



**universidad  
de león**



*Vicerrectorado de Investigación  
y Transferencia*

*Área de Apoyo a la Investigación*

# RESEARCH STAFF WELCOME MANUAL



## TABLE OF CONTENTS

1. WELCOME FROM THE RECTOR .....	2
2. GETTING TO KNOW ULE .....	3
2.1. History. ....	3
2.2. Location of Campuses .....	3
2.2.1. León Campus.....	3
2.2.2. Ponferrada Campus.....	4
2.2.3. The Province of León .....	4
2.2.4. The city of León .....	4
2.2.5. The city of Ponferrada .....	5
2.3. Organization .....	5
2.4. Strategic Plan .....	6
2.5. HR Excellence in Research .....	7
2.6. EURECA-PRO .....	7
3. INTEGRATION INTO ULE .....	8
3.1. Obligations .....	8
3.2. Recommendations.....	9
3.3. Language.....	9
3.4. Affiliation with Departments, Faculties or Schools, Research Institutes, and Research Groups.....	9
3.5. Participation in Representative Bodies .....	10
4. PROCEDURES .....	12
4.1. Communication and Action.....	12
4.2. Registration as a User of Electronic Services .....	12
4.3. Procurement and Contracting with Suppliers .....	13
4.4. Leave, Holidays, and Travel .....	13
5. SERVICES .....	15
5.1. General Information .....	15
5.2. Generic Services of Interest for Research Staff.....	16
5.3. Main Services Available to Research Staff.....	20



## 1. WELCOME FROM THE RECTOR

Dear Researcher,

Welcome to the University of León.

Allow me to begin by congratulating you on joining our academic community. As you are aware, one of our primary missions is to promote the advancement of scientific knowledge, and for this reason, your incorporation is especially valued.

You are entering an intellectually stimulating professional environment, filled with meaningful challenges. Please know that our University is fully aware of this and is committed to supporting you through the Vice-Rectorate for Research and Knowledge Transfer whenever needed. We trust that this collaborative effort—yours and that of the institution—will prove highly beneficial, both professionally and personally.

This manual has been designed to facilitate your integration and adaptation. It serves as a practical tool for accessing essential and immediate information about our University. Through it, you will learn about the institution's origins, guiding principles, and strategic objectives, as well as its organizational structure, facilities, services, and the environment surrounding our campuses.

We hope you find it useful. In addition, the University of León offers a personalized support program during your initial days in your new professional setting. During this adaptation period, you will be assisted by a Reference Person who will complement the information provided in this manual and address any questions you may have.

Thank you for choosing to become part of our University. I wish you every success in the new challenges that lie ahead.

**Nuria González Álvarez**

**Rector of the University of León**



## 2. GETTING TO KNOW ULE

### 2.1. History.

Although there are earlier historical precedents, the origins of the University of León are generally traced to the establishment of Veterinary studies in 1943, along with programs in Biological Sciences, Education, Mining Engineering, Agronomy, Philosophy and Letters, and Law, all initially affiliated with the University of Oviedo.

The University of León was formally established in 1979. Subsequently, the Vegazana campus began its development, incorporating faculties and schools, service centers, sports facilities, and the central library. Additional university buildings—including the Rectorate (El Albeitar Pavilion), research centers, service facilities, and student residences—are located throughout the city.

In the academic year 1996/1997, a second campus was established in Ponferrada, in response to the demands of the local community and the University's commitment to strengthening its presence in the province and expanding its academic offerings.

<https://www.unileon.es/universidad/localizacion-e-historia/historia>

### 2.2. Location of Campuses

The University of León has two campuses: the main campus in León and a peripheral campus in Ponferrada.

#### 2.2.1. León Campus

The Vegazana Campus in León houses the majority of faculties and schools and serves approximately 10,000 students. It is accessible by public bus, private vehicle, bicycle lane, or a 20-minute walk from the city center.

<https://www.unileon.es/universidad/localizacion-e-historia/los-campus/leon>

Outside the campus, the following schools are located within the city:

School of Agricultural and Forestry Engineering

<https://eiaf.unileon.es/>

School of Social Work (affiliated center)

<https://trabajosocial.unileon.es/>



### 2.2.2. Ponferrada Campus

The Ponferrada Campus is the University's peripheral campus. It comprises approximately 30,000 square meters of facilities, including classrooms, library, cafeteria, multipurpose spaces, laboratories, research centers, sports facilities, and outdoor areas.

<https://campusdeponferrada.unileon.es/>

### 2.2.3. The Province of León

Both campuses are located in the province of León, within the Autonomous Community of Castile and León in northwestern Spain. The province borders Cantabria, Asturias, and Galicia.

It is a region of significant geographical diversity, ranging from mountainous areas in the north to plateau landscapes in the south, and including the natural region of El Bierzo in the west.

Historically, León has served as a key communication corridor in northwestern Spain. The *Camino de Santiago*, which crosses the province from east to west, has played—and continues to play—a crucial economic and cultural role, contributing to the development of a rich cultural heritage.

<https://leon.es/que-hacer/leon-provincia/>

### 2.2.4. The city of León

The provincial capital is a medium-sized city with approximately 125,000 inhabitants (around 200,000 in its metropolitan area). León offers a high quality of life, efficient public services, and a vibrant cultural scene.

Its historic center includes significant monuments such as its Gothic cathedral, the Basilica of San Isidoro, the Convent of San Marcos, Plaza Mayor, and Casa de Botines, designed by architect Antonio Gaudí. The Húmedo Quarter and the Romántico Quarter are vibrant leisure areas with a high level of activity, particularly during weekends (<https://leon.es/>).

Cultural institutions include the Museum of Contemporary Art of Castilla y León (MUSAC) (<https://musac.es/>) and a modern auditorium offering diverse programming in music and theatre (<https://www.auditorioleon.com/>).

León has strong transportation connections, including highways, bus and railway stations (with high-speed train services to Madrid) (<https://www.adif.es/w/15100-le%C3%B3n>), and an airport (<https://www.aena.es/es/leon.html>). The city also provides an extensive urban bus network and taxi services. (<https://www.alesa-alsa.com/>; <https://www.radiotaxileon.es/> <https://www.radiotaxiamarillociudaddeleon.com/> <https://www.taxienleon.com/>)



### 2.2.5. The city of Ponferrada

Ponferrada lies 110 kilometers west of León and has approximately 63,000 inhabitants. It is the capital of the El Bierzo region, known for its agricultural activity and proximity to Galicia and Asturias. It offers good public services, and life there is very pleasant.

The city features notable heritage sites (<https://turismoponferrada.com/>), particularly its Templar Castle, and benefits from a scenic and culturally rich environment (<https://www.turismodelbierzo.es/>).

Ponferrada has urban bus services(<https://smt.ponferrada.org/lineas/>, taxi companies (<https://radiotaxiponferrada.es/>/<https://www.teletaxisponferrada.com/>), railway station (<https://www.adif.es/-/20200-ponferrada>), and bus station. (<https://www.ponferrada.org/en/temas/centros/estacion-autobuses-ponferrada>)

### 2.3. Organization

The Rector, Nuria González Álvarez, is the highest academic and administrative authority of the University of León and serves as its legal representative. She exercises the direction, governance, and management of the University, implements the strategic lines of action approved by the corresponding collegiate bodies, and executes their resolutions.

She is assisted in her duties by a Governing Council composed of nine Vice-Rectors, the General Manager (<https://www.unileon.es/universidad/gerencia>), and the Secretary General (<https://www.unileon.es/universidad/consejo-de-direccion/secretaria-general>).

The Vice-Rectorates of the University of León are as follows:

- Academic Affairs:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/actividad-academica>
- Ponferrada Campus:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/campus-de-ponferrada>
- Infrastructure, Sustainability, and Digital Transformation:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/infraestructuras-sostenibilidad-y-transformacion-digital>
- Internationalization and Global Engagement:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/internacionalizacion-y-compromiso-global>



- Research and Knowledge Transfer:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/investigacion>
- Faculty Affairs:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/profesorado>
- Students, Culture, and Sports:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/estudiantes-cultura-y-deporte>
- Entrepreneurship, Employability, and Lifelong Learning:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/emprendimiento-empleabilidad-y-formacion-permanente>
- Inclusion, Equality, and Social Outreach:  
<https://www.unileon.es/universidad/consejo-de-direccion/vicerrectorados/inclusion-igualdad-proyeccion-social>

Research staff also have access to a series of representative bodies, to which they may turn for guidance, to assert their rights, and to become acquainted with their obligations. These are as follows:

- Board of Academic and Research Staff: <https://grupos.unileon.es/junta-pdi/>
- Works Committee of the Academic and Research Staff with Employment Contracts: <https://grupos.unileon.es/comite-pdi/>

#### 2.4. Strategic Plan

The University of León has developed its Strategic Plan 2025–2030 with the aim of fostering its transformation in a context of profound changes and emerging opportunities. The plan seeks to reinforce the University's commitment to academic excellence, the advancement of knowledge, the promotion of innovation, and its contribution to social development. Its ultimate goal is to position the University of León as a reference institution at both national and international levels, promoting a student-centered education that maintains an ongoing dialogue with society and remains attentive to the challenges of our time.

<https://www.unileon.es/ficheros/rectorado/PEULE.pdf>



## 2.5. HR Excellence in Research

In 2020, the University of León was awarded the “**HR Excellence in Research**” recognition, granted by the European Commission to universities and institutions that foster and support a favorable and stimulating working environment for their researchers.

Comprehensive information regarding the award and the actions planned for the different phases of the process can be consulted at the following link: <https://www.unileon.es/investigadores/investigatransferir/hrs4r>

Additionally, the aforementioned link provides information on ethical and professional standards, the recruitment and selection of research staff, their working conditions, as well as their training and professional development.

## 2.6. EURECA-PRO

The University of León (ULE) is part of the EURECA-PRO Alliance, which brings together nine institutions from Austria, Germany, France, Greece, Romania, Belgium, and Poland, with the aim of enabling students across Europe to pursue master’s, bachelor’s, and doctoral programs related to responsible production and consumption across multiple countries.

In addition to ULE, the Alliance comprises Montanuniversität Leoben (Austria), Technische Universität Bergakademie Freiberg (Germany), Technical University of Crete (Greece), Silesian University of Technology (Poland), University of Petroșani (Romania), Mittweida University of Applied Sciences (Germany), University of Hasselt (Belgium), and University of Lorraine (France).

These nine partners have joined forces to allow students and staff to study, teach, and conduct research in the field of responsible consumption and production, with the long-term objective of establishing a fully integrated European virtual campus by 2040.

For further information: <https://eurecapro.unileon.es/>



### 3. INTEGRATION INTO ULE

The University of León is committed, in accordance with the “HR Excellence in Research” award, to facilitating the integration of all its researchers beyond the initial days outlined in the welcome protocol. This process of adaptation is crucial not only for the researchers’ quality of life and work experience, but also for the proper development of their research careers within the institution.

The following sections provide information on the services available to ULE researchers to support their work, as well as their obligations toward the institution.

#### 3.1. Obligations

Research staff at the University of León are expected to comply with the Following:

- The University Code of Ethics:  
[https://www.unileon.es/files/2022-04/Codigo\\_Etico\\_ULe.pdf](https://www.unileon.es/files/2022-04/Codigo_Etico_ULe.pdf)
- The provisions outlined in the Regulations for Research Staff:  
[https://www.unileon.es/files/2026-01/reglamento\\_personal\\_investigador\\_cg20250917.pdf](https://www.unileon.es/files/2026-01/reglamento_personal_investigador_cg20250917.pdf)
- The specific rules and obligations established during the access process under which they were recruited.
- The guidelines issued by academic supervisors in relation to their university activities.
- Policies and regulations established by the University of León, the Autonomous Community of Castilla and León, the Government of Spain, and the European Union.
- Working hours and, where applicable, teaching and tutoring schedules.
- International principles and current regulations regarding bioethics, animal experimentation, biosafety, biological safety, environmental protection, natural heritage, and biodiversity.
- Current regulations on data protection, intellectual and industrial property, and occupational risk prevention.

Key regulations affecting academic and research staff, as well as those related to occupational risk prevention, can be consulted at the following links:

<https://www.unileon.es/personal/pdi/normativa-aplicable-al-colectivo>  
<https://servicios.unileon.es/unidad-prevencion-riesgos-laborales/>



### 3.2. Recommendations

In order to fulfill the objectives and uphold the values promoted by the University of León, the following recommendations are established for its research staff:

- Maintain a proactive attitude toward ULE by participating in and supporting initiatives promoted by the institution, aligning research and career development interests with those of the University.
- Train and mentor new students and researchers at the University.
- Foster a positive and collaborative work environment.
- Participate in training activities and contribute to the dissemination of scientific knowledge promoted by ULE through its Scientific Culture and Innovation Unit: <https://culturacientifica.unileon.es/>
- Engage in forums and committees aimed at improving and evaluating programs, selecting research staff, and shaping scientific policy related to teaching and research.
- Contribute to enhancing the productivity and scientific quality of the research group and/or institute to which they belong, with the long-term possibility of leading it or establishing a new group.

### 3.3. Language

The official language of the University of León is Spanish. English is widely used by university staff as the working language for international research activities.

The University's Language Center offers Spanish courses for international students (<https://spanish.unileon.es/>), as well as a wide range of modern language courses for ULE staff, including English, French, German, Chinese, Italian, Portuguese, Japanese, Arabic, and Russian. The complete course offering can be consulted at: <https://centrodeidiomas.unileon.es/>

Specifically, ULE's Confucius Institute is dedicated to promoting knowledge of the Chinese language and culture: <https://www.institutoconfucioleon.es/>

### 3.4. Affiliation with Departments, Faculties or Schools, Research Institutes, and Research Groups

Upon joining the University of León, research staff are assigned to a Department and a Faculty or School, within which they may carry out their teaching and research activities. In cases where the recruited individual is not yet affiliated with any Department or has not been assigned one, they



may request affiliation by contacting the Department Director. Updated information on Departments and Faculties/Schools can be found at the following links:

<https://departamentos.unileon.es/>

<https://www.unileon.es/universidad/facultades-escuelas>

In addition to a Department and a Faculty or School, research staff may also be affiliated with a Research Institute. Participation in these institutes is governed by their respective regulations. ULE's Research Institutes can be consulted at:

<https://www.unileon.es/investigadores/investigar-transferir/institutos-investigacion>

Similarly, ULE encourages researchers to join a Recognized Research Group (GIR) to enhance their research activity. The requirements for integration into these groups are established by the corresponding regulations:

[https://www.unileon.es/modelos/archivo/norregint/20252310101497\\_n\\_reglamento\\_de\\_los\\_grupos\\_de\\_investigacion\\_de\\_la\\_universidad\\_de\\_leon.pdf](https://www.unileon.es/modelos/archivo/norregint/20252310101497_n_reglamento_de_los_grupos_de_investigacion_de_la_universidad_de_leon.pdf)

The currently established research groups at the University of León can be consulted at:

<https://www.unileon.es/sic/ginvestigacion/>

### 3.5. Participation in Representative Bodies

The University of León (ULE) promotes the participation of research staff in participatory bodies, as established in the University's own Statutes. Among these bodies are:

- Department Council: Composed of all PhD holders affiliated with the department, along with a representation of non-PhD research staff (accounting for 16% of the total). Specific regulations are detailed in the Departmental regulations.
- Faculty or School Board: Comprised of 51% of members who are tenured professors teaching courses in the official degree programs of the Faculty or School, and 19% of members who are contracted teaching and research staff. Specific regulations are set out in the regulations of the respective centers.
- University Senate: Constituted by 58% representatives of tenured teaching and research staff and 9% of contracted teaching and research staff.
- Governing Council: Presided over by the Rector and composed of the Secretary General, the University Manager, and twenty representatives elected by the University Senate, including three Full Professors, six Associate Professors, one Full Professor of a University School, one Associate Professor of a University School, one full-time



contracted professor, one assistant, five students, two members of PTGAS, seven Department or Institute directors, eight Deans or School Directors, fifteen members appointed by the Rector from the university community, and three elected by the Social Council.

- Teaching and Research Staff Board: The specific representative body for all tenured staff engaged in teaching and research at the University of León.
- Labor Teaching and Research Staff Committee: The representative body for all contracted teaching and research staff at ULE.



## 4. PROCEDURES

### 4.1. Communication and Action

In the case of general inquiries from research staff R1 and R2, the initial point of contact will be the person responsible for or in charge of their appointment, or the individual supervising the research work or providing mentorship. For newly recruited staff R3 and R4, the initial contact will be the person leading the research group to which they are assigned, or the Head of the Department.

Additionally, during the first weeks of their stay, staff will have access to guidance from a Reference Person.

For any questions regarding procedures related to research, intellectual property and technology transfer, dissemination, or other matters, it is recommended to contact the Vice-Rectorate for Research and Transfer:

- For general inquiries, contact the Vice-Rectorate Secretariat: [vice.investigacion@unileon.es](mailto:vice.investigacion@unileon.es) (Phone: +34 987 29 16 37).
- For questions related to Research Support (predoctoral and postdoctoral contracts at ULE, the university's own research grant program, research productivity, travel grants, and research stays), email [recaai@unileon.es](mailto:recaai@unileon.es), call +34 987 29 33 15, or consult the grant offerings on the website: <https://www.unileon.es/investigadores/programas-convocatorias/programa-propio-ayudas-a-la-investigacion>
- For matters concerning Research Institutes and Services, inquiries can be sent to [recaisi@unileon.es](mailto:recaisi@unileon.es) or via telephone at +34 987 29 19 28.
- Regarding Technology Transfer, contact [recat@unileon.es](mailto:recat@unileon.es) or call +34 987 29 37 20. Additional information is available at: OTC ULE
- .For Scientific Culture initiatives, visit: <https://culturacientifica.unileon.es/>, or contact via phone at +34 987 29 16 06 or email [recucc@unileon.es](mailto:recucc@unileon.es) ç.

For **specific management-related issues** (project and contract administration, financial matters, contracted personnel, European projects), staff may consult the personnel of the Research Management Service (SGI) through the following directory:

<https://www.unileon.es/universidad/estructura-universitaria/organizacion-administrativa/servicio-de-gestion-de-la-investigacion/organizacion>

### 4.2. Registration as a User of Electronic Services

The Universidad de León provides members of the university community with an institutional email address (<https://sic.unileon.es/email/>). The management of email accounts is carried out



by the Servicio de Informática y Comunicaciones (<https://sic.unileon.es/>). At present, the service is provided by Google for teaching and research staff (PDI), technical, management and administrative staff (PTGAS), institutional accounts, and students. Email credentials also grant access to various digital services available to the university community, including the Employee Portal, the Library, Universitas XXI, Moodle, among others.

For any questions or suggestions regarding this service, users may contact [postmaster@unileon.es](mailto:postmaster@unileon.es) by email.

### 4.3. Procurement and Contracting with Suppliers

When research staff are working within a Research Group (GIR) and/or on a project for which they are not the Principal Investigator, and they require the purchase or procurement of goods or services, they shall submit the request to the Principal Investigator (PI), who will provide the appropriate instructions on how to proceed.

Conversely, where research staff are responsible for the administration of their own funds—primarily by virtue of serving as Principal Investigator of a competitive research project or of a contract with a company (Article 60 of the LOSU)—they may obtain specific guidance from the Servicio de Gestión de la Investigación (SGI) at the following link:

<https://www.unileon.es/universidad/estructura-universitaria/organizacion-administrativa/servicio-de-gestion-de-la-investigacion/organizacion>

Likewise, the applicable regulations and the relevant forms may be consulted at the following links:

<https://www.unileon.es/universidad/gerencia/vicegerencia-economica/area-contratacion>

<https://www.unileon.es/investigadores/vicerrectorado/normativa-impresos/impresos-oficiales>

### 4.4. Leave, Holidays, and Travel

In the event of any questions or specific circumstances, staff are advised to consult their immediate supervisors, the Head of Department, or the Servicio de Recursos Humanos (Human Resources Department):

<https://www.unileon.es/universidad/estructura-universitaria/organizacion-administrativa/servicio-de-recursos-humanos/organigrama>



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Vicerrectorado de Investigación  
y Transferencia

Área de Apoyo a la Investigación

The different types of leave and official absences may be consulted in the University of León's Leave Handbook for Teaching and Research Staff (PDI)::

[https://www.unileon.es/files/2024-04/permisosylicencias\\_pdi20240419.pdf](https://www.unileon.es/files/2024-04/permisosylicencias_pdi20240419.pdf)

And for Research Staff (PI):

[https://www.unileon.es/files/2024-04/permisosylicencias\\_pi20240419.pdf](https://www.unileon.es/files/2024-04/permisosylicencias_pi20240419.pdf)

Applications for leave must be submitted through the Employee Portal platform (<https://empleado.unileon.es/index.html>).



## 5. SERVICES

The Universidad de León provides a wide range of services designed to support and facilitate the work of its research staff. Through the corresponding links, detailed information may be found regarding the persons responsible for these services and their contact details.

### 5.1. General Information

#### Contact for the Universidad de León: Rectorate

*Postal Address:*

Universidad de León, Edificio Rectorado  
Av. de la Facultad nº 25, 24004 León

*Telephone Numbers:* 987 29 16 35 / 987 29 16 03

#### Vegazana Campus

*Postal Address:*

Universidad de León Campus de Vegazana S/N  
24007 León

*Telephone Numbers:* 987 29 16 35 / 987 29 16 03

#### Ponferrada Campus

*Postal Address:*

Universidad de León, Campus de Ponferrada Av. de Astorga 15  
24401 Ponferrada (León)

*Telephone Number:* 987 44 20 00

#### Website

<https://www.unileon.es/>

#### Corporate Visual Identity of the ULE

<https://www.unileon.es/universidad/identidad-visual-corporativa>



**Faculties and Schools:**

<https://centros.unileon.es/>

**Departaments:**

<https://departamentos.unileon.es/>

**Directory and Telephone numbers:**

<https://www.unileon.es/directorio-y-telefonos>

## 5.2. Generic Services of Interest for Research Staff

- **Employee Portal**

Through this portal, research staff can access information related to their employment (administrative data, job position details, etc.). The portal also allows users to manage leave and absence requests, consult payroll information, and apply for training courses. Access requires authentication using the institutional email username and password.

<https://empleado.unileon.es/index.html>

- **Electronic Headquarters (Sede electrónica)**

The Electronic Headquarters of the Universidad de León is an online platform accessible via telecommunications networks, through which members of the university community and the general public can exercise their right to access information, services, and electronic procedures of the University.

Through the Electronic Headquarters, administrative procedures can be completed online (via the Internet) with full legal validity, without the need to appear physically at University offices. These online procedures allow users to submit requests, track their progress, and attach any necessary documentation to their files from any location, thereby promoting a more accessible, efficient, and transparent administration.

<https://sede.unileon.es/>



- **Corporate Software**

Users of the Universidad de León who have inventoried computer equipment can access a wide range of software, beginning with antivirus programs and extending to various specialized applications. A complete list of available software can be consulted via the following link:

<https://sic.unileon.es/software/>

- **User Support Center of the Universidad de León (CAU)**

The CAU (<https://cau.unileon.es/>) is the incident management system of the Universidad de León, handling issues related both to IT and communications as well as to physical infrastructures (locksmithing, electricity, etc.). Access requires authentication using the institutional email username and password. In addition to the online portal, any questions or issues can be addressed by contacting the service via email at [1234@unileon.es](mailto:1234@unileon.es) or by telephone at 98729 1234.

The staff are located in the CRAI-TIC building on the Vegazana Campus, with office hours from 09:00 to 15:00 and 16:00 to 18:15 (Monday to Thursday), and from 08:00 to 15:00 on Fridays.

- **Virtual Campus**

The Universidad de León Virtual Campus facilitates direct interaction between instructors and students to enhance the learning process. Moodle enables instructors to create and manage online courses, develop learning activities, assign tasks, and assess student progress. Instructors can access Moodle using their institutional email username and password.

<https://online.unileon.es/ensenanza-online/campus-virtual/>

- **University ID card**

The University ID card serves as an identification mechanism for all members of the university community, including students, teaching and research staff, administrative and service personnel, contracted staff, and other groups recognized under the regulations of the Universidad de León.

The card is personal and non-transferable and may also be used to access various University services or certain facilities.

Applications for the ID card are submitted through the dedicated online platform available at:

<https://carne.unileon.es/>



- **Social Assistance**

The Social Assistance Fund of the Universidad de León provides a range of support measures for research staff, including aid for childcare, educational materials, university studies, or medical and healthcare expenses. The calls for applications and their respective guidelines can be consulted at:

<https://servicios.unileon.es/area-de-accesibilidad-y-apoyo-social/fondo-de-ayuda-social/>

- **Equality Unit**

Universidad de León is firmly committed to the promotion of equality. One of its fundamental objectives is to advance the integration of a gender perspective and to foster a culture of equal opportunities across teaching, research, and academic management.

<https://servicios.unileon.es/area-de-accesibilidad-y-apoyo-social/unidad-de-igualdad/>

- **Support Service for Persons with Disabilities or Specific Needs**

The Support Service for Persons with Disabilities or Specific Needs at Universidad de León, operating under the Office of the Vice-Rector for Inclusion, Equality and Social Responsibility, is dedicated to achieving full inclusion. It promotes the necessary conditions to ensure that the University can effectively and equitably accommodate all individuals who wish to pursue their studies there.

<https://servicios.unileon.es/servicio-de-apoyo-a-personas-con-discapacidad-o-necesidades-especificas/>

- **Ombudsperson of the University Community**

The holder of the Ombudsperson's Office at Universidad de León is appointed by the University Senate (Claustro) to safeguard the quality of the institution and to ensure respect for the rights and freedoms of students, administrative and service staff, and academic personnel.

<https://servicios.unileon.es/defensor/>

- **Language Centre**

As previously noted in Section 3.3, the Language Centre of Universidad de León offers Spanish language courses for international students, as well as a wide and diverse range of modern languages.



(<https://centrodeidiomas.unileon.es/>)

- **Sports Services**

Universidad de León provides a wide range of sports activities and facilities. For further information regarding the available sports and leisure facilities, as well as the activities offered, please consult the following link:

<https://www.unileon.es/deportes>

- **Green Office**

The Green Office (<https://servicios.unileon.es/oficina-verde/>) is the operational body of the Environmental Quality and Healthy University Area. Its mission is to promote sustainability and healthy lifestyle practices among all members of the University community. To this end, members of the University may, among other initiatives, subscribe to a monthly basket of organic products or gain access to the cultivation and use of a university garden plot.

- **Accommodation**

In addition to the option of residing in private housing, there are both public and private residence halls located near the campuses that offer special rates to members of the University community at Universidad de León. A free advisory service is also available to assist with the search for off-campus accommodation.

<https://www.unileon.es/estudiantes/futuros-estudiantes/servicios-estudiantes/alojamientos>

- **Volunteering**

Members of the University community at Universidad de León who wish to devote part of their free time to volunteering activities may obtain further information from the Office of Social Responsibility.

<https://servicios.unileon.es/area-de-accesibilidad-y-apoyo-social/voluntariado/>



- **News**

The most relevant news related to the University of León is published on the main website (<https://www.unileon.es/>). In addition, there is a dedicated news portal (<https://www.unileon.es/actualidad>) that provides detailed information on the University's agenda, as well as general and specific news related to ULE researchers, courses, job openings, scholarships, and other opportunities.

### 5.3. Main Services Available to Research Staff

- **Research Management Service (SGI)**

Section 4.1 provides contact information for the Vice-Rectorate for Research and Transfer, as well as for the various departmental offices that compose it. This section also highlights the SGI as the primary support unit for the development of research management activities, including projects and contracts, financial matters, hired personnel, European projects, and other related tasks.

<https://www.unileon.es/universidad/estructura-universitaria/organizacion-administrativa/servicio-de-gestion-de-la-investigacion/organizacion>

- **Universitas XXI Research**

The support web portal for researchers at the University of León is called UNIVERSITAS XXI. Access to this portal is restricted; a username and password are required to enter. The platform serves as a valuable tool for the financial management of research projects and Research Management Units (GIR). It is also used for updating curricula vitae and converting them into the various formats required by different administrative bodies, as well as for obtaining information on various calls and funding opportunities.

<https://www.unileon.es/investigadores/vicerrectorado/universitas-xxi>

- **Knowledge Transfer Office (OTC)**

The office aims to protect and exploit the results of R&D&I, foster collaborative research, and promote the creation of Knowledge-Based Entities. Through the OTC, researchers receive guidance and support regarding the contracting of services with companies and institutions, the protection of industrial and intellectual property, the promotion and valorization of scientific knowledge, and other related activities.



<https://www.unileon.es/otc>

- **Human Resources Service**

The Human Resources Service is responsible for planning and executing the processes of selection and staffing, managing appointments and the hiring of all personnel and research fellows, as well as handling remuneration, social security contributions, and all matters affecting their employment. Additionally, it manages the training of Administrative and Service Staff and oversees Social Action benefits for personnel.

<https://www.unileon.es/universidad/estructura-universitaria/organizacion-administrativa/servicio-de-recursos-humanos>

- **Research Institutes and Technological Centers**

The University of León has eleven research institutes across various fields of knowledge, as well as the Castilla and León Supercomputing Center.

<https://www.unileon.es/investigadores/investigar-transferir/institutos-investigacion>

- **Research and Teaching Services**

The University of León (ULE) offers the following services for research and teaching:

- LEB Herbarium – Jaime Andrés Rodríguez
- Applied Acoustics Laboratory
- Laboratory for the Diagnosis of Plant Pests and Diseases
- Diatomology Laboratory
- EEG Laboratory for Psychological Studies Across the Lifespan
- Technical Inspection Laboratory of the School of Mines (LITEM)
- Laboratory of Instrumental Techniques and Radioactive Installation (LTI-IR)
- Image Analysis and Cartography Service
- Research and Animal Welfare Service
- Microscopy Service
- 3D Fabrication and Printing Unit



- Palynology Laboratory of the University of León
- University of León Collections Museum
- University of León Veterinary Hospital
- University of León Podiatry Clinic

<https://servicios.unileon.es/servicios-de-investigacion-y-docencia/>

#### • **General Foundation of the University of León and Business (FGULEM)**

The primary mission of FGULEM is to support the University of León in fulfilling its objectives by collaborating in the management and development of activities and services that contribute to the following goals:

- To promote and enhance teaching and research.
- To provide assistance to the university community.
- To facilitate the interaction between the University, businesses, and society.
- To support the professional and occupational integration of graduates and alumni.
- To foster socio-economic development through the provision of services to companies, the promotion of knowledge and technology transfer, and the support of entrepreneurial initiatives..

<https://fgulem.unileon.es/#>

#### • **University Library**

The Library provides researchers with support resources spanning from the publication process to the dissemination of research results. Additionally, it promotes open access, thereby enhancing the visibility of the University's scientific output.

(<https://biblioteca.unileon.es/principal>).

The institutional repository of the University of León is called BULERIA (<https://buleria.unileon.es/>). The Library also manages the University's Scientific Portal (<https://portalcientifico.unileon.es/>).



- **Publications Service**

The Publications Service is tasked with disseminating teaching and research activities, as well as other works or expressions of cultural, scientific, or artistic interest, produced both within the University of León and in other scientific and cultural contexts.

<https://publicaciones.unileon.es/>

- **Ethics Committees**

Depending on their respective competencies, the various committees issue opinions, reports, proposals, and recommendations evaluating the appropriateness or advisability of undertaking or promoting specific research activities:

- Committee on Scientific Ethics and Integrity

<https://servicios.unileon.es/animalario/comite-de-etica-e-integridad-cientifica/>

- Biosafety Committee

<https://servicios.unileon.es/animalario/comite-de-bioseguridad/>

- Ethical Committee for Animal Experimentation

<https://servicios.unileon.es/animalario/comite-etico-de-experimentacion-animal/>

- **Scientific Culture Unit**

Throughout the year, the Unit organizes a series of events in which all researchers from the University of León are invited to participate (e.g., Expociencia, European Researchers' Night, Castilla and León Science Week, etc.).

<https://culturacientifica.unileon.es/eventos/>