



CRM Welcome Pack

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1. Who we are. Profile and Mission

The Centre de Recerca Matemàtica (CRM; www.crm.cat) is a **CERCA** research centre sponsored by the Catalan Government, in order to foster advanced research and training in mathematics, in collaboration with universities and other research institutions in Catalonia.

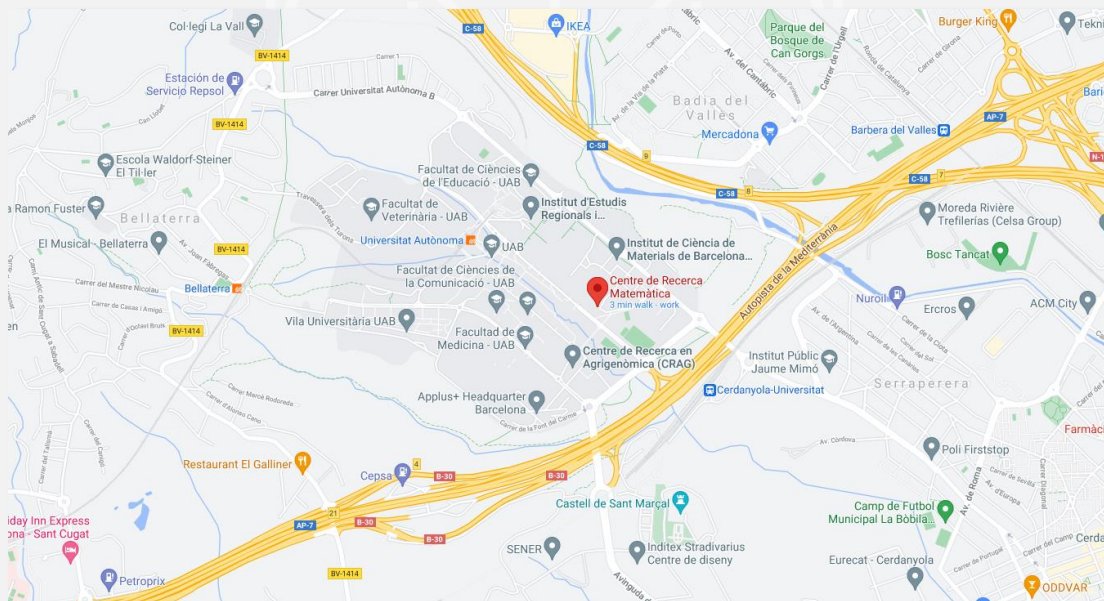
The Centre de Recerca Matemàtica was established in 1984 by Professor Manuel Castellet originally as a centre under the umbrella of the **Institut d'Estudis Catalans**, in the premises of the **Universitat Autònoma de Barcelona** (UAB).

In 2021, the CRM boasts a wide research portfolio on applied and fundamental mathematics (for more details, see www.crm.cat). Applications include biomedicine, neuroscience, climate change and natural hazards. It is awarded as an Unit of Excellence María de Maeztu by the Spanish Ministry of Science and Innovation.

Regarding training, the CRM is the managing entity of the Barcelona Graduate School of Mathematics (BGSMath), an alliance with the Universitat de Barcelona, Universitat Autònoma de Barcelona and Universitat Politècnica de Catalunya. They are the three Universities in the Barcelona metropolitan area with doctoral programmes in mathematics.

CRM is a member of **ERCOM** (European Research Centres in Mathematics), a committee of the European Mathematical Society, together with other European centres of a similar nature. It organizes a significant number of scientific activities and exchanges throughout the academic year (intensive research programmes, research-in-pairs, workshops and advanced courses).

2. Where we are: Location



The CRM is located at the Bellaterra Campus of the Universitat Autònoma de Barcelona (UAB). There are several transport options available to reach the campus coming from Barcelona.

For more details on how to reach the CRM and transportation alternatives, please visit <https://www.crm.cat/contact/>



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3. General Services

3.1 CRM email and IT Services

All CRM staff are provided with a personal institutional email account, which can be accessed using the information provided by the CRM IT Department:

<https://outlook.office.com>

3.2 Library and more: UAB ESFERA card

The CRM is a member of the UAB-CIE ESFERA, which comprises the departments, scientific and technological services, research institutes, and academic hospitals affiliated to the Universitat Autònoma de Barcelona, as well as the municipalities surrounding the campus, with which the UAB has strong historical and collaboration ties.

The UAB ESFERA card is aimed at the staff of all these organizations and companies linked to the Universitat Autònoma de Barcelona.

Consequently, the CRM-recruited staff can use the Sphere card, which provide a series of advantages:

- ❖ Reduced fees at UAB Idiomes services (Spanish lessons, for instance)
- ❖ Reduced fees at the Campus Sports Centre (SAF)
- ❖ "University Community" status
- ❖ Access to APAC services
- ❖ Discount at the University Village (shops, cafeteria)
- ❖ Access to the UAB Library Services
- ❖ Reduced prices at the Campus Hotel
- ❖ Access to scientific-technical services
- ❖ Discount at Torre Vila-Puig

- ❖ Special prices for Treball Campus (scholarship holders)
- ❖ Advantages in the kindergarten "La Llar d'en Pitús" in Cerdanyola
- ❖ Business advantages

If you wish to obtain the ESFERA card, please talk to the CRM administration to obtain more information about the requirements.

3.3 CRM Social Media

CRM staff members can also find out about news and events, and communicate with other staff, students and stakeholders, through our Twitter account:

<https://twitter.com/CRMmatematica>

Other CRM social network accounts which can aid the Centre's outreach and dissemination activities are:

- ❖ LinkedIn: <https://es.linkedin.com/company/crmaticamatematica>
- ❖ Instagram: <https://www.instagram.com/crmaticamatematica/>
- ❖ Youtube: <https://www.youtube.com/user/crmaticamatematica>

4. Before your arrival

The various requirements and procedures governing entry into and residency in Spain hinge directly on your home country, the duration of your stay, and the nature of your contract of employment, among other aspects. To prepare for your arrival and stay in Spain, you will need to take the following steps:

4.1 Apply for a visa: Citizens from third countries

Before arriving in Spain, please make sure you obtain the Visa from the Spanish embassy/consulate in your country of origin or legal residence. You can find your

embassy/consulate closer to you on the website of the [Spanish Ministry of Foreign Affairs](#).

To apply for a visa, you need the work contract from your host institution, among other documents.

- **During the first month after you enter Spain: TIE (“Tarjeta de Identificación de Extranjero” = Foreigner Identity Card)**
 - If your authorized stay is longer than six months, you must apply for your Foreigner Identity Card (see section 5.1), within one month of entering Spain. In order to obtain this card, you need to visit a police station that is available. For this, you need to take an appointment (“cita previa”) via the [Sede electrónica](#). The requested documents for your TIE are:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solitudes/mod_solitudes2/17-Formulario_TIE.pdf
 - Being registered in the City Hall of the Spanish town where you are residing ([+ info](#))

4.2 Procedures for family entrance and residency

Any researchers who apply for a visa or EU blue card can simultaneously apply for a temporary residency permit for the members of their family that they wish to regroup, providing the following conditions are met:

- ❖ The applicant or visa holder must have sufficient economic means to sustain their family, that is, a monthly amount that represents 150% of the Multipurpose Public Income Indicator (IPREM in Spanish) in the case of the first family member, and 50% of the IPREM for each of the remaining members that make up a nuclear family.

- ❖ The applicant/visa holder provides due evidence of the family tie or relationship between them.

The following family members can apply for this type of permit:

- a) Your wife or husband if you (the researcher) are married.
- b) Your partner (I.e. Any person who has an affective relationship identical to a marital relationship), as long as your relationship that has been made official by a public register established for such purposes (de facto partnerships or similar). Other documents issued by a public authority serve as evidence to prove that your relationship started time ago, before your starting date of contract in Spain.
- c) Your children or your spouse/partner's children, including adopted children, providing they are under 18 years old of age at the time their residency permit is applied for, or if they are disabled or objectively incapable of fending for themselves.
- d) Those legally represented by you, when they are under the age of 18 at the time their application for a residency permit is submitted or who are disabled or not objectively capable of fending for themselves.
- e) Your parents or your spouse/partner's parents, if in your care, if they are over the age of 65 and when there are reasons that justify the need to authorise their residency in Spain. In exceptional cases, when there is a combination of reasons of humanitarian nature, parents under the age of sixty-five may be regrouped.

In all cases, the family member visa will be of the same duration as that of the visa holder. If family members are to stay longer than six months, they must apply for the foreign national identity card no later than one month after entering Spain. The

following table summarises the entry and residency permits for family members according to the permit obtained by the researcher, as well as the criteria and details of when they can be applied for. Any foreigner who holds a long-term EU residency permit issued by another Member State of the European Union can also apply for residency in Spain, without having to apply for a visa.

4.3 European Health Insurance Card (EHIC)

EHIC is the outcome of an agreement between the 27 member states of the EU and the EFTA countries (Liechtenstein, Iceland, Norway or Switzerland). If you are a national of one of these states, make sure you apply for it before coming to Spain to ensure you healthcare, should the case arise before your health card as a resident in Spain is issued, or to use it while travelling within the European Union. You can apply for it [here](#).

5. Upon your arrival

5.1 Central Registry of Foreign Citizens.

Once you arrive in Spain, you must apply for registration in the Central Registry of Foreigners within one month. This registration leads to a certificate of registration being issued and includes a NIE (Foreigner's Identification Number).

If you are from a European Union or EFTA (Liechtenstein, Iceland, Norway or Switzerland) member state, you are entitled to free movement and residence in Spain. However, if you are working/residing in Spain for a period exceeding three months, you also have to register.

For this, you need to take an appointment (“cita previa”) via the Sede electrónica website with a local police station.

Which documents do you need?

- ❖ Two applications forms in duplicate copy ([EX-15](#) and [EX-18](#)) filled and signed.
- ❖ Your passport or identity card (original and photocopy)
- ❖ Contract or job offer letter (original and copy)
- ❖ European Health Insurance Card or private insurance policy (original and copy)
- ❖ Fees payment receipt (“Certificado de registro de residente comunitario”: 10,60€). You can download your fee form (form 790 code 012) [here](#). Make sure you pay the fees before the appointment and bring your payment receipt with you. You can download your fee form (form 790 code 012) [here](#).

5.2 Renewal of your Foreign Identify card

Your Foreign Identity Card is valid for one year and is renewable if your contract work is still ongoing. You can carry out the renewal process a maximum of 2 months in advance before the card expires, and it should be renewed before the expiry date.

- Which documents do you need?
 - [EX00 form](#)
 - [Fees Form](#) (Select what needed)
- **If you must travel and your card has expired: return permit**

If you must leave Spain and your card is being renewed, you can apply for a permit that allows you to re-enter the country, providing that your card has not already expired. This authorization allows you to leave and re-enter the country within 90 days.

The return permit is valid exclusively for entering the Schengen Area through the Spanish borders. If you intend to enter the Schengen area through another UE Member State, check prior your departure if you are required a VISA for entering that Member State.

You must apply for this authorization directly at the police station, by appointment arranged on the [Sede electrónica website](#). Foreign citizens residing in towns other than Barcelona, should apply in person, with no need for an appointment.

5.3 Social Security

As a fiscal resident of Spain, you are going to pay social security taxes (around 6-8%): social security payments will cover services like healthcare, indemnities, retirement pension and unemployment.

Further information on the Spanish Social Security regime can be consulted on the website of the [Spanish Ministry of Employment and Social Security](#).

Once you have your NIE, you will have to apply for your Social Security Number, which is requested to actual sign your contract. You can apply face-to-face for your SS Number at the local SS Tresoreria office (no appointment is requested). Please check the list of SS offices in Barcelona province to find the one closest to your home (<https://www.seg-social.es>)

- Please prepare the following documents for your application:
 - ❖ Your passport or identity card (original and copy)
 - ❖ NIE (copy and original)
 - ❖ Application form TA1

5.4 Banking and Finance

In order to be paid by your employer (CRM), you will have to open a bank account as a “resident”, so your employer can transfer your salary to your account. Visit the bank office of your choice with your NIE, your password or identity card and a copy of your work contract. They will open your account immediately, either in euro or in a foreign currency.

There is usually no minimum deposit for opening a bank account in euro. There may be a fee for opening the account and a small annual charge for maintenance. There may also be service charges for certain transactions, so make sure to inquire about fees and check your bank statements carefully (it is therefore convenient to compare the conditions of different banking entities before choosing).

There are many banking options in Barcelona, from local banks to branches of major international institutions and large investment banks. It is a good idea to ask your bank in your home country about the possibility of opening an account with a corresponding branch in Barcelona if there is one.

If you have to open a new account at a new bank, it is advisable to visit the campus branch, with English-speaking staff happy to guide and assist foreigners. Many banks also offer excellent online banking services in different languages.

5.5 Healthcare

In order to be granted universal health coverage, you need to apply for a health card. You should do so once you have signed your work contract. Please, click the link to get further information about how to apply for the individual health card (targeta sanitària individual, or TSI). You may find more info about the access to universal health care in Catalonia [here](#).

6. Working conditions: Holidays and leave

The Spanish **Workers' Statute** (E.T.; [add link](#)) governs both the individual and the collective employment relations regulating the formats and types of contracts, causes for dismissal and possible compensation, unemployment benefits and pensions.

Holidays may be agreed individually or collectively and may not be less than 30 calendar days. Holidays cannot be replaced by financial compensation. The holiday schedule is fixed in each institution.

Paid leave is subject to notice and subsequent justification to the company, workers may take paid time off for some of the reasons listed below with the number of days allowed:

- ❖ Spanish maternity and paternity leave: statutory maternity leave in Spain is 16 weeks, rising to 18 weeks for twins and 20 weeks for triplets, although at least six weeks must be taken after the birth. Maternity leave is also extended to 18 weeks in certain special circumstances. Since July 2018, paternity leave has been set at 5 weeks, extended by 2 days for each additional child.
- ❖ Moving to a new house, one day.
- ❖ Women are entitled to one hour off work each day for breastfeeding a child under nine months of age, or half an hour if taken at the start or the end of the day. This time off may be taken off either by the mother or the father if they both work.

- ❖ Meeting public and private obligations (jury service, appearance in court, etc.), if necessary.
- ❖ Sick leave: this protects a worker temporarily unable to work and in need of medical assistance due to illness or accident. In such cases the worker will be paid at least 60% income.
- ❖ Performing trade union or workers' representative activities: as established by law or collective agreement.
- ❖ Public holidays are set on an annual basis: There are 14 per year, two of which will be local holidays. Christmas Day, New Year's Day, 1 May (Labour Day) and 12 October (Spanish National Day) will, in any event, be observed as national public holidays. Any public holidays falling on a Sunday will, in any event, be transferred to the Monday immediately following.

7. Language Courses

There are several intensive and extensive courses of initiation and perfectioning of Catalan and Spanish offered during the academic course at the Servei d'idiomes of the UAB, located in the university campus. You can consult the information about the courses of the Servei d'Idiomes at <https://www.uab.cat/idiomes-campus/>.

You can also start an online Catalan course today. Check the website <http://www.intercat.cat/en/index.jsp>