



**universidad  
de león**



Vicerrectorado de Investigación  
y Transferencia

Área de Apoyo a la Investigación

# Welcome Protocol for Research Staff (PDI, PI) Universidad de León July 2025





## OBJECTIVES:

This protocol aims to facilitate the integration of researchers joining the University of León and to support the development of their work during their first days at the institution. The main objectives are as follows:

- To provide the new researcher with an overall understanding of the University of León (ULE).
- To introduce the unique characteristics of our university and its institutional culture.
- To accelerate the researcher's integration from a safe and healthy perspective.
- To offer an accessible and practical guide through which they can become familiar with the University of León's procedures and services.
- To provide personal and human support during their first days at the university.

## JUSTIFICATION:

The Strategic Plan 2025–2030 aims to consolidate the University of León as a benchmark in research and knowledge transfer by promoting the recruitment of research talent. Consequently, the training and recruitment of talent are priority objectives for the ULE, as they are essential to the consolidation of its research excellence.

The recruitment of research staff must comply with the standards set by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Accordingly, the ULE establishes principles and guidelines to ensure fair, transparent, and merit-based selection processes, promoting excellence and equal opportunities at both national and international levels.

In line with the aforementioned documents, on January 25, 2019, the University of León expressed its commitment to implementing the principles of the Charter & Code by adopting the procedure known as the Human Resources Strategy for Researchers (HRS4R). As a result of this commitment, since September 7, 2021, the University has been authorized to use the "HR Excellence in Research" award to promote a supportive and stimulating working environment for its researchers.

This Welcome Protocol arises precisely as an improvement action within the objectives established by the award, given that, until now, the ULE had been carrying out this process without a specific protocol. Consequently, this document seeks to facilitate the integration of newly incorporated researchers at the University of León, as well as those relocating within it, by





providing them with essential information regarding onboarding, available services, occupational risk prevention, and other relevant matters.

## Content:

The welcome protocol is outlined in the document entitled “Research Staff Welcome Manual”, which will be available in digital format and accessible at all times on the University of León’s website. In addition, it will be provided to the individual on the day of their incorporation.

Furthermore, it establishes the role of the Reference Person, whose mission is to accompany and advise the newcomer during their first days at the institution.

## Welcome Program

### 1. Greeting from the Rector

<https://www.unileon.es/universidad/saludo-de-la-rectora>

### 2. General Information

General information about the University of León is available on its website (<https://www.unileon.es>).

On the same website, you can also consult the agreements of the Governing Council (<https://www.unileon.es/universidad/organos-colegiados/consejo-de-gobierno/acuerdos>).

#### 2.1. Location and History

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

#### 2.2. Directory

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





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### 2.3. Institutional information

General Secretariat:

<https://www.unileon.es/universidad/consejo-de-direccion/secretaria-general>

Management:

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

Human Resources Service:

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

Teaching and Research Staff Section:

<https://www.unileon.es/personal/pdi/datos-contacto>

Office of the University Community Ombudsman:

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

Occupational Risk Prevention Unit:

<https://servicios.unileon.es/unidad-prevencion-riesgos-laborales/>

Occupational Risk Prevention Plan:

[https://www.unileon.es/intranet/prevencion/plan\\_prevencion20190920.pdf](https://www.unileon.es/intranet/prevencion/plan_prevencion20190920.pdf)

Health and Safety Committee:

<https://servicios.unileon.es/unidad-prevencion-riesgos-laborales/comite-de-seguridad-y-salud/>

Equality Unit:

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

Support Service for People with Disabilities or Specific Needs at ULE:

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

Regulations on the care of people with disabilities and specific educational support needs at the University of León:

[https://www.unileon.es/files/2022-07/reglamento\\_discapacidad\\_y\\_necesidades.pdf](https://www.unileon.es/files/2022-07/reglamento_discapacidad_y_necesidades.pdf)





Training School:

<https://servicios.unileon.es/formacion-pdi/>

#### 2.4. Email

The University of León provides members of the university community with an email address (<https://sic.unileon.es/email/>). The management of email accounts is carried out by the Information and Communications Service, with Google currently providing the service for faculty (PDI), administrative staff (PAS), institutional addresses, and students. Any questions or suggestions regarding this service can be sent by email to [postmaster@unileon.es](mailto:postmaster@unileon.es).

The email credentials also serve as access to various services available to the university community.

#### 2.5. University library

The University of León Library is a service that supports learning, teaching, and research. It has 13 service points across the 11 faculty and school libraries, the General Library on the Vegazana Campus, and the Library on the Ponferrada Campus.

All information is available at: <https://biblioteca.unileon.es/principal>

#### 2.6. Language Centre of the University of León

The Language Center currently offers courses in English, French, German, Chinese, Italian, Portuguese, Japanese, Arabic, and Russian, in addition to a comprehensive and diverse academic program related to learning Spanish as a foreign language.

More information is available at: <https://centrodeidiomas.unileon.es/index.htm>

#### 2.7. Doctoral School

The Doctoral School is the University of León center whose main mission is the organization of doctoral-level teaching and activities. It encompasses all Doctoral Programs at the University of León.

More information is available at: <https://esdule.unileon.es/>





### 3. Specific information for researchers

#### 3.1. Vice-Rectorate for Research and Knowledge Transfer

Information about the Vice-Rectorate responsible for research is available on the university website:

[Vicerrectorado de Investigación y Transferencia](#)

It oversees the Research Support Areas, Research Institutes and Services, Knowledge Transfer, and Science Culture.

#### 3.2 Research Management Service

Located in the Rectorate Building, all the information can be found on the website:

[Servicio de Gestión de la Investigación](#)

It is further subdivided into:

- **Projects and Contracts Section** ([sergi@unileon.es](mailto:sergi@unileon.es))  
This section oversees:
  - Economic Affairs Unit ([ulesgiec@unileon.es](mailto:ulesgiec@unileon.es))
  - Projects and Contracts Unit ([sgicontratos@unileon.es](mailto:sgicontratos@unileon.es))
- **Grants and Own Programme Section** ([secayi@unileon.es](mailto:secayi@unileon.es))  
This section oversees:
  - Contracted Staff Unit: [sgiyudas@unileon.es](mailto:sgiyudas@unileon.es)
  - Own Program Unit: [sgiyudas@unileon.es](mailto:sgiyudas@unileon.es)

#### 3.3 Knowledge Transfer Office (OTC)

The OTC is the entity that coordinates and promotes the knowledge transfer activities at the University of León:

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





## 4. Welcome Plan for Researchers

### 4.1. Delivery of the Welcome Manual and Introduction to the Reference Person

On the day of joining, the hired researcher will be provided with the **“Research Staff Welcome Manual”**, which will be available in digital format and accessible at all times on the University of León website. This document serves as a guide to quickly and efficiently obtain information about the University of León, including its history, organizational structure, the location of its centers and research institutes, its main services, as well as the essential information needed to carry out research activities.

Alongside this document, the researcher will have the support of a **Reference Person** during the first two months of their stay. This person will be a member of the staff from the center, institute, or department where the researcher joins, and their role will be to provide assistance and address any questions or information requests during the initial days. The head of the center, institute, or department will appoint a Reference Person for each new arrival, taking into account their professional compatibility and their ability to fulfill this role.

### 4.2. Administrative procedures:

The newly appointed researcher will receive assistance from the **Human Resources Service** of the University of León to formalize their new contract, with support from the Reference Person if necessary, for the following procedures:

- Completion of necessary forms to collect initial data: personal information, Model 145 (income tax form), declaration of being informed about specific/generic occupational risks, request for compatibility (if applicable), or declaration of not being affected by such risks.
- Submission of documentation: a photocopy of the degree required for the position.
- Signing the contract, administrative appointment, or civil servant appointment.

Additionally, both the Welcome Manual and the Reference Person will assist the new researcher in requesting, depending on the duration of their stay, a university email account or university ID card.

### 4.3. Information on facilities

The Reference Person will introduce the new researcher to the facilities where they will carry out their work, showing the main spaces and emphasizing the building’s evacuation and emergency plan. Likewise, they will provide the researcher with important contact numbers for the center.





#### 4.4. Information about their unit, department, institute or centre

The Reference Person will accompany the newly appointed researcher for an introduction to the director of the department or institute and, if applicable, to the dean of the faculty or director of the school.

They will also help the researcher locate the administrative office and provide information about shared facilities (rest areas, cafeteria, etc.) as well as general regulations.

Finally, they will hand over the keys to access the facilities and, if applicable, assist with the procedures for obtaining an electronic access card.

#### 4.5. Workplace

Accompanied by the Reference Person, the researcher will be shown their workplace. They will be introduced to their colleagues, assigned furniture, and, if applicable, provided with a computer and access credentials for copiers and printers.

When relevant, manuals regarding biosafety regulations, laboratory work procedures, and handling of specialized equipment, among others, will be provided.

The Regulations of the Research and Animal Welfare Service at the University of León, approved by the Governing Council on January 31, 2025 ([Reglamento servicio de investigacion y bienestar animal.pdf](#)), stipulate that technical staff and researchers working in biological risk areas as part of their duties must strictly follow the rules established in the Biosafety Manual for biological containment level areas and the specific protocols set by the Service for each pathogen, animal species, and containment level. These manuals will be provided to newly appointed research staff by the corresponding Service.

The Faculty of Veterinary Medicine has a specific Biosafety Plan, developed by the Biosafety Committee and approved by the Quality Committee and the Faculty Board ([Facultad de Veterinaria-Plan de Bioseguridad](#)). Depending on the department or unit where the researcher joins, they will be provided with, and must acknowledge, the content of the specific biosafety manuals for that location. These manuals are available for consultation at: <https://veterinaria.unileon.es/bioseguridad/>

