



Welcome to the IFT!

IFT

This welcome leaflet contains some useful information to ease your arrival and to help you adapt as quickly as possible to your new position.

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ABOUT IFT

The Institute for Theoretical Physics (IFT) is a research center that receives financial support from both the University (UAM) and the Spanish National Research Council (CSIC).

The Center for Theoretical Physics and Mathematics (CFTMAT) hosts both the IFT and the Institute for Mathematical Sciences (ICMAT). Currently, the director of the CFTMAT is Dr. José L. F. Barbón.

The director of the IFT is Dr. José L. F. Barbón and the deputy director is Dr. Carlos Pena.

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1 ARRIVAL BUREAUCRACY

Once you start working in Spain and you settle in Madrid you have some bureaucracy to carry out. You should get, in this order:

A) A social security number: this is typically sent to you by your employer (UAM or CSIC, depending on your case). If you have not received it for some reason, send an email to recursoshumanos.ift@csic.es.

B) A NIE/TIE (for European citizens): this will be your “Spain-main-document” which is necessary to basically access everything else, from healthcare to paying taxes. To get it you will need to get an appointment (cita). You will find all the information [here](#).

Remember to bring all required documents, including printed copies of your documents and the confirmation of payment! **If you are not a European citizen**, instead of the NIE/TIE you need to get an authorization for residence (autorización de residencia inicial para investigación nacional): the IFT admin personnel will get it for you.

Also, if your family is coming to live in Spain with you, additional paperwork will be needed: in this case please get in touch with recursoshumanos.ift@csic.es.

C) Get registered on the local census (Empadronamiento): once you are registered in Spain you should also register yourself within your neighborhood census. This is essential to access the local health care center! There are various possible ways to get registered, as explained [here](#).

D) In general, in Spain it is very useful to apply for online identification credentials, dubbed as "Cl@ve". You can do it after having the NIE by simply making a video call ([see this](#)). This allows you, e.g, to get registered on the local census, or to fill in your taxes online (remember: in Spain the tax return period falls between April and June, for taxes corresponding to the preceding fiscal year).

Do you have additional questions, or do you need a broader overview? [This website](#) provides a good walkthrough (in English). The UAM, through its [International Reception Office](#), also provides support and information on paperwork and other topics which can be useful.

In any case remember: bureaucracy is not fun but necessary. Your colleagues have already gone through it and will happily help, so do not hesitate to ask around if you have any doubts!

2 HEALTHCARE SYSTEM IN SPAIN

As long as you are an IFT employee you will have the right to use the public healthcare system. All you need to do is make sure to register at the closest healthcare center ("Centro de Salud") to your home. You can find it [here](#).

In order to register, you will need to provide your social security number, passport, census (Empadronamiento), and your foreign identity number (NIE/TIE).

It is very important that your NIE/TIE is in the government database associated with your job. For this reason, you should make sure that your employer has it. Normally this happens when you sign your contract, but if you did not have it at the time please do not forget to provide it as soon as possible (e.g. if you are paid by the UAM you can send it to nominas.seguridadsocial@uam.es).

A) Once registered, you will have access to the Spanish healthcare system. You will be given a card (“Tarjeta Sanitaria”) which entitles you to be treated in all public healthcare facilities*. When you get the card you are also assigned a family doctor, the main figure responsible for your **everyday health**. For any medical treatment you should first set up an appointment with your family doctor and, if needed, he/she will refer you to a specialist. All doctor appointments and tests prescribed by your family doctor or your specialist will be covered by the public healthcare system. However, note that "non-essential" procedures will not be covered by the public healthcare system (most dental issues, for example, are considered non-essential). Should you have to go to the hospital for an **emergency**, this will also be completely covered; in this case you may go to the emergency room of any public hospital in the country.

*Unlike in other countries, in Spain the public healthcare system will take care of all the costs on your behalf: these will be paid directly to the healthcare provider on behalf of the patient.

B) If you need to take a sick leave period, you should ask your family doctor for a "baja médica". Once you have it, please send it by email to recursoshumanos.ift@csic.es.

C) Access to healthcare while traveling:

As part of the European Union (EU), Spain entitles you to also have health insurance in all other countries of the EU + some non-EU ones (e.g. Switzerland). In certain cases, you will have to pay a fixed amount or percentage of healthcare expenses, in line with the conditions applicable to residents in the State to which you are traveling. This applies if you are visiting the country as a tourist, or if you are traveling for work (more information [here](#)). In order to ensure that you are covered, however, you should [apply](#) for the European Health Insurance Card (EHIC) beforehand. In [this webpage](#) you can find specific information regarding treatment, coverage & costs for any of the countries where the EHIC is valid.

If you visit a non-EU+ country, then you are probably not covered at all. Be sure to read about the local healthcare system at your destination, and buy an insurance policy before leaving!

3 RESOURCES FOR APARTMENT SEARCHES

A) Useful web pages to search for apartments and/or roommates: [Idealista](#) or [Fotocasa](#) are among the main ones.

B) The UAM, through its International Reception Office, guides mobility students in their search for accommodation in Madrid. You can find more information [here](#) and also by registering on the UAM online platform.

C) Student [accommodation at UAM](#).

D) Note that a real estate agency will typically charge the renter a fee (the same amount as the monthly rent). This is charged only once, at the moment of signing the lease.

E) When signing a lease for a whole property, the contract should abide by the Spanish law. This means that you have to provide an extra month as a "fianza". At the end of the lease the owner may keep part (or all) of it if there are any damages to the property, but otherwise it should be reimbursed to you. At the time of signing the lease the owner will ask you to show proof of income; sometimes they also require additional guarantees of payment (additional deposits, a co-signer of the lease, etc). However this is not mandatory and may be negotiated. Some general guidelines on the general conditions of a lease can be found in [this document](#) (available in Spanish only).

Caution: Do not send any money in advance without seeing the property first, and be suspicious of very good deals (these are often fake).

4 WHAT TO DO BEFORE COMING TO THE IFT

Register on the [IFT Intranet](#); it has a lot of resources and documents useful for your arrival to the IFT, such as information on printer configuration, the password to the Wifi, or links to request IT support or hardware. Our Intranet will also serve you in the long term, as it contains links to travel forms and instructions, links to download software (e.g., Mathematica), etc.

Depending on whether you are a UAM or a CSIC employee you will also have access to the [UAM employee portal](#) ("Portal del empleado") or the [CSIC intranet](#). It is convenient that you check that you can log in to either website (depending on your employer), since you will need it to see your paycheck, remaining vacation days, access you institutional email, etc.

5 HOW TO REACH THE INSTITUTE ON YOUR FIRST DAY

Despite being outside Madrid city center, the IFT is easily reachable. You have two main ways to get there:

A) Cercanías (C4): the Cercanías (Renfe) offers a service of medium-distance trains that is very convenient to come to the IFT, especially if you live close to one of the main train stations in downtown Madrid. To come by train, you should take the C4 line to either "Alcobendas/San Sebastian de los Reyes" or to "Colmenar Viejo". All C4 trains stop at Cantoblanco station (~15/20 min walking distance from the IFT through the UAM campus).

B) Bus 714 from Plaza de Castilla: it departs from the underground bus station of Plaza de Castilla (Intercambiador). With no traffic, it takes about 15 min to get to campus. The closest stop to the IFT is in Calle Newton-Fco.Tomás y Valiente (~5 min by foot).

If you decide that city life is not for you, other options relatively close to the IFT are: Tres Cantos, Alcobendas/San Sebastián de los Reyes, or Colmenar Viejo. All of them are within 10-15 min by car, and all of them offer public transportation options to come to the IFT (either by bus or train).

There is also a bike trail connecting Tres Cantos, Colmenar Viejo and Alcobendas to the UAM campus.

6 WHAT TO DO ON YOUR FIRST DAY AT THE IFT

When you arrive at the IFT on your first day, please introduce yourself to the security personnel at the entrance desk. They will give you an electronic access card (necessary to open the door and enter the building) and the keys to your office. Facing the main entrance of the CFTMAT building, the IFT occupies the left tower. Once you have entered the building, please introduce yourself to our admin team on the 5th floor. Have fun and remember not to be shy and ask around if you have any problems!

Safety Tips: Please lock the door and keep your key with you at all times, even if you will be gone from your room for only a few minutes. Please avoid leaving valuables in open rooms and, when leaving your office at the end of your day, please take valuable items with you (or leave them locked in the drawers/cabinets in your office).

7 INFORMATION ON IFT BUREAUCRACY

A) Before purchasing anything for your trip when attending a conference (plane ticket, registration fee, etc) please check first with IFT admin personnel at secretaria.ift@csic.es.

There may be special regulations/restrictions (depending on the type of contract or grant you have) which determine if your trip should be arranged for through our travel agency or by yourself, if the registration fee can be paid by the participant directly or if it should be paid by the institution, etc.

B) Depending on whether you are hired by CSIC or UAM you will need to fill (10 days before departure) a special form: 14A if you are CSIC personnel, or "permiso de traslado" or "comisión de servicio" if you are UAM personnel. Please get in touch with secretaria.ift@csic.es to check the exact form you are supposed to turn in, and other information/documentation, 10 days before departing.

C) It is possible to ask for a cash advance to cover the costs of work trips: up to 80% of the total cost can be paid in advance, while the rest will be paid once you are back from your trip. The form to fill in depends on the type of contract and the grant upon which the trip will be charged, so please check with secretaria.ift@csic.es beforehand.

8 IFT BUILDING FACILITIES

A) The institute has several large seminar rooms (sala roja, sala azul, auditorio) and medium-sized rooms (aula gris 1, aula gris 2, aula gris 3) which you may book for a special event or a seminar. Discussion rooms (for small-size meetings) are also available at the end of the two corridors in the 2nd, 3rd and 4th floors. Additionally, the IFT has an institutional zoom account, with four zoom rooms which may be booked in advance to hold virtual meetings or seminars.

B) The IFT has a kitchen area at the end of the left corridor on the 3rd floor. It has a fridge, two microwaves, Italian espresso machines (moka), a water boiler, a filtered water fountain, and kitchen utensils. Please be mindful of others: don't take utensils out of the kitchen, leave everything clean after use, etc. There is another kitchen close to the main entrance of the CFTMAT building, which is shared among the IFT and ICMAT members.

C) In level -1 there is a large discussion area with blackboards and tables. There are also two vending machines. Automatic coffee machines are available in level -1, in the kitchen, and on the 5th floor.

D) If you intend to have external visitors in the building, please ask them to fill in the visitor form beforehand. The link to the form is available [on the intranet](#).

9 SEMINARS, JOURNAL CLUBS, INSTITUTIONAL EMAIL, AND MAILING LISTS

A) Seminars of general interest to the whole institute are typically scheduled on Mondays at 3pm, while more specialized seminars are usually scheduled on Thursdays at 3pm. All information can be found [here](#), including abstracts. If you wish to invite someone to give a seminar, or to propose a seminar speaker, please get in touch with the seminar organizers directly (Sven Heinemeyer and Savvas Nesseris) who will book a slot for you and let you know how to proceed.

B) The IFT shares useful information among its members by means of different thematic mailing lists. Information on these, as well as the procedure to subscribe, can be found [here](#).

C) Depending on whether you are hired by UAM or by CSIC your institutional email will be different. If you are UAM personnel, the university will assign you an email account at the end of your hiring process; if you are CSIC personnel, you should first register on the CSIC intranet [using this form](#); then, get in touch with our IT staff who will create an email account for you.

D) There are several journal clubs at the IFT, which typically meet on a weekly basis, namely: the Holo Club and Holo Tube (Mondays/Tuesdays), the Lattice Journal Club (Mondays every two weeks), the String Pheno club (Tuesdays), the Cosmology Journal Club (Wednesdays), HydroClub (Wednesdays), Quantum Matter journal club (Thursdays), the [Machine Learning club](#) (~once per month), and the Pheno Coffee (Fridays). Information about their schedule can be found in the [IFT webpage](#). If you wish to subscribe to the mailing lists of any of the journal clubs, please get in touch with the corresponding organizers directly.

10 IT: EQUIPMENT & TECHNICAL SUPPORT

The following IT services are available through the IFT [Intranet](#):

- A)** To request IT equipment, you should file a request through the section of [Procurement](#) in the Intranet.
- B)** To fill in a request for IT support, log into the intranet and click on [Add support request](#).
- C)** High-Performance Computing: at the IFT we have a computing cluster called [Hydra](#). You can apply for an account [here](#). Once you leave the IFT you have 6 months to download your data in the cluster. For special requests regarding cluster access and accounts, please contact the IFT scientific computing committee (scc@ift.csic.es).
- D)** At the IFT you can apply for a loan of laptops, peripherals, etc. This is done either through the IFT Intranet, or simply getting in touch with our IT personnel (5th floor).

11 POWER SOCKETS, INTERNET CONNECTION, AND PRINTERS

- A)** In your office you will see two sets of power sockets. Red sockets are connected to the SAIs, so you can plug any equipment that needs an ordered shutdown in case of a power cut: these may be used to plug computers, screens and similar devices (time machines, for example).

Please do not use red sockets for heaters, coffee machines, microwaves or other power intensive appliances: for those, use the white sockets instead.

B) At the IFT, you can connect to the Internet via an ethernet cable or through Wifi:

- a. Wired connection: plug the device to a valid socket in the wall (those labeled with a D) and then select into your Internet settings DHCP or dynamic IP address.
- b. Wifi: The Eduroam network will allow you to access the internet on many institutions (in Spain and abroad), so it is highly advisable that you configure it in any case. To configure eduroam with UAM credentials, follow [this link](#); to configure eduroam with CSIC credentials, follow [this link instead](#). Alternatively, you may connect to our Wifi (you can find the password on the [IFT Intranet](#)).

C) There are printers and scanners available on every floor of the IFT. Information on how to configure the printers can be found in the IFT intranet [here](#). Information on how to use the scanner can be found posted on the wall close to the scanner.

12 IFT ADMIN TEAM: WHO TO CONTACT?

At the IFT we have a team of admin and support personnel who will be able to help you out with the following tasks:

1. If you intend to organize a scientific event (workshop, seminar, conference, etc) at the IFT: eventos-visitantes@ift.csic.es
2. In order to book any of the seminar or zoom rooms please send an email to secretaria.ift@csic.es
3. If you intend to come to the IFT on a weekend or on a public holiday, you need to ask for authorization beforehand sending an email to secretaria.ift@csic.es
4. For questions or requests regarding your contract, work permit, etc please send an email to: recursoshumanos.ift@csic.es
5. For questions regarding travel authorizations, payment of registration fees, purchases, etc please send an email to: secretaria.ift@csic.es
6. For questions regarding grant proposals, grant calls, application procedures, etc please reach out to: proyectos.ift@csic.es
7. For information on our outreach activities: ift_comunicacion@csic.es or ift_divulgacion@csic.es

Of course, you can also reach any of our admin staff by phone (the full list of IFT members can be found in the [IFT webpage](#)). Information on how to use the phone in your office can be found on the Intranet.

13 SCIENTIFIC PUBLICATIONS AS AN IFT MEMBER

When you finish a paper, please do not forget to ask for a preprint on the [IFT Intranet](#). This can be done before submitting your paper to the arXiv; once it has appeared on the arXiv listing, you can then add the arXiv number to the paper in [your list of publications](#).

Please do not forget to add the proper acknowledgments to the IFT Severo Ochoa grant! You can find instructions on how to do this on the IFT [Intranet](#).

14 DIGITAL CSIC (CSIC EMPLOYEES ONLY)

CSIC employees are required to upload published versions of papers, in pdf, to their central repository, called DIGITAL CSIC. This applies for papers written while you are a CSIC employee and published after April 1st, 2019.

In order to upload the published versions of the papers, you can do it yourself at the CSIC page, or submit the information to our Library personnel. In either case, you will need an ORCID number from orcid.org.

A) Log in DIGITAL CSIC using your CSIC intranet credentials [here](#).

B) Once logged in, you can upload the journal pdf of your published paper (this [video tutorial](#) may be of help).

C) Alternatively, you can fill out the form at the CFTMAT library web site [here](#), so that the library personnel can upload it for you.

15 INFORMATION ON PERSONAL ASSISTANCE

A) The [Center for Applied Psychology](#) at UAM offers various consultancy services aimed at those who wish to obtain specialized help with psychological difficulties. To access any of the [services](#) provided by the Center, you can contact the CPA secretariat (+34 91497 4062 / 3745, formacion.cpa@uam.es).

B) The University offers training in risk prevention and occupational health, you can find more information [here](#).

C) The IFT is committed in the fight against harassment in the workplace, be it due to gender, race, functional diversity or any other individual characteristic. Since the IFT is a joint research center, the protocols that would apply whenever harassment is detected are the ones established by the University and by the Spanish Research Council, which can be found respectively in the following two links: [UAM](#) (In Spanish), [CSIC](#) (In English).

The internal protocol to take action after a case of harassment has been reported or brought to the knowledge of the EDI committee, can be found in Section C of the [IFT EDI Action Plan](#).

The [Occupational Health Area of the Occupational Health and Occupational Risk Prevention Service](#) can offer the affected person, and other people if necessary, a follow-up of their condition to provide adequate medical and/or psychological support.

Further information can be found in the [EDI Policies](#) Webpage.

D) At the IFT, you may reach out to the [EDI committee](#), either by contacting any of its members directly or by submitting your complaint through our anonymous form [here](#).

16 FAMILY RESOURCES

A) Maternity/Paternity leave (permiso de maternidad/paternidad): in Spain, both parents are entitled to up to 16 weeks for maternity/paternity leave. The first four weeks are mandatory and should be taken right after giving birth, while the remaining weeks can be used at a later stage (but before the baby is one year old). The parents may be entitled to additional weeks of leave in certain cases (for example, in case of a multiple birth). During this period, you will receive compensation matching 100% of your salary*.

Additionally, pregnant mothers can also ask for a period of leave during the last few weeks of the pregnancy; however, in this case compensation may be below 100% of your salary, depending on the case (for questions please contact recursoshumanos.ift@csic.es).

*Please note that: if you have not worked in Spain at all, you are only entitled to 6 weeks of paid leave. If you have worked more than 175 days in Spain, you have the right to the maximum (16 weeks) of paid leave, while if you have been working in Spain for a shorter period of time the maximum number of weeks of paid leave is reduced proportionally.

B) Breastfeeding period: according to Spanish law, both parents have the right to opt in for a reduction in working hours during the first nine months after giving birth, to allow breastfeeding of the child. Alternatively, they may choose to accumulate these hours and use them to extend the maternity/paternity leave period. The amount of hours and the restrictions on how these may be used depends on the type of contract you have, so please check with admin personnel at the IFT.

C) School and nursery: Spain has a public nursery system for kids below 3 years old (primer ciclo de educación infantil). The application period opens around April, for childcare facilities funded by the regional government (Comunidad de Madrid). You can check the application materials for past calls [here](#).

One of these facilities is [inside the UAM campus](#), about 10 min walking distance from the IFT. As an IFT employee, you will get an extra point in your application. If you live in Madrid city, you may also apply to the childcare facilities funded by the city hall, which have a separate application period (information on past calls [here](#)).

For children above 3 years old, you may apply to the public school or high school system ("Segundo ciclo de Educación Infantil, Educación Primaria, Especial, ESO y Bachillerato"). You can check past calls [here](#).

Additional information: if you are hired by the CSIC, a document summarizing some of the main measures in place to balance family and professional obligations (allowed periods of leave of absence, flexibility in working hours to take care of dependent family members, etc) can be found [here](#) (Spanish only). If you are hired by the UAM, a similar resource can be found [here](#) (Spanish only).

17 INCLUSION AT UAM

[UAM's Social Equity Unit](#) is a transversal space to respond equitably to the diversity of all members of the university community, responding to the right of all people to be educated and live in inclusive and fair environments that, as such, consider diversity as a value.

The [Disability Care Area at UAM](#) offers direct and personalized attention to students with educational needs and to the entire university community. This Area was born with the aim of working for equal opportunities and the full inclusion of students with educational needs in the academic life of the UAM, as well as the promotion of awareness of all members of the community. At the webpage you can find information on how to register in the Area. The Unit provides different resources and can accompany students with functional diversity in different moments of their university life: access to UAM, reception, accommodation, accessibility to resources, resources for teaching and evaluation, scholarships and grants, and promotion of internships for employability.

18 SPORTS AND CULTURAL ACTIVITIES AT UAM

Information about the UAM Sports Service and sports facilities on campus can be found [here](#). Furthermore, there are some activities organized by IFT members, like soccer (contact persons: Xabier Marcano and Pietro Butti), paddle tennis, etc. Ask around your colleagues, or send an email to the ift-social mailing list.

There are many cultural activities at UAM open to the university community, among others: exhibitions, theater and musical training, creative competitions, concert series, etc. All information can be found at [UAM's Cultural Activities Office](#) and at the [Information portal of the cultural services of UAM](#). A weekly agenda of cultural and scientific activities at UAM can also be found [here](#).

19 RESOURCES FOR LEARNING SPANISH

The University offers quarterly courses of Spanish for foreigners, you can check these out [here](#).

20 LIST OF PUBLIC HOLIDAYS IN SPAIN

A calendar of public holidays for CSIC personnel is available on the [Intranet](#); for UAM personnel, a list of public holidays for 2022 can be found [here](#).

Our institute has its own **Diversity, Equality & Inclusion (EDI) committee**. One of its main goals is to promote activities to develop and sustain a more diverse and inclusive community, and a welcoming and enriching environment at IFT. In its programs, on its campus, and among its participants and members, the Institute does not tolerate actions that constitute discrimination or harassment based on gender, gender identity and expression, sexual orientation, functional diversity, physical appearance, ethnicity, origin, or any other possible axis of discrimination. If you have questions or need support on these issues, you can contact the Committee by sending us an email (ift-ed@listas.csic.es) or filling the contact form in [our webpage](#).



**INSTITUTE FOR THEORETICAL
PHYSICS (IFT)**

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