

1. PURPOSE OF THE PROTOCOL

This protocol aims to establish a clear, transparent and efficient framework for managing academic visits to the Department of Applied Economics, with the purpose of:

- Ensuring adequate academic and administrative planning of stays.
- Facilitating internal coordination and information on the activities carried out.
- Ensuring coherence with the Department's Space Use and Assignment Protocol.
- Promoting the academic integration of visiting researchers and the scientific profile of the Department.

2. SCOPE OF APPLICATION

This protocol applies to academic stays by external teaching or research staff who carry out research or academic collaboration activities at the Department lasting more than one month.

Stays of very short duration (up to one month) are excluded from this protocol and will be managed flexibly on a case-by-case basis, under the responsibility of the Department Director.

3. TYPES OF STAYS

For the purposes of this protocol, two modalities are distinguished:

3.1. Short Stays

Stays lasting between one (1) and three (3) months.

3.2. Long Stays

Stays lasting more than three (3) months.

4. APPLICATION AND APPROVAL PROCEDURE

4.1. Visit Proposal

Visits must be proposed by a member of the Department's teaching and research staff (host faculty member), who will act as the academic supervisor of the stay.

The proposal must include, at a minimum, the following information:

- Duly completed academic stay application form.
- Abbreviated curriculum vitae.

Both documents shall be sent to the Department Director.

4.2. Approval

The Department's Executive Committee will assess the proposal based on:

- The academic relevance of the visit.
- The availability of spaces and resources.
- The coherence with the Department's research lines.

Formal approval rests with the Department's Executive Committee.

5. ADMINISTRATIVE MANAGEMENT

Once the visit has been approved, the UISAD must have the necessary information to ensure proper administrative management, including:

- Full identification of the visiting person.
- Academic category and contractual status at the home institution.

- Exact start and end dates of the stay.
- Type of support required (workspace, system access, accreditation, etc.).

The information will be recorded in an internal list of academic visits, enabling knowledge at all times of:

- Who is visiting.
- Which Department member are they collaborating with.
- The duration of the stay.
- The type of support provided.

6. SPACE ASSIGNMENT

Space assignment for visiting people will be carried out in accordance with the Department's Space Use and Assignment Protocol.

In particular:

- Long stays will have priority access to individual offices, where availability permits.
- Short stays may be assigned to shared offices or temporary spaces, depending on availability.
- In all cases, the final decision rests with the Department Director.

7. ACADEMIC COMMITMENTS

7.1. Academic Integration

Visiting people are expected to participate actively in the academic life of the Department, including, where possible:

- Presentation of a research seminar.
- Participation in scientific activities or research groups.

7.2. Long Stays for Research Purpose

In the case of long stays linked to a research project, it will be required that, once the project has concluded, a Department Working Paper derived from the research carried out during the stay be submitted for publication.

The publication of the Working Paper need not coincide with the end of the stay, but it constitutes an academic commitment associated with it.

8. RESPONSIBILITIES

8.1. Host Faculty Member

- Coordinating the academic reception.
- Facilitating integration into the Department.
- Supervising the fulfilment of the scientific objectives of the stay.

8.2. Department Director

- Approving stays.
- Assigning spaces.
- Resolving situations not foreseen in this protocol.

9. FINAL PROVISION

This protocol enters into force once approved by the competent bodies of the Department and may be periodically revised to adapt it to academic and organizational needs.