Your involvement in the university community strengthens the URV
Welcome guide

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Introduction

ELEMENTS OF THIS GUIDE
The content of this guide is intended to help new staff to integrate into the URV.

The staff of the URV is divided into two groups:

. The teaching and research staff (PDI) who carry out teaching and/or research functions. This group consists of teaching and research staff (PDI), research staff (PI) and research grantholders.

. The administrative and services staff (PAS), who carry out administrative and management functions, and also provide support, assistance and assessment to the administrative and technical direction and processes aimed at meeting the university's objectives.

For both the CDI and the PAS there are two possible ways that they can enter into a legal/contractual relationship with the University:

- Civil service administrative and service staff: these individuals join the Administrative Service of the URV by virtue of their appointment. They have a professional relationship with the URV that is governed by Public Law.
- Non-civil service administrative and service staff: These individuals have an employment contract with the URV.

In the case of the PAS, there is a third group, the temporary staff.

- Temporary staff: these individuals are appointed by the rector on a temporary basis and occupy advisory positions that are not reserved for civil service staff.

This guide is structured in three main blocks of information and is intended to be helpful and practical for newcomers to the URV.
Administrative procedures

These procedures are practical in nature and are carried out principally by the Human Resources Service (HRS). They may also be carried out by your department.

The HRS is the unit that carries out the administrative procedures resulting from and relating to the working life of the PDI and the PAS from the moment they join the University to when their relationship ends.

The HRS principally serves URV staff and candidates applying to work there. The HRS also serves the management team of the URV, its different faculties, schools and departments and its other administrative services and units.

Former employees of the University may also use the HRS.

Where are we?

Servei de Recursos Humans
Edifici NS, campus Sescelades
C/ Marcel·li Domingo, 2-4-6
43007 – Tarragona

977 55 9504
srh@urv.cat

Horari d’atenció als usuaris:
De dilluns a divendres de 9:00 a 14:00

Team

The HRS is divided into four sections:

- Wages, Social Security and MUFACE Section
- Administrative and Service Staff Section
- Teaching and Research Staff Section
- Research Staff Section

The people who work in these sections will provide personalised support and attention for all the administrative procedures, services or information that you may require in relation to your work at the URV. If you need any assistance, please do not hesitate to contact us at

http://www.urv.cat/ca/universitat/estructura/gestio/suport-activitat/recursos-humans/

You can obtain an appointment for face-to-face procedures at the HR Service at the following link:

Once you have signed your contract with the URV, you will need to carry out the following procedures:

If you are a researcher from outside the European Union:

1. **Apply for a Spanish foreign resident card (NIE) at the station of the National Police Service:** the URV’s I-Center can help you with this (application form and appointment). You must go to the HRS before you go to the police station. The Research Staff Section will provide you with the following documentation:
   - Employment contract duly signed and registered.
   - Official document confirming Social Security number.
   - Document confirming registration with the Social Security service at the start date of your contract.
   - Copy of document authorizing you to taken up residence in Spain.

   It is your responsibility to renew/extend your residence authorization. You can present your application within the 60 days prior to the date on which your NIE expires via the website of the Spanish Ministry of Employment and Social Security and in accordance with the instructions of the Large Businesses and Strategic Groups Unit. The Research Staff Section of the JRS can help. Contact them by email at gestiodepi@urv.cat.

   You must present the document confirming the renewal/extension of your residence to the HRS.

2. **Open a bank account and inform the HRS so that it can pay your wage.**

   Each month you will receive your wage by bank transfer. You will also be sent your wage slip to your URV email address. The wage slip will show that amount you have been paid and all deductions from this amount for

   - **Social Security payments:**
     - Common contingencies: to cover periods where you are unable to work due to common illnesses, non-work-related accidents, retirement, maternity or paternity leave, risk during pregnancy and the need to care for a newborn child during the first year of its life.
     - Unemployment benefit.
     - Professional training.
   - **Income tax (IRPF):** is a tax on all money obtained through employment, professional or business activities, investments and established wealth. The amount of income tax is calculated over your income during the financial year (which runs from January to December like a normal year) and is a progressive tax (the greater your income, the higher the percentage you pay in income tax). The tax is calculated on the basis of your entire income except for a small minimum amount that is exempt.

3. **Apply for a health card (TSI)**

   You must apply for your TSI at your local primary health care (CAP). You must fill in the application form and you can authorize CatSalut (the Catalan health service) to check your information with other government departments or you can provide them with the following documents:

   - Identity document (Spanish identity card, Spanish Foreign Resident’s card, passport).
   - Local residence registration document issued within the last three months. Twelve town and city councils allow you to obtain this document online. If your council is not one of these councils, you must provide an original certificate.
- Photocopy of the document confirming that you are registered with the Social Security service (INNSS), and (MUFACE, MUGEJU or ISFAS if you are a member.

CatSalut will send you the TSI for free to your home address.

**If you are a researcher from within the European Union:**

1. **Open a bank account and inform the HRS so that it can pay your wage.**

Each month you will receive your wage by bank transfer. You will also be sent your wage slip to your URV email address. The wage slip will show that amount you have been paid and all deductions from this amount for

   - Social Security payments:
     - Common contingencies: to cover periods where you are unable to work due to common illnesses, non-work-related accidents, retirement, maternity or paternity leave, risk during pregnancy and the need to care for a newborn child during the first year of its life.
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- Photocopy of the document confirming that you are registered with the Social Security service (INNSS), and (MUFACE, MUGEJU or ISFAS if you are a member.

CatSalut will send you the TSI for free to your home address.
As a member of the research staff

You must be aware that you are affiliated to your department with regard to your contractual relationship with the URV and, at the same time, you are affiliated with the faculty/school where you carry out your research.

The URV's departments are:

- Department of Analytical Chemistry and Organic Chemistry
- Department of Anthropology, Philosophy and Social Work
- Department of Basic Medical Sciences
- Department of Biochemistry and Biotechnology
- Department of Business Management
- Department of Catalan Studies
- Department of Chemical Engineering
- Department of Communication Studies
- Department of Computer Engineering and Mathematics
- Department of Economics
- Department of Electronic, Electric and Automatic Engineering
- Department of English and German Studies
- Department of Geography
- Department of History and History of Art
- Department of Mechanical Engineering
- Department of Medicine and Surgery
- Department of Nursing
- Department of Pedagogy
- Department of Physical and Inorganic Chemistry
- Department of Private, Procedural and Financial Law
- Department of Psychology
- Department of Public Law
- Department of Romance Studies
- School of Architecture (ETSA)

On the website of each department you can consult its organization chart.

The departmental secretary's offices and the administrative units providing support to the faculties, schools and/or departments are responsible for assisting and receiving new research staff.
Digital services

To use the URV's digital services, you must access the intranet via the URV's website:

http://www.urv.cat/ca/

In the dreceres (shortcuts) section you can directly access the intranet and your email.

Intranet

To access the intranet, you must use your NIF/NIE/passport number in the following format: 11111111-A, X-1111111-X. You password is your date of birth in the following format: DD-MM-YY.

Once you have entered the intranet, you can change your password by clicking on Serveis de xarxa and then on Canvi de la clau d’accés. We recommend that you change your password for security reasons.
URV email

Your URV email account is your means of communication with the URV. It is very important that you consult it and use it regularly because all the information you receive from the URV will be sent to your URV email address.

To access the Office365 email service of the URV, you must open a browser (Firefox, Explorer, etc.) and enter the following URL:

https://virtual.urv.cat

You will see the following screen:

You must enter your URV username and password. These are the same as the ones that you use to access the intranet, the Virtual Campus, the URV WiFi, etc.

Note: if you already have a URV email address from a previous occasion, you must first change the password before accessing this new space. You can do this by accessing the Identity Manager via this link: Change password.

You can also access via the intranet:

You can find your email address by clicking on the following icon:
You can find all information relating to email and calendar in one of the tabs on the intranet.

- Frequently asked questions
- Direct access
- Manuals
- Set-up guides
- The CAU, which provides support regarding any technical problem

What is the CAU?

The CAU provides top level support for users of the URV’s digital services, receives queries and requests and manages incidents, breakdowns, changes, new installations of new IT equipment, updates and standard software support.

Format of corporate email signature

The URV has defined a general format for corporate email signatures. These include the sender’s name, contact details and location, the logo of the URV and the associated legal conditions.
There is a template email signature on the intranet and you can configure your own via the link

![Template Email Signature](https://serverapp.urv.cat:48182/signaturaCorreu/Accio.do)

**ACCESSOS DIRECTES**

- Nou client correu, agenda i llibreta d'adreces
- Gestió de Perfiles Correu
- Curs formació online PDI
- Curs formació online PAS
- **Plantilla signatura correu electrònic**
- Descàrrega de Office365 ProPlus

https://serverapp.urv.cat:48182/signaturaCorreu/Accio.do

**URV card**

The **URV card** is a card containing the information that identifies you as a member of the university community. It has a chip that enables you to carry out a range of actions including digitally certifying documents and accessing different areas of the University.

It also has an RFID chip that will provide the URV card with many other functions that will be added over time.
You can use it to:

- Identify yourself as a member of the university community
- Access the CRAI
- Use the CRAI loans service (documents, spaces and equipment)
- Access the URV’s car parks on the URV’s tariff
- Digitally certify and electronically sign documents

The URV card does not provide any banking or financial services.

How and where can I obtain the URV card?

You are issued with a URV card at the same time as you are contracted by the URV. The department or unit to which you are assigned will issue you with a receipt for the digital signature receipt that you must sign. When the HRS receives the signature, it will provide you with the PIN and PUK of your digital signature.

If your URV card is lost, stolen or damaged, you must request a replacement online at http://wwwa.urv.net/la_urv/10_seveis/ritic/scd/carnet_urv/carnet_urv.html

Internal procedures relating to HRS

As a member of the URV’s staff, you may need to carry out certain procedures with the HRS. You can do most of these here:

http://www.urv.cat/ca/universitat/treballar-urv/models-impresos/models-impresos-pdi/

What kinds of procedure might you need the HRS for?

You might need to carry out basic procedures such as changing your bank details or procedures relating to your wages, certifications, payments for other activities, holidays and leave, retirement, etc.
For all procedures you will need to complete a form or internal application and send it to the HRS. The internal template forms for these procedures can be found on the intranet. The various procedures are:

**Models d’impressos d’ús intern del PDI**

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| 1       | Solicitud de certificado de docencia  
| 2       | Solicitud de modificación de datos personales y bancarios  
| 3       | Modelo de declaración de IIRPF  
| 4       | Solicitud de concesión de licencia  
| 5       | Solicitud de compatibilidad URV Anexo solicitud de reconocimiento de compatibilidad per prestar serveis en societats mercantils  
| 6       | Solicitud de certificado  
| 7       | Solicitud de beca  
| 8       | Solicitud de subvención  
| 9       | Solicitud de contratación PDI laboral (per convocatoria)  
| 10      | Propuesta de incorporación al PDI laboral (per convocatoria)  
| 11      | Autorización de despensa - programa Investigador Actiu  
| 12      | Solicitud de permiso de paternidad  
| 13      | Solicitud de autorización de matrícula en estudios oficiales a la URV  
| 14      | Solicitud de reducción de horario por causa de filiación - lactancia  
| 15      | Accreditació d'activitats externes  
| 16      | Català Español English  
| 17      | Solicitud de ampliación/modificación de contrato  
| 18      | Declaración responsable (incorporación temporal)  
| 19      | Solicitud genérica  
| 20      | Solicitud de preceptos obligatorios URV  
| 21      | Solicitud de preceptos obligatorios URV  
| 22      | Modelo PDI - Información rellevant lloc de treball  

The Service Charter gives explanations for each template and other services offered by the HRS.

**You must inform the HRS of any of the following administrative situations:**

- **Withdrawal from contract**: if you wish to withdraw from your contract, you must inform the departmental management and the HRS in writing and with at least 15 days’ notice.
- **Sick leave**: if you are absent from work due to illness, you must inform the departmental secretary’s office the HRS directly within 3 days by presenting the medical note issued by your doctor. You must also present that document confirming that you fit for work again when this is issued.
Personal area

You can access your personal information in the central part of the intranet:

This tool is used to manage and communicate workers' contractual information. You will find the following information here:

- Position
- Training: qualifications, language skills and training courses completed
- Consolidated concepts
- Wage

It is important to check this information because it is what the HRS has on your record. You can update some of the personal information if necessary.
Practical aspects

Moodle

Moodle is the platform used by the URV as its virtual campus. If you have any questions, there is the basic guide to Moodle, which contains frequently asked questions and useful documentation. If you are still unable to find the answer to your question, you can send an email to suport.moodle@urv.cat. To resolve any incidents more quickly, it is important to add other relevant information to your description of the problem (subject code, your full name, identity card number and date of birth).

Access: https://moodle.urv.cat/moodle/

It is important that you read the User Manual because it offers solutions to many of the problems that you might encounter when starting to use this platform:

- Publishing content for students.
- Giving grades to students' assignments.
- Communicating with students.
- Improving your own Moodle environment.
Personal data protection

There are general obligations that everyone must comply with when accessing personal data: you must be aware of these and comply with them to ensure data protection.

These functions and obligations can be found in Chapter V, section 1 of the URV’s Data Security Document and you can find them on the intranet.

The principal information concerns:

- General principles of the regulations
- Information confidentiality
- Data use
- User names and passwords
- Use of ITC
- Notification of incidents
- Specific functions and obligations

Occupational risk prevention
The Occupational Risk Prevention Office is the internal unit that develops, monitors and evaluates the implementation at the URV of the regulations governing the prevention of occupational risks and other regulations related to health and safety in the workplace. Furthermore, it manages safety, hygiene, ergonomics, applied psychosociology and health monitoring at the URV.

You can contact the Occupational Risk Prevention Office (OPRL) for a preventive assessment of the risks and protection and prevention measures relating to your place of work at the URV.

**Contact information:**

C/ Marcel·lí Domingo, 2-4-6, 43007 Tarragona.

977 256 197

oprevencio@urv.cat

You can also find risk prevention information on the intranet.

For example:

- Intranet > Suport > Prevenció
- Intranet > Treballar a la URV > Protocol d’actuació en cas de possible assetjament
- Intranet > Tràmits > Models d’ús intern de prevenció de riscos
- Intranet > Recerca > Qüestionari preventiu i declaració responsable
- Intranet > Pàgina principal (under the URV logo):
  - Appointment to speak to members of staff at the OPRL and answer any queries about prevention.
  - Appointment for health check-up.

Every year you are entitled to have a health check-up. Early each year you will be given the chance to make an appointment online for your health check-up.

Application for obtaining appointment:
To optimise the use of resources, if you cannot attend your appointment or you need to change it, you must annul it via the application at 48 hours in advance.

What are your **rights and obligations** regarding occupational risk prevention as a worker at the URV?

<table>
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<tr>
<th>YOUR RIGHTS REGARDING OCCUPATIONAL RISK PREVENTION AT THE URV:</th>
<th>YOUR OBLIGATIONS REGARDING OCCUPATIONAL RISK PREVENTION AT THE URV:</th>
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<tr>
<td><strong>Your place of work</strong> at the URV will have been subject to the corresponding risk evaluations and the resulting protection and prevention measures will have been identified (all places of work are associated with a series of activity profiles and corresponding risk assessments). You will receive this information either by email (informació<a href="mailto:_preventiva@urv.cat">_preventiva@urv.cat</a>) or in person in the risk information form PGRL-04-01. <strong>You can find more information about the risk assessments on the intranet:</strong> <a href="#">Link to risk assessment information</a></td>
<td><strong>You must report any discrepancy between the risk assessments for you place of work and the real risks associated with the work that you will carry out (contact the OPRL at <a href="mailto:oprevencio@urv.cat">oprevencio@urv.cat</a>)</strong></td>
</tr>
</tbody>
</table>
| You will receive information on risk protection and prevention relating to the place of work or the job description. Go Intranet > Suport > Prevenció and you will find, among other important documents, risk assessments, protection and prevention measures, documents listing the | You must:  
1. **Read** the documentation located at Intranet > Suport.  
2. Answer any questions you may have and, if necessary, make an appointment with the staff at the OPRL. 
[Link to make appointment with OPRL staff](#) |
| **You will receive risk prevention training** regarding the risks and protection and prevention measures relating to your place of work. | **You must:**  
1. **Use and look after your IPE.**  
2. Request replacements whenever necessary.  
3. Sign the form confirming receipt of IPE.  
4. Use collective protection systems in accordance with the instructions in the user manual and the regulations.  
5. Report any anomalies or requirements that need to be resolved regarding collective protection measures. |
| --- | --- |
| **You will receive individual protection equipment (IPE) and have access to any necessary collective protection measures.** | **You must:**  
1. During the first 15 days after you sign your contract and before you begin any significant tasks, you will be required to complete the Workplace Risk Prevention course online.  
Request access to course in Moodle via prl.inicial@urv.cat  
2. **You must attend** any risk prevention training that is organised. **Attendance at risk prevention training is compulsory.**  
Risk prevention training consists of homogeneous training groups covering different places of work with common risks and the corresponding protection and prevention measures.  
3. You must **request more** risk prevention training if you think it is necessary to protect yourself adequately from the risks associated with your place of work.  
You will receive regular health check-ups relating to your workplace.  
Check the medical protocols that are applied depending on the risks; the health check-up is specific to the risks pertaining to your place of work at the URV and involves protocols, vaccines, etc. that vary according to the risks. **In some cases the health check-up is compulsory (see which profiles).**  
[Link to request appointment for health check-up](#)  
[Link to PGPRL-22 procedure, where you will the protocols for each type of risk](#)  
If you have an accident or incident (i.e. that doesn't cause you harm) in the workplace, you will receive medical attention, if necessary, and the causes and corrective measures will be investigated to ensure that it does not happen again.  
You place of work will be adapted to your level of health, for example if you have any special sensitivity or need that requires special provisions to be made (e.g. pregnancy, breastfeeding, etc.).  
If necessary, the service that carries out your health check-up will send the OPRL a report with recommendations and technical instructions regarding the adaptations that you need (this will never include your personal medical information because the confidentiality of this information is guaranteed).  
You have the right to be respected. No form of harassment is permitted or tolerated under any circumstances on the university's premises.  
You must treat the people with whom you come into contact with respect and work to ensure everyone is respected.  
If you witness a possible incident of harassment at the URV, report it to one of the appointed individuals. |
The institution will analyse the possible emergency situations, first aid and fire fighting measures, and the URV's buildings will have trained and designated personnel.

You must:
1. Read how to act in case of emergency at the URV and, if necessary, resolve any doubts.

**Actions in case of emergency**
2. If you are designated by the head of emergencies of the URV centre to which you are affiliated, you must join the emergency team for the whole period that you are designated (the OPRL will provide you with specific training for this role; the appointment is for four years).

3. **Participate** in the regular emergency simulations
4. In case of emergency, follow the instructions given to you and following these steps:
   - Protest yourself
   - Raise the alarm (inform the porters, a colleague, etc.)
   - Act (if you are trained and able; never put your own safety at risk)

If you encounter a risk that is not under control, stop what you are doing and report it.

You must report any risks that you think are not under control to your superior, the OPRL or to the appointed risk prevention officers.

The number and descriptions of the different activity profiles at the URV can be found here:

http://intranet.urv.cat:8081/continguts/prevencio/docs/nous/RELACIO_DESCRIP_PERFILS_ACTIVITAT_URV.pdf

**Prevention training:**

You will be given training in workplace risk prevention. You must attend this training as it is compulsory.

This training is homogeneous groups made up of URV staff members whose jobs and places of work share the same specific risks and the same preventive measures.

As a worker you will receive information on specific risks and the associated protection and prevention measures.
Institutional information: reception at the URV

Knowing the mission, values and competencies of the URV will help you to feel part of the institution.

Mission

- **TRAINING**
  To promote and facilitate the lifelong development of individuals and their abilities in order to contribute effectively to the progress of people and society.

- **GENERATION AND TRANSFER OF KNOWLEDGE**
  To increase universal knowledge and individual understanding for the benefit of society and in order to build the future together.

- **UNIVERSITY AND SOCIETY**
  To play a leading role in the configuration of a democratic, just and plural society that combines progress with respect for individuals and the environment.

- **INTERNAL MANAGEMENT**
  To optimise public resources that society places at our disposal and to promote the development of the individuals, groups and units of the URV.

Vision

The URV, where people and comprehensive training go hand in hand and where people learn to:

- **Be**: promoting the development of individual personality, autonomy, personal judgement and responsibility, taking advantage of all the qualities that each person possesses.

- **Do**: preparing people to face the demands of the world of work and society by incentivizing their ability to adapt, communicate, critique and work in a team.

- **Live and work together**: incentivizing people to participate in common projects, handling differences with respect and integrity and promoting the values of pluralism and mutual understanding without renouncing one's own ideas.

- **Know**: transmit knowledge by combining the general with the specialised, incorporating lifelong learning, promoting self-learning and learning to learn.

The URV, a university that learns from:

- **People**: promoting the generation and exchange of ideas so that they feed back into the common good.

- **Society**: taking on board all the good things that society generates and which are good for the University.

- **Itself**: promoting mechanisms for continuous improvement in all university processes.

A creative and innovation promoting University:

Believes that its most distinguishing feature is its capacity to generate knowledge and ideas.

Orients its processes and abilities towards creativity.

Promotes innovation in all of its activities.

Measures, evaluates and rewards creativity and innovation.
A University committed to work:

- Actively helps its graduates to join the labour market.
- Promotes the employment initiatives that emerge from the university community.
- Takes responsibility for the lifelong training of people as an indispensable aspect of individual and collective progress.

A University committed to its surroundings and society:

- Places itself at the service of its surroundings.
- Identifies with the reality of Catalonia.
- Allies with all agents to construct a future of progress.
- Exercises and promotes reflection and criticism for the benefit of society.

A universal University:

- Works with trainers and researchers from around the world.
- Promotes the mobility of students, academics and administrative staff.
- Cooperates with developing societies.
- Communicates at a global level.
- Disseminates knowledge around the world.

A forward-moving University:

- Analyses, plans and continually evaluates its activities.
- Emphasises quality improvements as an essential axis of the future.
- Adds a proactive dynamic to all processes.
- Promotes the development of units, groups and their members with a facilitating attitude that brings together efforts and ideas.

A University of the people:

- Bases its action on people.
- Promotes the holistic development of people.
- Seeks individual satisfaction.
- Promotes real participation among members of the university community based on training and information.

Competencies

a) Creating, modifying and developing the URV Statute and the regulations that implement it.

b) Creating, choosing, designing and implementing the University's organs of government, representation and administration.
c) Creating, approving and managing the URV’s budget and administrating its assets.

d) Creating and approving curricula and research plans, specific lifelong learning courses and specific areas of knowledge.

e) Administering the admission of students in accordance with the current legislation and on the basis of their knowledge and attendance.

f) Issuing the corresponding academic certificates and diplomas for the courses that it teaches.

g) Creating, modifying, merging or eliminating departments and proposing the creation, modification, merger or elimination of university centres and university research institutes under the terms set out in the Statute.

h) Selecting, training and promoting members of the teaching and research staff and the administration and services staff and determining the conditions under which they will undertake their activities.

i) Creating and maintaining a comprehensive list of all of its staff and the positions that they occupy.

j) Creating and managing funding for study, research, cultural dissemination and the provision of social services.

k) Organising cultural and sporting activities.

l) Creating and maintaining specific structures that support teaching and research.

m) Contracting people, works, services and supplies.

n) Establishing agreements with other university institutions, scientific and cultural organisations, physical people and public and private entities.

o) Implementing any other competency required to comply with Organic Law on Universities, the Law of Universities of Catalonia and Article 5 of this Statute.


Organisational structure of the University

It will be useful to have an understanding of the University’s internal structure and its governing entities.

This information can be found on the URV’s website through the following link:

http://transparencia.urv.cat/la_universitat/estructura/
Applicable regulations

It is important that you read the URV’s regulations:

http://www.urv.cat/ca/universitat/normatives/activitat/

Statute of the URV

The Statute of the URV was approved by Decree 202/2003, of 26 August, and published in DOGC no. 3963, of 8 September 2003 (correction of errors, DOGC no. 3991, of 20 October 2003).

http://www.urv.cat/ca/universitat/normatives/estatut-de-la-urv/

This text regulates the URV as a public law institution, with its own legal personality and assets, and its activities in the autonomous regime.

You can find information about the University’s structure, entities of governance and representation, consultant entities, the ombuds service, the University’s activities, the university community, quality and economic regime.

Communication

Visit the URV website to find out the various ways that you can keep up with the University's latest events and activities:

http://www.urv.cat/ca/universitat/comunicacio/
The Code of Good Practices

You should read the Code of Good Scientific Practices, which is a set of rules, recommendations and commitments that must be observed by the scientific staff, the research centres, the research grant awarding bodies and scientific societies in order to promote quality research and prevent problems of integrity.

The codes of good practices complementary rather than substitute the current legal regulations. Specifically, they bring together and ratify the unwritten rules observed among the scientific community.

According to the Statute of the URV, research is an essential function of the University that provides the foundation for teaching and the means for progress in society. The URV fosters the advancement of knowledge through the training of researchers and the implementation of basic and applied research and it promotes the transfer of knowledge, technology and innovation in society.

The URV works to ensure the quality, rigour and effectiveness of its research. The institution also guarantees that all of its R+D+I activities comply with the current legislation and its codes on good scientific practices. The Code of Good Practices in Research, Research Training, Development and Innovation of the URV is designed to achieve these aforementioned objectives.

For further information: http://www.urv.cat/ca/reerca/estrategia/bones-practiques/