IBiS
INSTITUTODEBIOMEDICINADESEVILLA

UNIVERSIDAD DE SEVILLA

CSIC
Consejo Superior de Investigaciones Científicas

A Junta de Andalucía

WELCOME
GUIDE

1st EDITION - 2026

Virgen del Rocío University-Hospital campus
Avenida Manuel Siurot, s/n.
C.P.: 41013
Seville, Spain
Website: https://www.ibis-sevilla.es/en/

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FOREWORD

The Institute of Biomedicine of Seville (IBiS) is a multidisciplinary biomedical research centre whose goal is to conduct high-quality and internationally competitive research activity on the most prevalent diseases worldwide.

The IBiS bases its fundamental research at the molecular or cellular level with the goal of immediately transferring knowledge to the clinical practice and developing new therapies. This translational research, one of the unique characteristics of the IBiS, is only possible in facilities that combine both molecular medicine and high-quality clinical practice in a single location.

We are located within the Virgen del Rocío University-Hospital Campus, a regional Andalusian hospital complex with a high level of care. A strategic location that favours the direct transfer of scientific knowledge to the clinical practice and its positive impact on public health. We are a centre accredited by the national-level Carlos III Health Institute and dedicated to carrying out multidisciplinary biomedical research. We conduct our work in secure facilities which are supported by state-of-the-art research services. Additionally, we study the mechanisms of the most prevalent diseases in the population, as well as those considered rare disease. Hence the development of new diagnostic and treatment methods.

At IBiS, research groups are led by researchers from the University of Seville, the Spanish National Research Council (CSIC), and the Virgen del Rocío, Virgen Macarena, and Virgen de Valme University-Hospitals. These groups are organized around five thematic areas: Infectious Diseases and the Immune System; Neuroscience; Oncohematology and Genetics; Cardiovascular and Respiratory Pathology/Other Systemic Pathologies; and Liver, Digestive, and Inflammatory Diseases.

Our researchers have earned international recognition thanks to their high-level scientific output, leading important national and international projects and generating patents of biomedical interest.

We contribute to the socioeconomic development of our community and aspire to be a driving force of progress by transferring our results to both society and patients, as well as cooperating with the pharmaceutical and biotechnological industries.

Furthermore, we are committed to promoting knowledge by training young researchers, promoting seminars and discussion forums, and maintaining an open dialogue with the public through various scientific communication and outreach initiatives.

The biomedicine of our days becomes the medicine of tomorrow. We want to provide our society with what we do best: prevention and cure through scientific research.

WELCOME TO IBiS

WHO WE ARE

The Institute of Biomedicine of Seville (IBiS) institutionally depends on the Regional Ministry for Health and Consumer Affairs of the Andalusian Regional Government; the Andalusian Health Service agency (SAS); the Regional Ministry of University, Research, and Innovation; the University of Seville (US); and the Higher Council for Scientific Research agency (CSIC), and it is managed by the Foundation for the Management of Health Research of Seville (FISEVI).

IBiS was established in 2006 and was the first research institute of the Andalusian Public Health System (SSPA) accredited by the Carlos III Health Institute. Its 8,000 m2 building houses 67 laboratories and more than 50% of its facilities are dedicated to several central research support services with more than thirty technicians employed.

Currently, the Institute has nearly 1,200 people dedicated to research and an administrative and management structure that supports the research staff, as well as three Research Platforms: Biobank, Clinical Trials, and Technological Innovation.

WHERE WE ARE

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Avenida Manuel Siurot, s/n.
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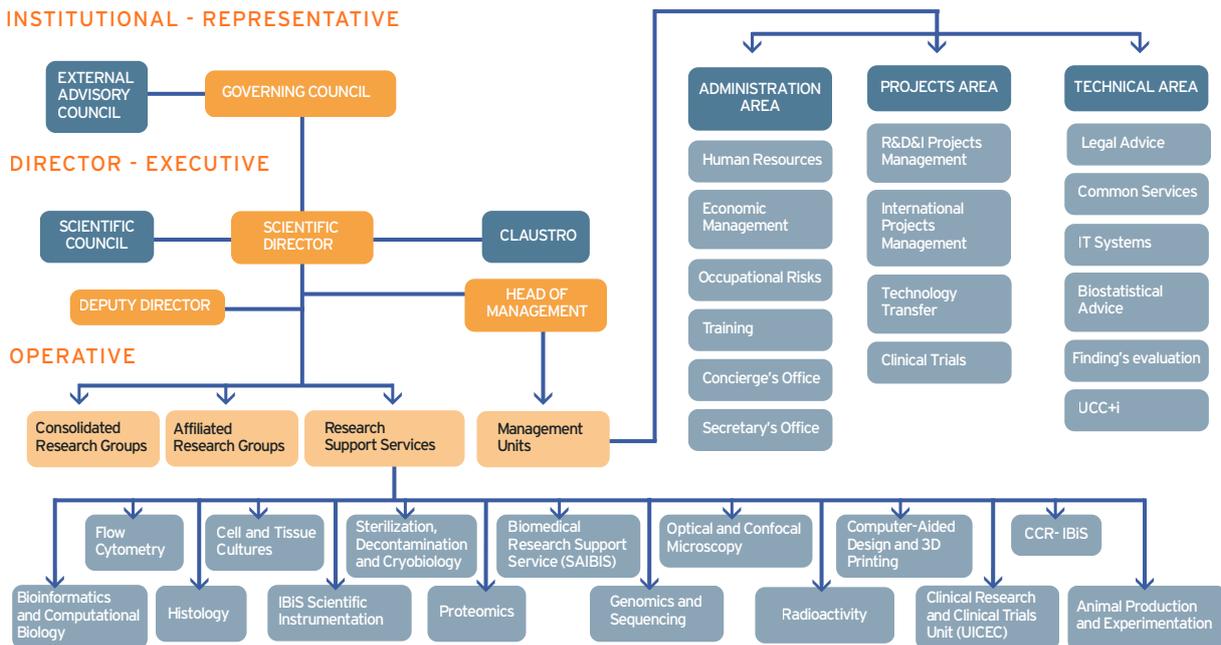Website: https://www.ibis-sevilla.es/en/

ORGANISATIONAL STRUCTURE

The IBiS has the following organizational structure:

1) Scientific areas: five research areas in which the consolidated and affiliated research groups are distributed.
2) Common Research Support Units (USCAIN).
3) Research Management Units.

You can find all of the IBiS researchers, technicians and management staff contact information by accessing to the institution's directory here.

ORGANISATION CHART

INSTITUTIONAL - REPRESENTATIVE

- EXTERNAL ADVISORY COUNCIL
- GOVERNING COUNCIL

DIRECTOR - EXECUTIVE

- SCIENTIFIC COUNCIL
- SCIENTIFIC DIRECTOR
- CLAUSTRO
- DEPUTY DIRECTOR
- HEAD OF MANAGEMENT

OPERATIVE

- Consolidated Research Groups
- Affiliated Research Groups
- Research Support Services
- Management Units

Research Support Services:
- Flow Cytometry
- Cell and Tissue Cultures
- Sterilization, Decontamination and Cryobiology
- Biomedical Research Support Service (SAIBIS)
- Optical and Confocal Microscopy
- Computer-Aided Design and 3D Printing
- CCR- IBiS
- Bioinformatics and Computational Biology
- Histology
- IBiS Scientific Instrumentation
- Proteomics
- Genomics and Sequencing
- Radioactivity
- Clinical Research and Clinical Trials Unit (UICEC)
- Animal Production and Experimentation

ADMINISTRATION AREA
- Human Resources
- Economic Management
- Occupational Risks
- Training
- Concierge's Office
- Secretary's Office

PROJECTS AREA
- R&D&I Projects Management
- International Projects Management
- Technology Transfer
- Clinical Trials

TECHNICAL AREA
- Legal Advice
- Common Services
- IT Systems
- Biostatistical Advice
- Finding's evaluation
- UCC+i

ORGANISATION AND FUNCTIONING

The Institute's management is organised according to the following bodies:

- Governing body: Governing Board.
- Steering bodies: Scientific Director and Deputy Director.
- Management bodies: Management.
- Decision-making body: Permanent Commission for Research Coordination - COPCI
- Advisory and participation bodies: Scientific Council, External Advisory Board, "Claustro".

The "Claustro" is the forum for deliberation on scientific, technical, and management matters at IBiS. Its operating system is defined by Article 30 of the Internal Regulations. It is made up of all the centre's research, technical, and management staff.

SUPPORT SERVICES AND FACILITIES (USCAIN)

IBiS researchers have available a wide range of support facilities managed by the common support services unit (USCAIN):

ANIMAL PRODUCTION AND EXPERIMENTATION

Objective: to provide researchers with technical capacity in animal experimentation by the provision of the necessary animals as well as a focused advice on animal experimentation ethics.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/produccion-y-experimentacion-animal/

Contact: animalario-ibis@us.es

BIOINFORMATICS AND COMPUTATIONAL BIOLOGY

Objective: to provide the necessary knowledge and infrastructure in the field of bioinformatics, as well as collaborating in large-scale data analysis.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/bioinformatica-y-biologia-computacional/

Contact: bioinformatica-ibis@us.es

FLOW CYTOMETRY SERVICE

Objective: to provide technical and scientific advice on the use of analysis and isolation technologies in cytometry, collaborating in the design, acquisition, analysis and interpretation of flow cytometry data.

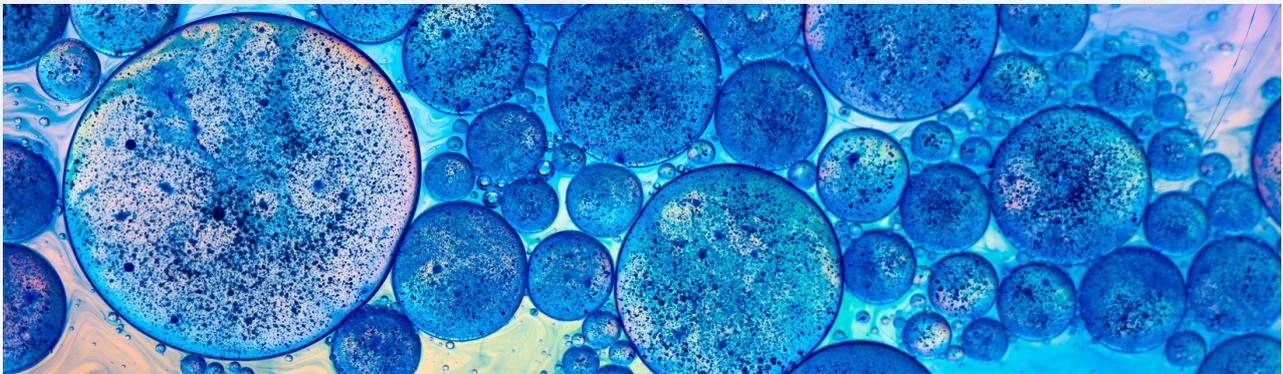Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/citometria-de-flujo/

Contact: citometria-ibis@us.es

CELL AND TISSUE CULTURES

Objective: to make available the possibility of cultivating and experimenting with all types of cells from different origins, a basic tool of fundamental application in current the Biomedicine practice.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/cultivos-celulares-y-de-tejidos/

Contact: cultivo-ibis@us.es

STERILISATION, CLEANING AND CRYOBIOLOGY

Objective: to facilitate the work of the IBiS professionals and to provide services and assistance in this area. It has two rooms fully equipped; each room has a technician available for users. It also has two other rooms for storing liquid nitrogen tanks. The rooms are located on the first and second floors of the IBiS.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/esterilizacion-limpieza-y-criobiologia/

Contact: esterilizacion-ibis@us.es

SCIENTIFIC INSTRUMENTATION SERVICE IBiS

Objective: consisting of two large central laboratories for common use by all of the IBIS researchers. This service is equipped with a wide variety of preparatory and analytical equipment, as well as the technical support required to carry out techniques covering different areas of molecular and cellular biology.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/servicio-de-instrumentacion-cientifica-ibis/

Contact: instrumentacion-ibis@us.es

GENOMICS AND SEQUENCING

Objective: to provide scientific advice and technical support in experimental approaches generally used in the field of Biomedicine, such as DNA sequencing by capillary electrophoresis, gene expression studies, or massive sequencing techniques (NGS), including single-cell sequencing.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/genomica-y-secuenciacion/

Contact: genomica-ibis@us.es

HISTOLOGY

Objective: processing, sectioning, and staining of biological samples. Maintenance and coordination of service equipment, training in specialised techniques; mandatory training for self-service equipment users; and performance of experimental procedures by the specialised technician.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/histologia/

Contact: histologia-ibis@us.es

COMPUTER-AIDED DESIGN AND 3D PRINTING

Objective: it provides support for the creation of new prototypes, designs or anatomical models.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/diseno-asistido-por-computador-e-impresion-3d/

Contact: gorka.gomez@juntadeandalucia.es

OPTICAL AND CONFOCAL MICROSCOPY

Objective: to facilitate access to advanced optical microscopy techniques.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/microscopia-optica-y-confocal/

Contact: microscopia-ibis@us.es

PROTEOMICS

Objective: to provide state-of-the-art infrastructure for conducting high-sensitivity proteomics and single-cell proteomics studies.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/proteomica/

Contact: proteomica-ibis@us.es

RADIOACTIVITY

Objective: this is a Category 3 facility. Authorization is available for the use of the following isotopes: phosphorus-32, phosphorus-33, sulfur-35, and tritium (H3). Access is restricted to authorised users.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/radioactividad/

Contact: esterilizacion-ibis@us.es

BIOMEDICAL RESEARCH SUPPORT SERVICES (SAIBIS)

Objective: to support clinical and research groups at hospitals by providing them with the necessary knowledge and technologies to those researchers in need for experimental laboratory space due to their circumstances.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/servicio-de-apoyo-a-las-investigaciones-biomedicas-saibis/

Contact: saibis-ibis@us.es

iPSC AND ORGANOIDS

Objective: to provide scientific and technological advice to the researchers, personalized practical training, bioresources, and services associated with biomodels, with a special focus on disease models derived from iPSCs (induced pluripotent stem cells) and organoids.

Services/Equipment and/or Facilities/General Rules of Use/Rates:
https://www.ibis-sevilla.es/es/servicios/ipsc-y-organoides/

Contact: aartero-ibis@us.es

PLATFORMS

BIOBANK HUVR-IBiS PLATFORM

Objective: offering a broad and versatile portfolio of services, adaptable to the needs of every researcher.

Website: https://biobanco.csalud.junta-andalucia.es/salud/biobanco/es/institucion/donde-estamos/biobanco-del-hospital-universitario-virgen-del-rocio-ibis

Contact: biobanco.hvr.sspa@juntadeandalucia.es

CLINICAL RESEARCH SUPPORT PLATFORM OF THE ISCIII AT THE INSTITUTE OF BIOMEDICINE OF SEVILLE (PIC/IBiS)

Objective: offering cross-cutting support to meet the needs in the area of clinical research at HUVR.

Website: https://www.ibis-sevilla.es/es/p/servicios/plataforma-de-apoyo-a-la-investigacion-clinica-del-isciii-del-instituto-de-biomedicina-de-sevilla-ibis-picibis/

Contact: claram.rosso.sspa@juntadeandalucia.es

PLATFORM FOR THE DYNAMISATION AND INNOVATION OF THE INDUSTRIAL CAPACITIES OF THE NATIONAL SYSTEM (ITEMAS)

Objective: offering high-level scientific, technical, and technological support services to R&D&I centres in Health Sciences and Technology, especially to solid collaborative structures operating within the national health system. Furthermore, it aims to effectively stimulate the industrial capacity generated by the national health system, as well as the real transfer of research results to the productive sector.

Website: https://itemas.org/

Contact: jcanon-ibis@us.es

MANAGEMENT AND SUPPORT SERVICES FOR RESEARCHERS

IBiS is managed by the Foundation for the Management of Health Research in Seville (FISEVI), a non-profit organisation focused on optimising the management and promotion of research activities in different centres and organisations of the Andalusian Public Health System.

Researchers at IBiS receive support from the FISEVI's management team, which works in coordination with the services provided directly by the University of Seville (US) and the Spanish National Research Council (CSIC).

FISEVI provides support and assistance through its Services, from initial advice to the transfer of results to society:

- Advisory service for finding funds and establishing collaborations
- Fund management service for R&D&I activities
- Grant management service
- International project advisory service
- Clinical study management service
- Methodological and statistical support service
- Advisory and management service for the protection, transfer, and dissemination of results
- Public communication and event coordination
- Management of research centres and institutes linked to the Andalusian Public Health System

Please find below some of the most directly involved units in providing services to research staff:

PROJECTS MANAGEMENT UNIT (UGP)

This unit provides advice to plan the needs of research groups, maintaining continuous contact with their leaders and supporting administrative and financial management throughout the application, implementation, justification, and closure of the project.
It mainly focuses on regionally and nationally funded projects.

Contact: maria.coronel@juntadeandalucia.es

INTERNATIONAL PROJECTS MANAGEMENT UNIT (UGPI)

It provides advice to plan the needs of research groups, maintaining continuous contact with their leaders and supporting administrative and financial management throughout the application, implementation, justification, and closure of the projects. This unit mainly focuses on European and internationally funded projects.

Contact: sophie.monteau@juntadeandalucia.es

STATISTICAL AND METHODOLOGICAL SUPPORT UNIT

It offers specialised advice to the research staff at all stages of their projects. Its goal is to provide support in methodological design and statistical analysis, ensuring that studies have a solid scientific basis and the data are correctly analysed.

Contact via form: https://fisevi.com/unidad-de-apoyo-metodologico-y-estadistico/

TECHNOLOGY TRANSFER UNIT

It provides advice on identifying and protecting research results and innovative ideas. It promotes collaboration between the public and private sectors with a view to generating a sustainable public R&D&I system that keeps being a benchmark in southern Europe.

Contact: ecruces.ibis@us.es

CLINICAL TRIALS AND OBSERVATIONAL STUDIES UNIT

It provides specialised support at all stages of the clinical trial implementation. Its objective is to offer comprehensive assistance to minimise any trial start-up times. This unit manages and processes applications for conducting Clinical Trials, Observational Studies, and Clinical Research involving Medical Devices.

Contact: administracion.eecc.hvm.sspa@juntadeandalucia.es

TECHNICAL UNITS

FISEVI holds more technical units to support IBiS services and its researchers:

- ·Professional Management Unit (FISEVI-employed staff)
- ·Economic Management Unit
- ·Legal Advisory Unit
- ·Occupational Risk Prevention Unit

CSIC/US UNITS

CSIC/US Units: FISEVI's technical staff coordinate with the relevant management units of CSIC and the University of Seville to ensure compliance with applicable procedures and to provide researchers with a comprehensive service at the IBiS.

CAREER DEVELOPMENT

The scientific career in Spain is legally developed under the Science, Technology and Innovation law (Ley 14/2011, de 1 de junio, de Ciencia, Tecnología e Innovación). It conceives the periods concerning the pre-doctoral and post-doctoral levels, as well as the type of contract regarding the career experience.

The public Foundation for Technology and Science (FECYT) has released a detailed chart to specify the different levels and the type of funding programmes available for researchers called Researcher Career path in Spain at a glance! Access here to the last edition.

European Framework:

- R1: First Stage Researcher: Researchers supervised by an experienced PhD.
- R2: Recognised Researcher: Researchers with a PhD but not fully independent.
- R3: Established Researcher: Researchers with a PhD and a certain level of independence.
- R4: Leading Researcher: Researchers with a PhD recognised as experienced enough to lead their research area.

PROFESSIONAL RESEARCH OPPORTUNITIES IN SPAIN

EUROPEAN OPPORTUNITIES

- ERASMUS+ : https://erasmus-plus.ec.europa.eu/
- Marie Sklodowska-Curie Actions (MSCA): https://marie-sklodowska-curie-actions.ec.europa.eu/
- European Research Council (ERC) http://erc.europa.eu/

NATIONAL OPPORTUNITIES – AEI

- Grants for predoctoral contracts for doctoral training
- Industrial Doctorates, Grants for contracts for training researchers in companies
- Grants for Juan de la Cierva-training contracts
- Torres Quevedo, Torres Quevedo grants for contracts (PTQ)
- Ramón y Cajal, Grants for Ramón y Cajal contracts (RYC)
- AEI (Spanish State Research Agency) research consolidation
- ATRAE Programme

NATIONAL OPPORTUNITIES – ISCIII

- PFIS, Predoctoral Training Contracts in Health Research
- i-PFIS, Health Research Institue-Business Doctorates in Health Sciences and Technologies
- Río Hortega, Río Hortega Contracts
- Sara Borrell, Sara Borrell Contracts
- Juan Rodés, Juan Rodés Contracts
- Miguel Servet, Miguel Servet Contracts

NATIONAL OPPORTUNITIES–GENERAL SECRETARIAT FOR UNIVERSITIES

- FPU 2024, university professors training grants
- Beatriz Galindo Grants 2024, Junior Programme
- Beatriz Galindo Grants 2024, Senior Programme

REGIONAL OPPORTUNITIES – ANDALUSIA

- Predoctoral recruitment of training-period researchers by agents of the Andalusian Knowledge System
- Recruitment of clinical researchers - Andalusian Health System 2021
- Postdoctoral recruitment by agents of the Andalusian Knowledge System
- María Castellano Arroyo Programme
- Nicolás Monardes Consolidation contracts for researchers linked to Clinical
- Management Units
- Emergia Research Talent Attraction

MAIN PRIVATE SECTOR OPPORTUNITIES

- "La Caixa" Foundation INPhiNIT predoctoral grants
- "La Caixa" Foundation Junior Leader postdoctoral grants
- AECC (Spanish Association Against Cancer): Predoctoral, Postdoctoral, Clinical Researcher (Junior/Senior)
- Ramón Areces Foundation post-doctoral grants
- Ramón Areces Foundation Return of talent programme
- AXA Research Fund: AXA Chairs – Global Category

IBiS TRAINING

UNIVERSITY MASTER IN BIOMEDICAL RESEARCH

Conceived to favour researchers' career path as a training period prior to their doctoral thesis.

IBIS SEMINARS SERIES

The Virgen del Rocío and Virgen Macarena University-Hospitals together with IBiS organise an annual series of conferences and seminars on "New Developments in Biomedical Research," bringing researchers with extensive scientific experience in biomedicine from Spain to the campus.

EXTRAORDINARY SEMINARS

These are not scheduled in the Seminars Series as they are covering more than one of the IBiS research areas. This is because these seminars' main content is subject to different research areas. They are usually organised to be held on Thursdays.

AREA SEMINARS PROGRAMME

The Area Seminars Programme includes "Work in Progress" sessions, which are intended to present the ongoing research and projects. Researchers are invited to present their research activity. These seminars are specifically aimed at the IBiS's training and/or advanced training staff, so that they can present and disseminate the results of their scientific work.

WOW SEMINARS

Wow! Science is a relaxed space for discussing, listening, and learning, not only about experiments, but about many other aspects of science. This initiative aims to stimulate curiosity and enthusiasm for science and research through informative talks and other activities such as contests, surveys, and leisure activities. The seminars are addressed to master and doctoral level students, young researchers, and other groups interested in developing a scientific career, such as students from secondary schools or vocational training centres.

IBiS EVENTS

IBiS RESEARCHERS FORUM

Conceived to favour researchers career path as a training period prior to their doctoral thesis.

IBiS INTERNATIONAL WORKSHOP

Annual international meeting with free registration, organised by IBiS researchers. It features top-level speakers from national, European, and international institutions.

IBiSiviliza LA CIENCIA

This activity focuses on various pathologies and holds various events throughout the academic year. The overall objective is to fully open the IBiS as a research centre, allowing all audiences to get approached to the IBiS research groups and their research activity. It normally consists of five special days dedicated to showcasing science in action and introducing IBiS professionals and their fields of research to the broad public.

IBiS WISE

The ONLINE SYMPOSIUM IBiS-WISE (Winter International Symposium of External Young Investigators) is held annually and open to researchers who are conducting their research abroad, especially if they are considering joining the Spanish research system in the future. The objective of IBiS-WISE is to foster connections between IBiS researchers and young researchers conducting their research abroad; some of whom are good candidates to join the Spanish research system.

ONBOARDING

Before your arrival and during the first days at the IBiS, it is necessary to bear in mind some administrative procedures for a successful settlement in the hosting country. Please, find below the main specifications:

ACCESS TO THE HOST COUNTRY LANGUAGE COURSES

The public educational system official language academy (Escuela Oficial de Idiomas, EOI) offers high quality preparation to get certified in several languages: Spanish (special lessons for foreigners), English, German, French and Chinese.

You can also apply at the University of Seville – Instituto de Idiomas to prepare the official exams for Spanish, English, German, French, Chinese, Japanese, Arabic, Greek, Italian, Portuguese and Russian.

In the case of English, it is very common among Sevillian students also to attend lessons at the British Institute.

Additionally, you can check the Virtual Spanish Lessons from Instituto Cervantes (AVE-Cervantes) to learn Spanish language online.

SPAIN ENTRY CONDITIONS

There are two ways you can conduct research in Spain regardless of how long you will stay:

As a Visiting Researcher: collaborations, staff exchanges, or stays. This requires a hosting agreement, which can be a letter of invitation detailing the purpose, duration, and description of the research. You may also be required to provide proof of financial means and private health insurance.

As an Employed Researcher: if you receive financial compensation from a Spanish institution (university, research centre, company, and so on), you must be formally hired. Scholarships are not permitted under Spain's Science and Technology Law. Doctoral candidates are considered employees and researchers. The residence permit will coincide with the duration of the employment contract.

Entry requirements: You will need a visa to enter Spain, unless you are in one of the following circumstances:

- EU citizens: No visa is required. If the stay exceeds 90 days, you must apply for the EU Citizen Registration Certificate (CRUE) and register with the local council, providing proof of sufficient financial means.

- Non-EU citizens with EU residence permits: You may enter Spain for up to 90 days within a 180-day period.

- Non-EU citizens from visa-exempt countries: You may enter for up to 90 days, but you may not work or conduct research. Check the list of visa-exempt countries on the Ministry of Foreign Affairs website.

In other cases, you and any accompanying family members will need a visa:

- Stay Visa (Type C Visa): For stays of less than 90 days.
- Researcher Visa: For stays of more than 90 days with a residence permit or EU Blue Card for research work.
- Residence visa: For stays of more than 90 days with a residence permit that does not require a work permit.
- Highly Qualified Professionals visa: For stays of more than 90 days with a EU Blue Card.

The EU Blue Card is specifically designed to attract highly qualified workers from third countries to the EU. Click here for more information.

NIE

The NIE serves as a personal identification number for foreigners and is a mandatory requirement for a wide range of administrative and legal procedures in Spain. Therefore, applying for the NIE is a priority upon arrival.
This is an in-person administrative procedure initiated at the request of the foreigner. If the foreigner is not in the Spanish territory at the time of the application, they must apply for the NIE through the Spanish consular offices abroad. Once in Spain, this can be done at the relevant police station or in the Immigration Office.
Please note: you must normally make an appointment and submit completed documents (application form EX-15 and proof of payment of the tax form Tax Model 790 Code 012).

More info

FISEVI's Unit for Professionals Management staff may assist you with this procedure: rrhh.fisevi@juntadeandalucia.es

TIE

TIE stands for Foreigner Identification Card.
You can apply for your TIE once you have obtained a residence permit or a stay permit for more than 180 days in Spain. You must officially apply for it within one month of entering the country.

Researchers can reside and work in Spain for the first year with their entry visa without necessarily needing to apply for a TIE card. To do so, you must complete the Form EX17 and pay the taxes after following the Tax Model 790 Code 012 form.

More info

YOUR EUROPE: On this portal you can find more information about living in an EU country: access.

RECOGNITION OF DIPLOMAS

Following the start point of your studies at your arrival in Spain, you may initiate one of the available administrative procedures to make valid your academic background:

- Validation (*Homologación*): this process qualifies for the practice of an officially listed profession in Spain.

- Equivalence certification (*Equivalencia*): this is to certify the academic level of a foreign degree to the one of the Spanish systems (either bachelor's or master's degree).

- Subjects' recognition (*Convalidación*): Through this process, it is possible to validate equivalent subjects from a foreign degree, allowing you to continue your studies within the same field and meet the Spanish academic requirements necessary to obtain the final official degree. Click here for more information on the procedure

There is a help channel enabled to attend the user upon inquiries that may rise on the procedures called NARIC Centre. It offers information on the procedures in the field of higher education. For this purpose, you may contact it via phone or e-mail:
+34 916 038 917 / +34 917 603 126 / naric@ciencia.gob.es

It is not usually necessary to apply for an official recognition or equivalence of a degree to conduct research, unless authorization to practice a regulated profession is also required. However, it may be necessary to apply for official recognition or equivalence of a degree (Bachelor's, Master's, or Doctorate) under certain conditions. It is advisable to carefully review the conditions of the opportunity you are applying for.

ACCOMMODATION

To gain a clearer understanding of the available offers and market prices, you might also wish to explore some of the principal Spanish property search websites. The foremost among these is Idealista.

Some renting facts:

- Renting accommodation will always be formalised by agreement.
- Contract duration: For private individuals, it is of 5 years. If the contract is signed for less than 5 years it may be extended. It is necessary to express the will of not to extend the contract at least 30 days before the end date.
- Sample-contract: there is an official rent contract template sold at *"estancos"* (official tobacco and postal stamps shops in Spain).
- Expenses: the owner will be in charge of general expenses like the building maintenance. The tenant will be responsible for all the measurable consumptions (water, electricity and so).
- Caution: for living purpose renting accommodations, the caution amount will be corresponding to 1 month of rent.

BANKING

Easily managed in any bank of your choice after getting your NIE number and with a valid national ID (commonly your passport).

SCHOOLING SYSTEM

In Spain, the schooling of foreign children is guaranteed by law, regardless of their legal status in the country. All the minors, including those who are descendants of migrants in the Spanish territory, have the right to free and compulsory basic education from ages 6 to 16. Educational authorities are required to provide school places for all schooling-aged children. Besides, non-compulsory education is also accessible. This basically comprises the Baccalaureate and access to university period.

EDUCATIONAL PERIODS

Compulsory education in Spain is separated into infant, primary and high school. In Andalusia, the regional government is in charge of managing the schooling:

INFANTIL (Infant education)	PRIMARIA (Primary school or CEIP, which stands for *"Colegio de Eduación Infantil y Primaria"*)	SECUNDARIA (high school or IES, which stands for *"Instituto de Educación de Secundaria"*)	BACHILLERATO Baccalaureate / university preparation years taught in high schools)
0-6 years old	6-12 years old (6 academic years)	Students between 12-16 years old	Students between 16-18 years old

0-3 years old children: considered the 1st cycle taught in *Escuela Infantil* centres. 3-6 years old children: considered the 2nd cycle taught in CEIP centres.	1º Primaria 2º Primaria 3º Primaria 4º Primaria 5º Primaria 6º Primaria	1º ESO 2º ESO 3º ESO 4º ESO	2 academic years: 1º Bachillerato 2º Bachillerato
Compulsory education			**Post-compulsory education**

After 2º Bachillerato, the students must face the university access exam called "Selectividad".

The Spanish administration provides a strong autonomy to the regional governments. The schooling system depends on the regional ministries for Education. In Andalusia, the regionally administered schooling system offers some areas of action that affect the primary and secondary education stages of the regional education system in terms of migrant students' integration: Spanish lessons adaptation lessons, educational skills acquisition, and so forth.

In Andalusia, some schools offer early morning care for working parents. Typically, there is a special classroom called "*Aula Matinal*" (Morning Classroom).

Many schools also offer school lunch services, school transportation, and extracurricular activities. Click here for more information from the Regional Ministry of Education.

There is a good selection of international schools in Seville. Spain also offers access to its national public school system. There is an extensive network of publicly funded schools (either public or charter schools with agreements with private institutions) that teach in Spanish with some English/French support. Public and charter schools in Seville are managed by the Regional Government of Andalusia. Many of these publicly funded schools offer childcare services ("servicio de guardería") for children aged 0 to 3. They are called "*Centros de Educación Infantil*" (Childhood Educational Centres). You can find the full list at the Regional Ministry of Education.

SOCIAL SECURITY

Spain has a universal social security system. The system offers healthcare, retirement contributions, workers sick leave, unemployment benefits, and so forth.

Once you obtain your Digital Certificate (check the detailed information on how to do it below) you will be able to access the INSS (National Institute for Social Security) application called "Tu Seguridad Social" in order to consult your contributions and years to come for your right to retirement. From this site, it is possible to download your "Vida laboral" report, which is an official employment record registering your contribution to the system. You may be asked to provide this document in some job opportunities as a proof document accompanying your CV.

HEALTH INSURANCE

You are entitled to healthcare if you legally reside in Spain and do not have an obligation to healthcare coverage through another means as a foreigner. Additionally, your financially dependent family members are entitled to healthcare as considered your beneficiaries (until 26 years old limit if no 65% disability recognised) if they are legally residing in Spain too.

MEDICAL ATTENTION

The Spanish National Health System is a universal system where anyone registered with the Social Security has access to free or very affordable healthcare.
Andalusian Health Card (Tarjeta Sanitaria de Andalucía): You must obtain the Andalusian Health Card, which is the document that individually identifies users within the Andalusian Public Health System. You can request the card at the reception of your district health centre after obtaining your NIE (National Identification Number).
The Andalusian Health Service (SAS) is responsible for managing the system in Seville. Seville has three major hospitals:

- Virgen del Rocío University-Hospital (HUVR)
- Virgen Macarena University-Hospital (HUVM)
- Virgen de Valme University-Hospital (HUVV)

For primary care, you can go to the district health centre.
Map of public health services in Andalusia

ClicSalud+: by accessing to this application (web/phone) you will be allowed to ask for an appointment, as well as to consult your medical history and medical tests results.

Although public healthcare is of high quality, some expats and residents prefer to use private healthcare to avoid waiting times or having access to a more personalised service.

TAXATION

AEAT is the National Agency for Taxes (access here) from which you can access and start the related administrative procedures. The most usual one that you should take care of is the Impuesto sobre la Renta de las Personas Físicas (IRPF), which is the income tax declaration. There is an annual campaign to proceed with your declaration which normally goes from April to June. It is common that the Spanish people get assisted by a specialised lawyer's place commonly known as "Gestoría". Do not hesitate to contact the Human Resources office managing your profile at IBiS to receive more detailed orientations.

It is relevant to check if your country of origin counts with a Double Taxation Agreement with Spain. You can check it <u>here</u> by country and get access to the due agreement.

DIGITAL CERTIFICATE

A Digital Certificate in Spain (Certificado Digital) is an electronic encrypted code that proves your identity in online communications and transactions. It works like a digital ID card, issued by a trusted certification authority, which allows you to securely access various public and private digital services.

For someone coming to work in Spain, the digital certificate is essential because it enables you to:
- Submit official paperwork electronically (such as work permits, tax forms, social security documents, and professional registrations).
- Communicate securely with government agencies without needing to visit offices in person.
- Sign documents digitally with legal validity.
- ·Access online platforms related to employment, healthcare, and social services.

Having a digital certificate makes administrative processes faster, safer, and more convenient, which is especially useful for foreign professionals navigating Spain's bureaucratic system.

The most common institution legally providing the digital certificate is the Fábrica Nacional de la Moneda y Timbre (FNMT).

Access <u>here</u> to initiate the application procedure to issue the private individual-type digital certificate.

OFFICIAL DOCUMENTS TRANSLATION (LEGALIZATION)

In the EU it is not compulsory to provide an official translation (sworn translation in many cases) of your documents once provided that these are written in one of the official languages of the EU country where you are presenting the documents or in a non-official language that they nationally admit for the procedure.
If you may need an official translation for your documents, IBiS staff can guide you by suggesting some local providers.
More information on The Hague apostille and legalisation in Spain <u>here.</u>
Access to the official Spanish list of sworn translators <u>here</u>.

DRIVING LICENSE

Driving licenses issued by an EU Member State remain valid for use in Spain, provided they have not expired. Before the license expires, you must complete the appropriate administrative procedures to renew it. You must make an appointment for it at the Directorate General of Traffic (<u>here</u>).

IBiS FIRST STEPS AT YOUR ARRIVAL

CORPORATE IDENTITY

We strive to maintain a consistent and coherent image in all documents produced by the different areas of IBiS that are liable to be disseminated both externally and internally.

We recommend consulting the Corporate Identity Manual to ensure a correct use, especially regarding the use of templates and the official logo, which should preferably be the version with the joint logos of the entities that jointly make up IBiS. For more information, please consult the manual in the Communication folder upon arrival. It can be found in the Administration network drive (in the IBiS shared folders), or you can also contact the responsible technical unit.

INFORMATION SECURITY POLICY

The security of information systems concerns all IBiS members. Maintaining security is considered a shared objective of everyone working for IBiS, and all personnel are responsible for the proper use of the available information and communication technology assets.

We recommend consulting the Information Security Policy and protocols of the centre with the IT Systems Unit.

In the case of FISEVI, consult the Welcome Manual, especially sections 3.1.2 and 3.6.6.

AFFILIATION

The affiliation policy is specified in the IBiS Integration Plan, section 11.3.5, accessible from the network drive "Tablón de Anuncios" in the shared folders. You should take into account these considerations along with the use of logos and other corporate identity orientations.

A PREVIOUS STEP: APPLICATION FOR REGISTRATION WITH YOUR UNIT/GROUP MANAGER

The person responsible for your group or unit must complete the Registration form (available in the IBiS shared folders) in order to apply for your IBiS user credentials. Once the registration request has been processed and accepted, the IBiS access card, usernames, and passwords will be issued for your personal use.

IBiS ACCESS CARD

Every person at the IBiS will be provided with a personal identification access card.

In the case that you are working in the hospitals:

-Virgen Macarena University-Hospital (HUVM): please write an e-mail to rrhh.fisevi@juntadeandalucia.es so that you can receive a certificate in order to kindly show it at FISEVI's HUVM office addressed to the Professionals Attention Unit.

-Virgen del Rocío University-Hospital (HUVR): please go to FISEVI's office at the laboratories building, 6th floor.

-Virgen de Valme University-Hospital (HUVV): please write an e-mail to rrhh.fisevi@juntadeandalucia.es so that you can receive a certificate in order to kindly send it to atencionalprofesional.valme.sspa@juntadeandalucia.es right after.

Please check here FISEVI's offices and opening hours.

IT USERNAMES AND ACCESS

After completing the registration process, you will receive instructions from the IT Systems Unit regarding your UIBIS credentials, corporate email, and access to the Intranet, both for the IBISE network (IBiS's own accesses and applications) and your UVUS username, so that you may access to the tools provided by the University of Seville as a member of IBiS. You will receive an e-mail from the IT Systems Unit with the steps to follow upon arrival.
You can access IBiS Intranet Dashboard with your credentials here.
For any questions or incidents, please access the IBiS GLPI here.

PARKING YOUR CAR/BIKE

To park your car at the Virgen del Rocío University-Hospital (HUVR) complex, or to park your bicycle in the area designated for IBiS staff, please write to: rrhh.fisevi@juntadeandalucia.es.

If you work at the Virgen Macarena University-Hospital, you can check the rates options for the SABA Parking at the following link.
If you work at the Virgen de Valme University-Hospital, you must directly address to the parking security staff.

HUMAN RESOURCES AND OCCUPATIONAL RISKS PREVENTION

If you are employed by FISEVI, the Professionals Management Unit will contact you regarding your hiring process. You can consult the Welcome Manual on this purpose.

In accordance with the Spanish regulations on occupational risks, the Occupational Risks Unit will contact you shortly after you join us as a new researcher to complete the relevant procedures.

Contact: prevención.fisevi@juntadeandalucia.es

IBiS SHARED FOLDERS; LINKS AND USEFUL INFORMATION

SHARED FOLDERS

Tablón de Anuncios: this network drive may be accessed from the computer's file explorer, whose shared folders contain initial information of interest like:

- Various forms (for uses under request related to IBiS services, among others).
- Standards/norms for the various services.
- IBiS Plans (including: Integration Plan; Strategic Plan; Infrastructure Plan; Communication and Dissemination Plan; Development and Protection Plan for Emerging Groups; Quality, Ethics, and Good Practices Plan; as well as the IBiS Internal Regulations, which detail the centre's general structure, type of staff, units, and other governing and management bodies).
- Occupational Risk Prevention: Occupational Risk Prevention Welcome Manual and prevention procedures regarding the use of tools, equipment, chemical or biological agents, and other related items that need for prevention.

IBiS INTRANET

As a member of the IBiS research or technical staff, you will have access to the centre's Dashboard using your user credentials to perform your daily tasks, such as booking services or common areas facilities. In the Administration/Management Area, management staff are available to provide in-person assistance with these bookings.

Access here.

ACCESS TO DIGITAL AND BIBLIOGRAPHIC RESOURCES

PRISMA

This is the online repository of the University of Seville. It integrates the university's scientific output, facilitating its review and updating.
Access here with your UVUS access (check IT usernames and access).

iDUS – UNIVERSITY OF SEVILLE REPOSITORY

idUS is the institutional repository of the University of Seville, providing access to the full texts of scientific publications, research data, codes and methodologies.
Its aim is to collect, preserve and disseminate the results of the University's scientific activity, making them visible, accessible, retrievable, usable and preservable for any user.

More information.

CSIC CONCIENCIA

conCIENCIA is the CSIC's Scientific Information System, a corporate platform for managing, compiling and analysing the scientific output and activity of CSIC research staff, a member organisation of IBiS.
It is an internal system, managed by the CSIC, which serves as a primary source of information for other institutional services, including the DIGITAL.CSIC repository.

DIGITAL.CSIC

It is the institutional repository of the CSIC. Its purpose is to collect, preserve and disseminate online the scientific, academic and technical output of CSIC research staff, ensuring its visibility, impact and long-term preservation.
It is managed by the CSIC Library and Archive Network and is partly fed by records from the conCIENCIA system.
User guide for conCIENCIA > DIGITAL.CSIC: here.

BV-SSPA

The Virtual Library of the Andalusian Public Health System (BV-SSPA) offers a collection of subscription-based and open access resources (databases, journals and books) to help healthcare professionals achieve the best results in the fields of healthcare, teaching, research and healthcare management. To log in, you must first register. Select FISEVI-IBiS from the drop-down menu to register and log in.
Click to access: BV-SSPA.

IDENTIC - SAS

It is the identity management and access control system of the Andalusian Health Service (SAS), ensuring the security and confidentiality of access to its digital services. It enables a single sign-on for SAS users, centrally managing credentials and access permissions across different systems, while ensuring the traceability of user actions and the integration of digital certificates and other secure authentication mechanisms.
Access here.

GETTING USED TO SEVILLE

TRANSPORTS

AIRPORT
Seville Airport (SVQ) is approximately 10 km away from the city centre. Andalusia also holds the international airports of Jerez (XRY), 86 km away, and Málaga (AGP), 220 km from Seville.

METRO
The city has a metro line going from the city centre to the West metropolitan area. You need a wallet card (from 10 to 50€ charge option) called Bonometro that allows you to make as many trips as you need depending on the balance available. It can be purchased from ticket machines at stations.
More info

BUS
TUSSAM is the local bus company managing the city transport. It provides a wide range of bus lines to move all around the different districts. They are recognisable in orange/red colours, except for the white-coloured special airport line called EA.
More info

TRAIN

Seville is well connected by train to the rest of the country. There are high-speed trains leaving to the major Spanish cities, such as Madrid, Barcelona, Valencia, Zaragoza, and Alicante. There are also commuter trains that connect places within the city and beyond with the province towns.

The city's main train station is Santa Justa. Some stops are connected with the metro line ("San Bernardo" stop). Other companies like Avlo or Iryo are also operating in Seville.

The closest station to the IBiS is called "Virgen del Rocío", where Renfe commuter lines C1, C4, and C5 stop by. Click to download Renfe's official apps to check timetables and fares:

-App Cercanías Renfe: Android - iOS
-Adif: Android - iOS

TAXI

Taxis in Seville are easily accessible all over the main areas of the city. You can order a taxi car by directly calling to the cooperative business Radio Taxi telephone numbers: +34 954 580 000 / +34 954 571 111. More info
Private companies like Uber, Cabify or Bolt are also available operating in Seville.

BIKE

Seville has one of the best bicycle lanes in the world. You can either choose to use your own bike or access to the public City Hall service "Sevici". This last will allow you to take any available bike anywhere and anytime for a monthly rate.
More info

CULTURE AND SIGHTSEEING

"Seville is a city that makes an impression and that many agree on as special."
https://www.spain.info/es/destino/sevilla/

"Seville, capital of Andalusia, a Roman, Moorish, Renaissance, Baroque, American, Marian, flamenco, bullfighting, modern, festive, luminous, fragrant, seafaring, traditional, hospitable, graceful, cosmopolitan, religious city... All these adjectives and many more could be added to this city, which, in addition to embodying the stereotypes of "Spanish" and "Andalusian," holds such a wealth of artistic, cultural, leisure, social, and tourist attractions that it would be tedious to list them; but they have made it one of the most universal, well-known, and visited cities in the world, the birthplace and inspiration for writers, painters, and artists in general."
https://www.andalucia.org/places-to-visit/sevilla/sevilla/

Tourist information about the city of Seville can be found on the official Spanish tourism website and the Seville Tourist Office website:
https://www.spain.info/es/destino/sevilla/
https://visitasevilla.es/

Tourist information about the Andalusian region can be found on the official tourism website of the Andalusian Regional Government:
https://www.andalucia.org/es/inicio

WHAT TO VISIT: THE ESSENTIALS

- Seville Cathedral and Giralda tower
- Plaza de España Square
- Real Alcázar Palace of Seville
- María Luisa park
- The Torre del Oro tower
- General Archive of the Indies
- Setas de Sevilla
- Seville Town Hall
- Casa Murillo

MAIN OFFICIAL TOURISM WEBSITES

- España Turismo
- Andalucía Turismo
- Printable city map

MAIN FESTIVITIES

Seville is a city rich in cultural identity which is very noticeable in April during the Holy Week parades and the April's Fair. Access here to consult all the local traditions and festivals.