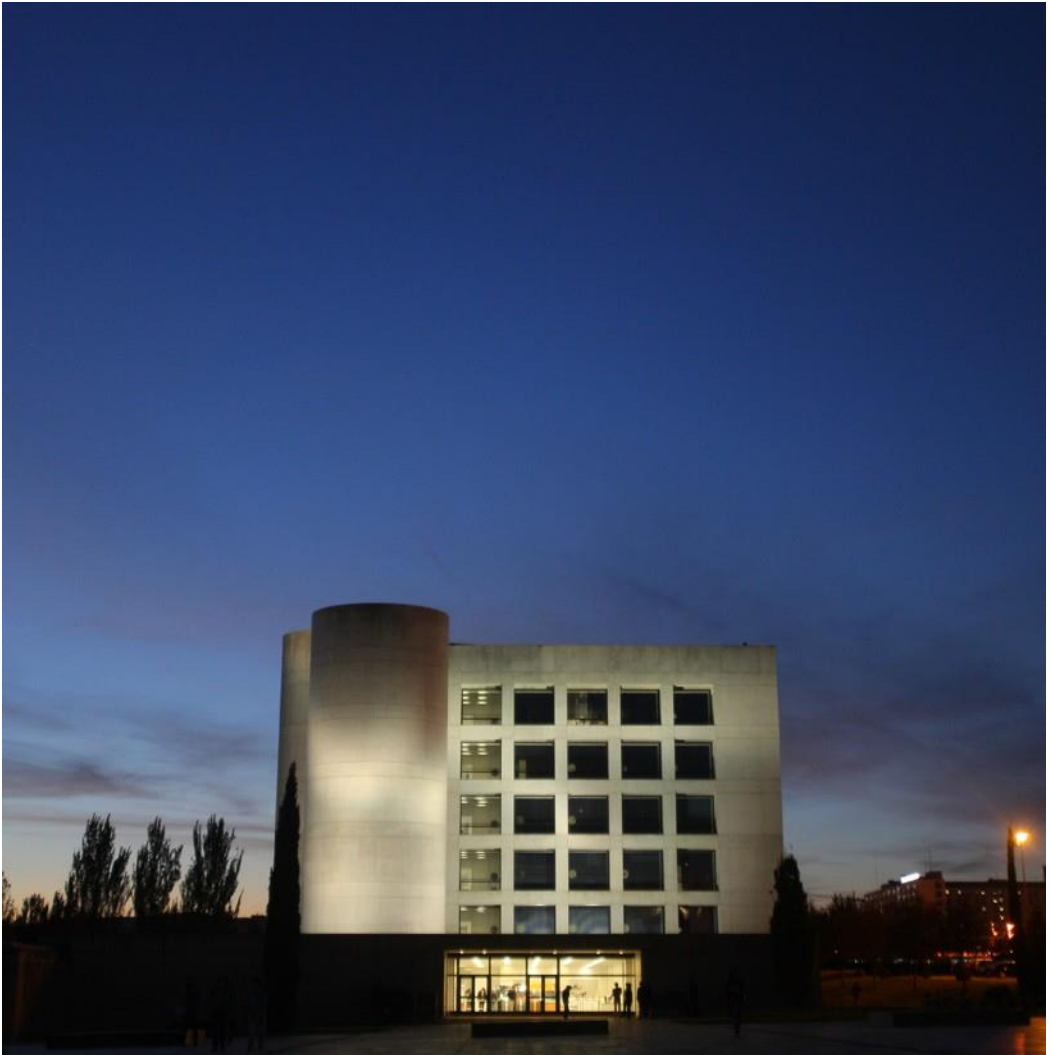




Universidad
de Navarra

Welcome Pack for Researchers



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01

A Word of Welcome from the President



Dear professionals,

As stated by the University's founder, St. Josemaría Escrivá, this institution's highest mission is "to serve mankind, to be the leaven of the society in which it lives". Over these first 60 years, many people have endeavoured to make this ambitious project a reality, a project you are about to be involved in.

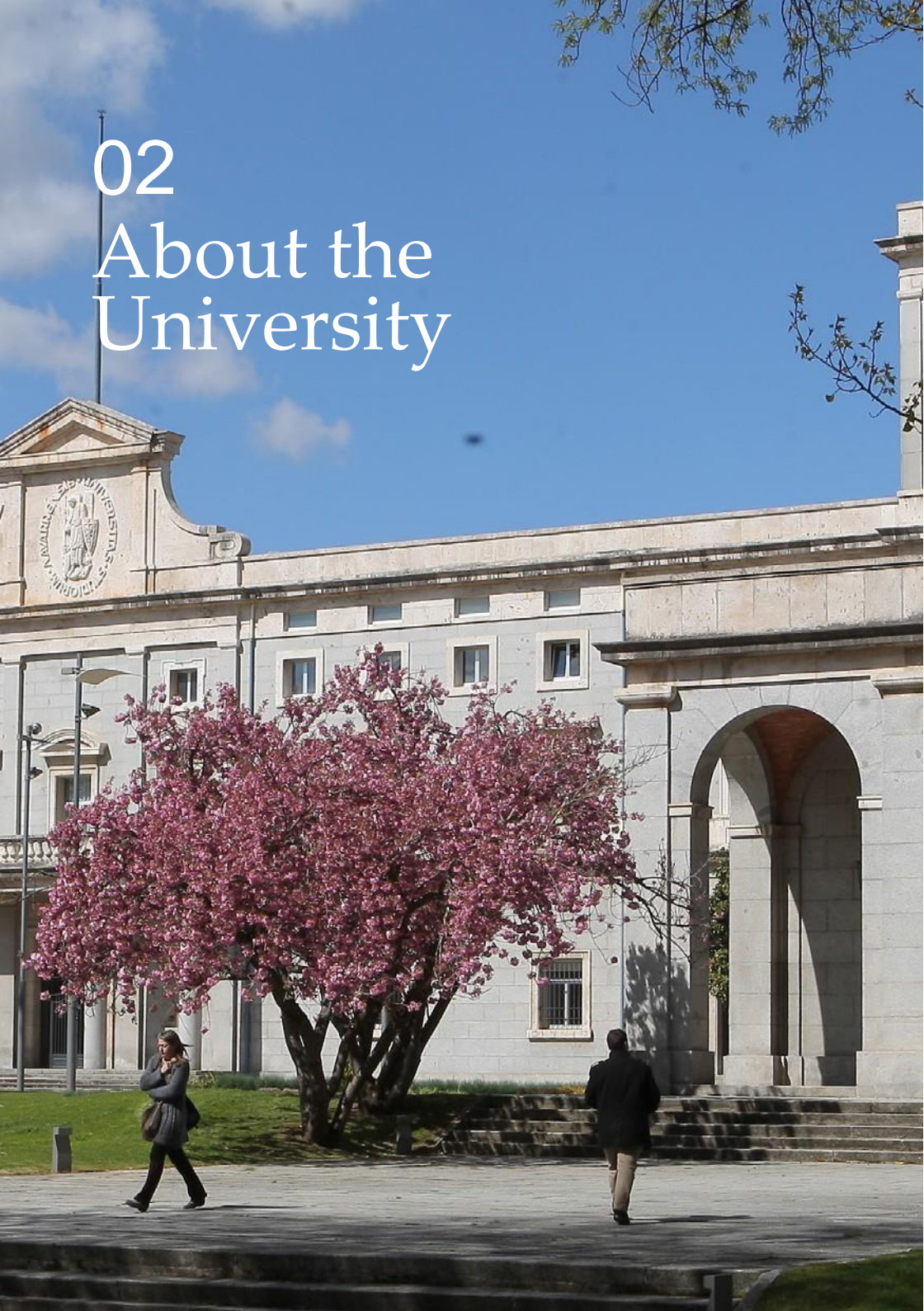
The University of Navarra's objective, as described in the statement of core values, is "to seek and present the truth; contribute to the academic, cultural and personal education of its students; promote academic research and healthcare activities; provide suitable opportunities for the development of its professors and employees; and carry out broad cultural outreach and social promotion work with a clear goal of service."

I trust that, in this new stage as University of Navarra employees, you will contribute to this bold mission through a daily commitment to the various teaching, research, healthcare and management tasks that will fall to each of you. I welcome you in the hope that your time at this University will also contribute to your personal development.

Warm regards,

Alfonso Sanchez-Tabernero

02 About the University



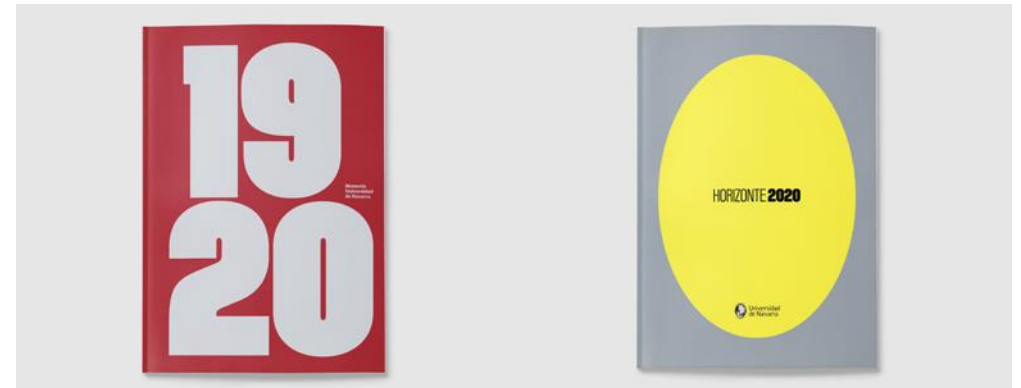
Organization and Governing Bodies

[The Office of the Executive Council](#) is the University's **ordinary governing body**.

It is made up of the **President**, the **Vice Presidents**, the **Administrator**, the **Manager** and the **General Secretary**. It is also known as the Executive Council of the Board of Governors.

The University of Navarra in Figures

For general information about the University of Navarra, see the website section [University reports](#), which summarizes the University's activity in four sections: Institutional aspects, Teaching, Research and University life.



Ethics and Professional Responsibility

Like all professional activities, **research** has a **significant impact** on society and people's lives. This requires researchers to have a **strong awareness of their professional responsibility**. Only this inner attitude can guarantee that their work leads to robust, reliable results.

This [section](#) includes some documents to help guide researchers on the standards of professional integrity and correctness that must underpin their work and are key to carrying out research activity at this University.

2025 Strategy



The [2025 Strategy of the University of Navarra](#) aims to contribute to solving the challenges posed by society through research, teaching and healthcare work, and by collaborating with other people and institutions.

The 2025 Strategy is based on three pillars:

- 01** Transformative learning
- 02** Impactful, focused research
- 03** Interdisciplinarity

Clínica Universidad de Navarra

The [Clínica Universidad de Navarra](#) is a Spanish private university hospital based in Pamplona (Navarre) and Madrid (Community of Madrid) and is part of the University of Navarra.



Schools

- School of Architecture
- School of Sciences
- School of Communication
- School of Law
- School of Canon Law
- School of Economics and Business Administration
- School of Ecclesiastical Philosophy
- School of Education and Philosophy
- School of Education and Psychology
- School of Pharmacy and Nutrition
- School of Humanities and Social Sciences
- School of Medicine
- ISSA School of Applied Management
- IESE Business School
- ISEM Fashion Business School

Institutes

- Core Curriculum Institute
- Institute of Family Sciences
- Institute of Medieval Studies
- Institute of Modern Languages
- Institute of Spanish Language and Culture (ILCE)
- Institute for Business and Humanism
- Martin de Azpilcueta Institute
- Higher Institute of Religious Sciences

Research Centres

The Centre for Documentation and Research on

Josemaría Escrivá This centre houses an extensive collection of literature on the figure of Josemaría Escrivá de Balaguér and Opus Dei.

[See website](#)

Centre for Applied Medical Research (CIMA)

The research carried out at this centre is supported by novel biological knowledge and seeks to find therapeutic solutions to the needs of patients. For this reason, CIMA and the Clínica Universidad de Navarra share a common mission: to put patients at the centre of research.

[See website](#)

The Biomedical Engineering

Research Centre This centre encompasses and combines the know-how and synergistic capacities of the technological and biomedical field on the Pamplona and San Sebastian campuses.

[See website](#)

Guipúzcoa Centre for Studies and Technical Research (CEIT)

The main task of this centre is to carry out industrial applied research and technological development projects in collaboration with the R&D departments of companies in a range of sectors (rail, aeronautics, automotive, health, manufacturing, energy and the environment).

[See website](#)

Institute of Tropical Health (ISTUN)

The objective of this institute is to find solutions for the diagnosis, treatment, prevention and control of diseases in developing countries, and to share training and transfer technology to those areas.

[See website](#)

Institute of Data Science and Artificial Intelligence

This centre for research, innovation and training at the University of Navarra seeks to carry out collaborative work among different groups and people at the University, with a strong focus on data science and artificial intelligence.

[See website](#)

Centre for Nutrition Research (CIN) This basic and applied research body focuses on issues related to diet, health, lifestyle and, above all, the origin and mechanisms of obesity.

[See website](#)

Institute of Culture and Society

(ICS) This institute seeks to address some of the key challenges in today's world through rigorous academic research. With the ICS, the University has managed to apply a high-quality research model to the humanities and social sciences.

[See website](#)

Institute for Biodiversity and Environmental Research (BIOMA)

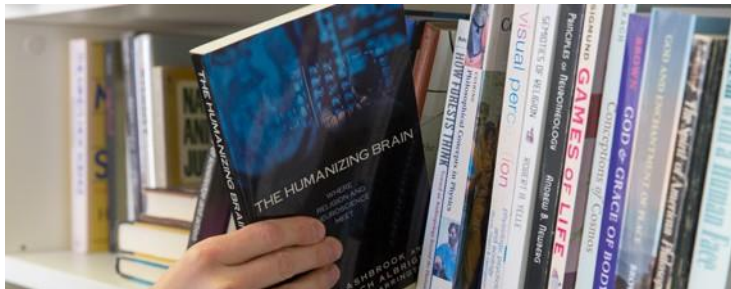
The goal of this multidisciplinary centre is to use scientific evidence to address the key environmental challenges faced by our planet, such as climate change, loss of biodiversity, pollution, deforestation, soil degradation and invasive alien species.

[See website](#)

Research Groups:

Find out more about research groups [here](#).

Humanities
and Social
Sciences



Biomedicine
and Health



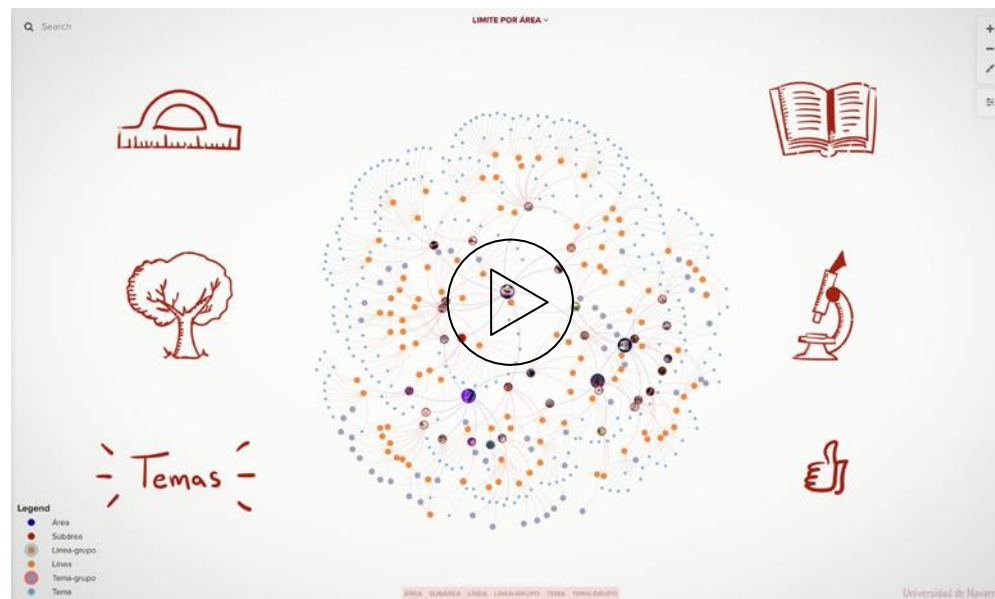
Experimental
Science,
Environment
and
Sustainability



Architecture
and
Technical
Sciences



Research Thematic Map



HRS4R Seal of Excellence

Since it was founded more than 50 years ago, the University of Navarra has always been committed to research in the fields of both science and the humanities. Its continuous commitment to research and its desire to improve at all levels has led it to join the following European initiatives: the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.



HR EXCELLENCE IN RESEARCH

After having obtained the [HR Excellence in Research](#) Award on 14 September 2020, which recognized the University of Navarra as an entity committed to quality in the management of human resources in research, it continued to work on the continuous improvement of its human resources policies in the field of research.

03 Researcher Services

Research Management Service

The fundamental mission of the [Research Management Service](#), which is part of the Vice Rector's Office for Research, is to promote, support and facilitate research activity among teaching staff, researchers and research groups.

Doctoral School

The [Doctoral School](#) is part of the Vice Rector's Office for Research and coordinates, plans and monitors the University's doctoral programmes. It establishes and regulates the University's general strategy for third-cycle study programmes, serves as a support centre and monitors the doctoral programmes on a yearly basis, along with the Quality Assurance Committee of each centre.

Administrative Office for Research

The Administrative Office for Research is the Vice Rector's Office for Research and the Doctoral School.

Its main functions include administrative procedures for the Doctoral School, management of [predoctoral financial aid](#), procedures relating to the [assessment of research staff](#) and the [assessment of six-year research periods](#) and management of intramural calls.

IT Services

If you have an IT problem, please contact [IT Services](#) on extension 802992.

You can also open a ticket at the following [link](#).

Personnel Management Service

The [Personnel Management Service](#) is responsible for coordinating all policies affecting human resources at the University of Navarra, including members of the teaching staff, researchers and the administrative and service personnel.



Health and Safety Service

To ensure the safety and health of all people who work in its facilities, and in compliance with Law 31/1995 on the Prevention of Occupational Risks (and Law 54/2003 that supplements this law), the University of Navarra has created the Joint Service for the Prevention of Occupational Risks (SMPRL).

Every year, all professionals are offered a medical examination to assess the risks of the job. Staff members are invited to attend an appointment via personalized letter sent to their workplace. You can contact the medical area of the Joint Service for the Prevention of Occupational Risks by telephone on 948 296 666 (extension 2055#) from outside CUN and 822055 from the University and CIMA, from Monday to Friday, 3:30 to 5 p.m., or by emailing citacionsprlcun@unav.es.

You can also consult the manual of basic rules on how to act in the event of an emergency by clicking on the following [link](#).

Management of Facilities

The [Facilities Management Service](#) includes different activities as part of its function at the University of Navarra, which is to streamline and improve day-to-day life on campus.

If you are coming by car and want to use one of the car parks, you must register your vehicle through the following [link](#).

If you are planning to arrive by bike, please read the following [recommendations](#).

Security Unit

The [Security Unit](#) is responsible for ensuring security on campus.

Financial Administration Service

The [Financial Area](#) includes the Financial Administration Service, the purchasing service and the economic planning service.

You can find out more about the services by clicking on the following [link](#).



Library Services

The function of [Library Services](#) is **to select, acquire and organize the collection and to facilitate access to the scientific information** in the University's documentary, electronic and audiovisual library materials, as a task to support the teaching and research activities carried out at the institution.

You can find out more about the range of services by clicking on the following [link](#).

Office of the Registrar

The process to enrol for the different undergraduate degrees, master's degrees and doctoral degrees is carried out at the [Office of the Registrar](#).

The office is also responsible for issuing diplomas and academic transcripts, processing formal requests sent to the Office of the Executive Council and all matters related to the student academic information portal.



Publications Service

The objective of the [Publications Service](#) is to publish and distribute the University of Navarra's journal publications, which are the result of the research work carried out by its academic staff.

University Chaplaincy Service

The services offered by the [University Chaplaincy](#) are available to all members of the University of Navarra community. In addition to helping all those who wish to grow in their faith through the sacraments and prayer, the University Chaplaincy also supports initiatives related to other noble human interests.

With that in mind, the Chaplaincy facilitates spaces for meeting, dialogues and prayer. It also collaborates on projects that help those most in need.

Other Services

- > [Legal Advice](#)
- > [General Archive](#)
- > [Quality and Innovation Service](#)
- > [Sports Service](#)
- > [Garden and Landscaping Services](#)
- > [Cleaning Service](#)
- > [Maintenance Service](#)
- > [Works Service](#)
- > [Alumni Office](#)

04

Joining the University of Navarra



Documentation Required

Before you join the University, the Personnel Management Service will contact you and send you the following documentation:

- Personal data form.
- Application for digital credentials.
- Health and safety form.
- Personal Data Protection Act.

In addition, you must submit:

- A photocopy of your DNI (National Identity Card) or NIE (Foreigner's Identification Number).
- A photo in JPG format.

Initial Medical Examination

Once the health and safety form has been completed, the occupational medicine department will contact you for a medical examination.

Employment Contract

The Personnel Management Service will email you an employment contract, which must be signed and returned to this service. If required, you can collect the original from the Personnel Management Service.

Digital Credentials

IT Services will send you your digital credentials. Should you have any queries, you can contact this service on 802992 or via the following [form](#).

Access Card

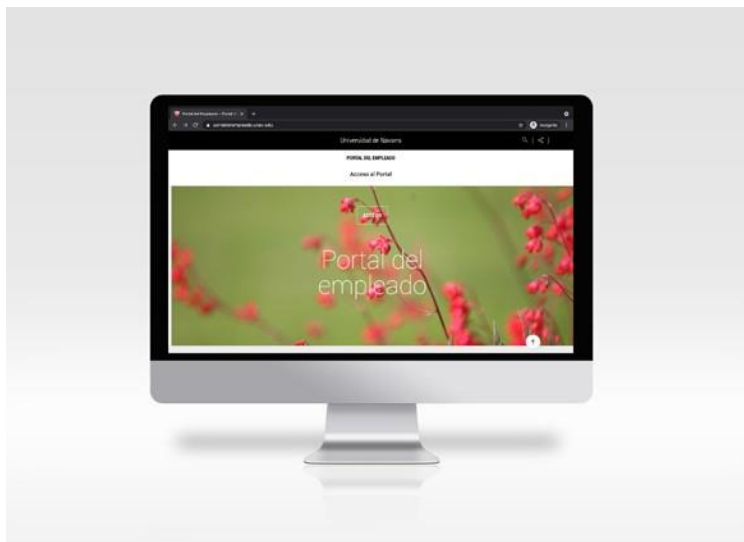
On your first day, you must collect your access card from the Personnel Management Service.

Welcome Sessions

Every year, welcome sessions are organized for new recruits. You'll receive an email from the Personnel Management Service inviting you to one of these sessions.

Employee Portal

All employees can access their credentials through the [Employee Portal](#), where you'll find relevant information on employment procedures, training, regulations and social benefits.



Salary and Social Benefits

In Spain, salaries are paid monthly, at the end of each month.

Payslips contain the following information:

> Heading

- First name and surname(s)
- Category and salary month
- DNI (National Identity Card), Social Security number and employment start date

> Body

- Payments: Base salary, prorated additional payment and other remuneration items
- Deductions: Social Security and income tax

> Foot

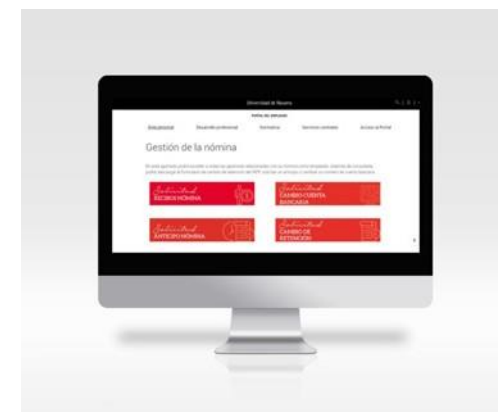
- Total deductions and total payments
- Net salary

To consult your payslip

Go to the University of Navarra Website (<https://www.unav.edu/>)

▼
and go to:

- About the University ▼
- Organization ▼
- Central Services ▼
- [Personnel Management Service](#)
- Highlighted link: [Employee Portal](#)



Social Security and Income Tax

In Spain, two types of tax are deducted from salaries: Social Security and income tax.

> Social Security

These deductions are used to pay for the Social Security system. This includes unemployment benefit, vocational training and illnesses or accidents at work, which form part of the contributions for common contingencies.

> Income tax

Income tax deductions are advance payments made by employees to the Treasury in anticipation of what they will later have to pay in their annual tax return. In Navarre, the deductions are calculated based on an employee's gross annual income and number of children. If you want to check what percentage corresponds to you, you can find out at the following path:

Employee Portal

- Personal area ▾
- Payroll management



Temporary Disability and Maternity/Paternity

In the event of leave due to common or professional illnesses, you must submit the discharge, leave or confirmation certificate issued by the health centre within a maximum of three days. It may be delivered by the employee or a family member, or emailed to sdp@unav.es.

Medical leave

Work, including accidents *in itinere* (while travelling to or from work)

Leave due to common or professional illnesses

Where do I go?

Emergency service at the Clínica Universidad de Navarra, where you should specify that it was an accident at work

Once you have been attended to, you should fill out the internal accident investigation claim form, which is available from the Emergency Service

Where do I go?

Your GP at your health centre

You must submit your sick leave certificate to the Personnel Management Service **within a maximum of three days**. For long-term leave, you must submit the confirmation certificate within the same time frame. The same process applies to the discharge certificate.

The next day,

you should contact the Family Medicine Service to request that they issue the corresponding accident claim form

In the case of maternity/paternity leave, please contact the Personnel Management Service.

Reconciliation and Equality

The University strives to create a culture that allows its employees to achieve a genuine balance between work, family and personal commitments. The following measures have been created to achieve this objective: flexible working hours, new forms of organizing work and the introduction of specific services such as more activities for the children of employees during the summer. For more information, click on the following [link](#).

05 Foreign Researchers

The requirements to legally reside and work in Spain depend on your nationality and the purpose and duration of your stay in Spain. For more information, see Euraxess Spain.

Foreign Personnel from the EU

Citizens of an [EU member state](#) or another [state that is party to the Agreement on the European Economic Area or Switzerland](#) who are planning to work in Spain must carry out the following procedures:

One: Apply for a Foreigner's Identification Number (NIE)



Personnel from the European Union must apply for a Foreigner's Identification Number (NIE) when they arrive in Spain. An appointment can be requested at the following [link](#). On the day of the appointment, you must take the following documentation with you:

Preliminary contract.

- Passport (original and photocopy of the whole passport).
- Form EX-15 (application for a Foreigner's Identification Number - NIE), duly completed.
- Form 012 fee, paid and stamped at a bank.

Location for appointments:

In Spain: Pamplona
Av. de Gipuzkoa, 40,
31012 Pamplona.
Tel. 948 979 203.

Outside Spain: at the Spanish diplomatic mission or consular office corresponding to your place of residence and addressed to the General Commissariat for Immigration and Borders.

**Two:
Obtain a
Social
Security
number**



**Three.
Open a
bank
account**



**Four.
Register
as a
resident**



**Five. Apply
for a Social
Security
card**

Once you have a Foreigner's Identification Number (NIE), you must submit your NIE document, or confirmation that you have been assigned an NIE, and form TA.1, duly completed, to the Personnel Management Service. The Personnel Management Service will request assignment of the number.

Once you have a Foreigner's Identification Number (NIE), you must open a bank account. To do this, you must have your Foreigner's Identification Number (NIE) document or confirmation that you have been assigned an NIE.

Request an appointment by contacting the council corresponding to your address by phone.

In Pamplona, you can call the telephone number 060 or go to the website.

You must also go to your nearest health centre to request a health card.

You should take the following documentation with you:

- Foreigner's Identification Number (NIE).
- Social Security number.
- Certificate of residence.

Foreign Personnel from outside the EU

Before Arriving

**One:
Apply for a
Foreigner'
s
Identificati
on
Number
(NIE)**



The first step to working in Spain is to obtain a residence permit. Under Spanish law, research staff can obtain this through the [Large Companies Unit \(Law 13/2014\)](#).

The University of Navarra will submit this request electronically.

To do so, you must compile and send the following documentation to the Personnel Management Service.

- Application for residence authorization for holders. English version.
- Photocopy of your whole passport.
- Sworn declaration that you have sufficient resources.
- Medical insurance.
- Criminal record certificate.
- Signed preliminary contract.

All documents must be translated and stamped by the Hague.

A decision will be taken within one to two months.

Once you have obtained a residence permit, you must request an appointment at the Spanish Embassy or Consulate to arrange the visa.

**Two:
Apply for
a visa**



**Three.
Obtain a
Social
Security
number**

Once you have a Foreigner's Identification Number (NIE), you must submit your NIE document, or confirmation that you have been assigned an NIE, and [form TA.1](#), duly completed, to the Personnel Management Service.

Arriving in Spain

One: Obtain a Foreigner 's Identity Card (TIE)

Foreign personnel must apply for a Foreigner's Identity Card (TIE) when they arrive in Spain. It is necessary to make an appointment for this.

Making an appointment

To request an appointment, click on the following [link](#).

On the day of the appointment, you must take the following documentation with you:

- Contract or employment contract.
- Passport (original and photocopy of the whole passport).
- [Form EX-17](#) (application for a Foreigner's Identity Card - TIE, duly completed).
- Payment of the fees indicated.
- Three colour passport photos, taken against a white background.

Two: Obtain a Social Security number

Once you have a Foreigner's Identification Number (NIE), you must submit your NIE document, or confirmation that you have been assigned an NIE, and form TA.1, duly completed, to the Personnel Management Service. The Personnel Management Service will request assignment of the number.



Three. Open a bank account

Once you have a Foreigner's Identification Number (NIE), you must open a bank account. To do this, you must have your Foreigner's Identification Number (NIE) document or confirmation that you have been assigned an NIE.



Four: Register as a resident



Five. Apply for a Social Security card

Request an appointment by contacting the council corresponding to your address by phone.

You must also go to your nearest health centre to request a health card.

You should take the following documentation with you:

- Foreigner's Identification Number.
- Social Security number.
- Certificate of residence.

Learn the Spanish Language and Culture

Visiting scholars at the University of Navarra will have the opportunity to learn the Spanish language and participate in cultural immersion activities at the Institute of Spanish Language and Culture (ILCE). Find out more about these courses and activities at the following [link](#).



06 Housing

For matters relating to housing, you can read about the university halls of residence and university residences by clicking on this [link](#).

Another option when choosing housing is to rent a flat or house.

The cheapest option is to rent a room in a shared flat. Rent is generally paid in the first five days of each month, plus a deposit that is returned at the end of your rental contract if everything is in order.

Other useful web resources for finding flats or rooms are: [Idealista](#), [Fotocasa](#) or [estate agents in Pamplona](#).



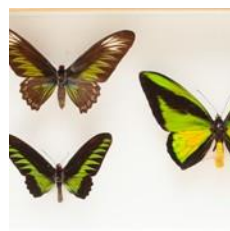
07 The Campus

Culture and Sport on Campus



Museum University of Navarra

The [Museum University of Navarra](#) is an international centre that serves the interests of the public in terms of artistic creation and reflection using an interdisciplinary, research-based, educational and social approach.



University of Navarra's Museum of Natural Sciences

The [University of Navarra's Museum of Natural Sciences](#) is a space for the popularization of science, the result of decades of collecting scientific samples and carrying out research at the service of science, nature and humans in the university environment.



Sports Service

The University of Navarra's [Sports Service](#) offers its students and employees a wide range of sporting options.

Dining

Lunch on campus is a popular option. Most students and employees opt to stay on campus at lunchtime. You'll find a wide variety of excellent food to choose from on campus.

For added convenience, each main campus building has its own cafeteria, the most popular being the Faustino in the Central Building. The University also has a dining room where students and employees can enjoy a set menu for between 5 and 12 euros. Check out the [map](#) for more details on where you can find these delicious meals on campus.

08 The City



Living in Pamplona

Pamplona is a friendly, welcoming city with plenty of leisure, shopping and good food options, underpinned by the tradition and quality of Navarre's products. The city is located in the **centre of Navarre**, which means that all the region's best assets are within easy reach.

To find out more, click on this [link](#), [Pamplona Tourist Office](#) and [Navarre Tourist Office](#).

Urban Transport



The city of Pamplona offers an urban transport service. Find out more about routes and timetables at this [link](#).

Other Transport



[Bus station](#)



[Train station](#)



[Pamplona airport](#)



[Taxi service](#)



Universidad
de Navarra