



Universitat de Lleida

**GUIDE FOR THE SECONDMENT OF
FOREIGN RESEARCHERS IN TRAINING
WHO HAVE BEEN AWARDED A
PREDOCTORAL GRANT**

NON-EU CITIZENS



HR EXCELLENCE IN RESEARCH

GUIDE FOR THE ACCOMPANIMENT OF FOREIGN (NON-EU) RESEARCHERS IN TRAINING WITH A PREDOCTORAL GRANT

Which UdL services can give me support to join the UdL?

- ESCOLA DE DOCTORAT (DOCTORAL SCHOOL):
<http://www.doctorat.udl.cat/ca/escoladoctorat@udl.cat>
- GESTIÓ D'AJUTS (GRANT MANAGEMENT UNIT):
<http://www.udl.es/ca/serveis/ajuts/gestioajuts@udl.cat>
- PERSONAL (HUMAN RESOURCES UNIT):
<http://www.udl.es/ca/serveis/personal/personal.pdi@udl.cat>
- RELACIONS INTERNACIONALS (INTERNATIONAL RELATIONS UNIT):
<http://www.udl.es/ca/serveis/ori/incoming@udl.cat>

What you will find in this Guide?

You will find the procedures you will have to follow to join the UdL as research staff in training and to obtain the necessary documents to sign the employment contract with the University.

As an international doctoral student, can I have additional and specific support to help me adapt and integrate at the UdL?

Yes, the University of Lleida participates in the Iberus Connect Programme, within the Campus Iberus network, which includes the UdL, the University of La Rioja, the Public University of Navarra and the University of Zaragoza. This programme aims to help doctoral students coming from abroad to adapt to university and doctoral life with the support of experienced doctoral students who act as advisors in the relevant administrative and academic processes at the university and beyond. Your advisor can also help you with other aspects to facilitate your adaptation to the city and the general life of the doctoral programme.

Do not hesitate to contact the Iberus Connect managers, through iberusconnect@campusiberus.es

PROCEDURES

Procedures to be carried out chronologically

1. Applying for admission to a PhD programme
 - Who: Researcher in training
 - When: we recommend carrying out this procedure once we have received the provisional resolution of the grant or when the application for the grant is submitted in the case of the call for pre-doctoral grants from the UdL.
 - Where: [Escola de Doctorat](#).
 - Modality of the procedure: online
 - [More information](#)
2. Application for UdL contracting: (internal procedure between management units).
 - Who is applying for the contract: Gestió d'Ajuts/Suport a l'R+D+I
 - When: once a final decision has been taken to award the grant
3. Pre-contract:
 - Who: Human Resources Unit - UdL
 - When: 10 days after receipt of the contracting order
 - Where: Human Resources Unit - UdL
 - Modality of the procedure: the scanned contract is sent by e-mail, for the researcher to print it out, manually sign 2 copies of the contract and the basic copy and return it to the Personnel unit by post.
4. Work permit:
 - Who: Human Resources Unit and researchers in training.
 - Procedure: First it is necessary to apply for a work permit as national research staff.

4.1) Applying for a work permit as a national researcher (non-EU researcher), a prior and compulsory step when applying for a visa.

 - Who: Training, Integration and Social Assistance Section (FIAS, Human Resources Unit).
 - When: once the recruitment order arrives at the Human Resources Unit.
 - Where: via e-mail and the website of the Foreigners' Office - Large Companies Unit (UGE)
 - Modality of the procedure: online
 - How: This procedure is carried out on the basis of Law 14/2013 on Entrepreneurs:
 - 1) FIAS contacts the researcher by e-mail with a copy to the project tutor, Human Resources Unit and Gestió d'Ajuts (Grant Management Unit), and informs them of the documentation required. Necessary documentation:
 - Copy of ALL current passport pages
 - Criminal record certificate from the countries in which the researcher in training has resided in the last 5 years. This documentation must be issued by the embassy or consulate or equivalent institution in the country, and must be duly apostilled and translated into Spanish.

- Justification of being in a legal situation in Spain (in the case of a person who is already in Spain). This can be done by means of a valid student NIE or any other type of permit, as long as it is valid.
- Proof of payment of the fee model 790 code 038
- Pre-contract signed with the UdL

Payment of fees:

The amount of these fees will be paid by the project itself or any other project indicated by the tutor or the Vice-Rectorate responsible for Research and Transfer. If the researcher is outside Spain, the tutor will be responsible for the material management of the payment (directly, through the relevant financial department, department, or R+D+i Support Unit). If the researcher is in Spain, the payment can be managed by the person concerned.

FIAS will send the fee document (to the researcher and tutor) to be printed and paid through a banking institution.

2) Once FIAS has all this documentation and sends it together with the application to the Foreigners' Office - UGE at the following link: https://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14_2013/index.html, this institution has 20 working days to resolve the application or request amendments.

At this point, FIAS informs the person concerned, the tutor, Human Resources Unit and Grant Management Unit of the submission of this application (at which point the deadline for a decision begins to run), and **attaches the proof of submission, which the person concerned must keep for future renewal of the permit or any future submission required.**

3) When FIAS receives the resolution from the UGE (we understand that it authorizes the residence permit), it sends the following documentation by e-mail to the researcher, his/her tutor, Human Resources Unit and Grant Management Unit:

- Resolution document authorizing the residence permit as a national researcher and informing him/her of the NIE.
- Pre-contract of employment signed by both parties.

4) More information on this permit: **information** on the website of the Ministry of Labour, Migration and Social Security - Large Companies Unit (**FAQ**)ⁱ

4.2) Applying for a residence permit for a family member (spouse or similar relationship and/or dependent children), **provided that this is done at the same time as the holder's residence permit** (and that you travel and apply at the same time).

With regard to the family members for whom the permit must be requested, the necessary documentation will be, for each of them:

- Copy of ALL current passport pages.
- Criminal record certificate from the countries in which you have resided in the last 5 years. This documentation must be issued by the embassy or consulate or

equivalent institution in the country, and must be duly apostilled and translated into Spanish.

- Justification of sufficient economic means (depending on the number of people accompanying you, this must be checked to ensure that it is covered by the amount of the employment contract). A family unit that includes the holder + 1 family member will justify at least 150% IPREM. If the family unit includes the holder and more than 1 family member, it will be 50% IPREM for each additional member.
- Proof of healthcare and medical coverage (through an insurance policy or an agreement with a mutual insurance company, with coverage comparable to the Spanish national health system, which is included in the Register of Insurance Entities and Reinsurers, travel insurance policies are not valid for example).
- Supporting documentation of the family relationship. This documentation must be issued by the consulate or embassy and must be duly apostilled and translated into Spanish.
- Proof of payment of the fee model 790 code 038 for each of the persons.

Duration of processing the residence permit: depends on the time needed to obtain the documents (especially the official ones). It can range from 15 days to 1 month. The 20 working days of the decision of the Aliens Office-UGE must also be added.

4.3) Applying for a visa:

- Who: Researcher in training
- Where: in person at the embassy or consulate.
- How: you need the documentation required by your country (such as the resolution of the permit, pre-contract, valid passport, criminal record, etc.). If you are in Spain, this should be done by the police in the territory where you will be residing and working.

NOTE: This information is valid as of March 2022 but it is subject to legislative changes.

5. Census certificate (city registration):

- Who: Researcher in training
- When: it will be formalized on arrival in Lleida. It is recommended to make an appointment in advance as indicated in the "how to" section.
- Where: OMAC. The office is located at Rambla Ferran,32, 25007 Lleida
- How: you must make an appointment at <https://citaoficines.paeria.cat/> and check the option red box "OMAC", in the drop-down menu you must choose the option "EXPEDICIÓN DEL PADRÓN", then choose the red box "DATOS DE LA CITA" and there you must choose the date and time. Once you have chosen the date and time, go to the "DATOS PERSONALES" option. It is necessary to bring an original passport and photocopy and the rental contract where the name of the person is stated.
- Modality of the procedure: on line/in person
- [More information](#)

6. Application for NIE-TIE (ID card for non-nationals staying in Spain)

- Who: Researcher in training
- When: it will be formalized on arrival in Lleida. It is recommended to make an appointment in advance as indicated in the "how to" section
- Where: Police - c/de l'Ensenyança 2, 25004 Lleida
- How: make an appointment at:
<https://sede.administracionespublicas.gob.es/icpplus/index.html> select province Lleida, and process Police-Fingerprinting (card issuance).
Necessary documentation
 - **Document EX_15:** Download, fill in, print and sign
 - **Document model 790 code 12:**
 - **Main:** Download and tick the option: Assignment of Foreigner's Identity Number (NIE) at the request of the interested party, print and pay the fee.
 - **Complement:** complementary fee to be paid, in order to officially obtain the certificate of registration in the Central Register of European Union Citizens and thus a permanent NIE. The recommendation is to pay it and avoid wasting time. Fill out the same [form](#) indicating:
 - "Self-assessment: complementary". There, fill in the code and the cost of the previous tax (**).
 - Fee: Community Resident Registration Certificate or Residence Card of a family member of a Union citizen.
 - Print and pay at the bank. Original passport and copy.
 - Certificate of census registration
 - Pre-contract signed with the UdL
 - European Health Insurance Card or a private health insurance (original and 1 photocopy)
 - 32*26 mm colour photo
- Modality of the procedure: in person

7. Social Security number:

- Who: Researcher in training
- When: with the visa you already have the NIE and with the NIE you can apply for registration at the Social Security
- Where: <https://www.seg-social.es/wps/portal/wss/internet/Inicio>
- How: scan the page containing the NIE and go to <http://www.seg-social.es/>. You must fill in the [TA1 document](#) and submit it at the Social Security electronic office <http://www.seg-social.es/>, once there (on the right-hand side of the screen), click on "Sede Electrónica", a large blue box opens where you must tick the option "Presentación de otros escritos, solicitudes y comunicaciones" (Tesorería General de la Seguridad Social). Go to the end, you will find a box indicating "Access to procedures", choose the option without the certificate, fill in the form and attach to the files a copy of the visa (where the NIE is scanned before) and the complete TA1 document.
- Modality of the procedure: [on line](#)/in person (C/ Salmerón 14-16, 25004 Lleida. Phone: +34 973 701700)

- More information:
<http://www.segsocial.es/wps/portal/wss/internet/Trabajadores/Afiliacion/7332>

8. Bank account:

- Who: Researcher in training
- When: Once the researcher already has the NIE
- Where: Bank selected by the researcher
- Modality of the procedure: [on line](#)/in person
- More information: look up the options in Gestió d'Ajuts (Grant Management Unit)

9. Registration:

- Who: Researcher in training
- When: once the researcher has already been admitted to a doctoral programme.
It is advisable to register when the researcher already has the NIE, so that all UdL dossiers have the same identification number.
- Where: [Escola de Doctorat](#).
- Modality of the procedure: [on line](#)
- [More information](#)

10. Digital certificate:

- Who: Researcher in training
- When: Before signing the addendum to the contract, it is necessary to have a digital certificate recognized by the Ministry of Economic Affairs and Digital Transformation, for example:
 - **IdCAT:** <https://www.idcat.cat/idcat/ciutada/menu.do> ([Opció recomanada](#))
 - e-DNI: <https://www.dnielectronico.es/PortalDNIe/>
 - FNMT: <https://www.sede.fnmt.gob.es/certificados/persona-fisica>
 - Any other recognized:
<https://sedeaplicaciones.minetur.gob.es/Prestadores/>
- Where: To the corresponding websites listed above
- Modality of the procedure: Combination of online and in person in most cases.
- More information: you can apply for the IdCAT with the NIE (you do not need to have the physical TIE card)

11. Signing of addendum contract:

- Who: The employee/Manager/Rector
- When: Once the work permit, social security number and bank account are available.
- Where: Portafirmas UdL /*Portasignatures UdL*
- Modality of the procedure: [on line](#).*

* In exceptional cases, if you do not have a digital certificate, you can request the signature of the contract through the authorized civil servant. Request an appointment at the Human Resources Unit.

OTHER UdL SERVICES AND PROCEDURES

1. UdL ID card:

- Who: Researcher in training
- When: Once your data are entered into the relevant database
- Where: Banco Santander branch located on the Cappont campus in Lleida or Banco Santander branch in Igualada, Rambla Sant Isidre, 1
- Modality of the procedure: In person. The researcher-in-training should contact by telephone: 973200239, or ask for an appointment: <https://citapreviaudl.simplybook.it/>
- More information: Banco Santander University Office (Campus Cappont) or at the University Information and Guidance unit.

2. UdL e-mail account AS A WORKER (REQUEST AND ACTIVATION)

- Where: In person, with a document to be filled in by the researcher
- Who manages: SIC
- Who activates it: Researcher in training (UdL website)
- When: As soon as possible
- Modality of the procedure: on line and UdL website
- More information: <https://cv.udl.cat/portal/site/directori/tool/eb7ede84-d2e5-4651-8092-d0f9ba2a6a80/main>

3. UdL digital certificate: **(only in case a certificate as a public employee is needed).** IMPORTANT: All UdL procedures can be carried out with the certificate with which the contract has been signed.

More information: ercd@udl.cat <http://www.udl.cat/ca/udl/signaturaelectronica/>

4. Renewals of the work permit as a researcher (researcher from outside the EU)

- Who: Researcher in training
- When: 1 month before the expiry date of the permit
- Where: http://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14_2013/index.html
Electronic submission / Registration / Renewal
- Modality of the procedure: online
- How: By making the application and attaching the documentation indicated on the processing page. For example:
 - Current Passport

- Contract extension document (to be requested at personal.pdi.contractes@udl.cat)
- Proof of paid renewal fee
- Other documents that may be requested (such as proof of initial presentation of the residence permit - see above).
- Processing time: it depends on the country, approximately 1 month.

Failure to renew the corresponding residence and work permit will result in the suspension of the researcher-in-training's contract.

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https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/documentacion/preguntas_frecuentes_30_09_2016.pdf o https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/documentacion/documentos_ingles/preguntas_frecuentes_sobre_la_Ley_14-2013_ingles.pdf