



# Incoming research stay handbook

# FIGRI

Universidad  
**Externado**  
de Colombia

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FACULTAD DE FINANZAS, GOBIERNO  
Y RELACIONES INTERNACIONALES

# Incoming research stay handbook

## Faculty of Finance, Government and International Relations

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## **1. What are research stays?**

A research stay is understood as any academic mobility of students in the process of master's or doctoral training, teachers and scientific researchers who wish to develop some aspect of an ongoing research project at the Faculty of Finance, Government and International Relations of the Universidad Externado de Colombia. In addition to being an academic experience, research stays seek to promote opportunities for transdisciplinary interaction with members of national and international academic and scientific communities, and contribute to the development of a research project (master's thesis, doctoral thesis or research project), under the supervision of an expert researcher from one of the faculty's research groups, who may contribute to the work of the student, teacher or researcher by reviewing and validating their theoretical, conceptual and methodological framework, as well as the products derived from the thesis or research project.

## **2. Who can apply?**

Research stays at the Faculty of Finance, Government and International Relations (FIGRI) are open to master's or doctoral students, faculty and researchers who meet the following requirements:

- a) Be developing a master's or doctoral thesis, or a research project related to the lines of research of FIGRI research groups, without the need for a cooperation or mobility agreement between the faculty and the applicant's institution.
- b) Have funding from an entity (national, foreign, governmental or non-governmental fund) or sufficient and verifiable own funds.
- c) Belong to a higher education institution, research centre or institute, technological development centre or RD&I unit of national or foreign companies, recognised by the competent authority of the country of origin and different from the Universidad Externado de Colombia.

## **3. Length of stays**

Research stays for Master's students, faculty, and researchers will last from 3 to 6 months, with the possibility of requesting a single extension of up to 6 months.

For doctoral students the duration will be one year, extendable up to a maximum of two years.

Applications for extension will be evaluated by the Research Stays Committee.

## 4. Process for the application and development of research stays

Figure 2. Stages for the application and development of research stays.



Source: Own elaboration. 2023.

The process of applying for and developing a research stay is carried out in six stages, which are described below:

### 4.1. Application

Although there is a permanent opening for application reception, the Research Stays Committee evaluates them once at the end of each academic semester.<sup>1</sup>

To optimise the process, it is recommended to take into account the following dates:

1. If you plan to carry out your research stay, for example, between July and September, the deadline for submitting your application and documentation is the last week of April of the current year.
2. If you plan to carry out your research stay, for example, between February and April, the deadline for submitting your application and documentation is the last week of October of the previous year.

You can check the annual application review schedule at the following link: <https://www.uexternado.edu.co/cipe/estancias-de-investigacion-de-estudiantes-de-pregrado-maestria-doctorado-y-de-doctores-e-investigadores-senior-de-origen-extranjero/>

<sup>1</sup> April-May for the first half of the year and October-November for the second half of the year.

Requirements to apply for a research stay:

- a) Complete the Research Stay Application form, which includes the work plan ([annex No.1. Application form for research stay at FIGRI or download from the link above](#)).
- b) Documentation providing the availability of resources or funding for the research stay, issued by the entity, authority or institution that will assume the costs. If the applicant assumes the stay with his/her own funds, he/she must submit a signed statement in which he/she undertakes to cover the costs derived from it.
- c) Letter of introduction from your higher education institution, research centre, technology development centre or home company RD&I unit.
- d) For foreigners, a copy of your passport.
- e) Optionally, attach a letter of introduction from a researcher from one of FIGRI's research groups, with whom you wish to work during your stay (See Annex No. 2. Application Document Checklist ).
- f) In cases where the research stay is funded by a third party (such as MinCiencias, government entities or scholarship programmes), and such funding entails specific conditions and obligations for the Universidad Externado de Colombia as the receiving institution, the applicant must attach a document describing the commitments of both the researcher and the receiving institution, for analysis by the Faculty.

#### **4.2. Assessment**

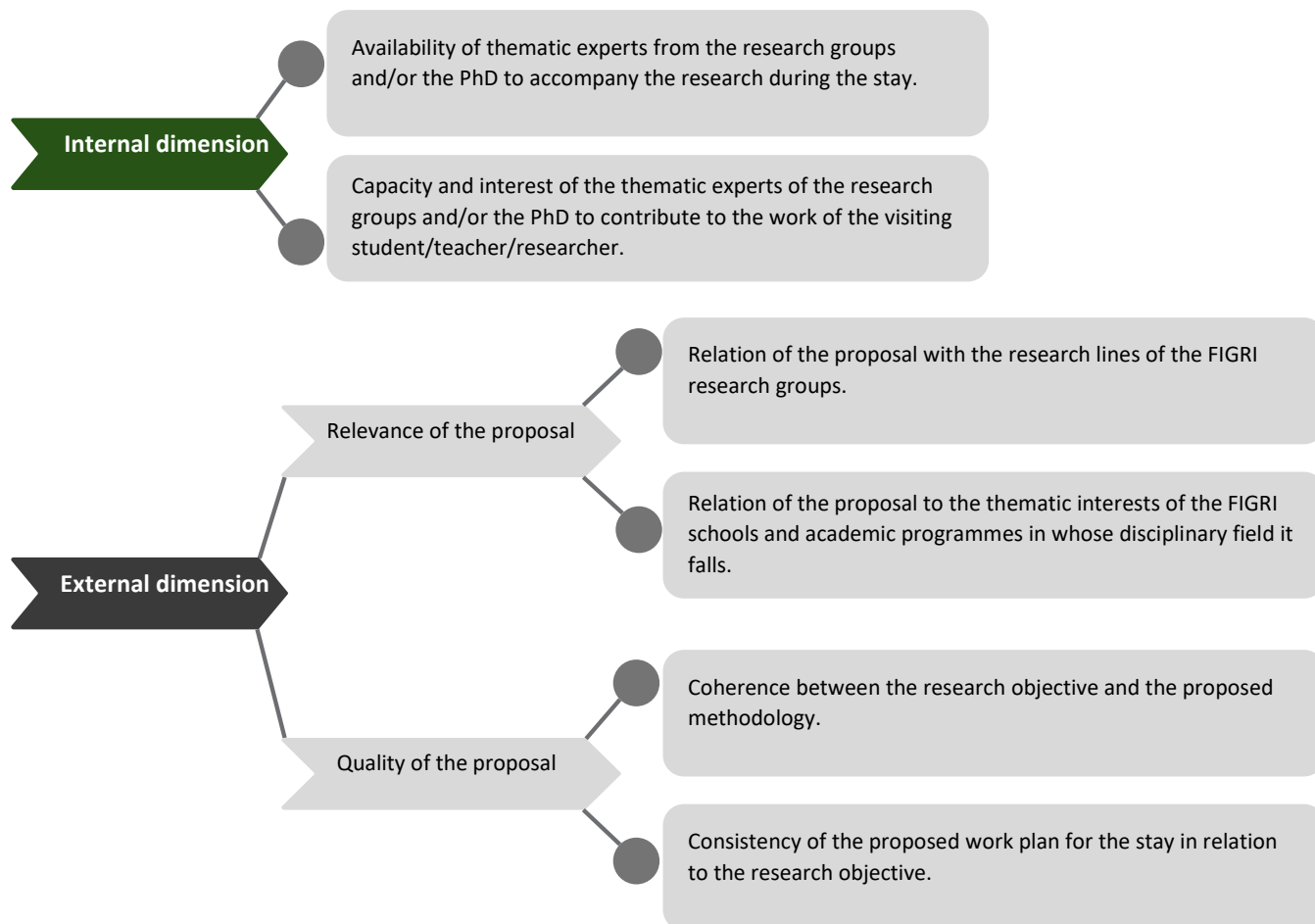
Considering FIGRI's research groups' interdisciplinary perspective, a Research Stays Committee will assess the application for a research stay, made up of the school directorates, postgraduate academic programme coordinators, research observatory coordinators, the research management coordinator, and the person in charge of coordinating the faculty's research stays.

The specific composition of the Research Stays Committee will vary according to: i) the level of training of the applicant; ii) the discipline and research topic of the proposal.

The Research Stays Committee's operating logic for assessing the application explicitly seeks that the stay contributes not only to the generation of knowledge and the construction of epistemic networks and communities but also to the dialogue between research and training in our university.

The assessment of applications is made based on the information provided by the applicant and is made up of criteria grouped into two dimensions, as shown in the following illustration:

Figure 3. Criteria for the assessment of research stays.



Source: Own elaboration. 2023.

Proposals that do not meet the availability criteria will not continue in the evaluation process. Proposals with an average rating below 3.8 will not be accepted.

### 4.3. Communication of results

The applicant will be notified of the results by email. For accepted applications, the documents and/or letters for the formalisation of the stay will be sent, with the corresponding deadlines.

### 4.4. Formalization of the research stay

- a) Affiliation, contracting and delivery of a copy of a valid international health insurance for the total duration of the stay. The insurance must be active during the whole mobility period and cover the necessary aspects according to the regulations and requirements of Universidad Externado de Colombia.

- b) Issuance of documents for immigration procedures: The visa or permit application process, as applicable, is the responsibility of the student, faculty or visiting researcher. FIGRI will provide a formal letter of acceptance, signed by the corresponding school directorate or dean's office, for immigration procedures related to the stay in Colombia. A visa is required if the stay exceeds 180 days (6 months), however, visitors are advised to check the current requirements on the websites of Migración Colombia (<https://www.migracioncolombia.gov.co/>) or Cancillería - Ministerio de Relaciones Exteriores de Colombia ([https://www.cancilleria.gov.co/tramites\\_servicios/visa](https://www.cancilleria.gov.co/tramites_servicios/visa)).
- c) Completion of the informed commitment: The visiting student, faculty or researcher must send the informed commitment document, fully completed and signed, before the start of the research stay. [See annex No.4. Model Letter of commitment research stay FIGRI.](#)

#### **4.5. Carrying out the research stay**

During his/her research stay, the student, faculty or visiting researcher will be able to carry out his/her work plan with the support and advice of the research tutor, in addition to participating in different areas of collaboration with lecturers and researchers from the FIGRI, and will also be able to carry out the following activities:

- Free auditor: Participate in the classes of your choice that belong to any of FIGRI's teaching levels and have access to the resources or materials provided for the development of the selected course. Please note that the faculty will not award certificates of attendance, participation or approval of the courses in which the visiting student, faculty or researcher decides to participate.
- Workshop and lecture series: The faculty offers various spaces for conferences and workshops aimed at researchers and the academic community in general. The visiting student, faculty or researcher may participate in these events as a spectator or speaker, as established in the work plan approved for his/her stay. The faculty will provide the student, lecturer or visiting researcher with a certificate of participation as a speaker or organiser in the academic and scientific events in which he/she has taken part during his/her stay.
- Lecturer at different levels of training of our faculty and our house of studies: According to the agreements stipulated in the work plan approved for the completion of their stay, the visiting student, faculty or researcher may apply to lead conferences of local, national or international scope, sponsored by the Universidad Externado de Colombia. The conferences and their intervention will be previously agreed with the FIGRI research tutor and authorised by the school or dean's office.

#### **4.6. Ending of the research stay**

Two weeks before the end of the stay, the visiting student, faculty or researcher must submit a report on the activities carried out during his/her stay at FIGRI to his/her research tutor. This report must detail the work plan and products agreed between the parties at the time of application and acceptance. The report, with the endorsement of the designated

researcher tutor, must be sent to the school management, who will issue the corresponding certification.

In the case of research stays funded by calls for proposals or grants, the work plan and reports must include specific timeframes and requirements.

## 5. General conditions of the research stay

The research stay is a space for academic exchange and intellectual production for the benefit of the visiting student, lecturer or researcher. Under no circumstances does it imply an employment relationship with the Universidad Externado de Colombia, nor is any remuneration offered. The visiting student, faculty or researcher is responsible for financing his/her own travel, visa, accommodation and living expenses. Likewise, they must also purchase their own international health insurance that covers illness, accident, and repatriation for the duration of their stay in Colombia. It is recommended to take out civil liability insurance independently if the activities to be carried out in Colombia may involve risks affecting third parties, such as the use of laboratories, specialised equipment or any other situation that may damage persons or property. During the stay, the student, teacher or visiting researcher will remain linked to his/her home institution.

The visiting student, faculty or researcher must sign, before starting his/her research stay, an informed commitment that will be sent in advance to his/her email. In this document, the student, lecturer or visiting researcher declares that he/she is aware of and accepts the [Internal Organic Regulations of the Universidad Externado de Colombia](#), the research stays manual, the [procedures manual of the Faculty of Finance, Government and International Relations](#), and the [Protocol for dealing with cases of gender-based violence and its intersectional forms](#). This commitment includes the obligation to adhere to all policies and procedures detailed in these documents during their stay at the University, and to comply with the provisions of these institutional rules.

## 6. How do we support the development of research stays?

The Faculty of Finance, Government and International Relations is committed to providing the visiting student, faculty or visiting researcher with support in the research process through:

- Assignment of a research tutor.
- A space in our facilities with computer equipment and Wifi access.
- Access to the following University Library services:
  - o Expert consultation with the Library.
  - o Consultation of books in the Library facilities.
  - o Retrieving documents.
  - o Loan at home, upon request from the dean's office.
  - o Interlibrary loan and in-room consultation in other libraries, upon request from the dean's office.
  - o Information Retrieval for Research.
  - o Loan of study rooms.
  - o Physical and digital information resources.

Figure 1. Services for Research



Source: Biblioteca Universidad Externado de Colombia (2024).

To learn more about Library services, go to the following link:  
<https://www.uexternado.edu.co/biblioteca/>

- Attendance at academic and scientific events at the Universidad Externado de Colombia.
- Support for the presentation of the results of the work carried out during the stay in different academic and scientific events of the faculty.
- Guarantee access to undergraduate or postgraduate courses, as a free auditor.
- Access to the following University Welfare services upon request from the dean's office.
  - o Tu Ruta: Transport service for the external student community, it is a fast and safe option to get to and from the University facilities.
  - o Sports and cultural offer.

To learn more about the University Welfare services, go to the following link:  
<https://www.uexternado.edu.co/bienestar-universitario/>

Other benefits of doing a research stay at FIGRI are:

- Certificate of the research stay.
- Possibility of establishing far-reaching links for the development of research projects and joint research results.

- Possibility of establishing inter-institutional cooperation agreements in the academic and/or scientific field.

## **7. What is expected of the research stay?**

It is expected that, as a result of the stay, the visiting student, faculty or researcher will develop inputs for academic and/or scientific products or outputs, such as: scientific articles, book chapters, research books, papers in scientific events, technical reports, innovations in business management, innovations in procedures and services, among others.

During their stay at FIGRI, the visiting student, faculty, /researcher will be invited to present the progress of their research at workshops and to give lectures at the different levels of training in our faculty.

The academic and/or scientific products developed during the stay may be produced individually by the student, teacher or visiting researcher or in co-authorship with the research tutor, other members of the research groups and/or teachers of the faculty.

The academic and/or scientific products derived from the research stay co-authored with FIGRI researchers must clearly identify the names of the authors, the affiliation with the research groups and the respective universities or entities and may be linked to the CvLAC and GrupLAC of the researchers, after verifying compliance with the requirements of existence and/or quality. This verification will be carried out by the coordinator of the corresponding research group according to the affinity of the project and research product with the group's lines of research.

### **7.1. Co-authorship rules**

Universidad Externado de Colombia and the visiting student, faculty or researcher acknowledge and accept that no grant or confer between them, or to third parties a license or authorization for use or exploitation, tacit or express, any patent, copyright, trademark or any other intellectual or industrial property right of any of them or related third parties is granted or conferred between them or to third parties.

Universidad Externado de Colombia and the visiting student, faculty or researcher agree that all information and documentation generated during the stay will, in principle, and unless otherwise agreed in writing, be the exclusive property of the party that has produced or generated them. If for any reason, as part of the information and documentation generated as referred to at the beginning of this paragraph, intellectual or industrial property rights (patents, trademarks, copyrights, etc.) belonging to any of the parties or third parties are included, they will continue to be the property of the party or third party that has the legitimate ownership of such property, and may only be used for the specific purposes of the stay, giving credit and recognition to its owner.

The development of academic and/or scientific products derived from the research stay must comply with ethical standards and current regulations governing the responsible handling of copyright.

## 8. Annexes

### Annex No. 1. Application form for research stay at FIGRI

INFORMACIÓN PERSONAL / RESEARCHER INFORMATION	
Nombre/ <i>Name</i>	
Apellidos/ <i>Last name</i>	
Número de identificación/ <i>ID Number</i>	
Fecha de Nacimiento/ <i>Date of birth</i>	dd/mm/aaaa
Email	
Dirección/ <i>Address</i>	
Teléfono/ <i>Phone Number</i>	
INFORMACIÓN INSTITUCIONAL / INSTITUTIONAL INFORMATION	
Institución de origen <i>/Home institution</i>	
Programa Académico	

<p><i>/Academic program</i></p>	
<p>Nombre del director de programa o tutor</p> <p><i>/Program Director or tutor's name</i></p>	
<p>Email del Director de programa o tutor</p> <p><i>/Program Director or tutor's email</i></p>	
<p>¿Pertenece a un grupo de investigación? ¿Cuál?</p> <p><i>/Do you belong to a research group? Which one?</i></p>	
<p>Enlaces a redes académicas (ORCID, Google scholar, Researchgate). Por favor favor incluya al menos dos enlaces a redes.</p> <p><i>/Academic Social Networks links (ORCID, Google scholar, Researchgate). Include at least two links.</i></p>	

## INFORMACIÓN ACADÉMICA / ACADEMIC INFORMATION

Título de pregrado/ <i>Bachelor Degree</i>	Título/ <i>Degree</i>
	Fecha de obtención/ <i>Date of graduation</i>
	Universidad/ <i>University</i>
Título de posgrado (Maestría)/ <i>Master degree</i>	Título/ <i>Degree</i>
	Fecha de obtención/ <i>Date of graduation</i>
	Universidad/ <i>University</i>
PHD	Título/ <i>Degree</i>
	Fecha de obtención/ <i>Date of graduation</i>
	Universidad/ <i>University</i>
Estudios posdoctorales / <i>Post-doctoral studies</i>	Título/ <i>Degree</i>
	Fecha de obtención/ <i>Date of graduation</i>
	Universidad/ <i>University</i>

## ESTANCIA DE INVESTIGACIÓN / RESEARCH STAY

Su estancia de investigación está relacionada con  <i>/Your research stay is required for:</i>	<input type="checkbox"/> Maestría/Master  <input type="checkbox"/> Doctorado/PHD  <input type="checkbox"/> Proyecto investigativo/Research project
Duración/ <i>Duration</i>	(En meses/in months)  Del/From _____ Hasta/To _____
¿Su estancia de investigación requiere trabajo de campo?  <i>/ Does your research stay require field work?</i>	<input type="checkbox"/> Si / Yes  <input type="checkbox"/> No / No
¿Cuenta con carta de recomendación de un/a investigador/a de un grupo de investigación de FIGRI?  <i>/ Do you have a letter of recommendation from a faculty member or researcher?</i>	

**PROYECTO DE INVESTIGACIÓN / RESEARCH PROJECT**

<p>Nombre del proyecto</p> <p><i>/Name of Project</i></p>	
<p>Breve resumen de proyecto de investigación</p> <p><i>/Brief summary of your research project</i></p>	
<p>Objetivo general y objetivos específicos del proyecto.</p> <p><i>/General objective and specific objectives of the Project.</i></p>	
<p>Marco teórico y conceptual</p> <p><i>/Conceptual and theoretical framework</i></p>	

<p>Metodología</p> <p><i>/Methodology</i></p>	
<p>Bibliografía</p> <p><i>/Bibliography</i></p>	
<p>¿Cuáles son las razones por las que está interesado/interesada en hacer una estancia de investigación en FIGRI? <i>/Please, explain briefly the reasons why you are interested in doing a research stay at FIGRI?</i></p>	
<p style="text-align: center;"><b>PLAN DE TRABAJO / RESEARCH WORK PLAN</b></p> <p style="text-align: center;"><b>Por favor describa cada uno de los ítems del plan de trabajo propuesto para su estancia</b></p> <p style="text-align: center;"><b><i>/ Please, describe each one of the following aspects of your research work plan for the research stay</i></b></p>	
<p>Objetivo de la estancia de investigación.</p> <p><i>/Purpose of research stay.</i></p>	
<p>Actividades a desarrollar en el marco de la estancia con la correspondiente duración.</p> <p><i>/Activities to develop during the research stay and its</i></p>	

<p><i>corresponding duration.</i></p>	
<p>En caso de trabajo de campo, descripción de lugar(es) y metodología.</p> <p><i>/In case of field work research, please specify place(s) of data collection and research methods.</i></p>	
<p>Productos esperados</p> <p><i>/Expected products</i></p>	

## Annex No. 2. Checklist of Application Documents

<b>For the application</b>	
1. Application form.	
2. Letter of introduction from your home university or research centre to which you belong.	
3. Document describing the commitments of the student, teacher or visiting researcher, as well as those of the Universidad Externado de Colombia as the receiving institution, applicable in those cases where the research stay is financed by a third party that imposes specific conditions and obligations (e.g. MinCiencias, scholarship programmes, etc.).	
4. Letter of introduction from a FIGRI researcher (optional)	
<b>Once you have been accepted</b>	
1. Copy of your identity document.	
2. Copy of the valid international health insurance for the full duration of the stay (applicable in cases of international mobility).	
3. Up-to-date curriculum vitae.	

### Annex No. 3. Assessment Rubric for Research Stays

	Research Groups		PhD		
<b>On availability</b>					
Thematic experts from the research groups and/or the PhD are available to accompany the research during the stay.					
There is capacity and interest on the part of the thematic experts from the research groups and/or the PhD to contribute to the work of the student, teacher or visiting researcher.					
	PhD	Master	Research Groups	Average	Final assessment
<b>The relevance of the proposal</b>					
Relation of the proposal with the research lines of the FIGRI research groups.					
Relation of the proposal to the thematic interests of the FIGRI schools and academic programmes in whose disciplinary field it falls.					
<b>The quality of the proposal</b>					
Coherence between the research objective and the proposed methodology.					
Consistency of the proposed work plan for the stay in relation to the research objective.					

## Annex No. 4. Model letter of commitment for a research stay FIGRI

### FIGRI research stay commitment

Faculty of Finance, Government and International Relations

Externado University of Colombia

I, \_\_\_\_\_ identified with identity card number \_\_\_\_\_ of \_\_\_\_\_ and/or passport number \_\_\_\_\_, issued in the city of \_\_\_\_\_, student/researcher at \_\_\_\_\_, enrolled at the University \_\_\_\_\_, as a visiting researcher at the Faculty of Finance, Government and International Relations of the Universidad Externado de Colombia, from \_\_\_\_\_ to \_\_\_\_\_, and in full use of my mental faculties, accept the following conditions and declare that:

1. I have read and accept the provisions of the Internal Organic Regulations of the Universidad Externado de Colombia, the manual of research stays, the manual of procedures of the Faculty of Finance, Government and International Relations, and the Protocol of attention to cases of gender-based violence and its intersectional forms.
2. I undertake to maintain a behaviour and performance that respects the principles, norms and procedures of both my home university and the Universidad Externado de Colombia.
3. I declare that I have taken out international medical insurance covering health, accident, illness, repatriation and, if required, civil liability insurance for the duration of my stay in Colombia.
4. I assume full responsibility for my travel, accommodation, transport and living expenses during my stay in Colombia.
5. If necessary, I undertake to arrange the relevant immigration procedures and to bear the costs associated with this process.

Signed at \_\_\_\_\_ (city) on the \_\_\_\_\_ day of the month of \_\_\_\_\_ of \_\_\_\_\_ (year).

Signature: \_\_\_\_\_

[Full name of student, lecturer or visiting researcher] [Full name of student, lecturer or visiting researcher].