

WELCOME PROTOCOL FOR STAFF AT UNIVERSIDAD DE BURGOS

Objectives:

This document is a brief guide designed to facilitate the integration of staff joining the Universidad de Burgos, allowing them to become familiar with the institution and the available resources.

Justification:

One of the core pillars of the *Strategic Plan for Research, Knowledge Transfer and Innovation 2024–2027* is open, transparent, and merit-based recruitment. Within this framework, several activities are included to adapt researcher recruitment policies to the standards set out by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. As part of these activities, this Welcome Protocol constitutes a key element to ensure that new hires integrate quickly, safely, and healthily into the work and social environment of the university.

This Protocol has been further strengthened by the creation of the [Research Staff Recruitment Office \(OCPI\)](#), established to promote, attract and host both research and technical talent at Universidad de Burgos, aligning with the Human Resources Strategy for Researchers ([HRS4R](#)) set by the European Commission.

Contents:

The Faculty Staff Welcome Program implemented at the university consists of this Protocol and a digital Research Staff Welcome Guide for researchers, accessible at all times from the website and provided on the day of incorporation.

The objectives of this welcome program are:

- To provide a global overview to the new staff member.
- To introduce the institutional culture: mission, vision, values, ethical code, etc.
- To achieve faster, safer, and healthier integration of new staff.
- To provide knowledge of the procedures and services of Universidad de Burgos.

Welcome Program

The welcome program is implemented by a Reference Person, who will belong to the Center, Unit, Service, or Department where the new staff member joins. This person will be assigned depending on the specific situation and may vary according to needs and contexts. They will be responsible for carrying out the sections of this protocol:

1. Localización

- ❖ Maps: <https://www.ubu.es/escuela-politecnica-superior/escuela-politecnica-superior/planos-de-ubicacion>
- ❖ Directory: <https://www.ubu.es/la-universidad/organizacion/directorio>

2. Introduction to Institutional Information

- ❖ Get to Know the University: <https://www.ubu.es/la-universidad/la-ubu/conoce-la-universidad>
- ❖ Website: <https://www.ubu.es/>
- ❖ General Management: <https://www.ubu.es/gerencia>
- ❖ Human Resources Service: <https://www.ubu.es/servicio-de-recursos-humanos>
 - Personnel management (hiring, appointments, job classification, attendance control, compatibility, merits, comprehensive planning, internal promotions, competitions, temporary staff calls, etc.)
 - Payroll and social action (salaries, social security, social aid, etc.)
- ❖ Research Results Transfer Office – Knowledge Transfer Office (OTRI–OTC):
<https://www.ubu.es/otri-transferencia>: <https://www.ubu.es/otri-transferencia>
 - Management of contracts with companies
 - Advice on grants and subsidies

- Commercialization of technological offer
- ❖ Doctoral School: Coordinates doctoral training and programs:
<https://www.ubu.es/escuela-de-doctorado>
- ❖ RUN-EU Office: European university alliance office for projects and international mobility: <https://www.ubu.es/oficina-ubu-run-eu>
- ❖ Scientific Culture and Innovation Unit: <https://www.ubu.es/divulgacion-cientifica-ucci-ubu/unidad-de-cultura-cientifica-e-innovacion-ucci-ubu-delegacion-del-rector-para-la-divulgacion-y-cultura-investigadora>
- ❖ International Projects Office (EUBU): <https://www.ubu.es/otri-transferencia/areas-y-servicios/oficina-de-proyectos-internacionales-eubu>
- ❖ ERC StG Training School: Prepares researchers for ERC project applications:
<https://www.ubu.es/otri-transferencia/areas-y-servicios/escuela-de-formacion-erc-stg>
- ❖ Research Staff Recruitment Office (OCPI): Facilitates recruitment and attraction of researchers: <https://www.ubu.es/otri-transferencia/areas-y-servicios/oficina-de-captacion-de-personal-de-investigacion-ocpi>
- ❖ Occupational Risk Prevention Service : <https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales>
 - General prevention and protection rules for all UBU staff
 - Prevention plan: <https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales/gestion-de-la-prevencion/plan-de-prevencion>
- ❖ Equality Unit: <https://www.ubu.es/unidad-de-igualdad-de-oportunidades>
- ❖ Health and Safety Committee: <https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales/gestion-de-la-prevencion/comite-de-seguridad-y-salud>
- ❖ Diversity Support Unit: <https://www.ubu.es/unidad-de-atencion-la-diversidad>
- ❖ University Health Care Service (SUAS): <https://www.ubu.es/servicio-universitario-de-atencion-la-salud-suas>

4. Research Staff Recruitment Office (OCPI)

This office aims to support and guide both national and international technical staff and researchers. International staff usually require greater support, as they face more challenges and barriers when integrating into our university.

The office provides assistance in administrative procedures, such as obtaining the Foreigner Identification Number (NIE) for EU citizens, as well as visas and residence cards for non-EU citizens. It also supports with accommodation search, opening bank accounts, applying for health cards, registering family members in the Spanish healthcare system, and finding schools, among other services.

Additionally, it provides useful information for integration in the city of Burgos and the university, including language courses, events, and services such as BONO BUR, Bicibur or the municipal sports pass.

This office also assists staff already employed at our institution with visa renewals and immigration-related procedures. Furthermore, it supports researchers and academics from other international universities who come to Universidad de Burgos for short stays.

Contact person: Andrea Oña Pampliega; Telf.: +34 947 10 43 60 - Ext: 9136;

aona@ubu.es

More information: <https://www.ubu.es/otri-transferencia/areas-y-servicios/oficina-de-captacion-de-personal-de-investigacion-ocpi>

5. Training available

- ❖ Training according to staff profile and job classification
- ❖ Training for academic staff (PDI)
- ❖ Institute for Training and Educational Innovation. IFIE:

<https://www.ubu.es/instituto-de-formacion-e-innovacion-educativa-ifie>

6. Introduction to Your First Days at Work

- ❖ Welcome by a Reference Person who will guide you during your first days.
- ❖ Administrative Procedures:
 - Completion of forms (personal data, Model 145, job risk statement, compatibility request if applicable).
 - Submission of required documents: copy of academic degree.
 - Signing of contract or official appointment.
 - Application for Universidad de Burgos ID card:
<https://www.ubu.es/servicio-de-gestion-academica/servicios-de-gestion-academica/tarjeta-universitaria-inteligente>
 - Email account, Virtual Campus access, and profile assignment.
- ❖ Building Information:
 - Evacuation plan
 - Concierge location
 - Useful phone numbers
 - Available services.
- ❖ Unit/Department Information:
 - Contacts
 - Secretariat
 - Regulations
 - Shared facilities
 - Keys if necessary.
- ❖ Office/Workspace Information :
 - Introduction to colleagues
 - Furniture and computer assignment
 - UBU software access
 - Phone and copier codes
 - Data protection rules.

Technical support requests: <https://www.ubu.es/servicio-de-informatica-y-comunicaciones/catalogo-de-servicios/atencion-de-incidencias-informaticas-centro-de-atencion-usuarios-del-sic>

- ❖ Rights and Duties of Academic Staff (PDI): <https://www.ubu.es/servicio-de-recursos-humanos/normativa/propia-de-la-universidad-de-burgos/normativa-propia-ubu-pdi>

7. Introduction to University Services

- ❖ Regulations: <https://www.ubu.es/normativa>
- ❖ University services: <https://www.ubu.es/la-universidad/organizacion/servicios-universitarios>
- ❖ Medical Assistance : <https://www.ubu.es/servicio-de-gestion-academica-0/seguro-escolar/instrucciones-para-recibir-la-asistencia-sanitaria-traves-del-seguro-escolar>
- ❖ Library: <https://www.ubu.es/biblioteca>
- ❖ Archive: <https://www.ubu.es/archivo-general>
- ❖ Canteens: <https://www.ubu.es/servicio-de-relaciones-internacionales/english-information/international-office/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/ubu-facilities-1>
- ❖ Culture: <https://www.ubu.es/cultura>
- ❖ University Ombudsman: <https://www.ubu.es/defensora-universitaria>
- ❖ Sports: <https://www.ubu.es/deportes>
- ❖ Directory: <https://www.ubu.es/la-universidad/organizacion/directorio>
- ❖ Summer Courses: <https://www.ubu.es/cursos-de-verano-de-la-universidad-de-burgos>
- ❖ Printing/Reprography: <https://www.ubu.es/escuela-politecnica-superior/informacion-general/recursos-materiales/eps-rio-vena/reprografia>
- ❖ Official UBU Bulletin: <https://www.ubu.es/normativa/normativa-de-gobierno-de-la-universidad/boletin-oficial-de-la-ubu-boubu>

- ❖ Banking Services: <https://www.ubu.es/servicio-de-gestion-academica/servicios-de-gestion-academica/tarjeta-universitaria-inteligente/oficina-universitaria-banco-santander>
- ❖ Staff Representation (Unions): <https://www.ubu.es/representacion-sindical>
- ❖ Protocol Unit: <https://www.ubu.es/unidad-de-protocolo>
- ❖ Registry and Archive: <https://www.ubu.es/unidad-de-registro-e-informacion>
- ❖ Security: <https://www.ubu.es/vicerrectorado-de-infraestructuras-y-nuevas-tecnologias/unidad-de-seguridad-y-servicios>
- ❖ IT Service: <https://www.ubu.es/servicio-de-informatica-y-comunicaciones/servicio-de-informatica-y-comunicaciones-vic-de-planificacion-servicios-y-sostenibilidad/servicio-de-informatica-y-comunicaciones-centro-de>
- ❖ Legal Service: <https://www.ubu.es/asesoria-juridica>
- ❖ Information Services: <https://www.ubu.es/servicio-de-estudiantes-y-extension-universitaria/servicios-unidad-de-informacion>
- ❖ Services for Academic Staff (PDI): <https://www.ubu.es/servicio-de-recursos-humanos/pdi>
- ❖ Transport: <https://www.ubu.es/servicio-de-estudiantes-y-extension-universitaria/servicios-unidad-de-informacion/movilidad-urbana>

8. Other Useful Information

- ❖ University Agenda: <https://www.ubu.es/agenda>
- ❖ Modern Language Centre : <https://www.ubu.es/centro-de-lenguas-modernas-modern-language-centre>
- ❖ Volunteering Program: <https://www.ubu.es/voluntariado>
- ❖ Cooperation Programs: <https://www.ubu.es/centro-de-cooperacion-y-accion-solidaria/programas-y-proyectos-vigentes>
- ❖ Environmental and CSR Programs: <https://www.ubu.es/ubuverde>
- ❖ Commercial Services and Benefits for the University Community: <https://www.ubu.es/ubuventajas>