



## VISITOR REGISTRATION

For the Host Supervisor

### INFORMATION AND ADMINISTRATIVE PROCEDURES

#### 1. RESEARCH MOBILITY PROGRAMME AT BIOPOLIS/CIBIO-InBIO

The application process for a training/internship/interchange/visit programme at BIOPOLIS/CIBIO-InBIO considers the following actions:

- i) The interested party establishes a direct contact with a BIOPOLIS/CIBIO-InBIO researcher or Group Leader to communicate his/her expression of interest. The research groups are listed in our [webpage](#).
- ii) Upon agreement of both parties, the Host Supervisor (HS) must inform the Post-Graduation (PG) Office of the acceptance of the visiting plan, by filling in the pre-registration form and submitting the necessary documentation.
- iii) The PG Office contacts the visitor to proceed with the registration process. The application will become valid upon completion of the official registration by the Visitor at BIOPOLIS/CIBIO and, if applicable, at the University of Porto (for students only).

Check the full [Workflow - Visitor Registration @BIOPOLIS/CIBIO-InBIO](#)

#### Who can apply?

A visitor, guest, or a student with no affiliation to BIOPOLIS/CIBIO-InBIO or not integrated as a team/project member (hereinafter referred as Visitor) that will obtain training and/or perform work at or on behalf of this institution, regardless of their professional qualifications and nationality, and of the purpose (training, internship, interchange, visit, etc.) and duration of the visit.

*M BGE (Master in Biodiversity, Genetics and Evolution of FCUP) students and PhD students affiliated with CIBIO-InBIO as a host institution are excluded.*



**VISITOR PROFILES REQUIRING PRE-REGISTRATION:**

Visitor Type	Status	Description
STUDENT	U.Porto students	Any student enrolled in a bachelor, master, or PhD program at the University of Porto and carrying out work in/for BIOPOLIS/CIBIO-InBIO is considered a Visitor. <i>Excludes students of the <b>MSc Degree in Biodiversity, Genetics and Evolution (BGE) of FCUP</b> and PhD students who have BIOPOLIS/CIBIO-InBIO as <b>host institution</b> (regardless of the PhD programme).</i>
	Students from other Portuguese Universities	All of them are considered Visitors, except PhD students who have BIOPOLIS/CIBIO-InBIO as a host institution and thus are considered team members.
	International Students	All of those with a link with an educational institution, enrolled in higher education institutions or taking an internship with a scholarship from the educational institution.
NON-STUDENT	Postdoctoral fellowships	Any postdoctoral researcher with links to national or international institutions, and a host institution other than BIOPOLIS/CIBIO-InBIO.
	Researchers	Any researcher with no link to BIOPOLIS/ CIBIO-InBIO. <i>Excludes collaborators who, despite having no contractual relationship, are members of the BIOPOLIS/ CIBIO-InBIO team.</i>
	Professors	Any teacher of high academic rank who comes from other national or international institutions and is not a member/collaborator of BIOPOLIS/CIBIO-InBIO.
	Guest without formal employment	Anyone who is not a student or linked to a higher education institution (e.g., internship after graduation or MSc qualification)

For categories not listed here, contact the Post-Graduation Office.

**2. START THE REGISTRATION PROCESS**

Any BIOPOLIS/CIBIO-InBIO member receiving a Visitor is subject to the following obligations:

- The HS must initiate the registration process by filling the Pre-registration form available at the BIODIV website – *this form is for the HS only; the link should not be shared with the Visitor*. This Pre-registration allows the Administrative Staff to become aware of the visit and to follow it up.



- Before being returned to the requesting entity (Visitor/Sending Institution), all documents necessary to formalise the mobility or cooperation agreement must always be authenticated by the PG Office after the signature of the HS (and the CIBIO Coordination, if applicable).
  - In the case of international students, “*FCUP-BIOPOLIS/CIBIO, Faculty of Sciences of the University of Porto, and Department BIOPOLIS/CIBIO*” must be indicated as the Host institution in all documents (such as learning agreements);
  - Acceptance statements and other relevant documents should preferably be submitted through the Pre-registration form for authentication.
- The Pre-registration of Visitors should only be done if the visit plan is authorised by the respective Group Leader.

The pre-registration does not entail the affiliation of the Visitor in the research project team(s). For that matter, please contact the BIOPOLIS/CIBIO coordination.

Cancellations or changes to the visiting schedule must be always communicated by the HS to the [PG Office](#).

### 3. HOSTING A VISITOR AT CIBIO

The HS is responsible for accompanying the Visitor and ensuring his/her safety and welfare while working. Some aspects particularly important to take in consideration during the visit are:

- a) The institution is not obliged to provide an office space. Visitors should use the space provided by the HS or the existing spaces at our Library facility to conduct their work.
- b) Visitors will not have access to the institutional email account (@cibio.up.pt) and therefore can't use a network photocopier. He/she should articulate this need with the HS. If needed, printing of mobility-related documents can be requested at the Reception desk or PG Office.
- c) Quotations, purchase orders and invoices should be requested directly to the [Accounting and Purchasing Department](#). Requests made by the Visitor will only be accepted when authorised by the HS.



To use the Molecular Biology and Genetics (MB&G) facilities, consider the specific rules and procedures outlined below:

- The arrival of new Visitors to the laboratory facilities must be always coordinated with the Chief Laboratory Technician, considering the period of stay and the work requirements in terms of space and equipment.
- If a member of the same research group is unable to instruct and supervise the Visitor, the CTM staff can provide the basic training if necessary.
- Services provided by CTM to the community may be given priority over others whenever justified by the volume of work or contractual deadlines.
- Upon completion of the registration process for the visit plan, it is required the submission of the laboratory plan through the MB&G Facilities Form by the person responsible for the Visitor at the lab.

For any question about mobility or cooperation agreements, contact the [PG Office](#).

#### **4. CONTACTS**

Post-Graduation Office | Dora Bastos | [post.graduation@cibio.up.pt](mailto:post.graduation@cibio.up.pt)

Reception Desk | Márcia Magalhães | [marcia@cibio.up.pt](mailto:marcia@cibio.up.pt)

Coordination Manager | Sara Lemos Ferreira | [sara.ferreira@cibio.up.pt](mailto:sara.ferreira@cibio.up.pt)

Accounting and Purchasing Department | Sara João | [compras.biopolis@cibio.up.pt](mailto:compras.biopolis@cibio.up.pt)

Laboratory Manager | Sara João | [analises@cibio.up.pt](mailto:analises@cibio.up.pt)

Chief Laboratory Technician | Susana Lopes | [susana.lopes@cibio.up.pt](mailto:susana.lopes@cibio.up.pt)