



**Universitat
de Lleida**

Welcome manual for research staff



HR EXCELLENCE IN RESEARCH

Reading code

The following icon indicates texts and details that redirect to a web address with further information:



01

WELCOME

02

UdL

03

THE UdL IN FIGURES

04

**RESEARCH AND
TRANSFER**

05

**RESEARCH
MANAGEMENT**

06

**INCORPORATION OF
RESEARCH STAFF**

08

OTHER TOOLS

Welcome to the UdL

Thank you for choosing us as a destination for your research career.

The UdL combines a long and fruitful university tradition with a young and dynamic structure that is committed to quality training and research, advanced teaching methods and internationalization.

It is currently part of **Campus Iberus**, a Campus of International Excellence shared with the Universities of Zaragoza, La Rioja and Pública de Navarra, whose mission is the generation, dissemination and application of knowledge.

Mission, vision and objectives of the research

The UdL's research **mission** is the **generation, dissemination** and **application of knowledge**.

It takes the form of **improving the living conditions of citizens**, with **participation in the dissemination of culture**, the **creation of wealth** through research and technology transfer, and the **formation of human capital** in its own environment.

It is also characterised by a **competitive research activity** linked to the specificities of the territory, both in basic and applied research which, in turn, seeks to collaborate with the **national and international research system** and to promote innovation.

To this end, it considers it necessary to make progress in achieving the following objectives:

Research to create knowledge

Educating, transferring and disseminating existing knowledge

Providing services related to R&D&I

Campus



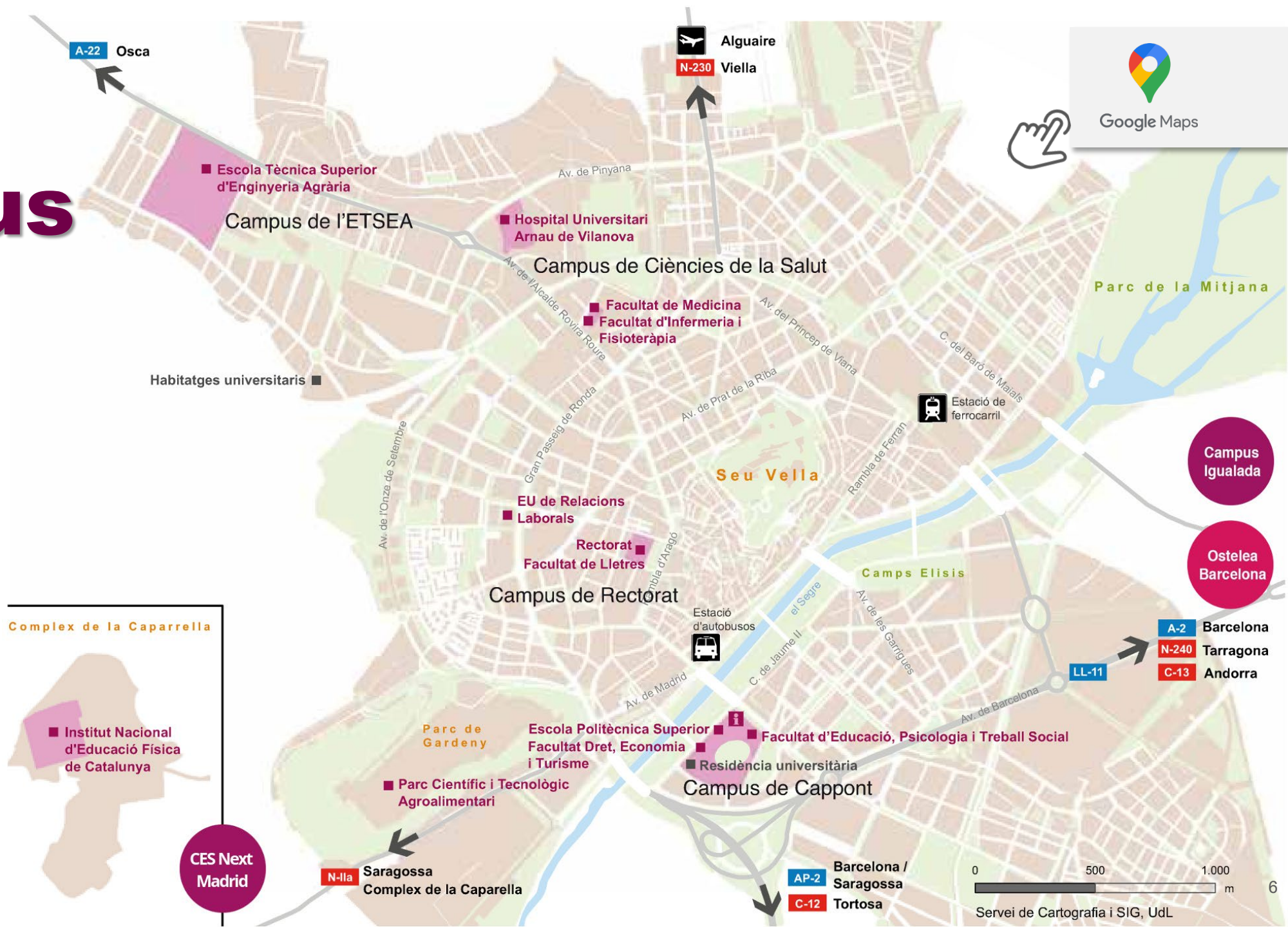
ACCOMMODATION



CULTURAL ACTIVITIES



SPORTS





The university in figures...

5	Campus
7	Faculties and Schools
4	Affiliated centres
27	Departments
49	Degrees
16	Double Bachelor's Degrees
31	University Master's Degrees
14	PhD Programmes

... and research

61

RESEARCH
GROUPS

5

RESEARCH
CENTRES

15

RESEARCH
CHAIRS

1.221

MEMBERS OF THE
PDI

15,83 M€

FUNDING FOR
R&D&I

14%

EUROPEAN
R&D&I
FUNDS

8%

CONTRACTS AND
SERVICES WITH
FOREIGN
COMPANIES

7%

FOREIGN
RESEARCHERS

887

WEB OF SCIENCE
PUBLICATIONS

57%

PUBLICATIONS IN
1R Q

72

ARTICLES -
ESSENTIAL
SCIENTIFIC
INDICATORS (ESI)

47%

PUBLICATIONS WITH
INTERNATIONAL
COLLABORATION

Research and Transfer at the UdL

Areas of specialisation

R&D&I network and structures

Research Areas of specialisation

The UdL offers multidisciplinary research specialized **in four main areas**:



Agrifood

Leadership in the agrifood
sector and forestry
management



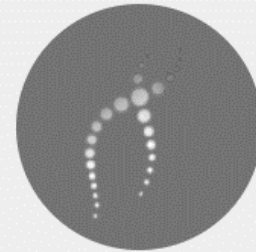
Technology and sustainability

Commitment to sustainability
and technological innovation



Social and territorial development

Research as a driver of
economic and social
transformation



Biomedical

Commitment to
sustainability and
technological innovation



R&D&I network and structures at the UdL



Research management

Vice-rectorate for Research and Transfer

Research and Transfer Area Directorate

Grants and Research Data Management Unit

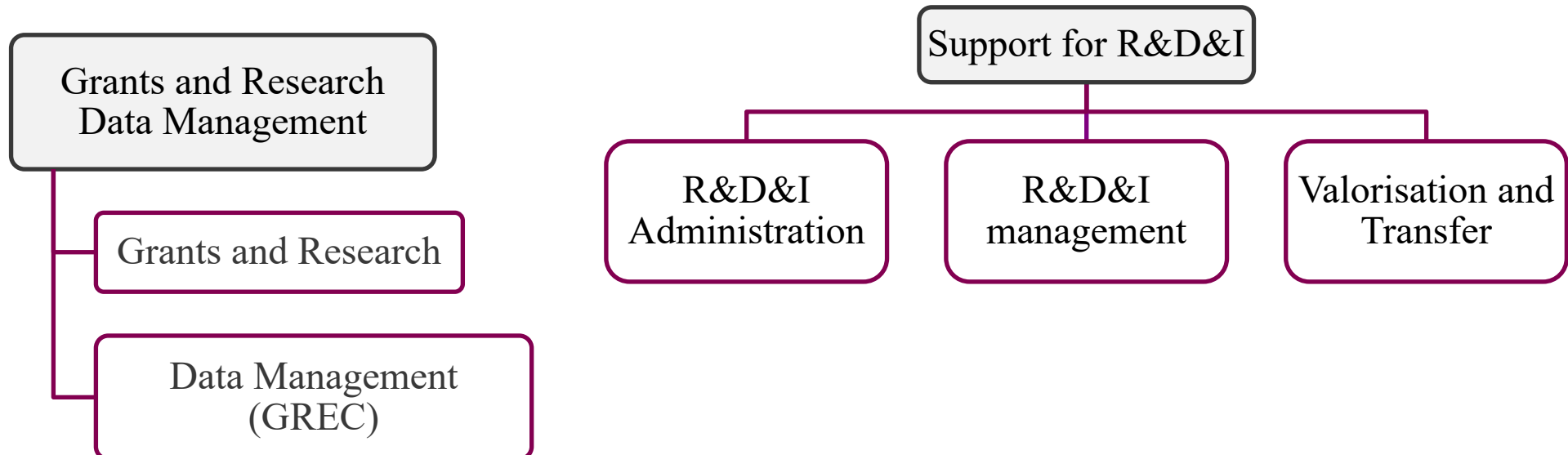
R&D&I Support Unit

Research and Transfer Area Chart

Vice-rectorate for Research and Transfer

Head of the Research and Transfer Area

Administrative Units



Grants and research data management

The **Grants and Research Data Management** unit is responsible for managing all calls for proposals from the vice-rectorate for research and transfer, its own and external calls for proposals for human resources in research and the management of institutional research data and curricular management of research personnel.

Research Data Management Application: it is recommended to register in the application after joining the UdL.

You can find all the information regarding the calls of the vice-rectorate and calls for HR in research in the following link: <https://www.recercaitransferencia.udl.cat/ca/convocatories>

Contact: grec@udl.cat; gestioajuts@udl.cat

Rectorate Building - Office 2.02 and Office 2.62

Pl. de Victor Siurana, 1, 25003 Lleida



Support for R&D&I

The **R&D&I Support** unit is responsible for the promotion, monitoring and justification of research and transfer activities.

It is composed of 3 subunits:

- **Administration area:** control, monitoring and economic justification of R&D&I activities.
Contact: rdi.administracio@udl.cat
- **R&D&I management area:** Preparation of proposals for regional, national and European projects. Monitoring the implementation of European and international projects. Management of transfer contracts
- **Valorisation and transfer area:** Detection of research results that can be protected and promotion of technology transfer and commercialisation. Industrial and intellectual property management, licensing and spin-off creation.
Contact: rdi.valoritzacio@udl.cat

Campus de Cappont. C. de Jaume II, 67 bis, 3a planta. 25001 Lleida



Useful information

The most relevant information on the Research and Transfer Area, as well as news and calls for proposals can be found at:

- **Distribution list “Recerca”** : research staff are encouraged to register on this list.
- **Research and Transfer Web**
- **Social media:** 
- **Newsletters**



**Research and Transfer
Bulletin**

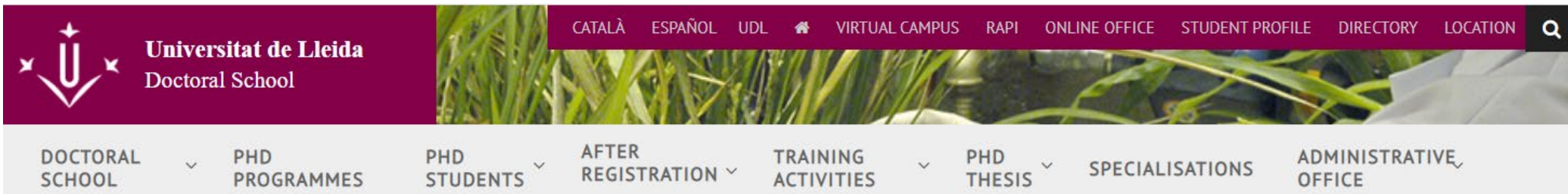


Grants Bulletin



Doctoral School

All the updated information on the Doctoral School can be found on its web page



ESCUELA DE DOCTORADO

Pl. Víctor Siurana, 1 - 25003 Lleida

Tel. +34 973 70 20 43 / +34 973 70 22 42

escoladoctorat@udl.cat

[MÁS INFORMACIÓN](#)



Iberus Connect Programme

Specific support to facilitate adaptation and integration at the UdL.

The UdL participates in the Iberus Connect Programme, within the Campus Iberus, together with the University of La Rioja, the Public University of Navarra and the University of Zaragoza.

This programme aims to help trainee researchers from abroad to adapt to university and doctoral life, with the support of other experienced doctoral students, who act as advisors in the relevant administrative and academic processes at the university and beyond.

The advisor can also help in other aspects to facilitate adaptation to the city and to the general life of the doctorate.



iberusconnect@campusiberus.es



Library

The following research resources can be accessed from the Library services

-  [Open Access](#)
-  [Transformative agreements for open access publishing](#)
-  [Open research data](#)
-  [Author identifiers and profiles](#)
-  [Bibliometric indicators and accreditations](#)
-  [Bibliographic managers: Mendeley](#)
-  [Repositori Obert UdL](#)
-  [Portal de la Recerca de Catalunya](#)



BASES DE DATOS



REPOSITORI
OBERT UDL



BIBLIOGUÍAS

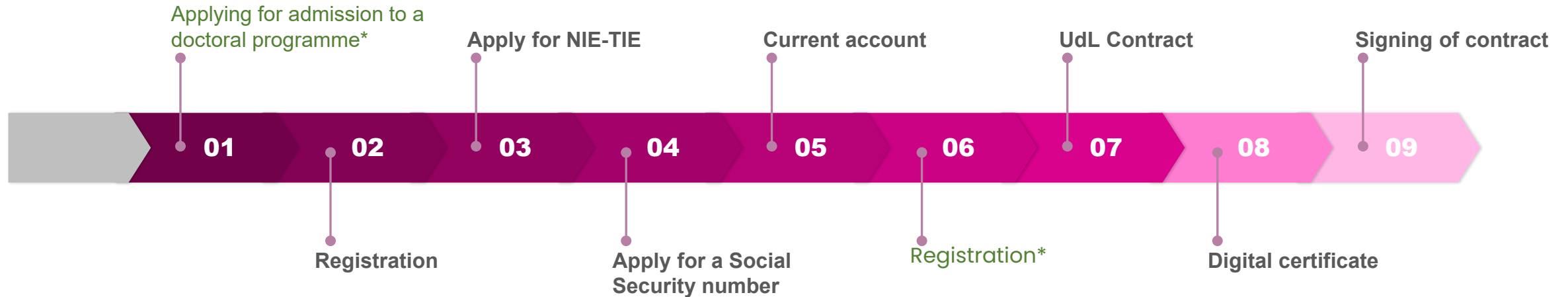


Guide for the incorporation of foreign researchers at the UdL

This document sets out the basic steps to carry out by foreign researchers to join the UdL.



Procedures for EU citizens



*The procedures marked with an asterisk are specific to **pre-doctoral research staff**.

Details of the documentation required for each procedure are [available and up to date on the website](#)



Procedures for non-EU citizens

Applying for admission to a
doctoral programme *

Work permit

Registration

Apply for a Social
Security number

Matrícula*

Signing addendum
contract

01

02

03

04

05

06

07

08

09

10

11

Pre-contract

Apply for visa

Apply for NIE-TIE

Current account

Digital certificate

*The procedures marked with an asterisk are specific to **pre-doctoral research staff**

Details of the documentation required for each procedure are [available and up to date on the website](#)

Where to apply

ADMISSION TO A PHD
PROGRAMME

REGISTRATION

NIE-TIE

SOCIAL SECURITY
AFFILIATION

REGISTRATION

WORK PERMIT

idCAT DIGITAL
CERTIFICATE

E-MAIL



More information by clicking on the button

Other useful tools for the researcher



Services and administration



**SERVICES AVAILABLE TO
THE UNIVERSITY
COMMUNITY**



**ELECTRONIC OFFICE
AVAILABLE TO THE
UNIVERSITY COMMUNITY**



More information by clicking on the button

Documentation and links of interest

**GOOD PRACTICE
MANUAL**

**RESEARCH AND
TRANSFER
REGULATIONS**



HR EXCELLENCE IN RESEARCH

**PDI LEAVES AND
ABSENCE REGULATION**

**ABSENCE LEAVE FOR
PREDOCTORAL
RESEARCHERS**

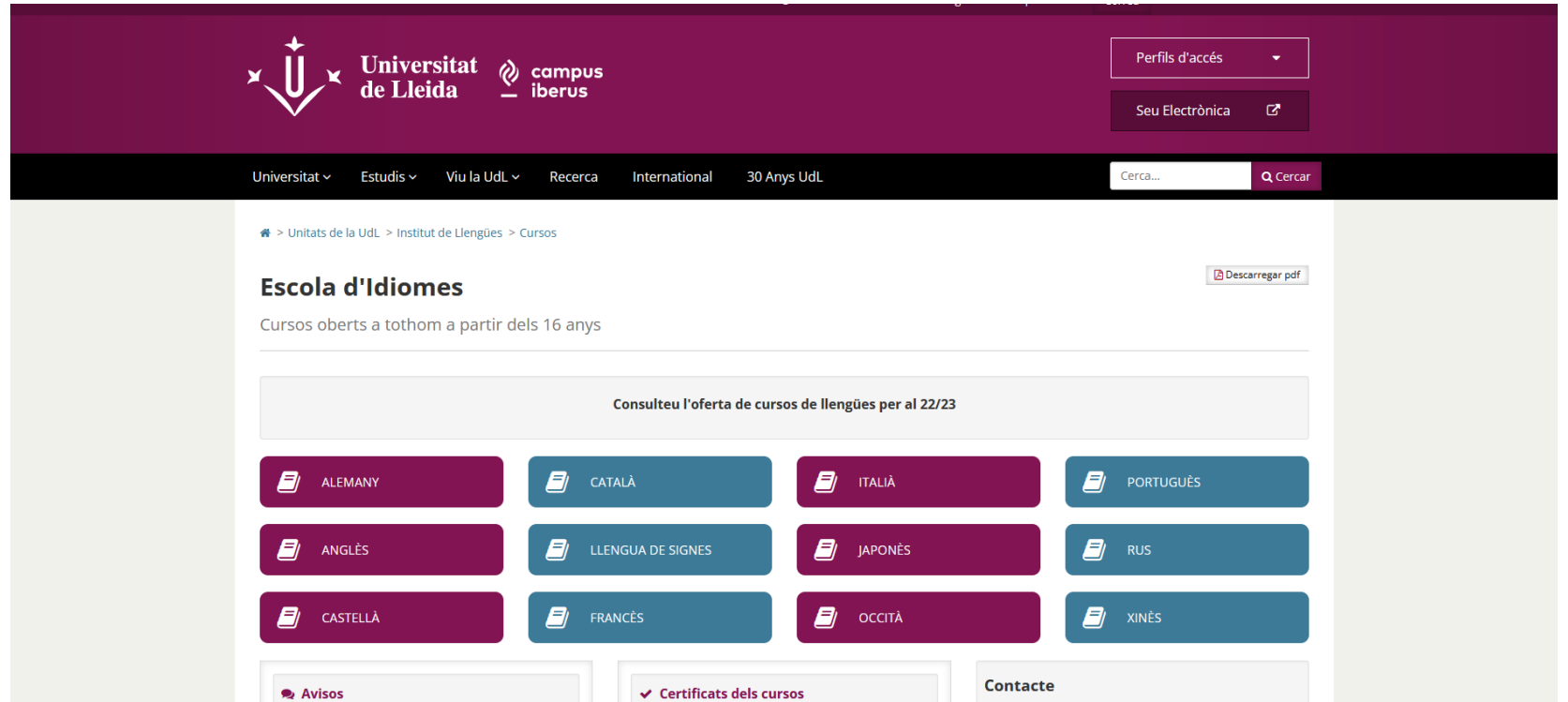
CAREER OPTIONS



UdL Language Institute

The UdL has the Language Institute that offers a wide range of language courses. Information on these courses, official exams and other procedures is available on the institute's website.

It is important to note that access to teaching and research staff positions requires accreditation of a **C1 level of proficiency in Catalan**. The Institute of Languages offers different courses aimed at this specific objective.



The screenshot shows the website of the UdL Language Institute. The header features the Universitat de Lleida logo and the campus iberus logo. Navigation links include Universitat, Estudis, Viu la UdL, Recerca, Internacional, and 30 Anys UdL. A search bar is present with the text 'Cerca...'. The main content area is titled 'Escola d'Idiomes' and includes a link to 'Unitats de la UdL > Institut de Llengües > Cursos'. Below this, it states 'Cursos oberts a tothom a partir dels 16 anys'. A section titled 'Consulteu l'oferta de cursos de llengües per al 22/23' displays a grid of language course buttons: ALEMANY, CATALÀ, ITALIÀ, PORTUGUÈS, ANGLÈS, LLENGUA DE SIGNES, JAPONÈS, RUS, CASTELLÀ, FRANCÈS, OCCITÀ, and XINÈS. At the bottom, there are links for 'Avisos', 'Certificats dels cursos', and 'Contacte'.





Social Responsibility

Ethical Code 

Commitment to Sustainability

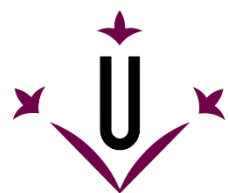
Equal opportunities

Commitment to People

Functional Diversity 

Commitment to Society





**Universitat
de Lleida**

Soporte Técnico
www.effectia.es

Las imágenes pertenecen a la empresa
<https://www.freepikcompany.com>



HR EXCELLENCE IN RESEARCH