**UMH Stay Application Form**

**UMH host information**

Family name/s:

First name:

Position:

Department/institute/center/administrative service:

Campus:

Contact tel. number: Email:

**Visiting personnel information**

Family name/s:

First name:

Gender: Passport number:

Position:

Institution of origin:

City and country of the institution of origin:

Contact tel. number: Email:

Disabilities/special needs: Yes/No (if yes, please indicate)

**Stay details**

Start date: Finish date:

Department/institute/center/administrative service where the stay will take place:

Type of stay (choose one):

Research  Research training  Teaching  Training

Title and description of the work/project/training activity (for faculty, researchers, graduate students, and administrative staff) (maximum 300 words):

Full title and code/project reference/contract/research agreement with the UMH under which the activity is developed during the stay (if applicable), and its principal investigator:

Institution covering the costs deriving from the stay:

In the event that you foresee the UMH to cover the expenses[[1]](#endnote-1), do you plan on allocating such expenses to a competitive project that receives regional, national, or international funding, subject to justification?[[2]](#endnote-2)

Yes  No

Is your stay related to doctoral activities?  Yes  No

If affirmative, please indicate:

* Name of doctoral program at the institution of origin:
* Name of doctoral program at the UMH:

**Clauses**

By signing this application form, the applicant is informed that all visiting personnel must have a valid health and accident insurance policy. The UMH will not provide any kind of health insurance; it is the visiting personnel’s responsibility to have an insurance policy.

In cases of commissioned research activities, by signing this document, the UMH host declares under his/her responsibility to have written authorization by the contracting organization for participation by the visiting personnel in the commissioned activities.

If the stay is part of a UMH doctoral program, this application must also have authorization by the coordinator of that doctoral program.

By signing this application, the UMH host for the stay and the director of the department/institute/center/administrative service where it will take place confirm the availability of facilities and resources to accommodate the visiting personnel.

(The below text is a required clause for research and research training stays)

All signatories accept the conditions detailed below regarding the confidentiality and the intellectual and industrial property rights that may derive from the research activity by the visiting personnel during their UMH stay:

1. Visiting personnel shall maintain confidentiality about all scientific and/or technical information belonging to the UMH they have access to during their stay. This clause does not apply in any of the following circumstances:
   1. There is evidence of having previous knowledge of the information received;
   2. The information received is in the public domain;
   3. The information was received from a third party without a confidentiality agreement.

The obligation of confidentiality shall be maintained for five years from the end of the stay or during the time needed to comply with UMH commitments to projects with third parties.

The UMH may require the visiting personnel to immediately hand over any information received during their stay at the UMH and to guarantee they will destroy any tangible copies.

1. With reference to the ownership of intellectual and industrial property rights that may derive from the research activity of the visiting personnel during their stay at the UMH:
   1. If the stay takes places under the framework of a collaboration agreement between the institution or origin and the UMH, the provisions of the agreement between the two institutions shall apply.
   2. If the stay takes place in the context of an activity for which the UMH has a previous commitment with a third party, neither the visiting personnel nor the institution of origin shall have any rights on the results.
   3. If none of the previous conditions are met, the ownership shall be shared proportionally according to each party’s contributions to the activity.

(End of the mandatory clause for research and research training stays)

|  |  |
| --- | --- |
| Signature:  UMH host[[3]](#endnote-3) | Signature:  Director of the UMH department/institute/center/administrative service |
| Signature:  Visiting personnel | Signature:  Authorization by the doctoral program coordinator |

Location and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Only answer in this case. [↑](#endnote-ref-1)
2. Keep in mind that merely completing this stay application does not mean that the justification of expenses in the competitive project is authorized. [↑](#endnote-ref-2)
3. If the UMH host researcher is not the principal investigator (PI) of the project/contract/research agreement with the UMH under which the activity takes place (if any), by signing this document, he/she declares under his/her responsibility that the PI has been properly informed. [↑](#endnote-ref-3)