

# Welcome Manual

## University of Zaragoza



**Universidad**  
Zaragoza

1542

## **Basic details**

### **University community**

39,317	Members of the university community
29,571	First and second cycle and Bachelor's Degree students (2017-2018)
2,309	Master's Degree students (2017-2108)
1,967	Doctoral students (2017-2018)
1,519	Specific courses students (2017-2018)
876	Students coming to the University of Zaragoza (2016-2017)
1,148	Students of the University of Zaragoza participating in international mobility programs (2016-2017)
7,086	Scholarship students (2016-2017)
4,624	First and second cycle and Bachelor's Degree graduates (2016-2017)
1,395	Master's Degree graduates (2016-2017)
330	Defended theses (2016-2017)
4,105	Work placements (2017)
1,709	Companies collaborating in work placements (2017)
4,219	Teaching and research staff (XII-2017)
1,722	Administrative and service staff (XII-2017)

### **Centers, departments and research institutes (V-2018)**

18	Own centers
5	Affiliated centers
56	Departments
5	Own research institutes
1	Affiliated research institute
4	Joint research institutes
3	Research centers

### **Studies (2017-2018)**

54	Bachelor's Degrees adapted to the to the European Space of Higher Education
66	Enrolment options
52	University Master's Degrees
45	Doctoral programs
81	Specific courses

### **Research and Transfer (V-2018)**

16	Research institutes and centers
16	Research support services
170	Research groups
2.793	Researchers in research groups
66	Company and institutional Chairs (VIII-2017)
47	Spin off and start up (VIII-2017)

### **Budget**

270.4 Budget (2017)

Update: 24 may 2018.

# GENERAL ASPECTS OF THE UNIVERSITY

## 1. General Information on the University

General information on the University of Zaragoza, including details of its governing bodies and structure, can be found on its website <http://www.unizar.es>. It also contains the telephone directory (<https://directorio.unizar.es/>).

The webpage of the General Secretary's Office <https://secregen.unizar.es/> contains up-to-date information on state, autonomous community and university regulations as well as those followed by the governing bodies and management teams of university centers, departments and research institutes.

The agreements adopted by the Governing Body and the Social Council are periodically published in the Official Gazette of the University of Zaragoza (<https://zaguan.unizar.es/collection/bouz?ln=es>).

## 2. University Ombudsperson

The University Ombudsperson is responsible for ensuring the rights and freedoms of the university community members are respected by university bodies and services.

Further information: <https://defensoruniversitario.unizar.es/defensora-universitaria>

## 3. Access Credentials

University members can access a series of services using their credentials. Depending on the service in question, the credentials are:

- Email account: username/password (see next point).
- PIN/admin password: given when joining the university.

Further information:

<https://unizar.es/carne-universitario/tarjeta-universitaria-inteligente>

## 4. Email

The University of Zaragoza provides university community members with an institutional email service consisting of an email account accessible via WEB, POP3 (as well as POP3S) and IMAP (as well as IMAPS). University community members can also use their email credentials (username and password) to access other university services: ADD (virtual campus), library information, Wi-Fi access, etc. They also receive daily information (news summary and iUnizar bulletin) via this account.

Further information:

<https://sicuz.unizar.es/correo-y-colaboracion/correo-electronico/correo-electronico-inicio>

## 5. University Library

Besides lending books, the University Library provides other services, such as giving users information, interlibrary loan or obtaining documents.

Further information: <http://biblioteca.unizar.es/>

## 6. Digital Repository of the University of Zaragoza: UZaguán

UZaguán is a digital repository of the University of Zaragoza. Its aim is to increase

visibility and access to scientific works. Material from the Old Collection of the University Library (which manages the repository) was included in 2008 and, since then, books, PhD theses, academic works, reports, articles and preprints have been added.

Further information: <https://zaquan.unizar.es/?ln=en>

## 7. Human Resources

The PeopleSoft app contains all the professional information of university employees (permit processing, CPD, request for work certificates and consulting salary details, etc.).

Further information: <https://rrhh.unizar.es/psp/hrsysprod/?cmd=login>

All the information on the Teaching Plan (available subjects, teaching load, allocation of classes to teachers, etc.) can be found in the Odile app.

Further information: [http://www.unizar.es/vr\\_profesorado/pod.htm](http://www.unizar.es/vr_profesorado/pod.htm)

## 8. Academic and Work Schedule

The academic schedule is approved every year by the Governing Body and it establishes teaching days and other issues related to academic activity.

Further information: <https://academico.unizar.es/calendario-academico/calendario>

The work schedule is approved annually by University Management after negotiating with the Staff Board and the Inter-Centre Committee.

Further information:

[http://www.unizar.es/gobierno/gerente/vg\\_humanos/pas/calendario.html](http://www.unizar.es/gobierno/gerente/vg_humanos/pas/calendario.html)

## 9. Concilia Plan

The Governing Body approved the Concilia Plan (Work–Life Balance Plan) of the University of Zaragoza on 17 November 2006. The plan aims to ensure the staff has an appropriate balance between work and home life. It includes measures for flexible timetables, paid absences, a shorter working day, paid leave, administrative situations and mobility. Conditions and the people that can benefit are detailed for each case. It also promotes training measures, as these tend to help improve work–life balance, and the participation of public employees with disabilities.

Further information: <https://observatorioigualdad.unizar.es/plan-concilia>

## 10. Gender Equality Observatory

The Gender Equality Observatory, dependent on the Vice-Rector for Culture and Social Outreach, was created with the prime objective of promoting equal opportunities for everyone in the university community: students, teaching staff and administration and service personnel.

Further information: <http://observatorioigualdad.unizar.es/>

## 11. Office for Students with Disabilities

The main aim of the University Office for Students with Disabilities of the University of

Zaragoza (OUAD), dependent on the Vice-Rector for Students and Employment, is to ensure equal opportunities by means of the full inclusion of university students in academic life and to promote awareness within the university community.

Further information: <https://ouad.unizar.es/>

## 12. Collective and Other Agreements

On 30 May 2000, representatives of the Rector's office and trade unions signed the 'Agreement for Civil Servants of the University of Zaragoza' and the 'Collective Agreement of Non-established Public Employees at the University of Zaragoza', which affect administrative and service staff. The employment contracts of teaching and research staff are governed by the collective agreement signed on 14 June 2006.

These agreements refer to organizing and planning work; joining the university and accessing its groups and categories; provision of jobs; professional classification; training and CPD; working day and system; holidays, leave and permits; cancellation and discharge of the contract; disciplinary system; occupational health and safety; salaries; social action; and representation and assembly rights.

Further information:

[http://www.unizar.es/gobierno/gerente/vg\\_humanos/pas/normativa/especifica.html](http://www.unizar.es/gobierno/gerente/vg_humanos/pas/normativa/especifica.html)

[http://www.unizar.es/gobierno/gerente/vg\\_humanos/pdi/normativa.html](http://www.unizar.es/gobierno/gerente/vg_humanos/pdi/normativa.html)

## 13. Occupational Health & Safety

Issues related to occupational health and safety at the university are managed by the UPRL (Occupational Health and Safety Unit). The UPRL assesses workers' safety, health, ergonomic and psychosocial risks and also monitors health by initial medical examinations (which are obligatory at the start of the contract) and periodic medical examinations (which are voluntary) adapted to the risks of each job.

Further information: <http://uprl.unizar.es/>

## 14. Parking

Parking on university campuses of motor vehicles with three or more wheels is regulated by an agreement of the Governing Body. The application must be renewed every year. Mopeds and motorbikes without a sidecar and bicycles are free to access car parks at university campuses.

Further information: <https://unidadseguridad.unizar.es/>

## 15. University Centre of Modern Languages

The University Centre of Modern Languages currently teaches 10 languages (German, Arabic, English, French, Modern Greek, English, Italian, Japanese, Portuguese, Russian and Chinese) with different types of courses.

Further information: <http://culm.unizar.es/>

## 16. Doctoral School

The Doctoral School is a new centre whose purpose is to organize PhD teaching and

activities within its managerial scope at the University of Zaragoza.  
Further information: <https://escueladoctorado.unizar.es/>

## 17. Other Actions for University Employees

- Loans and salary advances:  
[http://www.unizar.es/gobierno/gerente/vg\\_humanos/asoc/anticipos.html](http://www.unizar.es/gobierno/gerente/vg_humanos/asoc/anticipos.html)
- Study grants at the University of Zaragoza for public employees:  
<https://academico.unizar.es/becas/ayudas-al-estudio-de-la-universidad-de-zaragoza>
- Holiday exchange program: <http://intercambio.unizar.es/>
- Summer Camp: <https://campamentos.unizar.es/>

## SPECIFIC RESEARCH SUBJECTS

### 1. Vice-Rectors' offices and Management Department

There are currently two vice-rectors' offices responsible for R&D&I at the University of Zaragoza:

- Vice-Rector for Science Policy
- Vice-Rector for Technology Transfer and Innovation

Since 2010, there has also been a Management Department for Research (webpage: <http://investigacion.unizar.es/>), dependent on university management and responsible for overseeing and coordinating the R&D&I of both vice-rectors' offices.

### 2. R&D&I Offices

The management offices depend on the Management Department for Research and they are part of the structure of the vice-rectors' offices as follows:

- **Vice-Rector for Science Policy offices:**
  - Research Management Service (SGI)
  - European Projects Office (OPE)
  - Euraxess
  - Research Support Service (SAI)
- **Vice-Rector for Technology Innovation and Transfer offices:**
  - Research Results Transfer Office (OTRI)
  - Chairs Unit

The GESPI (Research Staff Management) Unit is responsible for managing calls for research proposals.

The following sections detail the services provided by each of these offices.

### 3. Research Management Service

**Address:** Edificio Interfacultades, 1ª planta. Campus San Francisco. C/ Pedro Cerbuna, 12. 50009 Zaragoza

**Telephone number:** 876 55 35 83

**Email:** [gesinves@unizar.es](mailto:gesinves@unizar.es)

**Webpage:** [http://www.unizar.es/gobierno/vr\\_investigacion/sqi](http://www.unizar.es/gobierno/vr_investigacion/sqi)

Opening hours: Monday to Friday, from 9:00 a.m. to 2:00 p.m.

#### Services provided

- Announcement of public calls for research proposals (not European and not with companies) and evaluation, review and processing of applications.
- Monitoring grants or awarded projects (registering projects/awarded grants, monitoring eligibility of the expense, payments to both internal and external suppliers, proof of expenditure, external audits, etc.).
- Monitoring human resources programs (Ramón y Cajal, Juan de la Cierva, Technical Support Staff, predoctoral contracts, etc.).
- Relationship with internal contacts (personnel services, budget management service, etc.) and external contacts (funders, other universities, tax office, etc.).

#### 4. European Projects Office

**Address:** Edificio Interfacultades, 5ª Planta, Campus San Francisco. C/Pedro Cerbuna, 12. 50009, Zaragoza.

**Telephone number:** 876 55 30 82

**Email:** [peuropa@unizar.es](mailto:peuropa@unizar.es)

**Webpage:** <https://ope.unizar.es/>

Opening hours: Monday to Friday, from 9:00 a.m. to 2:00 p.m.

#### Services provided

##### a) Promotion Department

Promoting the participation of university researchers in European programs:

- Spreading awareness, providing advice and seeking partners for European projects.
- Preparing proposals.
- Negotiation process with the Commission, coordinator and other partners.
- University of Zaragoza's point of contact for both the Commission and for the other partners in the consortium for all financial, legal and management aspects of the proposals.

##### b) Management Department

- Financial and administrative management of the proposals and projects approved in European and international R&D programs.
- Preparing cost statements and audit certificates for the projects.
- Permanent contact with the management of financial institutions involved in the projects.
- Administrative support for the European Project Office.

#### 5. EURAXESS

**Address:** Vicegerencia de Investigación. Edificio Interfacultades, 1ª planta, Campus San Francisco. C/ Pedro Cerbuna, 12. 50009, Zaragoza.

**Telephone number:** 876 55 35 81

**Email:** [eraragon@unizar.es](mailto:eraragon@unizar.es)

**Webpage:** <https://euraxess.unizar.es/en/>

The EURAXESS Centre in Aragon forms part of the European EURAXESS network, <https://euraxess.ec.europa.eu/> and it is an information point providing personalized assistance to foreign researchers coming to Aragon for their research and Aragonese researchers interested in spending some time abroad.

This support covers a number of processes, such as obtaining visas, work permits, leave of stay and residency cards, renewals, official recognition of university degrees, job offers, social security and healthcare, schooling and other useful information to help researchers move to and integrate in another country.

## 6. RESEARCH STAFF MANAGEMENT (GESPI)

**Address:** Vicegerencia de Investigación. Edificio Interfacultades, 1ª planta, Campus San Francisco. C/ Pedro Cerbuna, 12. 50009, Zaragoza.

**Telephone number:** 876 55 37 40/50

**Email:** [gespi@unizar.es](mailto:gespi@unizar.es)

**Webpage:**

[http://www.unizar.es/gobierno/gerente/vg\\_investigacion/ConcursosdePe\\_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm](http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm)

This unit depends directly on the Management Department for Research and it is responsible for:

- advice, review, publication and processing of calls for research personnel (PI) in the following areas:
  - **Temporary employment contracts for researchers to perform specific scientific and technical research projects (Categories N1, N2, N3.1, N3 and N4).**
  - **Specific employment contracts for research personnel (Predoctoral, Access, Distinguished).**
- Advice and review of calls for research support staff (PAS) for R&D&I projects and contracts.

## 7. RESEARCH SUPPORT SERVICE (SAI)

The various services provided by the General Research Support Service are distributed among the San Francisco Campus, Faculty of Veterinary Science and Río Ebro Campus.

**Address:** Unidad Administrativa del SAI. Campus S. Francisco. Edificio del SAI. C/ Pedro Cerbuna, 12. 50009, Zaragoza

**Telephone number:** 976 76 10 53

**Email:** [sai@unizar.es](mailto:sai@unizar.es)



**Webpage:** <http://sai.unizar.es/>

The SAI is formed by services whose aim is to support the research groups of the University of Zaragoza and of other public and private institutions and society in general.

Its responsibilities are:

- Developing methods and skills to improve and broaden its services.
- Providing specialized advice and qualified technical training within the scope of each service.
- Providing support to the teaching practice activity of the departments and centers at the University of Zaragoza.
- Actively contributing to university–business relationships in the field of development and technology transfer.
- Collaborating with other research support centers by means of agreements.

List of Divisions and Services: <http://sai.unizar.es/servicios>

## **8. RESEARCH RESULTS TRANSFER OFFICE (OTRI)**

**Address:** Edificio Interfacultades, 1ª planta y 5ª planta, Campus San Francisco C/ Pedro Cerbuna, 12. 50009, Zaragoza.

**Telephone number:** 976 76 29 32 / 976 76 29 33

**Email:** [otri@unizar.es](mailto:otri@unizar.es)

**Webpage:** <https://otri.unizar.es/>

### **Services provided:**

- Personalized analysis of research or innovation requests in firms.
- Collaboration to solve technological problems. Seeking and facilitating contact with researchers at the University of Zaragoza.
- Giving advice and processing proposals for public R&D funding programs related to firms.
- Advice on contracts and agreements.
- Patent licensing agreements, protecting and marketing the results.
- Creating SPIN-OFF and START-UP companies.
- Spreading awareness of innovative activity.
- Participating in business clusters.
- Maintaining the technology and science offer at the University of Zaragoza.
- Management of CEMINEM (Combined Centre for Research with Companies).

## 9. COMPANY AND INSTITUTIONAL CHAIRS

**Address:** Edificio Interfacultades, 1ª planta, Campus San Francisco. C/ Pedro Cerbuna, 12. 50009, Zaragoza.

**Telephone number:** 876 55 37 47

**Email:** gestioncatedras@unizar.es

**Webpage:** <https://otri.unizar.es/es/catedras>

The company and institutional chairs, a unit integrated in OTRI, are an ideal instrument for stable collaboration between the University and companies and institutions. This is a strategic and long-lasting partnership whereby both parties benefit from the results of research, development and innovation.

### Activities performed:

- Implementing lines of research that interest both parties.
- Obtaining national and international research projects.
- Providing advice on innovation and development, and pertinent information on research or transfer projects.
- Drafting doctoral theses and final degree projects.
- Facilitating work placements for students.
- Promoting the integration of university lecturers in a business environment.
- Continuing professional development activities.
- Organizing seminars, conferences and courses.

## 10. Human Resources Strategy for Researchers (HRS4R)

The **Human Resources Strategy for Researchers (HRS4R)** is a tool the European Commission has established to support research institutions and funding organizations in the implementation of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.

The European Charter is a set of general principles and requirements specifying the roles, responsibilities and entitlements of researchers as well as of employers and/or funders of researchers.

The Code of Conduct for the Recruitment of Researchers, which barely differs from standard rules governing contracts, highlights the importance of open and transparent recruitment procedures and of diverse and experienced selection committees.

On 22 April 2015, the Governing Body of the University of Zaragoza unanimously approved adherence to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Webpage: <https://hrs4r.unizar.es/en/hrs4r-unizar/human-resources-strategy-university-zaragoza>