



VISITOR REGISTRATION

For the Visitor

INFORMATION, RULES AND ADMINISTRATIVE PROCEDURES

1. DOING A 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 international 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.



2. REGISTRATION GUIDELINES

The Visitor must complete the registration process by filling the Registration form available at the [BIODIV website](#). Only applications with an open registration made by the HS will be admitted.

All documentation related to mobility programmes at BIOPOLIS/ CIBIO will be managed by the PG Office. Acceptance statements and other relevant documents required by the sending institutions to formalise the mobility or cooperation programmes at BIOPOLIS/ CIBIO will only be valid if authenticated by the PG Office with the CIBIO seal.

Visiting students must provide a proof of enrolment in the Sending Institution and:

- In the case of national students, a school insurance statement for the period of stay must also be submitted.
- International students should, in parallel, complete a student registration at the University of Porto and make sure the process is completed before his/her arrival at BIOPOLIS/ CIBIO, to enjoy all student benefits. See [Students IN - Online Application – University of Porto](#) for further information. The documents to be submitted to UP must indicate BIOPOLIS/CIBIO as Host institution as follows: *FCUP-BIOPOLIS/CIBIO, Faculty of Sciences of the University of Porto, and Department BIOPOLIS/CIBIO.*

3. STAY AT CIBIO

The HS is responsible for accompanying the Visitor and ensuring his/her safety and welfare while working at the BIOPOLIS/CIBIO-InBIO facilities.

At the BIOPOLIS/CIBIO-InBIO headquarters, Campus of Vairão, Vila do Conde, researchers can take advantage of specialized laboratory facilities in distinct areas of interest: Molecular Biology and Genetics (including NGS), Plants and Ecology. The laboratories are equipped with state-of-the-art equipment and provide the necessary conditions for the daily activities of researchers and students. Our organisation promotes not only the exchange of knowledge and mobility of researchers and students but also allows best sharing practices of facilities and equipment. More information at our [website](#).



Some aspects particularly important to take in consideration during the visit are:

- a) The arrival date must be scheduled with the HS. On arrival at CIBIO, Visitors need to check in at the Reception desk. In case a Certificate of Arrival is required, it can be requested at the PG Office.
- b) Visitors will receive an identification badge upon arrival, which must be worn during the entire stay.
- c) The institution does not 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.
- d) 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.
- e) To use the Molecular Biology and Genetics (MB&G) facilities, proved experience must be given. If a member of the same research group of the HS is unable to instruct and/or supervise the Visitor, the CTM staff can provide the basic training if necessary.

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

4. CONTACTS

Headquarters address at Campus Vairão

BIOPOLIS/CIBIO - Centro de Investigação em Biodiversidade e Recursos Genéticos

Universidade do Porto | Campus de Vairão

Rua Padre Armando Quintas, nº 7 | 4485-661 Vairão | Portugal

Tel: +351 252 660 400

Opening hours: Monday to Friday, from 9 am to 6 pm

[How to arrive at BIOPOLIS/ CIBIO](#)

Post-Graduation Office | Dora Bastos | post.graduation@cibio.up.pt

Reception Desk | Márcia Magalhães | marcia@cibio.up.pt

Accounting and Purchasing Department | Sara João | compras.biopolis@cibio.up.pt

Chief Laboratory Technician | Susana Lopes | susana.lopes@cibio.up.pt



International Office of the University of Porto

Reitoria da U.Porto | Praça Gomes Teixeira | 4099-002 Porto, Portugal

Phone: (+351) 220 408 041 / (+351) 220 408 102

E-mail: international@reit.up.pt

International Office of the Faculty of Sciences of the University of Porto (FCUP)

Rua do Campo Alegre, s/n, 4169-007 Porto

Edifício dos Serviços Centrais FC5 , piso 0,

Phone: (+351) 220 402 087

E-mail: internaciona@fc.up.pt

To check for possible vacancies and other references for accommodation in Porto, send an email to unitalojamento@sas.up.pt

Erasmus Student Network Porto - <https://www.esnporto.org/>

Process: Visitor Registration	Documentation: For the Visitor – Information, Rules and Administrative Procedures	Version: 01/2022
Prepared by: Dora Bastos, Sara João, Filipa Martins	Revised by: Rita Araújo & Paulo C Alves	Approved by: BIOPOLIS/CIBIO