

RESEARCH STAFF WELCOME GUIDE



INDEX

A.	WELCOMING	1
B.	THE UNIVERSITY OF BURGOS (UBU).....	2
B.1	About the institution	2
B.2	Functions of UBU	2
B.3	Mission.....	3
B.4	Vision.....	3
B.5	Values	3
B.6	Code of ethics	4
B.7	Guidelines for Good practice in research.....	4
B.8	Strategic Plan for Research, Knowledge Transfer and Innovation 2019-2024 .	4
B.9	Organization.....	4
B.10	HR Excellence in Research Award	6
C.	JOINING THE UBU	7
C.1	Obligations.....	7
C.2	Language.....	8
C.3	Department and Centre membership	8
C.4	Belonging to a research group	8
C.5	Participation in representative bodies	9
D.	PROCEDURES	9
D.1	Resolution of doubts and questions. Communication and action procedure	9
D.2	E-services user registration	10
D.3	Acquisition of goods and services	10
D.4	Permissions, holidays and travels	11
E.	UBU SERVICES.....	11
E.1	General information	11
E.2	Main services available to UBU research staff.....	12
E.2.1	General services of interest to research staff:.....	12
E.2.2	Specific services of interest to researchers	14
E.2.3	Other relevant information	15
E.3	Accommodation	15

A. WELCOMING

Dear researcher:

It is a pleasure to welcome you to the University of Burgos (UBU). We sincerely thank you for choosing our institution for the development of your research career.

The UBU considers research activity to be fundamental and the transfer of results to be an essential way of connecting with the social and economic situation. In addition, the combination of research, transfer and innovation at our institution is related to an excellent education that supports the socio-economic development of our environment. Article 196 of the UBU Statutes recognises that "research, the basis of teaching, is a vehicle for the progress of the community and a support for the social transfer of knowledge, and constitutes an essential element of the University of Burgos. The University assumes as one of its essential objectives the development of scientific, technical and artistic research, as well as the training of researchers, and will attend to both basic and applied research. The UBU will establish the appropriate channels for all teaching staff to be able to exercise their right and duty of research".

We have designed this guide to provide you with a quick overview of our university that will enable you to integrate into our organisation in all structural, organisational, managerial and even social aspects. Our intention is to familiarise you with the support services that the UBU offers to researchers and to help you deal with the necessary administrative procedures more easily and, if necessary, with the appropriate assistance.

We are sure that your contribution will be essential to boost the results of the UBU in the research, innovation and transfer framework. At the same time, we hope that the university will offer you the best environment for your professional development, and we count on you to transmit your demands to us, with the intention of promoting an environment of research, innovation and transfer of excellence.

We wish you a rapid integration into the university, also that your work will be developed in a rewarding social and working environment and that you will achieve the greatest possible success in your research, which will also be the success of the university itself.

Sincerely,

Manuel Pérez Mateos
Rector of the University of Burgos

B. THE UNIVERSITY OF BURGOS (UBU)

B.1 About the institution

The University of Burgos is a public university that carries out its mission based on the provision of comprehensive, quality teaching, close to the student, focused on internationalisation and which, in just 29 years, has become a reference point for Spanish university research and the transfer of knowledge to the business world. It has been distinguished by the Ministry of Education as a Campus of International Excellence (CEI).

Currently, its educational offer is formed by 24 degrees, 5 of them also taught online and 3 bilingual in English and Spanish, 8 double degrees, 26 master's degrees, 3 of them online and 6 blended, 11 doctoral programmes and 20 degrees certified by the University of Burgos. This educational offer is focused, as a priority, on facilitating the employability of its graduates, through the establishment of internship agreements with the business and industrial fabric of the region.

The University of Burgos is a public, open and plural institution, made up of people whose ultimate goal is the generation and transmission of knowledge at the service of improving the society of the geographical environment in which it is located.

B.2 Functions of UBU

The UBU is a public institution of higher education, with a consolidated research vocation, and recognised with the distinction of Campus of International Excellence. It is a young, modern, dynamic and innovative university with a broad international projection, whose functions are described in Article 4 of its statutes:

- The continuous training and advanced education of the members of the university community.
- The expansion of knowledge through research in all areas of culture, science and technology.
- The transmission and critique of knowledge through teaching and research, preparing for the development of professional activities.
- Cooperation in the scientific, technical, social and cultural development of its environment, responding dynamically to its needs.
- The establishment of relations with other Universities, Higher Education Centres and Research Centres, and the exchange of knowledge and people with other institutions.
- The promotion of quality and excellence in its activities, establishing evaluation and control systems to guarantee them.
- The promotion of education and a culture of peace, designed to achieve a more fair, supportive and tolerant society, with special emphasis on cooperation with developing countries.

B.3 Mission

The mission of the University of Burgos is to provide our students with a comprehensive quality education that enables them to achieve a high level of personal and professional training, and to become a scientific driving force through research and knowledge transfer, contributing to the social, economic and cultural development of Burgos society and its international projection. All this, thanks to the commitment, enthusiasm and dedication of all the people who work and collaborate with our university.

B.4 Vision

The University of Burgos wants to be recognised in the future by:

- To offer a high-quality education, with a competitive academic offer that meets the needs of society.
- To complement academic training with cultural, sporting and solidarity activities.
- To be a university with a vocation for research, committed to excellence and international impact.
- To be a socially responsible university committed to development cooperation and volunteering that, at any time, promotes equity and equal opportunities among its members.
- To have a consolidated University-Business relationship, as a factor of competitiveness through the transfer of research results to its socio-economic environment.
- To be a university with a strong international vocation, which promotes exchange as a university of origin and a university of destination.
- To offer excellent qualifications to its students, facilitating their integration into the labour market and their employability.
- To maintain a permanent link with its graduates through lifelong learning and support for entrepreneurship.
- To manage its resources efficiently and transparently.
- To promote the sustainability of its infrastructures and respect for the environment.
- To be an open space for dialogue and discussion of different ideas, where the encounter between people involves the creation and dissemination of critical thinking, based on respect for diversity.
- To train a human capital characterised by its professionalism and integrity, which performs an optimal management of the services it provides.

B.5 Values

The values on which the University of Burgos bases its activity are:

- Excellence and innovation
- Participation and dialogue
- Effort and self-improvement
- Professionalism and continuous improvement
- Transparency and honesty
- Equity and equal opportunities
- Social commitment. Solidarity and cooperation
- Tolerance and respect for diversity and multiculturalism
- Sustainability and respect for the environment

B.6 Code of ethics

[The UBU Code of Ethics](#) was approved by the Governing Council on 24 October 2018, and constitutes a reference document that contains a compendium of ethical principles and values for all members of this academic institution.

It was created with the purpose of reinforcing them and improving the quality of university life, both at the level of human relations between all its members and those linked to professional activities, in line with the ideas of non-discrimination, equality, rejection of corruption and respect for intellectual property.

B.7 Guidelines for Good practice in research

[The Code of Good Practice in Research](#) is the document that defines guidelines for action in the conduct of research activities. It is a group of recommendations and commitments on the practice of scientific activity and constitutes a collective instrument of self-regulation, in addition to the provisions of existing legal regulations. It is a clear commitment by the UBU to promote and support research and good research practice. The UBU ensures that all its research staff have access to and are familiar with this Code and the current legislation in relation to the different areas of science. In addition, it promotes awareness of "good research practices" by means of appropriate information through specific courses and other multiple and diverse communication channels.

B.8 Strategic Plan for Research, Knowledge Transfer and Innovation 2019-2024

[The Strategic Plan for Research, Knowledge Transfer and Innovation 2019-2024](#) is one of the instruments that the University of Burgos (UBU) uses to achieve its institutional mission: to contribute to the social, economic and cultural development of Burgos and Spanish society through the generation of knowledge and its transfer to social and economic agents.

B.9 Organization

UBU is organised into:

- University organisations
 - Collegiate organisations
 - Unipersonal organisations
 - Representative organisations
- Centres and departments
 - Faculties and university schools
 - Other centres
 - Institutes
 - Departments
 - Associated schools
- Servicios universitarios
 - General Archive
 - Institutional Communication Area
 - Legal Department
 - Peace and Development Classroom
 - Library
 - Centre for Cooperation and Solidarity Action
 - Virtual Learning Centre (UBUCEV)
 - Sports
 - Communication Office
 - Technical Office
 - KTO-Knowledge Transfer Office
 - Miguel Delibes Residence Hall
 - "Camino de Santiago" University Hall of Residence
 - Religious Assistance Service
 - Internal Audit Service
 - Accounting and Budget Service
 - Students and University Extension Service
 - Academic Management Service
 - Research Management Service
 - Financial Management Service
 - IT and Communications Service
 - Inspection Service
 - Publications and Institutional Image Service
 - Human Resources Service
 - International Relations Service
 - University Employment Service
 - UBUEmprende
 - UBU Shop
 - UBUVerde
 - Diversity Assistance Unit
 - Unit for Scientific Culture and Innovation (UCC+i-UBU)
 - Equal Opportunities Unit
 - Occupational Risk Prevention Unit
 - Protocol Unit
 - Registration and Information Unit

- Technical Quality Unit
- Volunteers
- University Defender
- The Foundation
- Representative entities
 - CAUBU - Students' Council of the University of Burgos
 - PAS Workers' Committee
 - PDI Works Committee
 - Administration and Services Staff Board
 - Teaching and Research Staff Board
 - Labour Representation

B.10 HR Excellence in Research Award

The UBU is committed to generating a favourable and stimulating environment for research staff and their research activity, which is why it was recognised in 2018 with the "HR Excellence in Research" (HRS4R) award, by the European Commission.

All information on the HRS4R label can be found at: <https://www.ubu.es/human-resources-strategy-researchers-hrs4r>

On this page you will find information about:

- Ethical and professional aspects
- Selection and recruitment
- Working conditions
- Training and professional development
- Job offers for research

C. JOINING THE UBU

The generation and dissemination of knowledge is the responsibility of the research staff. Success in this area depends, therefore, on the continuous incorporation of young people motivated by the development of a research career. In addition, the incorporation of research staff with proven experience and a consolidated trajectory is very important both for the consolidation of research results and for the training of the research staff themselves.

In this context, quick adaptation to the UBU of recently incorporated research staff is essential for the future career of the researcher within the institution; moreover, if in the future he/she chooses to continue to work outside the UBU.

The following sections describe the support offered by UBU to researchers in their integration into the institution, which can be considered as university duties. The objective is also to make research staff aware of their obligations in terms of ethical behaviour and good research practices. Many of these issues are also included in the [Code of Good Practice in Research](#).

C.1 Obligations

Research staff must accept the principles of both the [UBU Code of Ethics](#) and the [UBU Code of Good Practice in Research](#). Moreover, they must be committed to the rules and obligations established in the access process by which they have been recruited, and follow the guidelines of the academic managers in relation to their university activity. They must also be proactive in following the policies established by the institution, by the Community of Castilla y León, by the State and by the European Union. Particularly with regard to the social responsibility of their work, ethics in the framework of research, open science and citizen science.

In this sense, the general principles of research activity are as follows:

- Honesty
- Responsibility and accountability
- Rigour

In relation to your job, as long as you remain employed by the university, you must comply with the following requirements:

- The obligations and rules established in general by the UBU for its research staff.
- The timetable and, where applicable, the teaching assignment, including tutorials.
- The activities and specific commitments established in the call for applications and in the employment contract.
- Current data protection regulations
- Current regulations on safety at work and occupational risk prevention.

- Any regulations adopted in accordance with the health situation, e.g. health emergencies or pandemics

The UBU normative can be consulted at: <https://www.ubu.es/normativa>

In addition, it is recommended that:

- Maintain a proactive attitude towards UBU, aligning legitimate research and research career development interests with the interests of the university.
- Collaborate with the science dissemination activities promoted by the university, especially through [the Scientific Culture and Innovation Unit \(UCCi\)](#)
- Participate in evaluation activities, both in review processes and in commissions and committees of various kinds, especially in the selection of research personnel, the generation of scientific policy, and dissemination activities to the specialised and non-specialised public.
- Contribute to the training of students through teaching which may be assigned to it, depending on the job position and the regulations affecting it.
- Contribute to the development of the research group you join (GIR and UIC) and, if the time is appropriate, lead it or develop a new one.

C.2 Language

The official language of the university is Spanish. Given the universality of English in the international field of research, in which it is the vehicular language, documents related to research will be made available to researchers in this language, with the objective of attracting talent to our Institution. On the other hand, thesis research reports, as well as their presentation and public defence, may be done in this language.

C.3 Department and Centre membership

Research staff at the UBU are assigned to a Department and a Faculty or School from the moment they join. The Departments and Centres are in charge of organising education and are partially responsible for the research activity implemented ([Departments and Centres of the University of Burgos](#)).

In addition to a Faculty or School, research staff may be attached to a research centre ([link to other UBU centres](#)).

C.4 Belonging to a research group

Research at the UBU is structured around the recognised research groups ([GIR](#)).

Joining a GIR is done through a simple procedure, and the creation of a group is regulated by the university's specific regulations for groups (regulations for the creation of GIRs and documents for the registration and de-registration of research staff) ([regulations for the creation of GIR and documents for the registration and de-registration of research staff](#)).

Moreover, the UBU recommends active participation in groups that achieve the highest recognition of excellence, the Consolidated Research Units of Castilla y León ([UIC](#)).

C.5 Participation in representative bodies

The UBU promotes the participation of research staff in the participation bodies, as established in [the university's Statutes](#).

These bodies include:

- Department Council: this is composed of all the PhDs assigned to the department and a representation of non-doctoral research staff (with a representation of no more than 15% of the total). The specific regulation is in the [regulations of the Departments](#).
- Faculty or School Board: composed of 30 elected members, in addition to the representatives members. Among these, 19 will be professors, 51% of them public workers. The specific regulation can be found in the [regulations of the centres](#).
- Governing Board:
- [Teaching and Research Staff Board](#): Represents teaching and research staff.
- [Teaching and Research Staff Works Committee](#): represents contracted teaching and research staff.

D. PROCEDURES

D.1 Resolution of doubts and questions. Communication and action procedure

In case of general questions from R1 and R2 research staff, the initial contact will be with the person in charge, which in most cases corresponds to the person responsible for the recruitment or the person in charge of the research work or tutoring. If not, the person in charge of the GIR and the person in charge of the Department. For new staff R3 and R4, the initial contact will be the person in charge of the GIR in which they are integrated and the person in charge of the Department.

For specific questions on processes and procedures related to projects and grants of the Research Programme, you can contact the SGI directly.:

- [Research Projects and Grants Unit](#): inves.economico@ubu.es; Telephone number: 947 258 784
- [Research Staff and Grants Unit](#): inves.ayudas@ubu.es; Telephone number: 947 259 011
- [Phd School](#). Correo: edoc@ubu.es; Telephone number: 947 259 327

In relation to specific questions about European projects, entrepreneurship, industrial property and transfer, you can address your questions directly to the [KTO-OTC](#):

- Contract management / Advice on grants and subsidies / Commercialisation of technological. E-mail: jmllopez@ubu.es; Telephone number: 947 258 895
- Advice for the submission of European Projects. Mail: miriamm@ubu.es / rgallo@ubu.es; Telephone number: 947 258 052 / 947 496 018
- Protection of research results / Entrepreneurship. Advice on the creation of companies. Email: mfsendino@ubu.es; Telephone number: 947 492 036

D.2 E-services user registration

At the moment of joining the UBU staff, [the Research Management Service \(SGI\)](#) provides the credentials to access all the university's electronic services, among which are

- [Library](#): electronic and paper resources (journals and monographs)
- [Research portal](#): scientific productivity of UBU researchers.
- Universitas XXI - Research: system that deals with project control, patent processing, contract management, registration and dissemination of public and private funding opportunities, registration of grant holders and management of research groups.
- Access to the general intranet of the UBU and the UBU Centres and Departments.

D.3 Acquisition of goods and services

When the researcher is working in a GIR and/or in a project for which he/she is not responsible, and needs to purchase or contract goods or services, he/she will request it to the responsible researcher (PI), who will indicate how to proceed.

When research staff are responsible for the management of their own funds, mainly due to the management as PI of a competitive project or contract with a company (article 83), they should take into account that entering into effect on 9 March 2018 of Law 9/2017 on Public Sector Contracts (hereinafter LCSP) of 8 November, which transposes into Spanish law the Directives of the European Parliament and of the European Council 2014/23/EU and 2014/24/EU of 26 February 2014, has implied an important change in the management of administrative contracts. The UBU already has a [guide to administrative contracting](#), which also includes a management instruction on small contracts.

In the case of small contracts, the most common ones, the management of these expenses requires the preparation of a dossier whose models can be downloaded from the UBU website ([models](#)). It is not mandatory to fill in this small contract file model for small expenses on current goods and services of less than €300 (excluding VAT).

The procurement of office supplies and computer consumables follows a special procedure, as the UBU has approved suppliers ([see procedure and suppliers](#)).

D.4 Permissions, holidays and travels

Standard procedures are described below. In case of any doubt, or in specific cases not covered in this section, it is recommended to consult the person in charge, the management of the Department, or the [Human Resources Service](#).

Occasional non-attendance at the work centre must be reported to the person in charge, or to the management of the Department or Centre, who will indicate how to proceed.

Holidays of R1 and R2 research staff under contract shall be reported to the person in charge, or to the management of the Department or Centre, who will indicate how to proceed. In general, these periods will be indicated on the corresponding signature sheets.

As a general rule, the holidays of R3 and R4 research staff, and R2 figures of the LOU, are in August and will not require any information.

When research staff need to travel in related to their research activity, trips and stays that are eligible as daily expenses, they must:

- Fill in the service commission form. The form is available from the administrative services of the Department and the Centre. This form must be signed, authorising the travel, by the head of the researcher, the head of the GIR, or the person in charge of the Department. The form signed by the person making the request and the person in charge must be sent to the SIG. The applicant will receive a written instruction with the procedure to follow after returning to UBU.
- The UBU has specific booking procedures for means of transport and hotels ([procurement of travel agency services](#)).
- After the trip, complete the form with the actual data and send it back to the SGI including supporting documents of the trip (hotel, toll receipts, transport tickets, programme of the activity carried out, etc.)

E. UBU SERVICES

The UBU has a large number of [university services](#), which are described in the Researcher's Guide, and each one has its own service offer (as an example, you can consult [the service offer of the Human Resources Service](#)).

In this guide we present below the basic services for new UBU research staff:

E.1 General information

- [Web](#)
- Postal address: Universidad da Burgos. C/ Hospital del Rey s/n. 09001 Burgos (Burgos). Spain
- [About the UBU](#)

- Information: Administration and Services Building. C/ Don Juan de Austria, 1, Ground Floor. 09001 Burgos (Burgos). Spain. Telephone numbers: +34 947 258 700, +34 947 258 742, +34 947 25944. E-mail: info@ubu.es
- [Map of UBU centres](#)
- [UBU Directory](#)
- [Search for UBU staff](#)
- [Centres and Departments](#)

E.2 Main services available to UBU research staff

E.2.1 General services of interest to research staff:

- [Portal for employees and intranet services](#)
- [Employee portal](#)
- Microsoft Office 365, an organised set of online collaboration services that includes: email and calendars, Skype for messaging and video-conferencing, OneDrive for storing and sharing documents and other features that we will be introducing.
 - Institutional email: An instructional email (identificador_del_investigador@ubu.es) is assigned in the hiring process. The UBU has a [guide for the email installation in all types of devices](#).
 - Office suite and cloud storage: institutional email access to all [Office365](#) tools, with 1TB of cloud storage.
- Institute for Training and Educational Innovation ([IFIE](#)). The Institute for Training and Educational Innovation, IFIE, is responsible for organising, managing and proposing training activities for Teaching and Research Staff (PDI) at the University of Burgos. Registration for training activities is carried out through [the employee portal](#)
- UBUVirtual. This is the UBU's virtual campus, a learning management tool designed to help UBU teaching staff with the creation and management of online learning spaces, distance learning and e-learning projects.
- University Smart Card. The university card is a smart card ([TUI](#)), produced in collaboration with Banco Santander, in digital format within AppUBU (Android and IOS), which certifies students, teaching and research staff and administration and services staff as members of the university community.
- Communication services in the university community:
 - The vice-rectorates and the services they usually communicate with research staff via institutional e-mail. There are mailing lists to which institutional managers have access, and from which research staff can unsubscribe.

- [Electronic site](#) that allows all kinds of procedures to be done and documents to be submitted through the electronic registry. It is also a suitable tool for the submission of complaints and suggestions. It includes the [UBU's electronic notice board](#).
- The UBU posts the most important news on its main web page (<http://www.ubu.es/>) and also has a [specific news portal](#).
- [Equal Opportunities Unit](#). The UBU is committed to the promotion of equality and one of its main objectives is to promote a gender perspective and a culture of equal opportunities in teaching, research and academic management.
- [Diversity Attention Unit](#). This service was created in the academic year 2002/2003, by a collaboration agreement between the UBU and the Management of Social Services of the Junta de Castilla y León (currently in force) with the objective of guaranteeing equal opportunities for university students with disabilities ([charter of services](#)).
- IT and Communications Service ([SIC](#)). To support the members of the University Community in the field of Information and Communication Technologies, providing advice, training, implementation and maintenance of IT infrastructures and systems. The Service has a User Service Centre ([CAU](#)), which provides support to the members of the community.
- Scientific Culture and Innovation Unit ([UCCI](#)). It promotes the dissemination and communication of science and encourages scientific vocations.
- [Sports](#) and [UBUAbono](#). The UBU offers a wide range of sports, including individual and group sports. They include initiation and improvement courses in many sports.
- [Modern Language Centre](#). It attends to the foreign language teaching needs of the university community and Spanish language training for foreigners.
- [University Defender](#). This is the member of the Board responsible for ensuring that the rights and freedoms of the members of the university community (lecturers, students and administrative and services staff) are respected in the actions of the different university bodies and services.
- [UBUVerde](#). The UBU Green Office is committed to the University Community of Burgos to increase, visualise and coordinate the actions developed by the UBU in the field of Environmental Management and Sustainability, Environmental Education and Environmental Volunteering.
- [Volunteer Programme](#). The UBU, in its commitment to society, must educate people to be active and supportive of their immediate social environment, in cooperation with development and the environment,

generating spaces and experiences capable of transforming and humanising the world in which we live.

E.2.2 Specific services of interest to researchers

- Research Management Services (SGI), which is responsible for the administrative management of research activities:
 - Management of research projects, research agreements and research contracts.
 - Management of human resources related to research (hiring of research staff financed by research projects).
 - Management of invoices and justification of expenditure in terms of research projects and agreements.
 - Management of the UBU's research grants ([UBU's own research programme](#)).
 - Support for the participation of UBU interest groups in the calls for R&D grants from the different administrations and organisations.
- Research Results Transfer Office-Knowledge Transfer Office ([OTRI-OTC](#))-European Projects Office
 - Management of contracts with companies
 - Advice on grants and subsidies
 - Commercialisation of the technological offer.
 - Advice on the presentation of European projects.
 - Protection of research results
 - Entrepreneurship (Spin-Off and TBC)
- [Human Resources Service](#). Recruitment, management of commissions and permissions.
- Science and Technology Park ([PCT](#)). It provides scientific infrastructures available to UBU researchers, including their own technical staff.
- [Bioethics Commission](#). It issues, where appropriate, the corresponding opinions, reports, proposals and recommendations evaluating the suitability or appropriateness of undertaking or promoting certain research activities.
- [University Library](#). This is the information resource management unit for learning, teaching, research and continuous training. It is responsible for the acquisition, conservation, access and dissemination of information resources, and collaborates in the processes of knowledge generation, in order to contribute to the achievement of the University's objectives. It supports research staff when applying for the evaluation of their research merits (sexenios). It also manages the Institutional Repository ([RIUBU](#))

composed of digital collections of documents generated by members of the university community in their academic activity, which are accessible via the Internet, in line with the [University's Institutional Open Access Policy](#). The Library is also responsible of the [Research Portal](#) and the researcher's curriculum management (bibliometria@ubu.es).

- [Publications and Institutional Image Service](#). It is responsible for publishing the research and cultural creation works of the members of the university community, as well as managing the production of these works, promoting the dissemination of university books, generating the exchange of the publications and distributing and commercialising the bibliographic collections of its own production.

E.2.3 Other relevant information

- [Public transport](#). There are several municipal bus lines that connect the city with the different campus areas. The new BONO BUR urban transport card (bus + Burgos City Council Bicycle Rental Service) allows you to access all the city bus lines easily, quickly, efficiently and cheaply (one journey = €0.50). It can be purchased in a wide network of shops throughout the city and costs €2.
 - [Line information](#)
- Grants from the [UBU's social action fund](#)
 - Enrolment grant for official studies at public universities.
 - Support for children under 3 years of age
 - Medical expenses support
 - Exceptional support. Grants for exceptional expenses evaluated by the Technical Commission of the negotiating committee for the management of the social action fund.
- The area around the UBU. Burgos is a crossroads between North and South and East and West. Its privileged location, approximately in the centre-north of the peninsula, makes it an obligatory stop-off point from the plateau to the Basque Country and France, as well as being the starting point for two of the main access routes to Cantabria.
 - [Tourist and cultural information](#)
 - Useful telephone numbers:
 - Information and tourism: +34 947 203 125
 - Burgos city Hall: +34 947 288 800
 - Emergencies (pólice, civil guard, fire brigade): 112

E.3 Accommodation

Research staff can choose whether to stay in their own private accommodation or in one of the university residences:

- [Camino de Santiago" University Residence](#)
- [Other residences in the city \(not linked to the University of Burgos\)](#)

The UBU has an accommodation search support service for students ([link](#)).