



**Universitat de Lleida**

**GUIDE FOR THE SECONDMENT OF  
FOREIGN RESEARCHERS IN TRAINING  
WHO HAVE BEEN AWARDED A PRE-  
DOCTORAL GRANT**

**UE CITIZENS**

## GUIDE FOR THE SECONDMENT OF FOREIGN RESEARCHERS IN TRAINING WITH A PRE-DOCTORAL GRANT

### INTRODUCTION

Which UdL services can give me support to join the UdL?

- ESCOLA DE DOCTORAT (DOCTORAL SCHOOL):  
<http://www.doctorat.udl.cat/ca/escoladoctorat@udl.cat>
- GESTIÓ D'AJUTS (GRANT MANAGEMENT UNIT):  
<http://www.udl.es/ca/serveis/ajuts/gestioajuts@udl.cat>
- PERSONAL (HUMAN RESOURCES UNIT):  
<http://www.udl.es/ca/serveis/personal/personal.pdi@udl.cat>
- RELACIONS INTERNACIONALS (INTERNATIONAL RELATIONS UNIT):  
<http://www.udl.es/ca/serveis/ori/incoming@udl.cat>

**What can I find in this Guide?**

You will find the procedures you will have to follow to join the UdL as research staff in training and to obtain the necessary documents to sign the employment contract with the University.

**As an international doctoral student, can I have additional and specific support to advise me and facilitate my adaptation and integration at the UdL?**

Yes, the University of Lleida participates in the Iberus Connect Programme, within the Campus Iberus network, which involves the UdL, the University of La Rioja, the Public University of Navarra and the University of Zaragoza. This programme aims to help doctoral students coming from abroad to adapt to university and doctoral life with the support of experienced doctoral students who act as advisors in the relevant administrative and academic processes at the university and beyond. Your advisor can also help you with other aspects to facilitate your adaptation to the city and to the general life of the doctoral programme.

Do not hesitate to contact the Iberus Connect managers, through [iberusconnect@campusiberus.es](mailto:iberusconnect@campusiberus.es)

## **PROCEDURES**

### **Procedures to be carried out chronologically**

1. Applying for admission to a PhD programme
  - Who: Researcher in training
  - maWhen: we recommend carrying out this procedure once we have received the provisional resolution of the grant or when the application for the grant is submitted in the case of the call for pre-doctoral grants from the UdL.
  - Where: [Escola de Doctorat](#).
  - Modality of the procedure: online
  - [More information](#)
  
2. Census certificate (city registration)
  - Who: Researcher in training
  - When: it will be formalized on arrival in Lleida. It is recommended to make an appointment as indicated in the "how to" section.
  - Where: OMAC. The office is located at Rambla Ferran, 32, 25007 Lleida.
  - How: you must make an appointment at <https://citaoficines.paeria.cat/> and select the option in the red box "OMAC", in the drop-down menu choose the option "PADRÓN HABITANTES" then select the red box "DATOS DE LA CITA" where you can choose the date and time. Once you have chosen the date and time, click on the option "PERSONAL DETAILS". It is necessary to have the original passport and photocopy and the rental contract where you can find the name of the person.
  - Modality of the procedure: online/in person.
  - [More information](#)
  
3. Apply for NIE-TIE
  - Who: Researcher in training
  - When: it will be formalized upon arrival in Lleida. It is recommended to make an appointment as indicated in the "how to" section
  - Where: Police - c/de l'Ensenyança, 2, 25004 Lleida
  - How: make an appointment at:  
<https://sede.administracionespublicas.gob.es/icpplus/index.html> select province Lleida, and Police-Assignment of NIE. Necessary documentation:
    - Original passport or original identification card from country of residence and copy.
    - Indicate the reason for the request
    - Recommendation: decision to award the grant
  - Modality of the procedure: in person
  
4. Social Security number:
  - Who: Researcher in training
  - When: as soon as the NIE is issued
  - Where: <https://www.seg-social.es/wps/portal/wss/internet/Inicio>
  - Modality of the procedure: online/in person (C/ Salmerón 14-16, 25004 Lleida. Phone: +34 973 701700)

- More information: <http://www.seg-social.es/wps/portal/wss/internet/Trabajadores/Afiliacion/7332>
- 5. Bank account:
  - Who: Researcher in training
  - When: When you already have the NIE
  - Where: Bank selected by the researcher
  - Modality of the procedure: online/in person
  - More information: consult options at Gestió d'Ajuts
- 6. Registration:
  - Who: Researcher in training
  - When: once the researcher has already been admitted to a doctoral programme.  
*It is advisable to register when the researcher already has the NIE, so that all UdL dossiers have the same identification number..*
  - Where: [Escola de Doctorat](#).
  - Modality of the procedure: online
  - [More information](#)
- 7. Application for UdL contract: (internal procedure between management units)
  - Who is applying for the contract: Gestió d'Ajuts/Support a la I+D+i
  - When: minimum 10 working days before the start of the contract
  - Who makes the contract: Human Resources Unit - UdL
  - When: Before the start date and when digital signature is available
  - Where: Human Resources Unit - UdL
  - Modality of the procedure: online
  - More information: [personal.pdi.contractes@udl.cat](mailto:personal.pdi.contractes@udl.cat)
- 8. Digital certificate:
  - Who: Researcher in training
  - When: Before signing the contract, it is necessary to have a digital certificate recognized by the Ministry of Economic Affairs and Digital Transformation, e.g:
    - **IdCAT:** <https://www.idcat.cat/idcat/ciutada/menu.do> ([Opció recomanada](#))
    - e-DNI: <https://www.dnielectronico.es/PortalDNIe/>
    - FNMT: <https://www.sede.fnmt.gob.es/certificados/persona-fisica>
    - Any other recognised:  
<https://sedeaplicaciones.minetur.gob.es/Prestadores/>
  - Where: On the corresponding websites indicated
  - Modality of the procedure: Combination of online and in person in most cases
  - More information: You can apply for the IdCAT with the NIE (it is not necessary to have a physical TIE card)
- 9. Contract signature - Electronic signature required
  - Who: The employee/ Manager/ Rector
  - When: Before the start of the employment relationship
  - Where: Portafirmas/Portasignatures (UdL digital signature app)

- Modality of the procedure: online.\*

\* In exceptional cases, if you do not have a digital certificate, you may request that the contract be signed by an authorized official. Request an appointment at the Human Resources Unit.

## OTHER UdL SERVICES AND PROCEDURES

### 10. UdL Card:

- Who: Researcher in training
- When: Once your data is entered into the relevant database
- Where: Banco Santander branch located on the Cappont campus in Lleida or Banco Santander branch in Igualada, Rambla Sant Isidre, 1
- Modality of the procedure: In person. The researcher in training should contact by telephone; telephone: 973200239, or ask for an appointment: <https://citapreviaudl.simplybook.it/>
- More information: Banco Santander University Office (Campus Cappont) or at the University Information and Guidance Unit.

### 11. UdL e-mail account AS A WORKER (REQUEST AND ACTIVATION)

- Where: In person, with a document to be filled in by the researcher.
- Who provides it: SIC
- Who activates it: Researcher in training (web UdL)
- When: As soon as possible
- Modality of the procedure: online and web UdL
- More information: <https://cv.udl.cat/portal/site/directori/tool/eb7ede84-d2e5-4651-8092-d0f9ba2a6a80/main>

### 12. UdL digital certificate: (only in case you need a certificate as a public worker). IMPORTANT: All UdL procedures can be carried out with the certificate with which the contract has been signed.

- More information: [ercd@udl.cat](mailto:ercd@udl.cat) <http://www.udl.cat/ca/udl/signaturaelectronica/>