

# Welcome handbook





# 01. Introduction

## The University of Vic - Central University of Catalonia and the Balmes University Foundation

The University of Vic - Central University of Catalonia is a privately managed institution under public supervision, offering public service activities of teaching, research and knowledge transfer in a range of fields in which it has experience and expertise.

The University's mission is to be a driving force for knowledge and innovation, for our country and internationally. Thanks to our focus on student support and all-round training, our graduates embody values of creativity, professionalism and social responsibility. With strong local roots and close ties to the community, UVic-UCC fosters regional links and a strong commitment to cultural, social and economic progress.

The Balmes University Foundation (FUBalmes) is the proprietor of the University of Vic - Central University of Catalonia. The FUBalmes Board of Trustees includes three representatives from the Government of Catalonia, 16 from municipal authorities, 12 from civil society and associated organisations and three from the university itself. Our distinctive system of public supervision and private management facilitates efficient, responsible, flexible governance.

The Balmes University Foundation, proprietor of the University of Vic - Central University of Catalonia, and the Bages University Foundation, which organises university courses in Manresa, entered into a federation in January 2014 to create the University of Vic - Central University of Catalonia, with two campuses, UVic and UManresa.

### Links

[FUBalmes ↗](#)

[UVic ↗](#)



# 01. Introduction

## Governing bodies

### BALMES UNIVERSITY FOUNDATION BOARD OF TRUSTEES

The Board of Trustees of the Balmes University Foundation, the proprietor of UVic-UCC, is the highest governing body of the University. The Balmes University Foundation (FUBalmes), founded on 9th January 1985, aims to promote the planning, orientation, creation and conduct of university courses and advanced studies.

### RECTOR'S BOARD

The Rector's Board is the body that assists the rector in university governance and management. Together with the rector, the vice-rectors, the general manager and the general secretary form part of the Rector's Board.

### BOARD OF GOVERNMENT

The Board of Government establishes the strategic lines and programme of the University and the guidelines and procedures for their application in organisation of courses, research and knowledge transfer, human and economic resources.

### BOARD OF MANAGEMENT

The Board of Management is responsible for economic and strategic management. Together its members act in accordance with the guidelines of the FUB Board of Trustees and the Organisational and Operational Regulations.

### SENATE

The Senate is a forum for debate on general academic initiatives of the University. Chaired by the rector, its main objective is to ensure access to information and involvement of all members of the University in the institution's development.

### OMBUDS OFFICE

The UVic-UCC Ombuds Office ensures the rights and freedoms of students, teaching staff, research staff, and administrative and service staff in relation to the actions of university bodies and services, and provides regular reports on university activities.





**BOARD OF TRUSTEES**

**GOVERNING BODIES**

→ **Chair**  
Albert Castells

→ **Executive Board**

→ **Director General**  
Jordi Baiget

→ **Standing Committee**

→ **Strategic committees**

→ **General Secretary  
(non-board member)**  
Jordi Espona

→ **Consultative Council**

→ **Endowments and Donations Committee**

**ADVISORY BODIES**





UNIVERSITY OF VIC - CENTRAL UNIVERSITY OF CATALONIA

GOVERNING BODIES





**GOVERNING BODIES**

→ **Services**

Corporate Communication and Institutional Relations

Finance and Staff Management

Talent Policy

Academic Administration

Infrastructure and General Services

Marketing

Quality

Corporate Finance

International Relations

OTRI Research Transfer Office

ICT Unit

Doctoral College

Entrepreneurship

Library

University Community Service

Employability and Careers Service

File Management, Archive and Registry

Language Services

**REPRESENTATION AND PARTICIPATION**

→ **University Senate**

→ **Student Representatives Council**

→ **Staff Committee**

**UNIVERSITY COMMUNITY**

→ **Ombuds Office**



# 01. Introduction

## Rules and regulations

UVic-UCC rules and regulations can be found at the following [link](#) and at: Virtual Campus > Community > Institution. They are grouped as follows:

- Institution
- UVic-UCC/FUBalmes social responsibility
- Organisation
- Operation
- Students
- Teaching and research staff (PDI); administrative and service staff (PAS)\*
- Research\*\*

### TEACHING AND RESEARCH STAFF; ADMINISTRATIVE AND SERVICE STAFF\*

- Collective agreement
- FUBalmes/UVic-UCC regulation of good staff practices
- Professional careers of teaching and research staff in the collective agreement
- Curriculum evaluation criteria for teaching and research staff in UVic-UCC internal calls – [“UDocència” teaching evaluation manual](#)
- Teaching assistants: Specific regulations for study grants and teaching pay
- Regulations for visiting teachers
- Regulations for UVic-UCC emeritus teaching staff
- Guidance and tutorial action
- Regulations for PDI and PAS language accreditation in access and selection processes
- FUBalmes/UVic-UCC travel protocol

### RESEARCH\*\*:

- UVic-UCC code of good research practice
- UVic-UCC Research Ethics Committee regulations
- UVic-UCC regulation on intellectual and industrial property
- UVic-UCC regulations on creation and operation of research and knowledge transfer centres (CERT) and research institutes
- Regulations on recognised UVic-UCC research groups
- Regulations on teaching and research staff dedication to research
- Regulations on UVic-UCC staff authorship of scientific publications
- Regulations on dual affiliation of research staff for specific projects
- Incentive policy for participation in R&D activities and the incentive system for research activity
- Regulations on the implementation of knowledge transfer margins for *overheads* in which the principal investigator is not attached to a research and knowledge transfer centre (CERT)
- Conference procedures
- Procedure for requesting UVic-UCC scientific endorsements
- Protocol for acceptance, assignment and conduct of secondary school student research stays



# 01. Introduction

## Communication channels and social networks

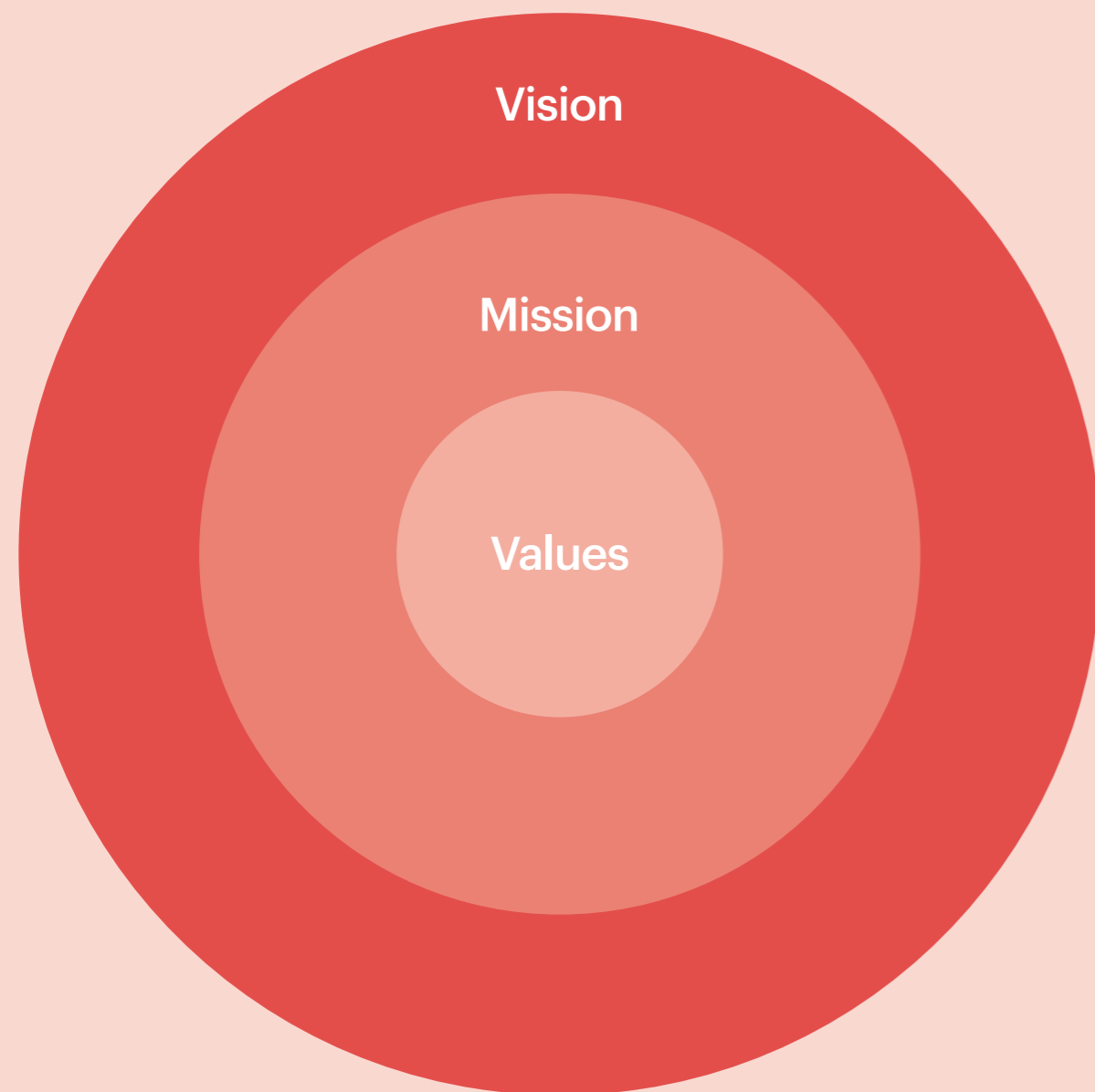
UVic-UCC social network  
profiles can be found at  
[www.uvic.cat/canals-socials](http://www.uvic.cat/canals-socials)



### OTHER INTERNAL AND EXTERNAL SOCIAL NETWORKS

- L'Apunt: UVic weekly information – [apun.uvic.cat](http://apun.uvic.cat)
- SomU: UVic-UCC monthly newsletter. Sent to all teaching and research staff, and administrative and service staff.
- Press cuttings: UVic news clipping service. Request registration for this service at: [premsa@uvic.cat](mailto:premsa@uvic.cat)
- Doctoral College newsletter: Weekly newsletter for doctoral students with information on training activities, scholarships, grants and noteworthy activities carried out by doctoral students. Request registration for this service at [oficinadoctorat@uvic.cat](mailto:oficinadoctorat@uvic.cat)
- Research newsletter: Weekly newsletter on research results, events and current competitive calls – [butlletirecerca.uvic.cat](http://butlletirecerca.uvic.cat)
- NEXE: FUBalmes/UVic-UCC institutional communication channel: [youtube.com/UniversitatdeVic](https://youtube.com/UniversitatdeVic)
- URecerca portal: Showing UVic-UCC scientific output: [urecerca.uvic.cat](http://urecerca.uvic.cat)
- UAcadèmic portal: Access to UVic-UCC online academic management: [uacademic.uvic.cat](http://uacademic.uvic.cat)
- UVicRadio: [www.uvic.cat/radio](http://www.uvic.cat/radio)
- UVic Life news: Fortnightly newsletter with information on activities of UVic Life, the city and the region. Request registration for this service at [uhub@uvic.cat](mailto:uhub@uvic.cat)
- Institutional website: [www.uvic.cat](http://www.uvic.cat)
- Other official websites: [www.uvic-ucc.cat](http://www.uvic-ucc.cat) | [www.umedicina.cat](http://www.umedicina.cat)
- Blogs and websites of centres, research groups and events, among others – [mon.uvic.cat/espais-uvic](http://mon.uvic.cat/espais-uvic)

# 02. Institutional values



UVic-UCC adheres to these values:

- The human dimension
- Direct, close contact with students
- Innovation, creativity and entrepreneurship
- The ability to respond quickly to needs in the surrounding environment
- Cross-disciplinarity and synergies between areas of knowledge, internally and with other regional organisations
- Rigour, quality and excellence in teaching, research and knowledge transfer
- Transparency and universal access to information for accountability to society
- International outlook





# 03. Joining the community

## MEDICAL SERVICE

The surgery mainly provides advice and personal care for UVic-UCC members of staff, focusing on prevention and healthcare. It is also where medical examinations are carried out. The service is provided by a nurse from outside the university who is a specialist in occupational nursing, contracted through the company Aspy Prevenció. The medical service in Building G at Miramarges opens Monday 15:00 - 18:00 and Wednesday 10:00 - 13:00.

→ [u360.uvic.cat/ca/benestar-i-seguretat/espai-de-salut-laboral](http://u360.uvic.cat/ca/benestar-i-seguretat/espai-de-salut-laboral)

## UNIVERSITY SMART CARD (TUI)

The UVic-UCC University Smart Card (TUI) is a *smartphone* application that identifies you as a member of the UVic-UCC university community. The TUI identifies you as a member of the UVic-UCC community. It also gives you access to a host of services that can help you in your studies and personal life (sports, cultural activities, student associations, “castells” human towers, theatre groups, etc.). In addition, you can use it to borrow items from the Audiovisual Service. It also grants you discounts and special offers at many shops and organisations throughout Catalonia.

→ [www.uvic.cat/en/uhub/uvic-card](http://www.uvic.cat/en/uhub/uvic-card)

## UVALS UVIC

The U-Vals platform grants you exclusive discounts and special offers for the UVic university community. UVic Alumni and Lifelong Learning for Elderly People are also included. To enjoy these discounts, you need to show your UVic TUI card at the establishment.

→ [uvalsuvic.cat/](http://uvalsuvic.cat/)

## ORANGE PARKING ZONE

In order to make parking easier for the university community, there is an Orange Parking Zone on Carrer Miramarges. To be able to park there, you need to obtain a UHub sticker for your car windscreen. This sticker allows you to park for seven hours for one euro, by selecting the UVic rate at the parking meter in the Orange Zone. Students, teachers and service staff can enjoy this perk through UHub registration. You should renew the sticker at the beginning of each academic year.

→ [www.uvic.cat/uhub/vidauniversitaria/zona-taronja](http://www.uvic.cat/uhub/vidauniversitaria/zona-taronja)

## SPORTS CARD

The UVic sports card is a virtual ID that gives you access to sports clubs and organisations in Vic, Manlleu and Granollers. The sports card, costing €45, is available to all members of the UVic community. Apply online through Virtual Campus > UHub. This virtual accreditation operates through the TUI.

→ [www.uvic.cat/en/uhub/sports/sports-card](http://www.uvic.cat/en/uhub/sports/sports-card)

# 03. Joining the community

## Benefits for PDI and PAS



### PAY

#### Seniority

The supplement is applied for each three-year period of employment, from 1 September 2016. The supplement for full-time work is €43.32/month (a fixed amount of €649.80/year). It is increased every three years up to a maximum of five supplements (equivalent to €216.60/month or €3,249/year).

#### Extra monthly payments

Staff receive three extra monthly payments, coinciding with Sant Jordi (23 April), Catalonia's National Day (11 September) and Christmas (25 December).

### HEALTH AND WELL-BEING

#### Health check-ups and the Medical Service

Staff have access to a medical service for consultations and they can have regular annual check-ups.

#### Emotional well-being

Welfare and Safety at Work coordinates the Psychological Support Service for members of staff. This service offers free individual sessions. To request an appointment, fill out the form at [Virtual Campus > Well-being > Psychological support](#)

### WORKING DAY

#### Working day of administrative and service staff

Administrative and service staff work a total of 1,565 hours per year, corresponding to an average working week of 37.5 hours.

#### Intensive workdays

Administrative and service staff and service staff work 30 hours per week, 6 hours a day, at Christmas, Easter, during the months of July and August, and over academic long weekends.

#### Reduction of working hours

Guardians of children under 12 years of age, or of people with physical, mental or sensory disabilities, can reduce their working hours and salary by 12.5% to 50%.

#### Workdays of teaching and research staff

Teaching and research staff work 1,600 hours per year, corresponding to an average working week of 38 hours. Teachers in the Part-time 1 category work 1,200 hours per year, equivalent to 28.5 hours per week. Teachers in the Part-time 2 category work 800 hours per year, equivalent to 19 hours per week.

#### Workday modification for training

PDI and PAS staff can adapt their ordinary workday to attend professional training or specialist courses.



# 03. Joining the community

## Benefits for PDI and PAS



### LEAVE

#### Loyalty

For every 15 years of UVic-UCC employment, staff are granted one month's leave. In exceptional cases and subject to prior agreement with the employer, this can be replaced by one month's salary.

#### Parenthood

In accordance with current legislation, all employees are entitled to sixteen weeks' leave, which can be extended to eighteen weeks in the event of having a disabled child or multiple births. The University extends this leave for two more weeks and bears the cost.

Breastfeeding: a period of one hour per day of absence from the workplace is permitted, or two periods of 30 minutes. As an alternative, you can accumulate the hours and take them off as whole working days.

The University has spaces designed for those who wish to breastfeed at the workplace. You can find the details at [apunt.uvic.cat/el-campus-vic-ja-disposa-dels-primers-espais-de-lactancia](http://apunt.uvic.cat/el-campus-vic-ja-disposa-dels-primers-espais-de-lactancia)

#### Personal matters

During the 2023-2024 academic year, staff can take up to 5 days off for personal matters.

#### Marriage or stable partnership

If you get married or register a civil union, you will be eligible for fifteen extra days' leave, subject to submission of the corresponding legal certificate, during the following year.

#### Research task

Maximum leave of one semester for a research task assignment.

#### Temporary disability

Staff subject to temporary disability receive full salary from the first day. The University assumes the cost, up to 100% of pay.



# 03. Joining the community

## Benefits for PDI and PAS

### UNIVERSITY COMMUNITY

#### Sports

There are fitness classes at various times slots during the week at the Miramarges site: HIIT, spinning and Zumba, among others. Consult details at: [www.uvic.cat/en/uhub/sports/courses](http://www.uvic.cat/en/uhub/sports/courses)

#### Groups

University groups organise a range of activities that put you in touch with other members of the community. For example, the Choir, the Inclusive Orchestra, the Emboirats and the Garrins Metà·lics. Consult the full list of groups and further details at: [www.uvic.cat/uhub/collectius](http://www.uvic.cat/uhub/collectius)





# 03. Joining the community

## Benefits for PDI and PAS

### HOLIDAYS

#### ADMINISTRATIVE AND SERVICE STAFF (PAS)

Administrative and service staff have annual paid leave of 30 working days. Each month of May, the Staff Committee and university management negotiate the work calendar, including public holidays, university holidays, long weekends and intensive workdays. The University remains closed at Christmas, at Easter and for three weeks in August. The next work calendar is published on the staff portal each July.

#### Teaching and research staff (PDI)

Teaching and research staff have annual paid leave of 31 working days. In addition, PDI have paid leave during the second half of July and over Christmas and Easter, as specified in the academic calendar. The work calendar is published each July at [Virtual Campus > Community > Academic Affairs](#).

### TRAINING

#### Study grants

All members of staff, both PDI and PAS, employed at the University for at least a year, enjoy study grants for themselves or for dependent children on first enrolment in a course activity. See Article 26 of the Collective Agreement for details of these grants.

#### Language courses

Language courses at different levels are organised for PDI and PAS each term. Enrol at Talent Policy in the months of September and December.

### OTHER BENEFITS

#### Competence assessment

The competences of university staff are assessed annually to encourage further development. The assessment system includes an economic consideration.

#### Special conditions at banks

Staff enjoy special conditions at banks such as BBVA, Caixa d'Enginyers and Banc Santander. The details for each bank can be consulted at the [Employee Portal > My Company](#).

#### Internal promotion

Professional promotion pathways are available to teaching and research staff. These pathways are the frame of reference for all internal promotions and for new teaching and research staff positions.

#### Working remotely

Staff are able to work remotely for part of the working week. On-site and remote working hours, agreed with each service or faculty head, are administered through the [Virtual Campus](#).

# 04. Services and faculties

The Vic campus is made up of various sites and buildings for teaching, research and other university activities. UVic-UCC has grown over recent years and its presence is felt across the city as an urban campus in the style of many other European university cities. Currently, the University extends well beyond the Torre dels Frares and Miramarges sites. Can Baumann is contains the Faculty of Medicine; Casa Convalescència has the Rector's Office and other central services; the university is present in health centres such as the Hospital de la Santa Creu and the Hospital Universitari de Vic; the Casino de Vic is home to the Ateneu cultural centre; among other sites.

[www.uvic.cat/en/faculties-and-colleges](http://www.uvic.cat/en/faculties-and-colleges)

Miramarges



Faculty of Medicine



La Farinera



Torre dels Frares

