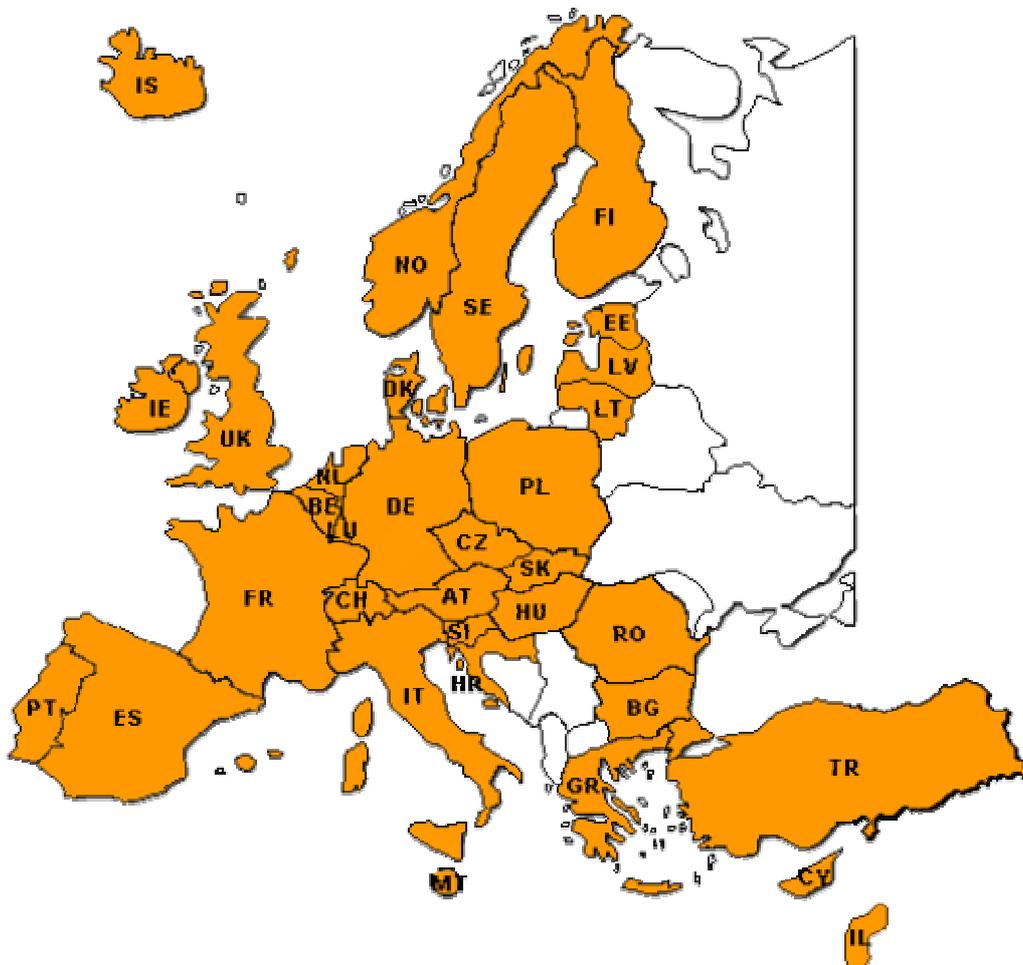
7. Network of researchers' mobility centres

The European Researcher's Mobility Portal (ERA-MORE) is an initiative of the European Commission and its State Members, aimed at helping to remove the obstacles researchers are faced with in real life when moving to or within Europe.

The information provided by these centres includes a wide array of aspects that cover both professional and personal issues: visas, residence and work permits for researchers and their families, tax and fiscal issues, social security, information about the different contract types, fellowships, research job vacancies, etc... They also provide information about the everyday difficulties researchers may be faced with upon arrival in their new country of residence and on how to solve them, how to find schools, nurseries, rental apartments, where to register and other cultural aspects of each country.

The network is divided into two structures:

European: there is a centre in each of the 32 countries connected to the European network, which are responsible for the promotion and coordination of the national network.



European network of mobility centres

National: The centres in each country are organised in a national network, and are aimed at offering researchers the highest possible level of immediate and direct assistance. The Spanish network has 17 mobility centres (one in each Autonomous Region).

The coordination of the national Network lies with the Spanish Foundation for Science and Technology (FECYT). Among their responsibilities, the following activities should be mentioned:

- Serve as a link between the National and European Network.
- Create and promote the National Network.
- Serve as information support and offer national coverage.

The Spanish mobility centres offer close assistance to researchers. Their mission consists in offering specific help to foreign researchers in need of assistance. These centres are also responsible for the completion of the following tasks:

- Development of the establishment and functioning of the regional mobility centre, guaranteeing coordination with the regional organisations (delegations, regional ministries, research centres, universities, etc...).
- Elaboration and updating of the information made available to the researchers, mainly on regional and local aspects.
- Regional dissemination of the objectives and activities.

All the information related to the Spanish Network of Mobility Centres, and the contact details of the different centres in Spain, can be found at: <http://www.eracareers.es>



Spanish network of mobility centres

National Coordinator: Spanish Foundation for Science and Technology (FECYT)

Andalusia: Innovation and Technology Transfer Centre in Andalusia S.A.U. (CITANDALUCÍA)

Aragón: University of Zaragoza – Office of the Vice-Chancellor for Research.

Asturias: Foundation for the Promotion of Applied Scientific Research and Technology in Asturias (FICYT).

Balearic Islands: Directorate-General of Research, Technological Development and Innovation.

Canary Islands: Canary Islands University Foundation of Las Palmas (FULP) Canary Islands University-Enterprise Foundation of La Laguna (FEULL)

Cantabria: University of Cantabria – Office of the Vice-Chancellor for International Relations.

Castilla la Mancha: University of Castilla la Mancha.

Catalonia: Catalan Foundation for Research and Innovation (FCRI)

Extremadura: Foundation for the Development of Science and Technology in Extremadura

(FUNDECYT)

Galicia: University of Santiago de Compostela.

La Rioja: University of La Rioja.

Madrid: Madri+d Foundation for Knowledge

Murcia: Seneca Foundation – Regional Agency of Science and Technology.

The Basque Country: Basque Network of Science, Technology and Innovation (Saretek).

Autonomous Region of Valencia: Network of Universities for the promotion of Research, Development and Innovation in Valencia (RUVID)

8. Financing: grants and fellowships

8.1 Information on contracts, fellowships and aid programmes on Internet: the Pan-European Portal for Researcher's Mobility and the Spanish Portal for Researcher's Mobility.

There are multiple sources that provide information on fellowships and job opportunities for Spanish and foreign researchers who wish to work in our country. The different research organisations (universities, technology parks, institutes, foundations, scientific facilities and public research organisations) provide extensive information on fellowships, grants, study expansion and doctoral programmes on their web pages.

Organisation	Web page
Ministry of Education and Science (MEC)	http://www.mec.es
Spanish Foundation for Science and Technology (FECYT)	www.fecyt.es (“convocatorias”)
Large Public Research Organisations (OPI)	http://www.csic.es/postgrado/ http://www.ciemat.es http://www.igme.es http://www.inta.es http://www.inia.es http://www.geo.ign.es http://www.ieo.es/ofertas_de_empleo.htm www.ieo.es www.iac.es www.isciii.es
Red Iris (Iris Network)	http://www.rediris.es/list/sdis/ofer-trabec/
European Researcher's Mobility Portal	http://europa.eu.int/eracareers/index_en.cfm
Ministry of Public Administrations, Citizen's Portal	http://www.administracion.es/ (section “ciudadano” / “becas y ayudas”).

The European Commission launched the **Pan-European Researcher's Mobility Portal** (<http://europa.eu.int/eracareers>) as a tool aimed at facilitating the mobility of researchers. From the homepage, you can access the sections “*Research job vacancies*” and “*fellowships and grants*” in which research organisations from all over Europe post their job vacancies and fellowship offers in a centralised way.

This portal has twin portals in every country of the European Union. In Spain, the Spanish Researcher's Mobility Portal (<http://www.eracareers.es>) has a section of research grants and job vacancies, from which you can access the numerous information resources about job opportunities for researchers in our country in a more or less centralised way.

8.1.1 Tecnociencia

The Spanish Science and Technology Portal (Tecnociencia - www.tecnociencia.es) provides information on calls for research fellowships published in the Official State Gazette (BOE). It is directed and coordinated by the FECYT, has the technical and operational support of the CSIC and the collaboration of numerous organisations such as the Ministry of Education and Science, universities, associations of the sector, foundations, technology centres, public research centres, OTRIs (Research Results Transfer Offices) and research centres.

8.2. Fellowship and grant programmes

There are numerous fellowship and grant programmes at international, national and autonomous level, aimed at facilitating the mobility of researchers in a wide variety of fields.

8.2.1. European fellowships

The main fellowship programmes at European level are the Marie Curie Fellowships of the European Commission. This programme, developed within the 6th EU Research Framework Programme (2002-2006), provides financial support throughout the different stages of the research career, from predoctoral and postdoctoral graduates to researchers with more than 10 years of experience. Fellowships are available to both European and non-European candidates. The most important characteristic of this programme is the mobility to another country. The following web page provides access to more detailed information about this fellowship programme: <http://europa.eu.int/mariecurie-actions>.

8.2.2. National fellowships

8.2.2.1 Programmes of the Ministry of Education and Science

The Ministry of Education and Science (MEC) has numerous fellowship and financial aid programmes targeted at researchers and their mobility. The table below provides a short summary of the fellowships offered by the Ministry.

Bachelor	PhD	Researcher/ University Professor
	Ramón y Cajal	
	Juan de la Cierva	
Torres Quevedo		
Integrated Actions		
FPI Fellowships	Postdoctoral Fellowships	
FPU Fellowships		
Mobility of Students in Doctoral Programmes	Mobility: sabbatical years and professors sent abroad	
MECD-Ortega y Gasset Fellowships		Mobility of Professors in Doctoral Programmes
	I3 Programme	
UAs-CSIC Fellowships		

Ramón y Cajal Programme

Aid programme for the recruitment, by Spanish R&D centres, of PhD holders in all areas of knowledge for a period of 5 years. Applicants to the Ramón y Cajal Programme must have completed their PhD no longer than 10 years ago and they must have research experience of more than 2 years since the award of their PhD at R&D centres others than those they are applying to work for.

Juan de la Cierva Programme

Aid programme for the recruitment, by Spanish R&D centres, of PhD holders in all areas of knowledge for a period of 3 years. Applicants should already hold a PhD, or be close to completing their doctoral thesis. They must have been awarded their PhD no longer than 3 years ago (except for cases of maternity leave) and meet one of the two mobility requirements, based on the number of months of experience since the award of the PhD.

Torres Quevedo Programme

The Torres Quevedo Programme provides financial support for the incorporation of R&D personnel (doctors and technologists or, in other words, university graduates with at least one year working experience in R&D) to private companies, business associations and technology centres, in order to enable them to carry out R&D projects and viability studies. These calls are financed by the European Social Fund and are carried out in collaboration with the Ministry of Education and Science.

Integrated Actions Programme

Bilateral collaboration programme between Spanish and foreign research teams aimed at developing joint research projects. The programme provides financial support for trips to and stays in other countries. The participating countries are: Germany, Austria, France, Greece, Hungary, Italy and Portugal.

FPI Fellowships (Research Personnel Training)

Are aimed at providing scientific training to higher university graduates who wish to write their doctoral thesis in any given area of knowledge, allowing for training in specific research projects funded by the National R&D&I Plan.

FPU Fellowships (University Personnel Training)

Are aimed at the promotion of third-cycle training (doctorate level) for students who have finished second-cycle studies (bachelor's degree) and wish to orient their professional activity towards teaching and research.

Mobility of Students in Doctoral Programmes

The Secretary of State for Universities and Research offers grants for doctoral programmes that have been awarded a Quality Mention for the next course. The mobility of third-cycle students in doctoral programmes is aimed at rewarding the exchange, quality and excellence in non-profit making public and private universities.

MECD-Ortega y Gasset Fellowships

Their main aim is the training and improvement of PhDs in Social Sciences and Humanities, giving them the full capacity to incorporate successfully into the public higher education system. These fellowships are the result of a cooperation agreement signed between the Ministry of Education and Science (MEC) and the José Ortega y Gasset Foundation for the development of post-graduate training and improvement programmes. These fellowships are open to both predoctoral and postdoctoral candidates.

UAs-CSIC Fellowships

The UAs-CSIC fellowships are the result of a collaboration agreement signed between the Secretary of State for Education and Universities and the Spanish Council for Scientific Research (CSIC) for the development of a quality training programme of third-cycle studies. They are aimed at the completion of doctoral theses developed within the framework of the Associated Units (UAs) between the universities and the Spanish Council for Scientific Research (CSIC).

Postdoctoral fellowships

Are aimed at awarding improvement grants for a for a maximum period of 2 years in centres of excellence – preferably foreign centres – so as to make it possible for PhD students to finish their third-cycle training and carry out a research project, after defending their doctoral thesis, to complete their training stage. These fellowships are organised by the Secretary of State of Universities and Research and include the MEC/Fulbright fellowships.

Mobility: sabbatical years and professors sent abroad

The Ministry of Education and Science, through the Secretary of State for Universities and Research, offers a National Aid Programme to facilitate the mobility of Spanish university professors, researchers from the Spanish Council for Scientific Research (CSIC) and from Spanish Public Research Organisations (OPI), and of foreign professors, researchers, doctors and technologists and those working abroad.

Mobility of Teachers in Doctoral Programmes certified by the Quality Mention

These programmes are aimed at promoting the internationalisation, quality and excellence of third-cycle scientific training. The grants are designed to favour the mobility of Spanish and foreign teachers in doctoral programmes at non-profit making public and private universities. The awarding of the Quality Mention is a recognition of the scientific-technical and training competence of the Doctoral Programme and of the participating groups or departments. Its immediate impact is a sure way to attract doctoral students and resources.

I3 Programme

The Incentive Programme for the Incorporation and Intensification of Research Activity (I3 Programme) has been designed to favour the attraction and return of Spanish and foreign researchers with proven experience for their incorporation into the Spanish Science and Technology System: universities, public research organisations – such as the Spanish Council for Scientific Research (CSIC) – and other R&D centres. The programme is also intended to stimulate the incorporation of young researchers with high research potential into both consolidated and emerging groups within the national R&D system. The programme has two lines of action: stable incorporation and intensification.

8.2.2.2 Other Aids under the National Programme of International Cooperation in Science and Technology

Within the framework of the National R&D Plan (2004-2007), this programme coordinates and strengthens the Spanish activity in Science and Technology abroad, fixes the geographic, thematic and instrumental priorities, and complements other thematic R&D actions at international level contemplated in the different national programmes.

Specialisation fellowships in international organisations

These fellowships, which form part of the National Programme for International Cooperation, have a maximum duration of 2 years and are aimed at training higher university graduates who wish to reach a higher level of specialisation in the fields of science and technology developed in specific international organisations of which Spain is a member:

- European Space Agency: advanced technologies for space industry.
- European Molecular Biology Laboratory (EMBL): structural and bioinformatic approaches to biology.
- European Laboratory for Particle Physics (CERN): accelerator technology.
- Other Radiation Technology Laboratories (RA): applications of synchrotron and neutron radiation and training of specialist technicians in related technology.
- Spanish Office for Science and Technology (SOST): management of R&D projects in the EU.
- European Southern Observatory (ESO) with headquarters in Garching (Germany).
- Rutherford Appleton Laboratory (ISIS) in Oxford, United Kingdom.
- European X-FEL project (X-ray Free Electron Laser) in Hamburg, Germany.
- European Laboratory for Antiproton and Ion Research (GSI/FAIR), in Darmstadt, Germany.

8.3 Aids of the different Autonomous Regions

The different Autonomous Regions that make up the Spanish territory also have different types of grants for the mobility and training of the science and research community. Information about these types of grants can be found on the web pages of the mobility centres of each Autonomous Region, which you can find listed at: <http://www.eracareers.es>

9. Validation and recognition of foreign university degrees

9.1. Validation of foreign university degrees

There are currently two different modalities for the validation of foreign higher education degrees (these are not incompatible and can be applied for simultaneously or successively):

- Validation of a degree of the Catalogue of Official University Degrees: validation of a specific degree, for example, a Degree in Pharmacy.
- Validation of an academic grade: validation of a generic academic title: Graduate-level Grade or University-level grade, but not a specific degree.

Validation gives the foreign degree the same effects (both academic and professional) throughout the national territory as the Spanish degree or academic grade it is validated with from the date the corresponding credentials are granted and issued.

The foreign titles eligible for validation must have official validity, prove the full completion of the corresponding higher education cycle (including the practice period, if necessary for its granting) and be issued by the relevant authority in line with the legislation of the State whose education system these studies belong to.

The following titles are considered to have official academic validity in the country of origin:

- Those granting academic grades of higher education integrated in a determined education system.
- Those considered as equivalent titles by the relevant authorities of the country they are given.

Will not be liable for validation:

- Foreign titles without official academic validity in the country of origin.
- Titles corresponding to foreign studies carried out, totally or partially, in Spain, at centres that are not authorised for this type of education.
- Titles whose education suspended by the foreign title subject of validation are not effectively implemented in the foreign university or higher education institution at the time the title was issued.

The procedure starts at the request of the person interested (model published as annex of Order ECI/3686/2004, of 3rd November, BOE of 15th November), and must be accompanied by the following documents:

- Certified copy of the document that proves the applicant's identity and nationality.
- Certified copy of the degree subject to validation or the supporting certificate of its expedition.
- Certified copy of the academic certification of the studies completed for the granting of the title, which must indicate the official duration (in academic years) of the followed study plan, the subjects given and the credit hours for each one of the subjects.
- Proof of payment of the corresponding fee.

Documents issued abroad must meet the following requirements:

- They must be official documents issued by the relevant authorities according to the legal regulations of the country in question.

- They must be presented legalised via diplomatic way or through the Apostille of The Hague Accords. This requirement is not required for documents issued by the authorities of EU member States or signatories of the European Economic Area Agreement.
- They must be accompanied, whenever necessary, by its corresponding official Spanish translation.

The resolutions on the validation of foreign degrees will be adopted prior motivated report (reasoned) issued by the corresponding technical committees assigned by the Secretary General of the University Coordination Council.

Positively valued are:

- Similarity between the levels of education required to access higher education abroad and in Spain.
- The duration and credit hours of the training period necessary for the granting of the foreign degree subject to validation.
- Similarity between the academic levels of the foreign degree and the Spanish degree subject to validation.
- The contents of the study programme completed for the granting of the foreign title.

The resolution is passed by the Ministry of Education and Science. When applying for the validation of a specific degree of the catalogue, this application can be granted, denied or remain subject to the completing of additional academic requirements. In this case, the requirements will be established in the resolution and can consist of: the approval of an aptitude test, the execution of a practice period, the execution of a project or work, or the attendance to tutored courses. When applying for the validation of a generic academic grade, the application can only be granted or denied.

The validations granted are formalised through credentials issued by the Subdirector General of Degrees, Recognitions and Validations of the Ministry of Education and Science.

9.2. Validation of postgraduate titles and academic grades

Since 1st March 2005, the vice-chancellors of the Spanish Universities have the competence to grant validation of the current degree and grade of Doctor, the new official titles of Master and Doctor established (except for the Master degrees which have their own general guidelines approved by the Government, and which will form part of the Catalogue) and the new academic grade of Master (after renewal of the Catalogue of Official University Degrees).

The person interested must send an application to the vice-chancellor of the university of his/her choice. The motivated resolution will be adopted by the university's vice-chancellor, prior reasoned report of the relevant body in postgraduate study matters. The resolution can be favourable or unfavourable. If favourable, the granting of the validation will be proven by means of credentials issued by the vice-chancellor of the university.

9.3. Professional recognition of EU degrees by EU Directives

The EU Directives for the professional recognition of EU degrees is based on the articles of the Constitutive Treaty of the European Community concerning the freedom of establishment and the free delivery of services. For this freedom to be effective, a series of orders have been approved, which shape a recognition system of professional qualifications between the Member States of the European

Union. These guidelines, set up mainly by a series of Directives, have been replacing the Spanish legal system through several other Royal Decrees.

This recognition has an exclusively professional effect, which means it authorises the practice of a specific profession in the State of reception, but has no academic effects whatsoever.

This set of rules is exclusively applied to citizens of the 25 Member States of the EU, the signatory States of the European Economic Area Agreement that are not members of the EU (Norway, Iceland, Liechtenstein) and Switzerland.

The Directives are currently grouped into two categories:

- Sectoral Directives. Are based on the harmonisation of training and determine the minimum requirements for each professional sector. They allow for the direct recognition of degrees through an established procedure. Each Directive indicates a list of the degrees of the different States that are liable for recognition. These Directives affect the following professions: doctors and specialist doctors, general care nurses, midwives, dentists, veterinarians, pharmacists and architects.
- Directives for which a general system of recognition has been established. Unlike the sectoral directives, there is no previous coordination of the degrees. The system is based on the principle of mutual trust, which means that if a professional is fully qualified for the practice of a profession in his home State, he must also be recognised to carry out that profession in the host State. Nevertheless, in case there are differences between the study programmes for the granting of the degrees of each State for the practice of a same profession, there are compensation mechanisms foreseen, such as an aptitude test or a traineeship period.

The competences for the recognition are distributed among the ministry departments, depending on the profession in question.

Directive 2005/36/CE of the European Parliament and the Council (of 7th September 2005), published on 30th September 2005, on the recognition of professional qualifications, completely modifies and rewrites the previous system. The new Directive must be adopted by the Member States before 20th October 2007.

9.4. Partial validation of foreign university studies

Partial validation is the official recognition of the validity, at academic effects, of higher studies carried out abroad (completed or not, or with the degree granted) with regard to partial Spanish university studies that allow completing those studies at a Spanish University.

The Spanish university, at which the interested person wishes to continue his/her studies, is responsible for validating the foreign studies by Spanish university studies. This validation is defined by the criteria established by the University Coordination Council.

The effects of the validation of partial studies are, normally, only academic and allow to continue the studies in the Spanish education system. These studies can be culminated with the granting of the corresponding Spanish university degree once the applicable study plan has been successfully passed. The Spanish degree will have all corresponding effect without distinctions.

9.5. Agreements of recognition for academic purposes with Germany and Italy

This recognition of degrees and university studies derives from the bilateral agreements with Germany and Italy. Only for academic purposes, it complements the systems of validation (for academic and professional purposes) and of recognition (only for professional purposes).

9.6. Information Centres and Information Points

In Spain:

- Ministry of Education and Science

Information Centre and Citizen Attention

Section Information on Education

C/ Alcalá, 36. 28071 Madrid

Tel.: 902 21 85 00

For enquiries, please send an e-mail through the following Web page:

<http://www.mec.es/mecd/jsp/plantilla.jsp?id=21&area=atencion>

Subdirector General of Degrees, Validations and Recognitions

NARIC (National Academic Recognition Information Centre)

Paseo del Prado 28

28014 Madrid

Contact persons:

- Nieves Trelles, Technical Advisor
E-mail: nieves.trelles@educ.mec.es
- Isabel Barrios, Technical Advisor
E-mail: misabel.barrios@educ.mec.es
Tel.: 91 506 55 93

- For the addresses of the Autonomous Regions and the Provincial Directorates of the Ministry of Education, please visit the following web page:

<http://www.mecd.es/mecd/jsp/plantilla.jsp?area=organizacion&id=88>

- Web page about validation and recognition of foreign degrees and studies in Spain:
<http://www.mecd.es/mecd/titulos/convalidacion.html>

- The universities can offer information on the processes concerned.

Outside Spain:

- Regional Ministries of Education and Science of the Spanish Embassies. To find out where they are located and to contact them, please visit:

<http://wwwn.mec.es/educa/jsp/plantillaAncho.jsp?id=3&area=internacional>

- Consular Offices of the Spanish Embassies. Visit the web page of the Ministry of Foreign Affairs and Cooperation for more information:

www.mae.es

10. Industrial and Intellectual Property

Introduction

Intellectual property is related to creations of the mind: inventions, literary and artistic works, symbols, names, images and drawings and models used in commerce.

In a broader sense, we can say that industrial and intellectual property is divided into two categories:

- *Industrial property*, which includes patents, brand names, trademarks and industrial designs.
- *Copyright*, which embraces literary and artistic works, such as novels, poems and theatre plays, movies, musical works, pieces of art such as drawings, paintings, photographs and sculptures, as well as architectural designs.

Given the purpose of this guide, we will focus on Industrial Property.

10.1 Protection of inventions: Industrial Property

A. Patents

A patent is an exclusive right granted for an **invention**, that is, a **product** or **process** that provides, in general, a new way of doing something or a new technical solution to a problem. Patent protection will only be granted for novel inventions that involve an inventive step as well as industrial applicability. For an invention to be patentable, it must meet the following three requirements:

- a. Worldwide novelty
- b. Inventive step
- c. Industrial applicability

With regard to the novelty, it must be taken into account that an invention shall be considered to be new if it does not form part of the state of the art. The *state of the art* comprises everything made available to the public in Spain and abroad by means of a written or oral description, by use, or in any other way, before the date of filing of the patent application. This means that an invention made available to the public before filing of the patent application automatically destroys the novelty of the invention. Therefore, patent applications must be filed before any public disclosure of the invention, be it at a congress, in a specialised magazine, via the Internet, etc.

Patents are not granted for: discoveries, scientific theories, mathematic methods, literary, scientific and artistic works or any other aesthetic creation, rules and methods for the pursuit of intellectual activities, games, economic and commercial activities. Also excluded from patent protection are inventions whose exploitation would be contrary to public order, plant varieties (protected by specific plant variety rights), animal varieties or essentially biological processes for the production of plants or animals.

As Spain is a member of the European Union, Spanish lawmaking authorities have adopted the standards set by EU guidelines concerning industrial property. Therefore, Spanish legislation is on equal terms with the rest of European countries.

In Spain, an invention must be previously registered in order to acquire exclusive rights to the invention. Contrary to what happens in the USA for example, in Europe the *first-to-file* principle is applied: the first to file the application is entitled to the grant of the patent.

Patent protection is furthermore governed by the principle of territoriality, which means that patent protection is only enjoyed in those countries where the patent is registered. In any other country, the invention can be freely used and exploited by third parties, as it is considered to be public property. Accordingly, registration of the patent in the country of origin does not automatically provide protection in other countries, so in order to secure protection it will be necessary to also register the invention in other countries.

Spain has ratified the major international agreements in this area, which – except for rare exceptions – provide for the protection of rights in Spain of individuals who do not hold the Spanish nationality and grant protection to Spanish nationals in the majority of the remaining countries.

The modification of the Patent Law – which consists in the incorporation of the European Directives on the legal protection of biotechnological inventions into Spanish law – has turned out to be a major advance. The European Directives set clear limits on the Spanish legislation, attaching special importance to the defence of morality and public order by excluding from patentability any invention of which the exploitation is contrary to the aforementioned principles.

Patents are granted by a **National Patent Office** (In Spain, **Spanish Patents and Trademarks Office**: www.oepm.es) or by a **regional Office** covering several countries, such as the European Patent Office (EPO). This system provides protection through a European patent application presented in one of the European Patent Offices (EPOs), drafted in one of the official languages (English, French or German), in those European countries where protection for the invention is sought and which form part of the European Patent Agreement (31 countries on 1st January 2006). The European Patent Application, processed by the European Patent Office, has the same effect as a national patent, once it has been granted, in each of the States for which it is granted.

Patents in Spain, and in most countries of the world, are granted for a period of 20 years from the date of application. Nevertheless, to maintain the patent in force, it is necessary to pay annual maintenance fees, which are increased every year. When the term of the patent expires, the invention becomes public property and can be commercially exploited by third parties.

In the pharmaceutical sector however, the term of a patent covering a chemical-pharmaceutical product may be extended by a Complementary Protection Certificate up to a maximum of five years depending on the delay in the issuance of the corresponding health authorisation.

It is worth pointing out once more that researchers who believe their invention to be eligible for patentability should by no means make them available to the public, as this would destroy the invention's novelty required for patent protection.

B – Utility models

This modality of protection is granted to inventions that – possessing novelty and involving an inventive step – are considered to be a new configuration, structure or mechanism of any object, that results in a functional improvement in its use or manufacture. Utility models require a lower level of inventive step than patents and require only nationwide novelty (contrary to the requirement of worldwide novelty for patents). Utility models are granted for a shorter period

(10 years) than patents (20 years). This form of protection is particularly useful for protecting tools, objects and other devices of everyday use.

C – Industrial designs

An industrial design is the external appearance of the whole or part of an article resulting from features of, in particular, lines, contours, colours, shape, texture or materials of the product or its ornamentation. Industrial designs can be two-dimensional or three-dimensional. At present there are three different ways to apply for protection of industrial designs: National System, European Community System (through the OAMI) and International System.

D – Topographies of semiconductor products (microchips)

Spanish law grants a 10-year protection period for topographies of semiconductor products (semiconductor integrated circuits, also known as *chips*). The object of protection is not the integrated circuit, but the physical aspects of the object, that is, the physical arrangement of all its elements.

E - Computer programmes

Contrary to what happens in the USA and Japan, computer programmes in Spain, as well as in the rest of European countries, are not eligible for patent protection, as they are not considered as patentable inventions within the meaning of the European Patent Law. Computer programmes and the programming information are protected by copyright in the field of intellectual property and have, except for rare exceptions, the same treatment as literary works. In Spain, copyright arises automatically on the creation of the copyright work, without the need for registration. It is however possible to register the copyright work at the Intellectual Property Register or get a notary attest for the purpose of providing proof before third parties in case of infringement of the copyright of programmes.

Contrary to the legislation of other countries, the ownership of copyright in Spain is always granted to the author of the copyright work, unless it was created in the course of employment. If the work is created within the scope of employment, the employer and not the author is the owner of the copyright.

F – Plant varieties

Plant varieties are a modality of industrial property governed by a substantially similar regime to that of patents. A plant variety is a well-defined plant grouping with several distinctive features that remain unchanged in successive reproduction processes and has the ability to self-propagate without alteration.

10.2. Employment inventions: who should register the invention?

Law is very clear in this respect. The researcher can be working in one of the following three situations:

- Company
- University
- Independent

Company

Inventions, created by employees in the course of their employment relationship with the company, which are the result of a research activity which may be implicitly or explicitly deemed a part of the object of the employment contract, shall belong to the employer.

The employee, as the author of the invention, will only be entitled to a compensatory remuneration if the personal contribution for the invention and the importance of it for the

company obviously exceeds explicitly or implicitly the content of the contract or the work relation.

University

The ownership of inventions created by university professors while conducting research at the university in the scope of their teaching and research activities, shall belong to the University. Nevertheless, the university professor is entitled to participate in the benefits gained by the university through the exploitation or licensing of the copyrights on the invention. The University Statutes shall determine the terms and amounts of this participation.

Independent

Ownership of the copyright on inventions that were not created under any of the abovementioned circumstances shall belong to the employee, as author of the invention.

10.3 Official organisations. Where to apply for patent registration?

Spanish Patents and Trademarks Office

The Spanish Patents and Trademarks Office (OEPM) is an Independent Organisation of the Ministry of Industry, Tourism and Commerce responsible for the promotion and support of technological and economic development by providing legal protection to the different modalities of industrial property through the concession of invention patents, utility models, industrial designs and models, protection of topographies of semiconductor products, trademarks and trade names, and by disseminating information on patent registration.

The OEPM has, thus, a twofold mission:

- Granting the different Industrial Property Rights after examining the corresponding applications.
- Offering services of Technological Information based on the information of the different modalities of Industrial Property granted by the OEPM and by other foreign Industrial Property Offices.

The web page of the OEPM (www.oepm.es) offers plenty of information on the procedures and legislation in force.

Address and telephone numbers:

c/ Panamá, 1

28071 Madrid

Tel: (central) 91 792 58 04

Tel: 902 157 530 (opening hours: from Monday to Friday from 9:00 to 14:30 h.)

Fax: 91 349 55 97

Office of Harmonisation for the Internal Market (OHIM)

The Office of Harmonisation for the Internal Market (OHIM) is an official organisation of the European Union for the registration of brand names, trademarks and designs in all EU Member States. The OHIM is in charge of the registration of EU trademarks and EU models and designs:

Trade mark and design registration:

- Grants the right to use the trademark or design in commerce, take legal actions against offenders and claim damages and compensation.
- Works as a dissuasive element against piracy.
- Is a quickly acquired right that requires few formalities and is valid throughout the EU market.

For more information, please contact the European Office in Alicante (Spain):

OAMI (OHIM)

Avda. de Europa, 4.

Apartado de Correos 77. 03080 Alicante (Spain)

Tel.: +34 96 513 88 00

E-mail: information@oami.eu.int

Web: <http://oami.eu.int/>

European Patent Office (EPO)

The mission of the EPO is to support the innovation, competitiveness and economic growth for the benefit of all European citizens. Its mission is to grant European patents on inventions through a centralised procedure. By filling out one single application form in one of the three official languages (English, French or German) you can be granted protection in one or all the signatory countries.

- Central Office in Munich (Germany):
European Patent Office (EPO)
D-80298 München
Tel: (+49-89) 2399-1101
Fax: (+49-89) 2399-2891
Web: www.european-patent-office.org

- Brussels Liaison Office:
Avenue de Cortenbergh 60
B-1000 Bruxelles
Tel: (+32-2) 2741590
Fax: (+32-2) 2015
Web: <http://www.european-patent-office.org/>

Spanish Association of Industrial Property Agents (COAPI)

When registering patents, it is recommended to work with an Industrial Property Agent. Below you find the contact details of the Spanish Association of Industrial Property Agents (COAPI). The web page of the COAPI has a list of Agents from which you can select the agent of your choice:

COAPI

Montera, 13 - 28013 Madrid
 Tel: 91 522 38 24
 Fax: 91 522 13 03
 Web: www.coapi.org

Patent application data in Spain for 1999-2003

Patent Application	1999	2000	2001	2002	2003
National way (direct)	2,859	3,111	2,094	3,055	3,081
Residents	2,438	2,709	2,523	2,763	2,804
Non-residents	421	402	381	292	277
European way (direct)	49,166	53,356	55,377	47,164	52,000
Residents	308	315	359	359	n.d.
Non-residents	48,858	53,041	55,018	48,641	n.d.
Euro-PCT	71,123	87,817	100,683	109,486	92,000
Residents	440	606	634	626	n.d.
Non-residents	70,683	87,312	100,149	106,375	n.d.
PCT(at national level)	86	83	91	76	89
Residents	1	2	5	8	n.d.
Non-residents	85	81	86	71	n.d.
EUROPEAN PATENT APPLICATIONS WITH PRIORITY IN SPAIN					
	365	469	449	309	n.d.

*Source: Spanish Trademarks and Patents Office.
 Published in the 2003 Annual R&D&I Report. Ministry of Education and Science.*

As shown in the data presented above, 2003 saw a 0.85% increase in the number of patent applications filed for by residents at the Spanish Trademarks and Patents Office. With regard to the patent applications filed for through the European way (applications presented directly at the European Patents Office and which are designated to Spain), the increase as compared to 2002 amounted to 10.25%.

11. The Spanish labour market

This section has been included in this guide to provide the family members of researchers who move to Spain with information on the present situation of the Spanish labour market and on how to find employment.

11.1. The labour market

The mid-nineties witnessed the creation of several new labour contracts – temporary, part-time and training contracts – aimed at the enhancement of employment mobility. These contracts allow companies to hire employees for a limited period of time. Once this period has expired, the company can offer the candidate a permanent contract if he/she meets the job profile or his/her services are still required by the employer. According to 2005 figures, the unemployment rate among the economically active population in Spain amounted to 8.7%.

Job opportunities: qualified vs. non-qualified work

According to the Occupational Observatory of the Spanish Public Employment Service (INEM), the sectors of agriculture, construction, industry and services have the highest proportion of hard-to-fill vacancies. The services sector has the highest number of job offers, labour demand and staff recruitment. The tourism and hotel trade, as well as the sectors of construction and agriculture, recruit large numbers of foreigners.

The economic activities that are expected to generate the majority of new employment opportunities are those related to environment, such as biologists, botanists and zoologists. Many vacancies are available for technicians in electric engineering, chemical engineering, physics and engineering. There is also high demand for non-qualified or low-qualified jobs, such as salespeople, cooks, waiters, hairdressers, gardeners, carpenters or domestic employees.

Freelance jobs

There is also a wide range of freelance jobs available for foreigners who settle in Spain, such as, for example, language teacher, translator, babysitter, au pair, volunteer, etc...

Advantages when seeking employment

Spain has an excess of university graduates (economists, lawyers, etc...). A good way to differentiate yourself from your competitors and increase your chances of getting a great job offer is by gaining a Master's degree in any area of specialisation, which is greatly appreciated by Spanish employers. Foreign language knowledge is also a plus, especially English, although French and German are also very useful.

11.2. How to find employment

If you meet all the necessary requirements to work in Spain (work and residence permits), you will discover there are endless ways to seek and obtain employment. The most efficient way to find employment is through the EURES network, which provides plenty of useful information on how to find employment before moving to Spain. The EURES web page (www.europa.eu.int/eures) has a wide range of information in multiple languages. EURES is a cooperation network (created at the initiative of the European Commission) between the Public Employment Services from the EU/EEA Member States and Switzerland. EURES allows access to the job vacancy databases of 29 countries.

Spanish Public Employment Service

The Spanish Public Employment Service (also known as INEM or National Employment Institute) actively participates in the integration of unemployed people into the labour market. This service offers training programmes, provides information on job offers, vocational training and unemployment compensation procedures. For more information on the Spanish Public Employment Service, please visit their website at www.inem.es, or contact your nearest INEM office. EU nationals working in Spain have the same rights as Spanish nationals. To use the services of the National Employment Institute, you must have a valid identity card or passport and be resident in Spain. The management of active employment policies has been decentralised and is now carried out by the Job Placement Offices of the different Autonomous Regions. You can find a complete list of the Job Placement Offices, grouped per Autonomous Region and province, on the INEM web page (www.inem.es) under “*otras informaciones*” (other information).

The University-Enterprise Foundation

The University-Enterprise Foundation is responsible for the management of a whole range of internship programmes for university graduates. They also publish a guide with a list of the most important companies that have job vacancies. This guide also gives information and advice on how to find employment in Spain, and includes a list of companies that are looking for personnel.

C/ Serrano Jover, 5, plantas 6-7

28015 Madrid

Tel.: 91-548.98.60

E-mail: info@fue.es

Web page: www.fue.es

Temporary Employment Agencies (ETT)

Temporary employment agencies are also a valuable tool for finding employment. ETT's charge a commission based on the employee's salary. These agencies tend to offer vacancies in jobs that do not require higher education (waiters, cooks, salespeople, secretaries, domestic employees, etc...). The Ministry of Employment and Social Affairs (C/ Pío Baroja, 6. Madrid. Tel.: 91 363 18 00) offers a list of all Temporary Employment Agencies throughout Spain. They are also listed in the Yellow Pages. Below you find a list of some of the most important ETT's located in Spain.

COMPANY	WEB PAGE
Adecco	www.adecco.es
Alta Gestión	www.altagestion.es
Computrabajo	www.computrabajo.es
Flexiplan	www.flexiplan.es
Grupo Vedior	www.evedior.es
Manpower	www.manpower.es
People	www.people-ett.com
Select	www.selectett.es
Synergie	www.synergie-ett.com

Press

Most Spanish newspapers have an employment section. Most of them include a special employment supplement on Sundays, called the “salmon pages” (“*páginas salmon*”). “El País”, “El Mundo”, “ABC” and “La Razón” are nationally circulated newspapers

with regional supplements. The two leading local newspapers of the Autonomous Region of Catalonia – “La Vanguardia” and “El Periódico” – also have their own employment section. Most newsstands in tourist areas in Spain sell English, German or French newspapers with employment sections listing job vacancies for bilingual and multilingual staff.

Many newspapers have an online edition where you can find job offers or offer links to job search portals. Below we list some of the most important addresses:

NEWSPAPER	WEB PAGE	COMMENTS
ABC	http://categorias.abc.es/Empleo/Empresas_de_trabajo_temporal/index.php	Links to employment web pages.
El Mundo	http://www.expansionyempleo.com/	Link to the employment pages of <i>El Mundo</i> newspaper.
El País	www.elpais.es	National newspaper. Look under employment.
La Razón	www.larazon.es	National newspaper.
National and local press	www.mir.es/oris/enlaces/prensa.htm	Links to web pages of national and local press.
Segunda Mano	www.segundamano.es	Look under the section ‘employment’.
Sur in English	www.surinenglish.com	English web page of <i>Diario Sur</i> .

Employment through the Internet

There are numerous web pages in Spain specialised in online employment search. Below we have listed the addresses of the official employment pages.

www.inem.es	Public Service of Employment in Spain.
www.europa.eu.int/eures	Eures-net. European Professional Mobility portal.
www.administracion.es	Under “ciudadano” you gain access to “grants and support”.
www.administracion.es/portadas/perfiles/ciudadano/empleo_publico/index.html	Pages of public employment of the Citizen’s portal.
http://www.administracion.es/portadas/perfiles/ciudadano/trabajo/index.html	Pages with employment information.

Embassies

The Consulate Sections of many foreign Embassies have useful information on finding employment in Spain, as well as lists of companies from their home countries established in Spain that are looking for personnel.

Internship

If you are looking for employment, it might be a good idea to undertake an internship in a Spanish company, which is very popular among young students and recent graduates. Interns usually do not receive any salary or are employed for a very low salary. Most schools and university faculties have internship offers posted on their notice boards. The Employment Guidance and Information Centres of the Spanish universities and the head offices of the University-Enterprise Foundation spread throughout Spain are also a very valuable source of information.

Student organisations are a not commonly used but very valuable source for employment opportunities:

- **AIESEC:** www.es.aiesec.org
- **IUVE:** www.iuve.org

12. Information on employment regulations

EU citizens

Any citizen of the EU (including Cyprus and Malta), of other EEA Member States and of Switzerland, has the right to work in Spain under the same conditions as Spanish nationals. Citizens of EU Member States do not need work permits, except for citizens from the 8 countries that joined the EU on 1st May 2004 and for which a two-year transition period was established: they will receive the same treatment as other EU citizens once this transition period has ended. European citizens cannot be denied employment opportunities on the grounds of nationality. Besides, every European citizen has the right to engage in any lawful commercial activity. This means that, in theory, there are no barriers to EU citizens taking employment in Spain. However, in actual practice, language could present a barrier when it comes to employment opportunities, as very few companies are willing to hire foreign employees who do not speak Spanish. Freelance professionals are allowed to carry out their profession in Spain, under the condition that their university degree – in the case of a regulated profession – has been officially recognised. Freelance workers must also be registered as self-employed.

Third-country nationals (non-EU citizens)

Third-country nationals are required to have a work permit to legally work in Spain. An employer who wishes to employ a third-country national must apply for the corresponding residence permit and work permit for salaried employment at the relevant authorities of the Spanish province where the employment activity will be performed. If the application is approved, the third-country worker will have to apply for a visa at the Diplomatic Representation of Spanish Consular Office corresponding to his/her own country of residence. Once the visa is granted, the third-country worker will be able to enter Spain and start his/her labour activity. He/she must be properly affiliated and registered with the Spanish Social Security and apply, within one month after arrival, for a Foreign Identity Card.

Some third-country workers, such as researchers for example, can engage in a lucrative, labour or professional activity without the need for a work permit (see point 6.1).

Rights and obligations

All persons employed in Spain, irrespective of their nationality, must be insured. Foreign workers have the obligation to pay the same social contributions as Spanish workers and are therefore entitled to the same social benefits: medical care, disability, health insurance, labour accidents and professional disease insurance, retirement, unemployment insurance and family allowances. They also have the same rights as Spanish nationals with regard to salary, promotions, working conditions, trade union, etc...

12.1. Information on employment contracts: general aspects

Although the **minimum age** to work in Spain is 16, parental authorisation is required for individuals under the age of 18.

In accordance with the European Directives implemented in Spain, the maximum length of the **working day** is 40 hours per week, with a maximum of 9 working hours per day.

Overtime cannot be forced and cannot exceed 80 hours per year. Overtime work must be compensated either in overtime pay or compensatory time off. It is important to know your rights on this issue. Paid **holidays** cannot be less than 30 calendar days (including Saturdays and Sundays). The employee is entitled to 14 paid public holidays (12 national and 2 local holidays). Fifteen days are granted for **marriage** and 16 weeks for **maternity leave**.

The **minimum inter-professional salary** is yearly adjusted by the Government, taking into account the relative cost of living and inflation. The minimum salary for 2006 has been set at 540,90€/month. Sectors with collective labour agreements are allowed to establish their own minimum salary, which can never be less than the minimum salary set by the Government.

Employees in Spain receive a **salary**, which is generally divided into 14 equal monthly payments: 12 of them paid as monthly salary, two as **extra payments** (in summer and at Christmas). However, this is optional and you may receive your annual salary in 12 monthly payments.

Employment contracts

Spanish Law recognises verbal employments as legally binding, although most contracts are drawn up in writing. Written contracts are required for internship, training, service, part-time, fixed-continuous, replacement or temporary (of less than one month) contracts. You can demand a written contract at any time, even if you have already started your employment.

Before signing an employment contract, it is recommended to verify that the terms and conditions of the contract are the same as those agreed upon. It is important to understand all aspects of the contract, especially those related to the amount and terms of payment, the length of working day, the notice period and the collective labour agreement in force, as in the event of termination of the contract, the law applied shall be subject to the provisions stipulated in this contract. If you do not speak the language in which the contract is written, the employer can have the contract translated for you, although this is not obligatory. You can also ask for a copy of the contract and have it translated to your own language before signing.

Employment contracts can be entered for an indefinite (permanent contract) or a definite (temporary contract) period of time. Temporary contracts must specify the exact length of the contract in writing (which can be formulated as “until termination of the work or service for which the contract was made”). A trial period may be arranged, but shall not exceed a maximum of 2 months, except for technical graduates, whose trial period can be extended up to 6 months, or 3 months for companies with less than 25 employees. The trial period must be specified in writing in the employment contract.

Information on employment contracts: contract modalities

Indefinite contracts: are contracts that do not set a time limit for the duration of the services rendered. Indefinite contracts are usually not signed at the start of the employment relationship, but after a period of training or after the expiration of a temporary contract.

Training contracts: are aimed at providing employees with the necessary theoretical and practical training to successfully perform their job. Training contracts must have a minimum duration of 6 months and a maximum duration of 2 years, except when provided for under a previously established agreement. These contracts are full-time and the salary cannot be less than the minimum salary. The time dedicated to theoretical training must take place during regular working hours and cannot be less than 15% of the maximum working day established in the collective agreement.

Internship contracts: are aimed at giving employees with a degree the opportunity to receive professional training related to their studies. These contracts are only available for employees who completed their studies or had them recognised (in case of studies conducted abroad) no longer than 4 years earlier. As is the case with training contracts, an internship contract must have a duration of between 6 months and 2 years. The trial period has a maximum duration of one month for graduates with a medium-level degree (graduate) and two months for graduates with a higher-level degree (bachelor). During the first year, the salary cannot be less than the minimum salary or less than 60% of the salary established by collective agreement for employees who perform the same work in their first year of employment. The employer must provide the employee a Certificate of Internship at the end of the contract period.

Contracts for specific work or services: are contracts, with a certain degree of independence within the company, to perform a specific work or service for an undetermined period of time. A 15-day notice period is required for termination of the contract, if the contract has a duration of more than one year. Once the contract has been terminated – which must always be done in writing – the employee has the right to a financial compensation equivalent to eight days of salary for each year of service.

Part-time contracts: are contracts for services that require a lower amount of working hours than a full working day. The amount of working hours per day (week, month or year) must be specified in writing in the contract. Overtime is not allowed. The worker and employer may agree to the performance of complementary hours, as long as they are less than 15% of the total working hours. Employees hired under part-time contracts are entitled to the same rights as employees hired on a full-time basis. The amount of Social Security benefits (maternity leave, temporary disability, retirement, etc...) will be calculated pro-rata to the number of contracted working hours.

Temporary contracts: employees who have a contract for a definite term of employment must be informed by the employer of vacancies for an indefinite period of time so as to enjoy the same job opportunities as other employees in the company.

More information

- On the web page of the Ministry of Employment and Social Affairs (www.mtas.es), you can find a Guide to Employment and Social Affairs (“*Guía Laboral y de Asuntos Sociales*”), which provides useful information on the different contract types, job search, unemployment, salaries, working conditions, etc...
- The web page of the Spanish Public Employment Service (INEM), www.inem.es, has a specific section on employment (“*Empleo*”), with a chapter on citizen services (“*Servicios al ciudadano*”), which is very clear and easy to use.
- The web page of the **Social Security** - www.seg-social.es - also offers very useful information on the different types of contracts. You can contact the Social Security by Telephone on the following numbers:
 - Unemployment and Retirement Benefits: 900 16 65 65
 - Affiliation, registration, postponements, official employment record, network system: 901 50 20 50
- Very complete information can also be found at the **Ministry of Employment and Social Affairs (MTAS)**
 C/ Agustín de Bethencourt, 4 – 28071 Madrid
 Tel.: 91 363 00 00
www.mtas.es

Social-Labour Information Office.

Subdirectorato of Administrative Information
 c/Agustín de Bethencourt, 11 – 28071 Madrid
 Tel.: 91 363 2325 /26 /27 /28 /29 and 91 456 1665

13. Taxes

Foreign researchers are recommended to gather some general information and have some knowledge of the basic aspects of the Spanish tax system before coming to live and work in Spain. The Spanish Tax Agency is responsible for the application of the State Tax System. Their web page (www.agenciatributaria.es) is very complete, has an English version and has a special section for non-residents in Spain.

All natural and legal persons in Spain have a tax identification number (NIF) for all dealings with the Spanish Inland Revenue. For those who do not have Spanish nationality, this number is the same as their Foreign Identification Number (NIE).

Direct and indirect taxes

The Spanish tax system has two different types of taxes: direct and indirect taxes. Direct taxes are levied on income and wealth. This category includes Personal Income Tax (IRPF), Non-Resident Income Tax (IRNR), Corporate Income Tax (IS), Succession and Donation Tax (ISD) and Wealth Tax (IP). Indirect taxes are levied on the consumption of goods and services and, in general, on the transfer of goods and rights. This category includes Value Added Tax (IVA), Special Taxes (IIEE), Insurance Premium Tax (IPS) and Wealth Transfer Tax (ITP).

A foreign researcher who comes to Spain for a limited period of time will probably have to pay IRPF or IRNR (according to his/her residence status), IVA, IIEE and in rare circumstances, Wealth Tax (IP), Wealth Transfer Tax (ITP), etc...

Personal Income Tax (IRPF) and Non-Resident Income Tax (IRNR)

IRPF and IRNR are taxes levied on the income earned by private individuals according to their place of residence.

Residence

Depending on whether an individual is or is not resident in Spain, he/she must pay Personal Income Tax (**IRPF**) or Non-Resident Income Tax (**IRNR**) on the income earned.

A person shall be considered to be a permanent resident in Spain if he/she spends more than 183 days (6 months) per year on Spanish territory. Occasional absence from Spain shall also be taken into account when determining permanent residence, unless the private individual provides proof of tax residence in another country. There are however other considerations to be taken into account, such as the family's place of residence, close personal or economic ties, or the usual country of residence or employment. Individuals in this situation will have to pay Personal Income Tax (IRPF) on the total income earned worldwide. It is therefore recommended that you are well informed of your personal tax situation when working or conducting research in Spain.

Special Regime for IRNR taxation

Individuals (in this case researchers) who acquire their tax residence in Spain as a result of being transferred to Spanish territory can choose to be taxed under Personal Income Tax or Non-Resident Income Tax terms during the tax year of change of residence and during the following five tax years. This holds true for individuals:

- Who have not been resident in Spain during the ten years prior to their transfer to Spain.
- Whose transfer is the result of an employment contract.
- Whose employment activities are carried out in Spain and for a company or organisation with residence in Spain or for a permanent establishment in Spain of an organisation that does not have residence on Spanish territory.
- Whose returns generated by the activities performed under the labour agreement are not exempted from IRNR.

Tax residence certificate

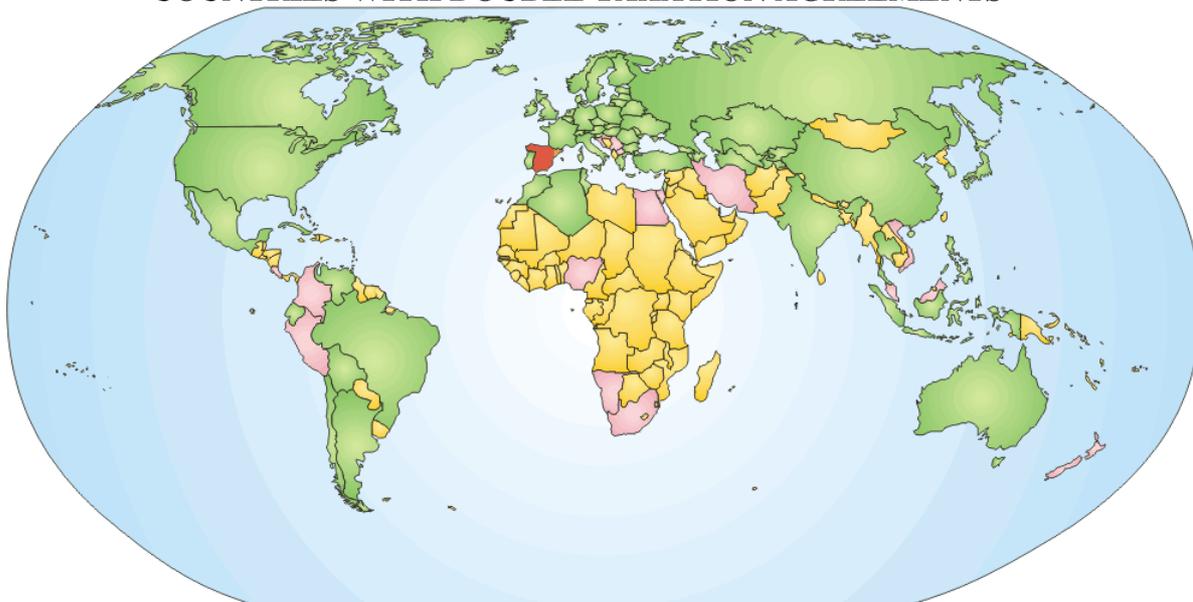
It is possible for an individual to be resident or administrative resident in a State without being considered tax resident in that State. To be considered tax resident in a specific State (in this case Spain), the individual must pay Personal Income Tax (IRPF) on the total income earned worldwide. Tax residence shall be proven by means of a certificate issued by the competent Tax Authorities of the country concerned, which will be valid for a period of one year.

Agreements to avoid double taxation

If the researcher is resident in a country that has entered into an agreement with Spain to avoid double taxation, the provisions of this agreement will apply, given the fact that in some cases – in light of specific circumstances – income cannot be subject to taxation in Spain. In these cases, the non-resident researcher will have to prove that he/she is residing in a country that has entered into an agreement with Spain by producing a certificate issued by the Authorities of the country concerned.

For more information on the different types of agreements and an overview of the countries that have entered into an agreement with Spain, please visit the web page of the Ministry of Economy and Finance: www.mineco.es, available in Spanish and English and of the Spanish Tax Agency: www.aeat.es under the chapter “No Residentes”.

COUNTRIES WITH DOUBLE TAXATION AGREEMENTS



Legend:

Green: Countries that have signed a double taxation agreement.

Pink: Countries that are currently negotiating a double taxation agreement.

Green: Countries that have not signed a double taxation agreement.

Source: Ministry of Economy and Finance.

Deduction for double international taxation

If the foreign researcher residing in Spain is subject to payment of Personal Income Tax (IRPF) and has earned income (through returns or property profits) from outside Spain, a deduction for double international taxation can be applied to prevent this income from being subject to IRPF in Spain and a similar tax abroad.

Special regime for researchers (taxpayers) with residence in other EU Member States

Foreign researchers who are paying IRNR and can provide proof of residence in another EU Member State, and who have received at least 75% of their income during the taxable period from employment and economic activities carried out in Spain (and the income has been subject to IRNR), can ask for the application of a special regime, so that taxes payable in Spain be calculated in accordance with IRPF regulations without losing their status of Non-Resident taxpayers.

Fellowships exempted from tax payment:

a) Personal Income Tax (IRPF) payers

If the researcher is paying Personal Income Tax (IRPF), his/her fellowship will be considered earned income and will therefore be subject to Personal Income Tax payment. However, in accordance with legal regulations, public fellowships and fellowships granted by non-profit making institutions under a special regime (Law 49/2002) are exempted from tax for the conduct of regulated studies, both in Spain and abroad, at all levels and grades of the education system. This provision applies to payments made on or after 1st January 2004.

b) Non-Resident Income Tax (IRNR) payers

However, if the researcher is paying Non-Resident Income Tax (IRNR), the fellowships will be considered economic returns for the working activities carried out in Spain and will therefore be subject to Non-Resident Income Tax payment. This occurs whenever the economic returns are obtained through a personal activity carried out on Spanish territory or through public contributions made by the Spanish Administration. If the labour activity has been carried out exclusively abroad and is subject to payment of personal income tax outside Spain, it will be exempted from IRNR tax.

Some fellowships, though subject to IRNR, are exempted from payment (according to IRNR regulations) under the following two circumstances:

- Fellowships exempted from payment in accordance with IRPF legislation.
- Fellowships and other financial support received by private individuals, granted by public Administrations, in accordance with national and international agreements of cultural, educational and scientific cooperation or the annual international cooperation plan approved by the Cabinet of Ministers.

13.2 VAT

The Value Added Tax or VAT (IVA) is an indirect consumption tax, taxing three different types of actions: the provision of goods and services by companies and professionals, the acquisition of goods within the EU, and importations. VAT is borne by the ultimate user only and not by the companies or professionals. The latter collect VAT from their customers and deposit it with the tax authorities by means of tax declarations presented at the Spanish Tax Agency. In the first case, VAT is paid upon the purchase of any product or service. In the second case, VAT is paid upon the entry of goods (with the exception of personal effects) from one EU Member State to another. In the third case, VAT is paid on goods imported from third countries. There are three different types of VAT: kinds of IVA: general (16%), reduced (7%) and super-reduced (4%). The super-reduced VAT rate applies to basic goods or goods of primary necessity. For more information on which goods and services belong to each category, please visit the following website: <http://asesores.com/fiscal/tipiva.htm>.

13.3 Special taxes

Special taxes are taxes levied on the consumption of very specific goods: hydrocarbons (petrol derivatives), alcoholic drinks and tobacco. This category also includes the Special Tax on Certain Means of Transport, levied upon the registration of a vehicle. Please remember that in Spain all new and second-hand vehicles (cars, motorcycles) that are going to be used on national territory by Spanish residents must be properly registered.

Local taxes

Apart from the taxes described above, which are imposed at the national level, there are also locally levied taxes, which are set by the City Councils. The most relevant are:

- **Property Tax (IBI)**
Levied on the assessed value of properties (houses, flats, etc..) and payable by the property owners or holders of certain property rights.
- **Vehicle Tax (IVTM)**
Replaces the former motor vehicle tax (IC). It is levied on all motor vehicles that use the public road.

13.4 More information

For more information, please consult the following address:

- **Spanish Tax Agency (Agencia Tributaria)**
Central Services
c/ Infanta Mercedes, 37
28020 Madrid
Tel.: 91 583 70 00
Basic tax information: 901 33 55 33
www.agenciatributaria.es

14. The Spanish National Health System

Introduction to the Spanish National Health System

The Spanish National Health System is the coordinated system of the health service of the State Administration and the health services of the Autonomous Regions. It comprises all functions and aspects of public health care delivery, which is responsibility of the public authorities, at the service of the citizens' health.

Its most important features are the universal right to medical care (covering approximately 99.4% of population), public financing and the decentralisation of its management in the regional governments.

Each Autonomous Region has a health care service made up of the health centres, services and establishments of the Autonomous Region, Delegation, City Council and any other territorial administration within the Autonomous Region.

Each and every single member of the population residing in Spain, irrespective of their nationality, has a right to health and medical care. This means that the full 100% of the Spanish population is covered by the Spanish National Health Care System.

14.1. Medical Care

After completion of the transfer process of the health care competences to the Autonomous Regions, all aspects of medical care and public health service delivery in Spain will be handled by the Health Services of the Autonomous Regions and, in Ceuta and Melilla, by the National Health Management Institute (INGESA). All health care issues, which until recently were considered to be a State responsibility, are now managed by the Autonomous Regions. This means that all Spanish residents, in case of need for medical care, must contact the corresponding organisation in their Autonomous Region of residence. The web page of the Ministry of Health and Consumption, (<http://www.msc.es/ciudadanos/prestaciones/home.htm>), provides a list of the health care centres in your Autonomous Region of residence.

Address of the **Ministry of Health and Consumption:**

Pº del Prado 18-20 (planta baja) 28014 – Madrid

Telephone: 901 40 01 00

www.msc.es

Address of the **National Health Management Institute (INGESA):**

C/ Alcalá, 56 – 28014 Madrid

Tel.: 91 338 00 06 / 07

www.ingesa.msc.es

The web page of the Ministry of Public Administrations, www.igsap.map.es/ccaa/ccaa.htm provides information on the responsible organisations and information centres for each Autonomous Region.

Foreigners' rights

All foreign nationals who are going to work or are already working in Spain and are contributing to Spanish Social Security (a certain amount of money is deducted from their salary) will receive a medical card with their personal details and social security

number. Once you have received your Social Security Affiliation Card, you can apply for an Individual Health Care Card at your nearest health centre. Holders of this card are entitled to receive free medical care and hospital treatment for themselves and their families. The Spanish Health Care System covers 60% of prescription drug costs. The remaining 40% must be paid by the patients themselves. As far as dental treatment is concerned, Social Security only covers extractions.

To receive medical assistance in case of accident or illness, it is recommended you contact the corresponding Social Security organisation in your home country before coming to Spain, in order to get a European Health Card (EHC).

14.2. Private insurance policies

If you want to have private insurance, you can buy a private insurance policy in your home country, which covers your stay in Spain, or from any of the private insurance companies established in Spain. Please take into account that most insurance companies require a waiting period of several months to one year before the insurance becomes effective, especially in cases of maternity or surgical interventions. Below is a short list of the main private insurance companies. For a more detailed list, please visit the following web: page www.encuentrahora.com/seguro.html or check the Yellow Pages under “seguros”, “sociedades médicas” or “seguros médicos”.

- **ADESLAS**
Príncipe de Vergara, 110 - 28002 Madrid – Tel.: 902 200 200
www.ademas.es
- **ASISA**
C/ Juan Ignacio Luca de Tena, 10 – 28027 Madrid – Tel.: 799 99 00
www.asisa.es
- **MAPFRE Caja Salud**
Pº de Recoletos, 29 - 28004 Madrid – Tel.: 902 20 40 60
www.cajamadrid.es/CajaMadrid/Home/cruce/0,5699,200_10191*92,00.html
www.mapfre.com
- **SANITAS**
www.sanitas.es (information available in Spanish and English)
c/ Rivera del Loira, 52 – 28042 Madrid – Tel.: 902 10 24 00

Before taking out a private insurance, it is advisable to compare prices as some of these companies charge a consultation fee in addition to the monthly or yearly subscription fee. It is also important to know if your health insurance provides national and international coverage. Some insurance companies allow you to be treated by the doctor of your choice upon payment of the corresponding additional fees.

14.3. Chemists

In Spain, medicines can only be bought at chemists. You are generally required to provide a medicine prescription issued by the doctor responsible for your medical care. Opening hours for chemists are the same as other businesses. Some chemists open on weekends (you can find a list of “on duty” chemists displayed on the door of your chemist’s). Many chemist’s shops have recently extended their opening hours to 12-24 hours a day. When you need a medicine, your chemist can offer you, apart from the commercial brands, generic medicines that are substantially less expensive than the

original and have the same active ingredients. Homeopathic products are also available at the chemist's shops. Some health food shops sell alternative natural medicines.

The web page of the General Council of Pharmaceutical Colleges (www.portalfarma.com) provides plenty of useful information on the Spanish pharmaceutical system.

15. Social security

The Spanish Constitution stipulates that every citizen has the right to receive assistance and social services in case of need. The Social Security System is responsible for guaranteeing these rights to all citizens and their relatives.

15.1. Transfer of retirement contributions

If you have worked in more than one EU Member State or in countries that have signed agreements with the EU, the different periods of retirement pension insurance will be added up in order to meet the minimum contribution period. If you are already entitled to retirement benefits and would like to submit your application, you can do this in your home country, in Spain, or in any other country, including non-EU countries, provided they have signed an agreement with the EU. The benefits paid by each insurance organisation will depend on the duration of the insurance period. This also applies to the payment of survivor pensions.

If you are residing in Spain and continue to be registered with the insurance system of your home country or any other Member State, you must continue to pay contributions in the third country. When you have reached the required age to receive a retirement pension, you can submit your application in Spain to the competent insurance organisation. The payment of non-contributory disability and retirement pensions has been transferred to the Autonomous Regions. Please contact the service and information centres of the Social Security, the Social Services of your City Council or the Ministries of Social Welfare of your Autonomous Region of residence. To locate your nearest centre, please visit the web page www.igerontologico.com/s_sociales/imserso.htm. You can also contact the Government Delegations and Government Sub-delegations, visiting their web page at: www.administracion.es and clicking on: Organización pública / Administración General del Estado / Órganos Territoriales / Ver las Unidades, and select your current or future Autonomous Region of residence. All benefits are payable by the insurance organisation in Spain or the competent organisation of your home country.

Secretary of State for Social Security

The National Institute of Social Security (INSS) is responsible, among other duties, for the recognition and control of economic benefits rights granted by the Social Security System (at the level of contribution), including family allowances for children or foster children at charge and payments for the birth of the third and subsequent children (as well as multiple deliveries). It also recognises the right to medical care. The INSS is in charge of the management of retirement pensions, permanent disability, widowhood, orphanhood and compensation in cases of labour accidents and professional diseases, as well as benefits for temporary working incapacity, maternity or risk during pregnancy. For more information on allowances available to employees who are working and living in Spain, please visit the Social Security's web page at: www.seg-social.es and look under "prestaciones" and "direcciones y teléfonos", or visit the nearest social security office in your Autonomous Region of residence.

15.2. Other allowances

Non-contributory retirement and disability pensions

All retired, disabled and poor citizens are entitled to financial assistance, free medical and pharmaceutical care and social services, even though they have not contributed to Social Security, or the contributions paid are not sufficient. The non-contributory retirement pension is granted to people over the age of 65 years who are currently living in Spain and have resided in our country for at least 10 years. Disability pensions are granted to persons aged between 18 and 65 years who are currently living in Spain and have done so for at least 5 years, the last two years of which immediately prior to applying for the retirement benefits, have a level of disability of 65% or higher, and have no financial means of support.

Family allowances for children or foster children at charge

Family allowance is a financial benefit granted for each child or foster child under the age of 18 years. Eligibility is restricted to those persons whose yearly income does not exceed the limit established annually by the General State Budget Law. Family allowance is also granted to families with children over the age of 18 years with a level of disability of 65% or higher (irrespective of the family income). All Social Security affiliates are entitled to these benefits, which must be applied for at the Centre of Support and Information of the nearest Social Security Office. Foreign nationals residing in Spain are entitled to the same benefits as Spanish citizens.

Maternity

Women in Spain have three basic guaranteed rights when becoming a mother: medical care, maternity leave and financial support.

- Every woman residing in Spain (irrespective of nationality) with insufficient economic resources is entitled to free medical care during pregnancy, delivery and the postnatal period for herself and her child.
- Every employee, irrespective of gender, is entitled – if all requirements are met – to receive financial support for paternity after childbirth or adoption and to take 16 weeks of uninterrupted paternity leave. In case of biological maternity, the mother is obliged to take a 6-week maternity leave after giving birth. To qualify, the employee must have contributed to Social Security for at least 180 days (6 months) during the last 5 years. As to financial compensation, employees on paternity leave will receive 100% of their salary (based on the contributions made during the month prior to the leave). For more information, please visit the Social Security’s web site: www.seg-social.es.
- Every working woman who has contributed to Social Security receives financial support from the Spanish Tax Agency (Ministry of Finance) of 100€ per month for each child under the age of three. You can download an information leaflet on maternity benefits from the web page of the Spanish Tax Agency (www.agenciatributaria.es), by clicking on “*Información tributaria*”- “*Otra información*” –“*Deducción por maternidad*”, or call number: 901 200 345.

For any kind of information on women-related legal issues such as marriage, children, civil register, labour legislation, domestic violence, violation, free legal aid, etc... you can contact the **Women’s Institute**, dependent on the Ministry of Employment and Social Affairs:

C/ Condesa de Venadito, n° 34
 28027 MADRID
 Telephone: 91 363 80 00 (central)
 E-mail: inmujer@mtas.es
www.mtas.es/mujer/index.html

Information Centres:	
c/Génova, 11 – 1º dcha. 28004 Madrid Telephone: 91 700 19 10 - 91 700 19 18	c/Vargas, 53, 3ª planta (3 rd floor) 39010 Santander Telephone: 942 23 57 58 - 942 23 56 64
Toll-free telephone number: 900 19 10 10 - 900 152 152 (deaf women)	

15.3. Unemployment benefits

The Spanish Public Employment Service is a self-governing organisation attached to the Ministry of Employment and Social Affairs, which is, among other competences, in charge of the management of the unemployment benefits system. This work is carried out in cooperation with the Public Employment Services of the different Autonomous Regions. Your nearest employment office can provide you more information on how to apply for unemployment benefits. You can also visit the web site of the State Public Employment Service: www.inem.es or go to www.inem.es/inicial/p_buzconsug.html, where you will find answers to the most frequently asked questions.

Unemployment beneficiaries

All employees from EU or EEA (European Economic Area) Member States residing in Spain are entitled to receive benefits and subsidies from the Spanish Public Employment Service. Third-country employees who are legally residing and working in Spain, also have the right to receive these benefits and subsidies.

Export of unemployment benefits

If you are receiving unemployment benefits in an EEA member state, you are entitled to continue receiving your monthly benefits in any other EEA country (e.g. Spain) while seeking for employment here. However, the following requirements must be met:

- The maximum period of entitlement to unemployment benefits is 3 months.
- You must have been registered with the Public Employment Service in your home country at least one month (4 weeks) before your arrival.
- You must inform your Public Employment Service of the exact date of departure and register with the Spanish Public Employment Service within 7 days after your departure.
- You must provide a copy of form E303, issued by your home country.
Attention: procedures may take up to 2 months, so we advise you to complete the application process as early as possible.
- It is also recommended to bring form E301, filled out by the Public Employment Service of your home country, as the unemployment benefits you may be entitled to in Spain, are based on the contribution periods in your home country.

This also holds true vice versa. If you are working in Spain and become unemployed, you can follow the same procedures – but on the inverse – to receive unemployment benefits in any other country of the European Economic Area (EEA).

For a list of the Public Employment Services in the EU countries before the enlargement, please visit the following web page: www.inem.es/otras/p_sepesue.htm.

Requirements and minimum contribution period

In order to qualify for unemployment benefits, the claimant must have contributed to Social Security for at least one year (360 days). The beneficiary will receive 120 days (4 months) of unemployment benefits for each year of service. To calculate the duration of your unemployment benefits, you can visit the following web page, which provides detailed information: www.inem.es/ciudadano/desempleo/nc_pd.html.

You will have to provide proof that you are actively seeking employment.

Quantities received

The level of the employment benefit depends on the average salary drawn by the employee in the last 6 months before becoming unemployed. During the first 180 days of unemployment, the amount received will be 70% of the average salary, and from the seventh month onward, it will be reduced to 60%. The **minimum amount** cannot be less than 75% of the Minimum Inter-professional Salary (or SMI, which has been set at 540,90€/month for 2006) incremented by 1/6 if there are no children at charge, or 100% of the minimum salary incremented by 1/6 if they are children at charge. The **maximum amount** depends on the number of children being supported by the beneficiary. With one child under the age of 26: 195% of the SMI + 1/6; with 2 or more children under the age of 26: 220% of the SMI + 1/6.

Loss of unemployment benefit rights

The right to unemployment benefits can be suspended for a variety of reasons:

- Working for a company or self-employed while you are receiving unemployment compensation.
- Failing to renew your employment application with the Spanish National Employment Service on the due dates.
- Refusing an employment offer.
- Refusing to participate in jobs of social collaboration, employment programmes or promotion, training, and professional retraining programmes.
- Failing to appear at the designated employment office or to produce a certificate stating that you have appeared at one.

15.4. More information: social benefits organisations

The Government guarantees the provision of social benefits through several organisations depending on the Ministry of Employment and Social Affairs.

- The **National Social Security Institute (INSS)** is the State management institution in charge of handling all Social Security economic benefits, with the exception of non-contributory retirement pensions, unemployment and the Special Regime of employees engaged in maritime employment. You can visit the Social Security web page at: www.seg-social.es. (See “prestaciones”).
- The **Institute for the Elderly and Social Services (IMSERSO)** is the Social Security institution in charge of the management of non-contributory retirement pensions, and the implementation of the Social Security system with regard to disabled and elderly people, refugees and migrants.

All IMSERSO competences have been transferred to the Autonomous Regions, except for those of the Autonomous Cities of Ceuta and Melilla.

For more information, please contact:

Institute for the Elderly and Social Services

(Instituto de Mayores y Servicios Sociales - IMSERSO)

Avda. Ilustración s/n., con vta. a c/ Ginzo de Limia, 58

28029 Madrid

Tel.: 91 363 88 88

E-mail: buzon.imserso@mtas.es

Web page: www.seg-social.es/imserso

16. Legal assistance

It is important to remember that all foreigners (both EU and non-EU citizens) staying in Spain are subject to Spanish law. In case of any legal problems, it is advisable to turn to a lawyer. Every person arrested on Spanish territory has the right to assistance by a lawyer in all police and legal proceedings. If you cannot afford to hire a lawyer, a legal aid lawyer will be appointed to you by the state.

In case of problems with justice, you should immediately contact your embassy. They can provide you with a list of lawyers than speak your language.

Embassies of EEA countries and Switzerland in Spain:

COUNTRY	TELEPHONE	WEB PAGE
Germany	91 577 90 00	www.embajada-alemania.es
Belgium	91 577 63 00	
Austria	91 556 53 15 / 556 54 03	
Denmark	91 431 84 45	www.embajadadinamarca.es
Finland	91 319 61 72	www.finlandia.es
France	91 423 89 00	www.ambafrance-es.org/
Greece	91 564 46 53	www.embajada-online.com/embajada-de-Grecia-en-Espana-P70C4E166.htm
Ireland	91 436 40 93	www.embajada-online.com/Irlanda-P86.htm
Iceland (Honorary Consulate in Vizcaya)	94 431 50 13	www.embajada-online.com/embajada-de-Islandia-en-Espana-P81C4E166.htm
Italy	91 423 33 00	www.ambitaliamadrid.org/
Luxemburg	91 435 91 64 / 435 92 26	www.embajada-online.com/Luxemburgo-P108.htm
Norway	91 310 31 16	www.emb-noruega.es
The Netherlands	91 353 75 00	www.embajadapaisesbajos.es
Portugal	91 728 49 60	www.embajadaportugal-madrid.org
United Kingdom	91 700 82 00	www.ukinspain.com
Sweden	91 702 20 00	www.embajadasuecia.es
Switzerland	91 436 39 60	www.eda.admin.ch/madrid_emb/s/home.html

For a complete list of the foreign embassies credited in Spain, please visit the web page of the Ministry of Foreign Affairs and Cooperation www.mae.es or go to: www.mae.es/documento/0/000/000/505/cuerpdiplo1.pdf

To contact the foreign consulates distributed over the national geography, go to: www.mae.es/documento/0/000/000/516/listaconsul1.pdf

17. Accommodation

17.1. Arrival to the country

On your arrival to Spain, the organisation or company you have been invited by has most likely arranged some form of accommodation for you. Should this not be the case, or if you are not satisfied with your accommodation, then you might find the following information on the accommodation and housing system in Spain very useful.

Guesthouses, hotels, apartment-hotels

Spain is predominantly a tourist country, so it has a wide variety of hotels and guesthouses in terms of quality and price. The official Spanish Tourism website, www.spain.info, provides information on accommodation in any Spanish province. The Internet also offers plenty of hotel search engines divided by cities and categories, such as www.redhoteles.com, offering cheap hotels, www.viajar.com, with an extensive offer of hotels located in tourist destinations, or www.hospedarse.com, with popular hotels at discounted prices. NH and AC hotels are city hotels with an excellent price/quality ratio. If you are planning to stay in the country for a couple of months, you might want to consider staying at an aparthotel, which is the most comfortable and practical choice for accommodation. The Tourist Office in your place of residence can provide you with a list of accommodation facilities available at short and medium term. The contact details of the Spanish Institute of Tourism – Turespaña – are as follows:

C/Jose Lázaro Galdiano, 6
28071 Madrid
Tel.: 91 343 35 00
www.tourspain.es

There are also several Spanish Tourist Offices abroad. Check the following web page to locate the Spanish Tourist Office in your home country:

www.softguides.com/guia_madrid/informacion/oficinas_extranjero.html

17.2. Renting a house

If you are intending to stay in Spain for more than one year, you might want to consider renting an unfurnished or furnished flat. All local and national newspapers have a real estate section. One of the most complete ones is www.segundamano.es, which has an online section dedicated exclusively to rental flats: (www.segundamano.es/sm/pisos.htm). For a full list of the most important Spanish newspapers, see chapter 11 “The Spanish Labour Market”. The following web pages might also be helpful in your search for accommodation in Spain: www.infoinmueble.com/buscar/pisos-alquiler.asp, www.easypiso.com and www.fotocasa.es. Notice boards at universities are also an excellent source of information, especially if you are interested in sharing a flat and reducing the cost of living. Or visit: www.campusanuncios.com/Ofertahabitacion-Madrid-4-6.html.

Most real estate agencies offer flats for rent. In the Yellow Pages, both the paper and online version (www.paginas-amarillas.es), you can find a large list of real estate agencies. Most agencies charge you a fee equal to one month’s rent while looking for a flat for you, and an additional one-month’s rent commission if they successfully find you a flat. If the contract is signed directly with the owner, one month’s rent (sometimes

2 months) is usually required as a security deposit. Sometimes (especially for new houses), the owner can ask for a copy of your payslip or a bank guarantee.

It is recommended that you draw up a rental contract. This can be done either verbally or in writing, though a written agreement is advisable. Standard rental contracts can be bought at the tobacconist's (tobacco and stamp shops). When signing a rental contract, it is important to know whether maintenance and service costs (doorman, cleaning, etc...) are paid by owner or tenant, though they are usually paid for by the owner.

The web page of the National Institute of Consumption (www.consumo-inc.es/guiacons/interior/infpract.htm) provides legal and useful information on housing, and more specifically on house renting (contracts, deposit, types of renting, etc...). The web page www.civilia.es/vivienda/alquiler/alquiler.html also offers a lot of useful information and practical advice on renting a house.

PROVIVIENDA is a non-profit making association dedicated, since 1989, to the development and promotion of housing programmes. It offers an information service about house renting and has several regional offices across Spain.
<http://www.provivienda.org>

In case of rental problems, you can contact the Municipal Consumer Information Office, Consumers and Users Associations or Consumption Arbitration Boards. You can find a list of the local offices of these organisations on the web page of the National Institute of Consumption: www.consumo-inc.es/directorio/interior/omic/omic.htm.

17.3. Buying a house

If you are planning to stay for a long period or permanently in Spain, you might want to consider buying a house. Houses for sale are commonly advertised through the same media channels as rental houses (see previous paragraph). Take into account that the property you wish to buy must be professionally valued, which can cost up to 1% of the market price. Taxes, property deeds and notary costs must also be paid by the buyer.

The following web page of the Ministry of Justice provides detailed information on the necessary steps to take and precautions to keep in mind before buying a flat, apartment or house property: http://www.mjules/guia_compraventa_t.htm.

The Foundation Institute of Foreign Property Owners provides useful information on legal and fiscal aspects, prices, the market situation and the most common problems foreigners may be faced with when buying a property in Spain. This information is only available to registered users (with an annual fee of 80€ the first year and 60€ for subsequent years).

Foundation Institute of Foreign Property Owners

Fundación Instituto de Propietarios Extranjeros

Carrer al Mar, 193

Apartado de Correos 418 – 03590 Altea (Alicante)

Tel.: 96 584 23 12

E-mail: info@fipe.org

Web: www.fipe.org

17.4. House and Home Services

Telephone

Below you find a list of the most important Spanish telephone companies, in case you do not yet have a telephone installed at your home. It usually takes one to two weeks to have your telephone (both bought and rented) installed. If the majority of your calls are local calls, you might want to consider buying a mobile phone. If, on the contrary, you make a lot of calls abroad or need Internet connection, you are better off with a fixed line (ADSL or Cable). For a complete list of the telephony companies that operate in Spain, and their rates and services, please visit the following web page: www.teltarifas.com.

- **Telefónica:** www.telefonica.es – Information telephone number: 1004. Information available in several languages. To contact the mobile telephony company (**Movistar**), please dial telephone number: 1485.
- **Vodafone:** www.vodafone.es – Tel.: 607 123 000. Automatic operator, only available in Spanish, though you can ask for an operator who speaks other languages. Fixed-line and mobile telephone services.
- **JazzTel:** www.jazztel.com – Tel.: 1567. To rent a telephone line: 1565. Fixed-line telephony and ADSL services. Information only available in Spanish.
- **ONO:** www.ono.es – Tel.: 1400. Cable telephony. For information on their area of operation, please consult their web page. To contact the mobile telephony company (**Amena**), dial Tel.: 656 001 470. Information only available in Spanish. Queries are handled by electronic answering machines.
- **Uni2:** www.uni2.es – Tel.: 91 252 12 00. Fixed-line telephony. Information only available in Spanish.
- **Aló:** www.alo.es – Tel.: 1425/1428 / 902 107 701. Fixed-line telephony. For information in English, dial telephone number 800 900 400 within Spain or from abroad.

Electricity

The Spanish electricity industry has recently been privatised, so you will have to contact the company that supplies electricity to your area of residence. The main electricity supply companies are Iberdola (www.iberdrola.com, Tel.: 901 202 020), Endesa (www.endesa.es), Unión Fenosa (www.unionfenosa.es) and Hidroeléctrica del

Cantábrico (www.h-c.es). Your building most likely already has electricity from the local power distribution company. For information on how to register with your electricity company, you could ask your neighbours or the owner.

Gas and heating

Due to the extreme temperature differences in the majority of Spanish regions, heating is a basic necessity. Natural Gas and electric heating are the most commonly used heating systems, and they are usually supplied to an entire neighbourhood by one and the same company. Also in this case, the owner, neighbours, doorman, etc... can tell you which company to contact in your area. The use of bottled butane gas is still common in some city neighbourhoods. Electric heating is the most expensive form of heating, but night storage heaters can save a lot of energy and money. Gas consumption is measured with a gas meter located inside the house.

Water

Water is relatively cheap, despite the severe drought periods that hit the country every year. Water supply companies usually operate at the local level. The Canal de Isabel II (www.cyii.es, Tel.: 901 516 516) and Aguas de Barcelona (www.agbar.es) water distribution networks are the most important ones. All of the abovementioned services issue bi-monthly bills.

Domestic service

It is relatively easy to find domestic service at affordable prices. Domestic employees are usually paid by the hour. The work frequency and salary are negotiated in advance and there are no specific guidelines in this regard. Some household employees also take care of children or older people. Finding good domestic service is usually based on recommendations from others who have used their services.

Household effects

Furniture and personal effects imported from EU member states are not subject to customs duties. For more information on how to bring your personal effects to Spain, please contact the Spanish consulate in your home country.

18. Services

18.1. Transport

Urban transport

Underground

The most important Spanish cities (Madrid, Barcelona, Valencia and Bilbao), have a metropolitan underground transport network (“*Metro*”), which is very easy to use. The underground is an efficient and excellent means of transport, especially if you wish to escape from traffic jams.

Bus

All Spanish cities have an extensive network of public bus services. Some cities have combined travel passes, which are valid for the different types of transport (underground, bus and suburban train), monthly travel passes and other options.

Suburban trains (“*Cercanías*”)

Suburban trains link the largest Spanish cities with their suburbs, dormitory towns or important areas. They are widely known for their punctuality and high passenger capacity.

Taxis

All large and medium-sized cities have a public taxi service. You can easily hail a taxi on the street or wait for one at a taxi stop, which is clearly marked as such. You can also order a taxi by telephone (called radio taxis). All taxis are equipped with a taximeter. Special rates (airport service, night and holiday rates, etc...) must be displayed in plain view of the customer.

Interurban transport

Airports

Most major Spanish cities have an airport and many cities – for their importance as tourist destinations – have international airports (Madrid, Barcelona, Alicante, Bilbao, Malaga, Sevilla, Valencia, Santiago de Compostela, Palma de Mallorca, Ibiza, Las Palmas de Gran Canaria, Santa Cruz de Tenerife and Lanzarote). Travel from the airport to the city can be done by taxi, special bus lines and, in some cases, by suburban train or the underground.

Plane

Iberia (www.iberia.es) is Spain’s National Airline, operating both domestic and international flights. Direct flights are also provided to the most important cities and tourist destinations by all the leading international airlines. The two most important local airlines next to Iberia are Spanair (www.spanair.es) and Air Europa (www.air-europa.com). AirMadrid (www.airmadrid.com), specialised in cheap flights, is the most recently established local airline company.

Train

RENFE (www.renfe.es) is Spain’s State Railway Company. The RENFE network

connects all regions of the peninsula. Most trains have heating, air conditioning and a snack bar. The “AVE” High-Speed Trains connect Madrid-Seville (with stops in Ciudad Real, Puertollano and Córdoba), and Madrid-Zaragoza-Lérida, three times faster than by car. Their service is very punctual.

Bus lines

The bus offers an alternative means of travel in Spain. There are several bus companies that operate routes within the country and abroad. For more information on the bus companies in your city, province or district, please contact your City Council’s information office.

Private transport

Cars and roads

Spain has an extensive road network, covering over 150,000 km. The radial motorways connect the different regions of the Iberian Peninsula, and the enormous efforts made over the past few years have been largely directed at their improvement and maintenance. Most motorways are toll-free, with the exception of some isolated stretches. On motorways, the maximum speed limit is 120 km/h, and in urban areas 50 km/h. Drivers must have a valid international driving licence and vehicle insurance. The use of the safety belt is mandatory, even inside the city centre. For more information on the Spanish road network, road safety and vehicles procedures, please visit the web page of the Directorate-General of Traffic (www.dgt.es).

Driving licence

Driving licences issued in EU countries are also valid in Spain. If you are planning to stay in Spain for more than six months, you must inform the Provincial Directorate of Traffic, so your details can be registered. In accordance with EU guidelines, driving licences issued by EU member states will maintain their validity in Spain, but the minimum age for driving shall be determined by the equivalent Spanish licence (18 years).

National driving licences issued by a non-EU country are only valid for the first 6 months of stay, as long as they were drawn up in accordance with Annex 9 of the Geneva Convention, Annex 6 of the Vienna Convention, or in Spanish. International driving licences shall be valid if they conform to Annex 6 of the Geneva Convention or Annex E of the International Convention of Paris. After these first 6 months, the international driving licence must be exchanged for the Spanish equivalent and the holder of the international licence must pass a driving exam. This does not apply to driving licences issued in Andorra, Argentina, Bulgaria, Colombia, South-Korea, Ecuador, Japan, Morocco, Peru, Switzerland and Uruguay.

The new driving licence by points system will come into effect in Spain in July 2006. Each infraction will result in a loss of points, depending on the severity of the offence. All drivers start with 12 points on their licence. For more information, please visit the website of the Directorate General of Traffic: www.dgt.es.

Rental cars

The majority of the main car rental companies have offices in Spain. You can find them listed in the *Yellow Pages* (<http://www.paginas-amarillas.es/>) under “automóviles y furgonetas (alquiler)”.

Importing your own vehicle

If you decide to import your vehicle from an EU or non-EU country to Spain, you must register the vehicle at the Provincial Traffic Directorate of your place of residence, where you will be informed of the documentation required. For more information, please visit the web page of the Directorate General of Traffic: www.dgt.es.

18.2 Banks

In addition to the local banks, there are also a large number of international banks operating in Spain. Normal banking hours are from 8.00 am to 2.30 pm from Monday to Friday. Online banking and telephone banking have gained widespread acceptance. Spain also has a dense network of cash points, with Servired and 4B having the largest number of terminals. Attention: a cash withdrawal fee is charged if your bankcard does not belong to the same network as the cash point. All major credit cards are accepted in the majority of shops. Paying by cheque, on the other hand, is not very common.

Main Spanish banks

Bank	Web page
BSCH	www.gruposantander.es
BBVA	www.bbva.es
La Caixa	www.lacaixa.es
Caja Madrid	www.cajamadrid.es
Banesto	www.banesto.es
Banco Popular	www.bancopopular.es

Opening a bank account

Spanish residents who wish to open a bank account will only need a valid passport or residence permit. Non-residents can also open a bank account in Spain, but they will need to produce a certificate of non-residence, issued by the Police or local consulate, a copy of their census register, and a valid passport or identity card.

Bank transfers

Since 1st July 2003, cross-border bank transfers in euros within the EU are treated as domestic money transfers, and must therefore be charged the same commission rates as money transfers between Spanish banks. SWIFT and IBAN wire transfers are charged with an additional commission. All bank transactions from abroad involving more than 12,500 € must be reported to the Central Bank of Spain (“*Banco de España*”).

18.3. Audiovisual

Internet

Internet use in Spain, though still far below the level of northern European countries, is becoming increasingly more widespread and is experiencing rapid growth. The price cuts on ADSL lines and the benefits of instant Internet access have contributed to a tremendous boom in the number of Internet users in Spain.

Main Internet Providers in Spain

Operator	Web
AOL	www.aol.com
Arrakis	www.arrakis.es
Excite@Home	www.excite.com
Lycos Network	www.lycos.es
MSN	www.msn.es
Telefónica	www.telefonica.es/internet
Terra Networks	www.terra.es
Vodafone	www.infonegocio.vodafone.es
Wanadoo	www.wanadoo.es
Ya.com Internet Factory	www.ya.com
Yahoo	www.yahoo.es

Mobile telephony

Mobile telephones are very popular in Spain, especially among the younger generation. Although price wars have pushed down prices considerably, mobile telephony is still more expensive than fixed-line telephones. Third Generation mobile phones are also rapidly gaining popularity despite their elevated price.

Leading mobile telephony companies in Spain

Company	Market Share	Web page
Telefónica móviles (Movistar)	49,1%	www.movistar.es
Vodafone	27,4%	www.vodafone.es
Amena	23,5%	www.amena.com

Television

Television channels in Spain are either free or are offered for a monthly subscription fee. There are two public and three private (Antena3, Tele5 and Cuatro) national television channels. Each Autonomous Region also has 1 or 2 autonomous television channels. Over the past years, several local televisions have emerged in the Spanish media scene, but they are still a minority. Many buildings, especially those in residential areas, have a satellite dish allowing access to television channels from all over the world.

Given the fact that analogue television is gradually being phased out, many television channels have already switched over to digital broadcasting, which is known as TDT (Terrestrial Digital Television). In order to view digital television, it is necessary to have your antenna modified and to connect a decoder to your television set. Another alternative is Canal Satélite Digital, a leading provider of digital pay-TV services in Spain, which has its own decoder For more information on TDT and Canal Satélite Digital, please visit their respective websites at: www.tdt.es and www.csatelite.es.

19. Languages

19.1. Linguistic pluralism in Spain

As already mentioned in the introduction to this guide, the official language in Spain is Spanish or Castilian, spoken by the entire population. However, some Autonomous Regions have, in addition to Spanish, a second official language: Catalan in Catalonia, Galician in Galicia, and Basque in the Basque Country and Navarra. The Balearic Islands and Valencia also have their own local languages. For a smooth integration into these Autonomous Regions, it is recommendable to study also the local language.

Communication in other languages

English is by far the most important language for communication with foreigners, followed at a considerable distance by French and German. The scientific community prefers English for daily communication, as it is the language used mostly in international meetings and for the publication of internationally-oriented research papers.

19.2. Learning Spanish

If you want to learn Spanish before travelling to Spain, you might want to consider the Cervantes Institute. To locate your nearest centre, visit the website: www.cervantes.es or go to: www.cervantes.es/seg_nivel/mundo/Marcos_mundo_principal.jsp. There is also an Official Language School in each of the Spanish provinces. These Schools are public centres, depending on the local Ministries of Education of the Autonomous Regions, which offer specialised language courses for adults. They offer half-yearly courses of Spanish for foreigners at a relatively low cost.

In Spain, there are numerous private academies and institutes that offer courses of Spanish and of the local official languages for foreigners. To check and compare the prices of the language schools in Spain, please visit the website www.languagecourse.net, which also provides ratings from former students. Payment is made either monthly or per term, and the average cost per hour is 10€. The web page of the Ministry of Education and Science also offers Spanish language courses for foreigners. For more information, please visit: <http://oasext.mec.es/Sisinfprd/plsqlprd/espaniol>.

Another alternative are private language classes, organised according to the student's availability and personal learning needs. Private classes are generally more expensive, but companies and public institutions often offer this service to their staff, and more specifically to their foreign employees. Prices vary from 15 to 24€ per hour. Private teachers can easily be located at the Faculties of Philology of the local universities. Many academy teachers also offer private language classes.

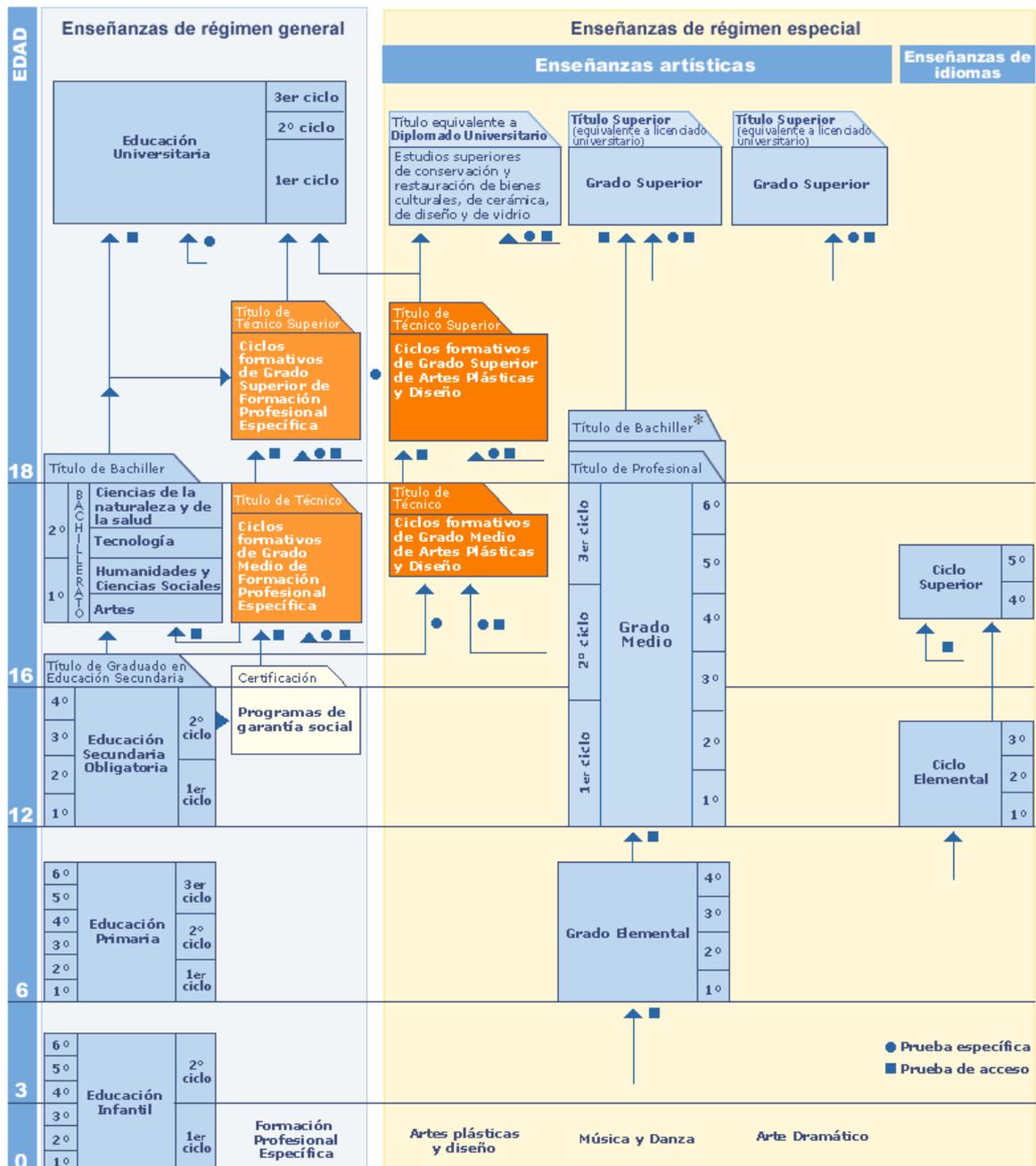
19.3. Sworn translators and simultaneous interpreters

If you need a sworn translator for the translation of official documents (validation of degrees, driving licence, residence permit, etc.), you can find a list of professionals at <http://www.mae.es/mae/>. Type "intérpretes jurados" in the search window and click on the search button. On the next page, on the fourth line of the listed entries, you will find an up-to-date list of sworn interpreters in Spain ("*Listado actualizado de Intérpretes Jurados en ejercicio en toda España*").

20. Spanish education system

20.1. Spanish education system

The Spanish education system is divided into two branches: general education and special education (see table below). In this guide, we will focus on general education, which is the most common one and is related to the different age groups listed in the table below. For information on special education, or details on the Spanish education system, please visit the web page of the Ministry of Education and Science (www.mec.es) or visit the Ministry in C/Alcalá 36, 28071-MADRID. Central telephone number: 91 701 80 00. Telephone inquiries: 902 21 85 00. Opening hours: from 9:00 to 14:30h.



Education in Spain is free and obligatory between the ages of 6 and 16, which is the legal minimum age to work, though this can be prolonged until the age of 18 years within Compulsory Secondary Education (ESO) for numerous circumstances: repetition or loss of a course, adaptation of students from abroad, etc...

Infant education (until 6 years) is not compulsory in Spain. The new Organic Education Bill (LOE) supports the voluntary nature of infant education but also believes in its educational value during this early stage of life. The majority of children start school between the ages of three and six, which is becoming standard practice and is highly recommended. This second cycle of infant education is offered for free and is integrated in the Public Education Centres. The Organic Education Bill allows for the establishment of agreements in this cycle, which is being increasingly adopted by the Autonomous Regions. Education in Spain is decentralised and the responsibility for its management has been transferred to the Autonomous Regions. This has led to some considerable differences within the common general education concept. In the Autonomous Regions with a second official language, study of the second language is determined by the different modalities of obligatory education.

School year, seats and registration.

Given the fact that the responsibility for providing education no longer resides with the central government, you will have to contact the local Ministry of Education in your current or future place of residence, or personally visit the schools of your interest, for more information on how to obtain a seat in a public school or when to register for one (see chapter “Useful addresses”). Registration is normally done in the month of March or April before the start of the school year. The school year starts in September and ends in June the following year. Parents are required to pay for the schoolbooks and other educational material. The free distribution of textbooks is becoming increasingly more common, though this varies depending on the Autonomous Region, the education grade, the family income, as well as other circumstances.

Education centres.

There are three different types of education centres: **public, private and state-funded.**

Public schools belong to the State and provide free education. Schooling is provided to the majority of the population, although percentages vary by Autonomous Region and education stage. Most primary education schools include the second cycle of Infant Education, and some of them – though only a very limited number – also include the first cycle of Infant education. The first cycle is primarily taught in Kindergarten and Infant Education centres, but even at this early stage of education, the conditions vary depending on whether the centres are private schools or whether they are – within the category of public schools – managed by municipal, autonomous or other types of institutions. In general, all children between the ages of 3 and 12 years attend school. After completing primary education, they transfer to secondary schools, which provide Compulsory Secondary Education (“ESO”) and afterwards Higher Secondary Education (“*Bachillerato*”) and in many cases also intermediate and higher levels of Vocational Training (“*FP*”). This means that a pupil can stay at one and the same education centre between the age of 12 and 20 years, though the Higher Grade Training Cycles are organised separately or in the afternoon. This wide array of possibilities, together with a

broad range of training options, subjects and educational support are the most important attributes of the public education system, to which we can add the already widespread use of new technologies, and the recently introduced programmes of bilingual education.

Public and state-funded (private schools with partial State subsidies) centres have very similar admission criteria. The most important ones – as there are some slight differences between the different Autonomous Regions – are the proximity of the family residence, the attendance of brothers and sisters, the family income, as well as other circumstances. To know which public schools are closest to your home, you can visit the web page of the Ministry of Education and Science (<http://centros.mec.es/centros/jsp/Entrada.jsp>), or contact the local Ministry of Education in your Autonomous Region or the Department of Education or Municipal Boards of your Town Council.

State-funded schools are, as we have previously explained, private schools that have entered into an agreement with the Government, which pays for the teaching staff and funds their daily functioning. They must follow the same laws, calendars, programmes and rules of organisation as public schools. The subsidised – and therefore compulsory – stages should, in theory, be free of charge. However, in actual practice, they usually charge a monthly fee for additional activities, extra-curricular classes or other concepts. What distinguishes these schools from others is the fact that they have their own ideology, which is usually of a religious nature as the majority of them are catholic, though there are also centres without religious affiliation that have their own philosophy of education. Apart from their own ideology, state-funded schools have a few other characteristics in common with exclusively private schools: the widespread use of the uniform, excellent school facilities, and a wide variety of extra-curricular activities.

Private schools do not receive state subsidies. Therefore, the main difference with state-funded schools is their price: while state-funded schools have an average monthly cost of 100€, private schools can cost more than 1,000€ per year, though the majority of them charge between 300 and 400€ per month. Private schools are free to choose their own rules of organisation and functioning: registration, calendars, timetables, teaching staff... They usually focus on one particular aspect of education: language learning (many are bilingual), religious – many of them are bilingual –, religion, education differentiated by gender, new technologies, etc... There are several listings aimed at establishing a ranking of private schools in Spain, but most of them are highly subjective and quite arguable, such as, for example, the ranking of the national newspaper *El Mundo* of the best 100 private schools in Spain (classified by Autonomous Region), which can be viewed at the web page: <http://aula.elmundo.es/aula/especiales/2003/100colegios/index.html>.

Foreign education centres.

Most foreign education centres are relatively small (no more than 600 students). The majority offer a mixed education system that combines the Spanish model with that of the country they represent. This allows students to obtain knowledge of both cultures, gain access to Spanish and foreign universities or receive academic recognition of their studies. Most of them are recognised by the Spanish Ministry of Education and Science and use the Spanish language to teach those subjects required by law. Many of these centres offer additional cultural and sporting activities. They are often expensive and

have long waiting lists. The majority of the foreign centres are British, French, German and Italian.

For more information on foreign education centres and the 100 best centres in Spain, please visit the website of El Mundo:
<http://aula.elmundo.es/aula/especiales/2005/100colegios/extranjeros.html> or contact your embassy for a list of the most recommended schools that provide education in your native language.

Special education centres.

In addition to the schools for general education, there are also several specialised centres (public, private or state-funded) for physically or mentally disabled children. Many of them are subsidised by the Government. Recently, integration programmes have been developed to facilitate the integration of physically disabled children in regular schools. For more information on these programmes, please contact your City Council or the Ministry of Education of your Autonomous Region (see chapter “Useful addresses” for contact details of the local ministries).

20.2. University system

There are 50 public and 20 private universities in Spain. There are also numerous foreign university centres that provide university studies based on the education models of their respective home countries. Universities can offer official degrees (valid within the entire national territory) as well as their own degrees. All official degrees, as well as the minimum contents, are established by the Government. Each university has its own study programme, made up of – apart from the official contents stipulated by the Government – its own compulsory subjects, optional subjects and others chosen by the student. Non-official degrees are not recognised by the Administration, but they are often highly appreciated on the labour market, which is particularly the case of Master’s degrees.

For more information on the Spanish university system, please visit:
www.mec.es/mecd/universidades/index.html

University degrees

There are three types of university degrees in Spain:

Degree	Length	Credits
<ul style="list-style-type: none">▪ 3-year degree▪ Architecture▪ Engineering	3 years	Minimum 180 hours
<ul style="list-style-type: none">▪ 4/5-year degree▪ Architecture▪ Engineering	4-5 years	Minimum 300 hours
<ul style="list-style-type: none">▪ Doctorate (PhD)	2 years + thesis	

University entrance

Students who have passed COU (University Orientation Course), Experimental Higher Secondary Education or the second course of Higher Secondary Education, can progress to university. However, all students must also pass a university entrance exam (“*Selectividad*”). This also applies to students who have completed secondary education abroad. (For more information, see the following UNED web page:

http://www.uned.es/infomatricula/acceso_2_paau_extra.htm). Students from abroad, who want to sit the university entrance exam, must demonstrate that the education they received abroad is equally valid in Spain. For more information on the recognition of foreign studies, please visit the web page of the Ministry of Education and Science (www.mec.es) or go to: www.mec.es/mecd/jsp/plantilla.jsp?id=34&area=titulos. You can also find more information in chapter 9 of this guide: “Validation and recognition of foreign university degrees”.

Students normally attend the university to which their centre of secondary education or professional training is attached, unless that university does not offer the degree you are interested in. Students who have completed their secondary education abroad are free to choose the university they wish to attend. These restrictions do not apply to students who want to attend a private university. It should also be taken into account that some universities have a very limited number of seats (*numerus clauses*) in certain disciplines of high demand. Admission to these universities is therefore subject to special entrance exams.

Each university has its own procedures, registration deadlines and application forms. The pre-registration period generally starts at the beginning of July. The lists of accepted students are posted in the second half of the same month and registration starts at the end of the month. Private universities have their own admission and registration deadlines.

You can find a list of public universities on the web page of the Ministry of Education and Science (www.mec.es) or <http://www.mec.es/mecd/universidades/index.html>.

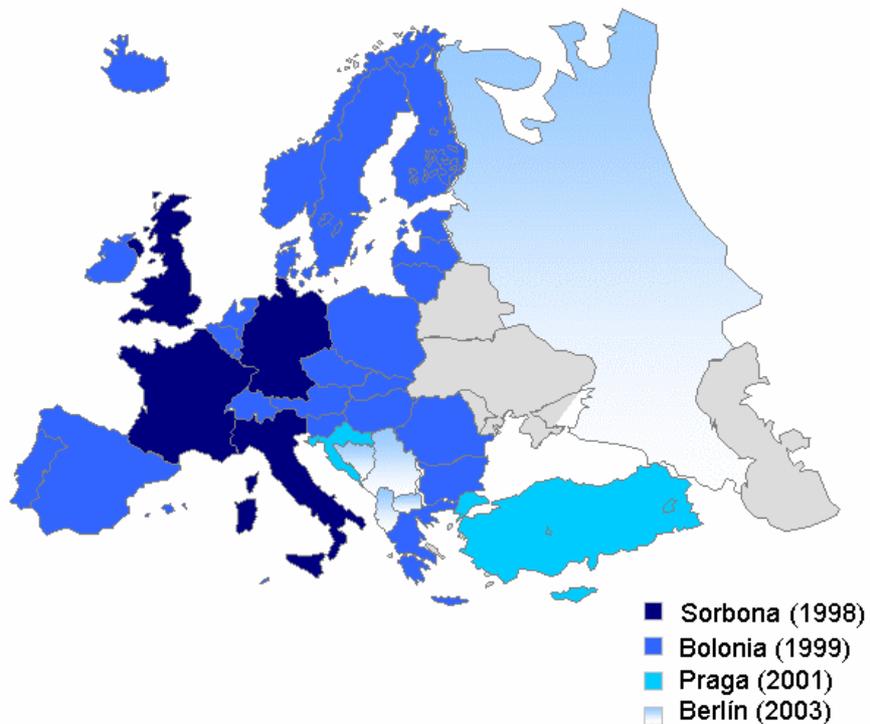
Both Spanish universities and post-graduate institutes offer a rich variety of Master’s degrees in all disciplines. As it is difficult to decide without any kind of reference, it might be a good idea to contact former students.

2.3. European Space of Higher Education.

The European Credit Transfer System (ECTS) is aimed at guaranteeing the academic recognition of studies and establishing an adequate system of equivalences in order to facilitate the mobility of university students within the EU and their integration into the labour market. The European Ministries of Education have signed various declarations (Sorbonne, Bologna, Prague, Berlin) to support the creation of the European Space of Higher Education. The Declaration of Bologna, signed by 30 European countries (see map) is aimed at achieving full harmonisation of the national degree systems, providing the basis for the creation of a European Space of Higher Education, which is scheduled to be completed in 2010. In addition to the corresponding university degree, students at

Spanish universities (Spain is also signatory to the abovementioned declarations) will also receive the new European Diploma Supplement (EDS). The EDS is an official document, valid throughout national territory, with personalised information regarding studies completed, results obtained, professional knowledge acquired and the degree level within the national higher education system. It is aimed at ensuring that the diploma obtained in Spain, which may not have a direct equivalent abroad, is more easily comparable with those of other European countries thanks to the homogenisation of the standards with the rest of European countries.

More information on the European Economic Area (EEA) can be found on the website of the Ministry of Education and Science:
<http://wwwn.mec.es/univ/jsp/plantilla.jsp?id=3501>.



21. Culture

Cultural Heritage

Spain has a large amount of unique monuments, such as, for example, the Alhambra of Granada or the Mosque of Cordoba. Almost the entire history of occidental art is represented in Spain: Roman cities and Romanesque churches, Gothic cathedrals, cities dating back from the Middle Ages, the Renaissance period, or modern times, such as Barcelona, for example, with Gaudí as its main attraction. The website of the Ministry of Culture (www.mcu.es) offers detailed information on the most important cultural and artistic attractions of Spain per Autonomous Region.

Museums

Spain is endowed with a rich cultural heritage. An important part of the Spanish royal collections is currently on display at numerous museums, such as the National Prado Museum. Some of the more recent museums feature works by modern and contemporary artists. On the website of the Ministry of Culture (www.mcu.es), under “*Bellas Artes*”, “*Museos y Patrimonio*”), you can find a list of the most important State museums and their web pages. Most museums close on Mondays. State Museums are free on Sundays. The table below shows a list of Spain’s most famous museums:

MUSEUM	CITY	WEB PAGE	DESCRIPTION
Miró Foundation	Barcelona	www.bcn-fjmiro.es	Houses an impressive collection of Miró’s work.
Guggenheim Museum	Bilbao	www.guggenheim-bilbao.es	Contemporary art museum housed in an impressive building designed by architect Frank O. Gehry.
Museum of Spanish Abstract Art	Cuenca	http://www.march.es	Museum with abstract paintings and sculptures from the fifties and sixties.
Dalí Theatre-Museum	Figueres (Girona)	www.salvador-dali.org/esp/	Surrealist museum. Houses an extensive collection of Dalí’s work.
Chillida Leku Museum	Hernani (Guipúzcoa)	www.eduardo-chillida.com	Museum with 40 sculptures of the Basque artist, housed in an antique XVI century farmhouse with garden.
National Prado Museum	Madrid	http://museoprado.mcu.es/home.html	One of the most important art galleries in the world.
National Reina Sofía Museum	Madrid	http://museoreinasofia.mcu.es	Contemporary art museum. Houses the famous “El Guernica” by Picasso.
Thyssen-Bornemisza Museum	Madrid	www.museothyssen.org	Important artists from the XIV-XXI century.
Picasso Museum	Málaga	www.museopicassomalaga.org	Museum located in Picasso’s hometown, with more than 200 of his works. Inaugurated in 2003.
National Roman Art Museum	Mérida (Badajoz)	www.mnar.es	Roman art. Sculptures, mosaics, etc.
Altamira National Museum and Research Centre	Santillana del Mar (Cantabria)	http://museodealtamira.mcu.es/indexprova.html	Museum-cavern with primitive cave paintings, made in Palaeolithic times.
National Sculpture Museum	Valladolid	www.museoescultura.mcu.es	Spanish sculptures from the Dark Ages until the XIX century.

Science Museums

You can find links to the Spanish Science and Technology Museums on the web page of the FECYT (www.fecyt.es).

Cinemas

Many movie theatres in the big cities show movies in their original language version with Spanish subtitles. You can find them on the web page: www.guiadelocio.com, www.lanetro.com or in the leisure section of most newspapers. You can rent movies on DVD at almost every video club only 6 months after premiering.

Music

The web pages of the National Institute of Performing Arts and Music (www.inaem.mcu.es/rmusic.htm) and the Ministry of Culture (www.mcu.es) offer information on State concerts. To check local movie listings, you can visit the website of the movie theatre or browse the leisure section of your local newspaper.

MOST IMPORTANT CONCERT HALLS AND OPERA HOUSES IN SPAIN		
THEATRE	WEB PAGE	CITY
Barcelona Opera House	www.liceubarcelona.com	Barcelona
Catalonia Music Palace	www.palaumusica.org	Barcelona
Royal Theatre	www.teatro-real.com	Madrid
National Music Auditorium	www.auditorionacional.mcu.es	Madrid
Kursaal	www.kursaal.org	San Sebastián
Valencia Music Palace	www.palaudevalencia.com	Valencia

Opera has a long tradition in Catalonia, though many other Spanish cities have famous music and opera festivals too. “Zarzuela” (Spanish operetta) is also highly appreciated. All major foreign pop-, rock-, jazz- etc. stars and groups include Spain in their world tours, generally during summer. Ibiza is the capital of electronic music and “chill-out”.

Theatre

Spain has a wealth of theatre on offer: There is the classic theatre festival of Merida (www.festivaldemerida.es), plays from the “Golden Century” at the Almagro Festival (www.festivaldealmagro.com), or Contemporary Theatre like “*El Mercat de las flors*” in Barcelona (www.mercatflors.org). Some cities offer theatre in foreign languages. Musicals are at its peak, especially the Spanish versions of Broadway shows.

Sports

Spain has excellent facilities for the practice of any kind of sport. You can find information on sport centres on the web page of the Ministry of Education and Science: <http://www.csd.mec.es/CSD/Default.htm>. Sportec (Sport Information Technology) also offers detailed information on sports on its website: www.sportec.com. The Spanish Professional Football League, one of the most important in the world, offers information on its website: www.lfp.es.

Tourism

In 2005, 55.5 million tourists visited Spain (according to the FRONTUR-Ministry of Industry, Tourism and Commerce Survey: 2005 provisional data). Its excellent climate and thousands of kilometres of coast have turned Spain into the Mecca of European

tourism. Rural, cultural and sport tourism have shown steady growth over the past few years. The web page of Turespaña (www.spain.info) offers detailed information on tourist destinations, routes, hotels, etc... An important role in Spanish tourism is played by the “Paradores Nacionales” (www.parador.es), 4 or 5 star state-run hotels in historic buildings and charming landscapes. Another option are the rural houses, which are small 5- to 8-room hotels with personalised service. More information on this type of hotels can be found on the web page of Rusticae (www.rusticae.es).

22. Useful information

Holiday

A calendar of national holidays is drawn up every year. The Autonomous Regions add their specific holidays, since they celebrate their own local feasts.

Calendar of national holidays

MONTH	DAY	FEAST
January	1	New Year
January	6	Three Kings' Day
April	14	Holy Friday*
May	1	Labour Day
October	12	Day of the Hispanic Countries
November	1	Day of All Saints
December	6	Day of the Spanish Constitution
December	8	Immaculate Conception
December	25	Christmas

(*) In 2006, Holy Friday falls on the 14th of April. This, however, changes every year.

A labour calendar of the current year can be found on the web page of the Ministry of Public Administration (www.igsap.map.es), under “*Otros servicios de información general*” (Other general information services).

Customs

▪ Siesta

The Spanish siesta attracts the attention of many a foreigner. Anyone visiting Spain in the summer months will understand that the siesta is, due to the intense heat at midday, a physiological need.

▪ Spanish hours

Many foreigners are surprised by the Spanish hours. Most shops do not open before 10 am, close at 1.30 pm and open again from 4 or 5 pm until 8 pm. More and more shops in the big cities (especially department stores) do not close at noon. In Spain, people usually have dinner after 9 or 10 pm, and nightlife rarely starts before midnight or 1 am at night.

▪ Pubs and snack bars

Pubs and snack bars are an integral part of Spanish culture. They can be found on every corner of every street in every little town. People get together in bars to talk, have a coffee, a snack or a drink.

▪ Tapas and olive oil

Eating “*tapas*” is a typically Spanish custom, which has recently been successfully exported abroad. Tapas are small portions of food, served with a drink in a bar or tavern. Depending on the area, it can be small appetizer-type snacks you get for free with your drink, or a more elaborated dish chosen and paid for by the customer. The Spanish love to have a “*tapa*” before lunch. Tapas can also make for a complete meal at a restaurant. Spanish cooking is largely based on fried and stewed food with plenty of olive oil, which contrasts with the less excessive eating habits in other parts of the world. Although olive oil is very healthy and tasty, people with sensitive stomachs may not be able to tolerate it.

▪ Tobacco

Although people in Spain are apparently becoming increasingly aware of the harmful effects of tobacco on health, the consumption of cigarettes is still very high. Smoking is not allowed in public places (transport, hospitals, official centres,

etc....). On January 1st 1006, smoking was also banned in work places, and several bars and restaurants transformed into non-smoking establishments.

▪ **Alcohol**

Alcoholic drinks are available at supermarkets, local stores and petrol stations all over the country. Some cities have recently prohibited the sale of alcohol after certain hours.

Student Card

Student cards are issued by the Foreigners' Office or Police authorities (headquarters or local police station).

To apply for a Student Card, you must complete an official application form and submit the following documentation:

- Copy of a valid passport or any other identity document to enter Spain.
- Student, research or training visa.
- Proof of admission as a pupil, student or researcher to a public or private centre or school, authorised or recognised by the relevant authorities, indicating that the activity to be undertaken requires regular class attendance and that the duration of the course is not less than 3 months.
- Proof of sufficient means to cover the costs of the studies, maintenance during the stay, as well as the return travel to the country of origin after completion of the studies.
- Three passport-size photos.

Emergencies

All emergency telephone numbers (police, fire brigade, ambulance, etc.) have been consolidated into one central telephone number, 112. Many telephone sets have a red button that automatically puts you in contact with the local emergency services. Some telephone numbers are valid for the whole country, whereas others are limited to calls from within a given Autonomous Region. Some useful emergency telephone numbers are:

- | | |
|---|--------------|
| ▪ Military Police (Guardia Civil): | 062 |
| ▪ Directorate General of Traffic (DGT): | 900 12 35 05 |
| ▪ Emergency Coordination Centre: | 112 |
| ▪ Health Emergencies: | 061 |
| ▪ National Police: | 091 |

International Phone calls

To phone abroad, dial 00, followed by the country code, the area code and finally the telephone number of the person you are calling. For calls from outside Spain, the international access code for Spain is +34. Calling Spain from abroad with a mobile telephone can turn out to be quite expensive.

Agencies - “Gestorías”

Due to the complexity of certain administrative formalities, many people choose to employ the services of an agency (“*gestoría*”) to take care of everything on their behalf. “Gestorías” are private companies that take care of all administrative procedures for their clients. You can find them on the web page of the Yellow pages: www.paginas-amarillas.es

23. Useful addresses

Each chapter of this guide includes addresses or web pages of the institutions with competence in the different fields of interest to our guide. The following websites might also be useful to you:

▪ State Administration

MINISTRIES	WEBSITE
Public Administration	www.map.es
Agriculture, Fisheries and Alimentation	www.mapya.es
Foreign Affairs and Cooperation	www.mae.es
Culture	www.mcu.es
Defence	www.mde.es
Economy and Finance	www.mineco.es
Education and Science	www.mec.es
Public Works	www.mfom.es
Industry, Tourism and Commerce	www.min.es
Internal Affairs	www.mir.es
Justice	www.mju.es
Environment	www.mma.es
Presidency	www.mpr.es
Health and Consumption	www.msc.es
Employment and Social Affairs	www.mtas.es
Housing	www.mviv.es

More information about the different bodies of the General State Administration, EU, Autonomous Regions and local entities, such as opening hours, location, etc... can be found on the web page of the Spanish Administration:

www.administracion.es/portadas/index.html. The information can be accessed by browsing through the menus at the top of the page.

▪ Autonomous Administrations

Andalusia	www.juntadeandalucia.es
Aragon	www.aragob.es
Asturias	www.princast.es
Balearic Islands	www.caib.es
Canary Islands	www.gobcan.es
Cantabria	www.gobcantabria.es
Castilla-La Mancha	www.jccm.es
Catalonia	www.gencat.es
Castilla y León	www.jcyl.es
Extremadura	www.juntaex.es
Galicia	www.xunta.es
Madrid	www.madrid.org
Murcia	www.carm.es
Navarre	www.cfnavarra.es
Basque Country	www.euskadi.net

La Rioja	www.larioja.org
Valencia	www.gva.es
Autonomous City of Ceuta	www.ciceuta.es
Autonomous City of Melilla	www.camelilla.es

- **Foreign embassies based in Madrid**

In chapter 16, “Legal Assistance”, you will find a list of the EU embassies in Spain with telephone numbers and website links. Please visit the website of the Ministry of Foreign Affairs and Cooperation (www.mae.es) for a complete list of the foreign consulates in Spain, which can be found on the following web page: www.mae.es/documento/0/000/000/516/listaconsul1.pdf. This same web page also includes a list of all foreign Diplomatic Representations in Spain.

- **Representations of the European Commission in Spain**

- **In Madrid:**

Paseo de la Castellana, 46 – 28046 Madrid.

Telephone: 91 423 8000

Web: <http://europa.eu.int/spain>

- **In Barcelona:**

Passeig de Gràcia, 90- 08008 BARCELONA

Telephone: 93 467 73 80

Web: <http://europa.eu.int/spain>

- **Information about EU countries** (living, working, studying, etc...):

<http://europa.eu.int/youreurope>

- **Tourist, culture, accommodation, travel, languages, etc.:**

- www.red2000.com/spain.Index.html

- www.sispain.org

- www.sleepinspain.com

- **Visas, work and residence permits, accreditation of degrees, etc.:**

- www.extranjerossinpapeles.com

- www.e-todolegal.com

- www.conpapeles.com

- www.lexjuridica.com



MINISTERIO
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www.fecyt.es
www.eramore-spain.es