

Introduction

The I-Global Visitor programme was created by the Universitat Rovira i Virgili (URV) in 2017 with the aim of improving the management of short-term visitor mobility beyond the framework of the established agreements and programmes, while at the same time ensuring safety. The regulations presented in this document, dated November 2023, represent an evolution and update of the I-Global Visitor programme in accordance with the current Mobility Regulations.

Aim

The I-Global Visitors programme aims to facilitate the integration of visitors to the URV. Participants can be teaching and research staff, administrative and service staff, as well as pre- and post-doctoral students who decide to visit the URV. This allows participants to visit the URV for a period of time in order to learn about the institution, its procedures and activities, provided that they meet the programme's requirements and conditions.

Admission requirements, criteria and procedure

- a) Participants must be active members of one of the following university groups: research and teaching staff, administrative and service staff or pre- and post-doctoral students who would like to visit the URV.
- b) They must be from an institution other than the URV and their visit cannot be part of framework agreements, mobility programmes or other programmes recognised by the Human Resources Service or other URV services.
- c) They must first be admitted by the host URV department or service. The department or service may establish its own specific admission requirements, which may include criteria such as academic excellence or language proficiency.
- d) If an I-Global Visitor would like to take a URV course, which should be the exception rather than the rule, they must submit their application using the form available on the International Center website, so that the said training can be approved and signed by all parties involved. The procedure and the documentation to apply to take a course as part of the framework of the I-Global Visitor programme can be found in Appendix 1.
- e) Participation of applicants in the I-Global Visitor programme must be approved by the URV departments involved. The International Center also reserves the right to reject the applications from applicants who do not meet the requirements set in the URV mobility regulations or the specific conditions of this programme.
- f) I-Global Visitors are required to prove that they have health and repatriation insurance from their country of origin and to state on the application form that their insurance has the same coverage conditions as the URV insurance. If they do not have insurance, the URV can provide information on how to obtain health and repatriation insurance in accordance with the programme conditions. The I-Global Visitor is responsible for the totality of the insurance expenses.
- g) URV I-Global Visitors must:
 - Make appropriate use of the URV facilities, goods and resources.

- Respect all other members of the university community in accordance with ethical principles and the current legislation.
- Comply with the Statute and the other URV rules and regulations.

Duration and schedule

The duration of the visit will be determined by the needs and objectives of the mobility programme of the URV department or service hosting the I-Global Visitor. A specific period of time is set for each visit.

The visit must be at least one week long in order to benefit from the services available for URV-card holders. Applications can be submitted throughout the academic year.

Financial support

No financial support is envisaged within the framework of this programme. It is the responsibility of the participants to independently find any necessary financial support.

Available resources and services

The URV resources and services available to participants are the same as those available to URV students. This includes access to services such as Wi-Fi, Moodle, email and the URV online card.

The URV online card can be used to accredit membership to the URV university community and to access the services of the [Learning and Research Resource Centre – CRAI](#). It may also be used to access the [Catalunya campus car park](#), with special discounts for URV members.

Note: As from January 2023, physical URV cards issued for I-Global Visitors do not have a chip and thus cannot be used to access URV spaces, such as labs or offices. Nevertheless, Visitors can have the URV online card by installing the URV app on their mobile phones.

Recognition and accreditation

I-Global Visitors are not entitled to any official academic title or recognition.

The head of department (or delegated individuals) may provide visitors with a certificate detailing their stay.

Application procedure

Step 1:

I-Global Visitors must submit their applications using the following form:

[APPLICATION FORM](#)

The form must be filled in and sent by email to the contact person of the URV department that the applicant would like to visit. The contact email addresses of the departments can be found at the following link:

[Contacts in URV Departments for the I-Global Visitor programme](#)

The head of department will evaluate the application, and can accept it or reject it. Their decision will be indicated next to their signature in the last section of the application form.

The department is responsible for assigning a tutor to each admitted visitor and granting them access to any facilities that the department itself decides.

The URV department will send an email to each applicant informing them whether they have been accepted, as well as any indications or information that the department may consider interesting for the applicants. Upon arrival, I-Global Visitors must meet with the tutor/mentor assigned.

The department must notify the International Center of the acceptance of any visitor and of any change in the relation between the visitor and the URV during their stay.

Step 2:

If accepted, the I-Global Visitor must register at the URV Online Registry:

[ONLINE REGISTRATION](#)

In the field on the type of mobility, please choose the option I-Global-Visitor.

The following documents are required. Applicants are advised to have them scanned and ready in advance:

- Application form, duly filled in and signed by all parties
- CV
- Passport
- A photograph
- Certificate of health and repatriation insurance cover

I-Global Visitor application to take a course at the URV

I-Global Visitors who would like to take a course at the URV are required to apply using the form available on the I-Global section of the International Center website. They must obtain the signed agreement of all parties listed in the control sheet (see Appendix 1).

Support information and contact

All this information can be found at the [International Center website for I-Global Visitors](#), available in Spanish and in English.

You can find other useful information to prepare your stay at the following link:

<https://www.urv.cat/international/vivir-urv/index.html>. For any other additional information or support, contact hosting@urv.cat.

Rules and regulations

On the page [URV regulations](#) you can find more information on the rules and regulations mentioned in these terms and conditions.

Annex 1: Procedure for an I-Global Visitor to take a course at the URV



