
WELCOME TO UVIC-UCC HANDBOOK FOR NEW STAFF

*The success of the University
rests on the talent of every
member of our team.*



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INTRODUCTION

Welcome to our team!

This handbook should help you adjust to the UVic campus as easily and enjoyably as possible, whether you are a new member of our teaching and research staff (PDI) or administrative and service staff (PAS).

UNIVERSITY OF VIC - CENTRAL UNIVERSITY OF CATALONIA

The University of Vic - Central University of Catalonia is a privately managed institution operating under public supervision, which performs the 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 should embody values of personal integrity, professional rigour and social responsibility. With strong local roots and close ties to the community, UVic-UCC maintains important relationships in the region and a strong commitment to the cultural, social and economic development of the region.

BALMES UNIVERSITY FOUNDATION

UVic-UCC comes under the Balmes University Foundation (FUB), whose Board of Trustees includes three representatives of the Government of Catalonia, seven from Vic City Council, twelve from civil society and associated organisations, and three representatives of the University itself. This combined model of public control and independent management guarantees flexible, accountable and efficient government.

The Balmes University Foundation, titleholder of the University of Vic, and the Bages University Foundation, which provides university education in Manresa, were federated in January 2014 to create the University of Vic - Central University of Catalonia, with two campuses, UVic and UManresa.

¹ See the online version here: www.uvic.cat/gestio-del-talent/manual-acollida

MISSION AND VALUES

UVic-UCC strives to embody the following core values in all its activity:

- **A human scale**
- **Direct contact and a close relationship with students**
- **Innovation, creativity, and entrepreneurship**
- **Response to the needs of the community**
- **Cross-curricular approach and synergy between areas of knowledge, both internally and with other organisations**
- **Rigour, quality and excellence in teaching, research and knowledge transfer**
- **Transparency, accountability, universal access**
- **International outlook**



GOVERNING BODIES

BOARD OF TRUSTEES OF THE BALMES UNIVERSITY FOUNDATION

The Board of Trustees of the Balmes University Foundation (FUBalmes), titleholder of UVic-UCC, is the highest level of government of the University. FUBalmes was founded on 9 January 1985, to promote the planning, orientation, creation and development of university courses and higher education. Presided over by the Mayor of Vic, the Board of Trustees has the following bodies: Plenary meeting, Executive Board, and Standing Committee.

More information: www.uvic.cat/fundacio-universitaria-balmes

RECTOR'S BOARD

The Rector's Board assists the Rector in the government and management of the University. It consists of the Rector, Vice-Rectors, General Manager and General Secretary.

More information: www.uvic.cat/junta-de-rectorat

BOARD OF GOVERNMENT

The Board of Government is the University's collegiate governing body, which is responsible for establishing policy in terms of strategy and planning, and guidelines and procedures for organisation of teaching, research and knowledge transfer, and human and economic resources. The Board of Government and all its members act in accordance with directives set by the FUBalmes Board of Trustees and the University's Organisational and Operational Regulations.

More information: www.uvic.cat/consell-de-govern

MANAGEMENT BOARD

The Management Board is responsible for the management and implementation of the University's economic policy and strategic leadership. The Management Board and all its members act in accordance with directives set by the FUBalmes Board of Trustees and the University's Organisational and Operational Regulations.

More information: www.uvic.cat/consell-de-direccio

SENATE

The University Senate is the body for the discussion of general policy regarding the University's academic activity and performance. Chaired by the Rector, its main objectives are to convey information and ensure involvement of all members of the university community in University activities.

More information: www.uvic.cat/claustre

STUDENT

REPRESENTATIVES COUNCIL

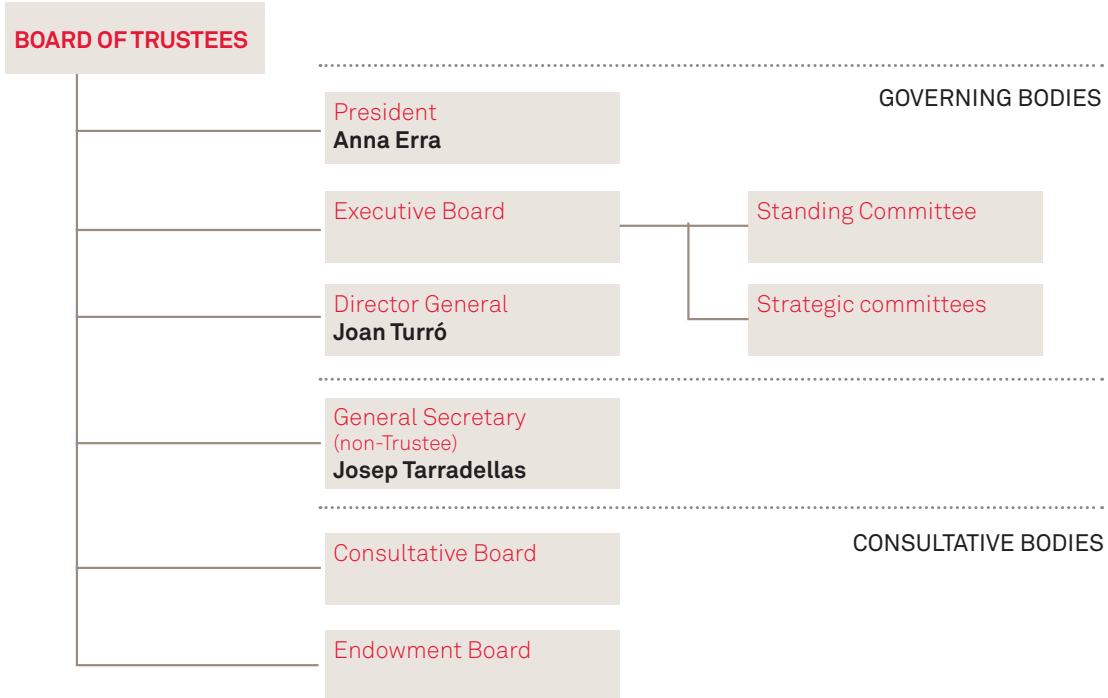
The Student Representatives Council is the body that represents the student community and its concerns in all aspects of university life.

OMBUDS OFFICER

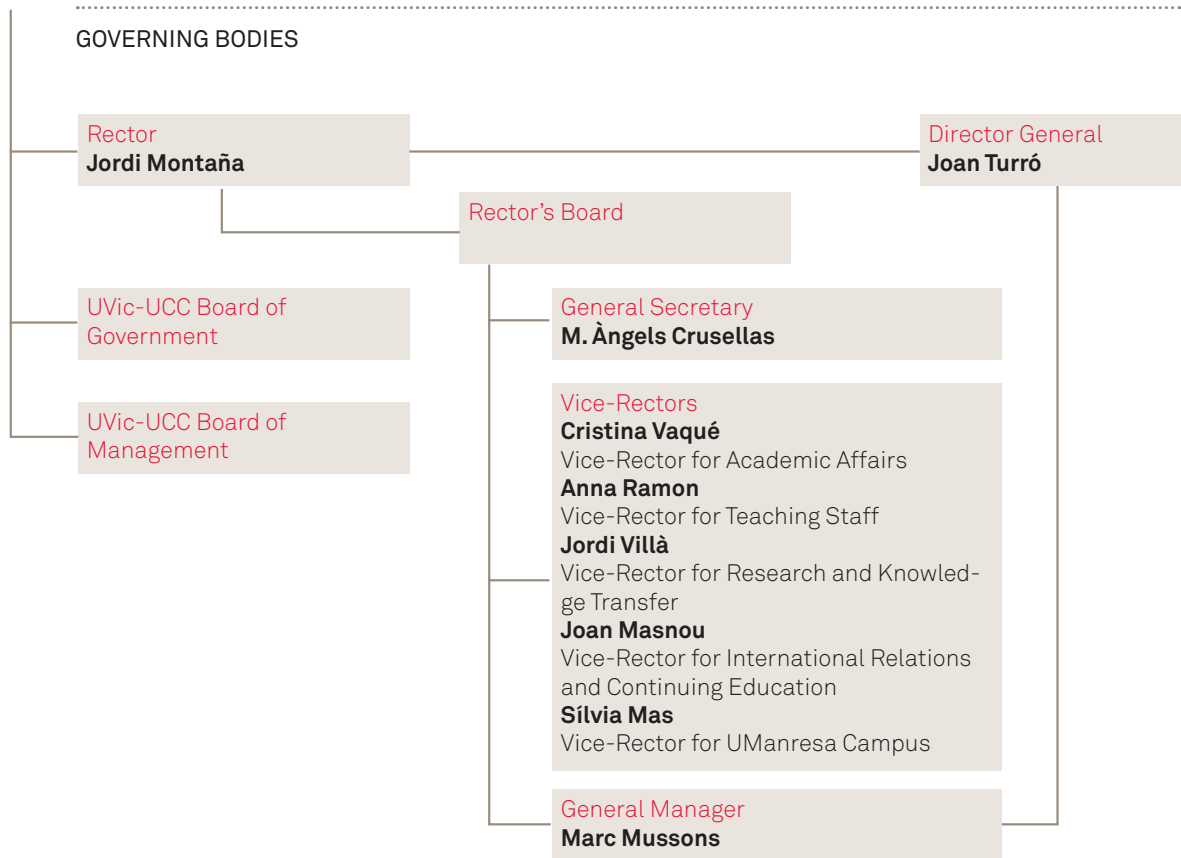
The UVic-UCC Ombuds Officer is responsible for ensuring the rights of students, teaching and research staff, and administrative and service staff with respect to university bodies and services, and for providing ongoing information on University activity and operations.

More information: www.uvic.cat/sindic-de-greuges

Balmes University Foundation



University of Vic - Central University of Catalonia



UVIC-UCC RULES AND REGULATIONS



The rules and regulations of UVic-UCC can be consulted at:

www.uvic.cat/gestio-del-talent/normatives

They are grouped into the following categories:

- **Institutional**
- **Social responsibility**
- **Organisation**
- **Operation**
- **Students**
- **Teaching and research staff (PDI) and Administrative and service staff (PAS):**
 - Collective agreement
 - Best practice regulations for FUBalmes/UVic-UCC staff
 - Career of teaching and research staff
 - Evaluation criteria for PDI curriculums for internal vacancies at UVic-UCC
 - Teaching assistants. Specific regulations for study grants and teaching remuneration
 - Regulations for visiting lecturers
 - Regulations for Emeritus Professors at UVic-UCC
 - Tutorial action plan
 - Accreditation of language skills for PDI and PAS in admission and selection procedures
 - FUB/UVic-UCC travel protocol
- **Research:**
 - Best practice regulations for UVic-UCC research
 - Regulations of the Research Ethics Committee
 - UVic-UCC copyright regulations
 - Regulations on the creation and operation of Research and Transfer Centres (CERT) and UVic-UCC chairs
 - Regulations for recognised UVic-UCC research groups
 - Rules governing PDI dedication to research
 - Rules on attribution of scientific publications for UVic-UCC teaching staff
 - Regulations on double affiliation of researchers for specific projects
 - Policy on research and development incentives and the incentive scheme for research activity
 - Regulations for the implementation of knowledge transfer margins when the lead researcher is not affiliated to any Research and Transfer Centre (CERT)
 - Procedure for congress activities
 - Procedure for application for UVic-UCC scientific references
 - Protocol for acceptance, assignation and conduct of research visits of secondary school students

The rules and regulations concerning internal organisation for UVic-UCC staff can be found at **Virtual Campus > Community > Institution**



UNIVERSITY COMMUNICATION CHANNELS

L'Apunt

UVic-UCC news blog

<http://mon.uvic.cat/lapunt>

UVic press cuttings

Request access at premsa@uvic.cat

UVic email addresses and telephone extensions

Virtual Campus > Directory

Doctoral College newsletter

A weekly newsletter on training activities, scholarships, grants and outstanding work by doctoral students. Request to subscribe at oficinadoctorat@uvic.cat

Research newsletter

A weekly newsletter outlining noteworthy research results, the activity calendar, and current competitive research calls

<http://butlletirecerca.uvic.cat>

NEXE

FUBalmes-UVic-UCC institutional communication channel

www.youtube.com/UniversitatdeVic

URecerca portal

UVic-UCC academic management portal

<http://urecerca.uvic.cat>

Portal UAcadèmic

Accés a l'espai de gestió acadèmica universitària en línia de la UVic-UCC

<http://uacademic.uvic.cat>

UVicRadio

<https://www.uvic.cat/radio>

UVic Life news

A fortnightly newsletter for all university community members on metropolitan and regional UVicLife activities. Request to join the mailing list at uhub@uvic.cat

UVic-UCC on social networks

Facebook [/universitatdevic](https://www.facebook.com/universitatdevic)

Twitter [@uvic_news](https://twitter.com/uvic_news) i [@uviclifec](https://twitter.com/uviclifec)

LinkedIn [/company/universitat-de-vic](https://www.linkedin.com/company/universitat-de-vic)

Instagram [@universitatdevic](https://www.instagram.com/universitatdevic)

Youtube [/universitatdevic](https://www.youtube.com/universitatdevic)

Pinterest [/univic](https://www.pinterest.com/univic)

Flickr [/photos/universitatdevic](https://www.flickr.com/photos/universitatdevic)

Other UVic social networks

www.uvic.cat/canals-socials

UVic-UCC website

www.uvic.cat

Other official websites

www.uvic-ucc.cat

www.umedicina.cat

Blogs and webs of centres, courses, research groups and events, etc.

<http://mon.uvic.cat/espais-uvic/>

Social media style guide for UVic social networks and blogs

Campus Virtual > Comunitat > Màrqueting > Blogs i Xarxes Socials UVic > Guia d'usos i estils (in Catalan)

SERVICES FOR THE UNIVERSITY COMMUNITY



As a UVic staff member, the following services are at your disposal:

UVIC CARD



The UVic card, for the Vic campus, identifies you as a member of the university community. It gives you access to a range of services, including discounts on cultural activities and U-Vals vouchers, and University services such as the Library and U-Media. Once you have uploaded your photo to the Virtual Campus, you can apply for your card at Talent Management and collect it from UHUB.

More information: www.uvic.cat/uhub/carnet-uvic

UHUB. THE UNIVERSITY COMMUNITY UNIT

Contact: uhub@uvic.cat

Tel.: (+34) 938 815 511

Location: Miramarges Campus. Building F

- www.uvic.cat/uhub

Transport

Carpooling: the University operates a carpooling database (via the Fes e-dit platform), which you can use to get in touch with other members of the university community to share a car. You can access this application and other transport information at the **Virtual Campus > UHub > Transport**

Campus parking (orange zone): parking is available for UVic users in the orange zone on Carrer Miramarges from 1 September each year. Purchase a parking sticker from UHub (€1) and fix it to the windscreen of your car, and then pay just €1 to park for 7 hours/day. The parking sticker is valid for the whole academic year. Currently, a €1 ticket gets you the maximum of 7 hours parking, or you can pay less to park for a shorter time.

Culture and arts activities

The **UHub Cultural Activities Unit** coordinates cultural and recreational activities and manages the various exhibition spaces at the University. It arranges a book club on a quarterly basis, and participates in the organisation of cultural activities at the Vic Ateneu cultural association, the book exchange fair and the University Summer School, as well as Christmas carol recitals, the University photography contest and UVic excursions, the FemUVic-UCC Territori cultural programme and the Horitzó Asia project.

UVic-UCC also hosts a wide range of individual and group activities run by university members, including the **Theatre Group**, the **Inclusive Orchestra**, the **Choir**, the **Student Representatives Council**, the **Emboirats (human towers)**, the **Debate League**, and **Gent Gran Lifelong Learning for the Elderly**.



Sport

The **UVic Sports Service** contributes to the all-round education of the university community by offering a variety of sports and leisure activities complementary to academic study, to boost health, interpersonal relationships and quality of life.

With the **UVic sports card** you have access to a range of sports facilities in Vic and the surrounding areas.

More information: www.uvic.cat/carnet-esports

Other activities

U-Vals vouchers: the U-Vals voucher system lets you take advantage of discounts and benefits offered exclusively to the UVic university community. Members of UVic Alumni and Gent Gran Lifelong Learning for the Elderly are also included.

To enjoy these special offers and discounts, simply present your UVic card at the establishment in question. These cards can be obtained from the University Community Unit office on campus.



UVicLife activities complement other activities organised at UVic. There are courses on a variety of subjects (offered at the University or at external facilities), competitions, information on solidarity and cooperation initiatives, annual celebrations (such as International Volunteer Day, World Food Day, International Day of Older Persons, International Day for the Elimination of Violence against Women, etc.), and other activities at the University, such as the UVic Campus Market.

Volunteering: UHub, the University Community Unit, provides information on opportunities for volunteering and solidarity. These include collaborating with schools and centres for people with functional diversity, mentoring students on international mobility programmes, sharing experiences and teaching languages to older persons, or taking an active role in other initiatives at the University, among others.

LANGUAGE SCHOOL

Contact: idiomes@uvic.cat

Tel.: (+34) 938 815 517

Location: Carrer d'en Perot Rocaguinarda, 17

• www.uvic.cat/idiomes

UVic staff have easy access to enrolment in language courses at the University, in English, French, Italian, German and Chinese. Keep in mind that these are year-long courses and, in order to obtain a UVic-UCC language certificate, you need to complete all coursework and the exams satisfactorily.

STUDY GRANTS

The University of Vic - Central University of Catalonia offers grants to both PDI and PAS, and their dependent children, on first enrolment in each activity of a course. The amounts and the regulations governing the allocation of these grants are as follows:

Activity / Grant	Full-time PDI	Full-time PAS
Standard bachelor's degree, master's degree and doctoral courses	100%	100%
Language School courses	70%	70%
University-specific master's degree, postgraduate and continuing education courses	75%	75%
University Summer School	75%	75%

Part-time UVic-UCC staff are entitled to these grants in proportion to working hours / full-time work. To be eligible, staff must be employed by the University for a minimum of one year.

In an increasingly demanding and changing world, knowledge has become a decisive factor in adapting to the workplace. Training has become a lifelong endeavour, whether to update and consolidate existing knowledge or to acquire a higher degree of specialisation. This is important for all members of the university community. Financial aid for staff training is an investment of your career development and professional growth.

More information in article 26 (Study grants II) of the UVic-UCC Collective Agreement ([Campus Virtual > Comunitat > Gestió del talent](#))

HEALTH CHECK-UPS AND MEDICAL SERVICE

UVic-UCC staff have the right to regular health checks focusing on workplace risks. These voluntary health checks have no cost to staff members. Your right to privacy and dignity is protected, along with confidentiality of all health-related information.

The University Medical Service is available to all staff members for consultations as required. The Medical Service runs an annual flu vaccination campaign for all staff.

More information in articles 31 and 32 (Study grants II) of the UVic-UCC Collective Agreement ([Campus Virtual > Comunitat > Gestió del talent](#))

UVIC AND THE REGION

TEACHING

The UVic-UCC training model guarantees personal growth and preparation for a professional career for all graduates, with tailored learning activities and tutorial supervision throughout all courses, based on teamwork of teaching staff and the entire university community.

UVic	UManresa	UVic-UCC Professional Campus
<ul style="list-style-type: none"> • Faculty of Education, Translation and Humanities • Faculty of Business and Communication Studies • Faculty of Health Sciences and Welfare • Faculty of Science and Technology • Doctoral College 	<ul style="list-style-type: none"> • Faculty of Health Sciences • Faculty of Social Sciences 	<ul style="list-style-type: none"> • Agro-food Industries - Kreas Centre (Olot) • Technology and Communication - Teknós Centre (Vic)
<ul style="list-style-type: none"> • Faculty of Medicine 		
UGranollers <ul style="list-style-type: none"> • Faculty of Business and Communication Studies - Regional branch • Teknós Centre - Regional branch 		
Affiliate centres (Barcelona) <ul style="list-style-type: none"> • BAU, Design College of Barcelona • EADA, School of Management and Administration • ESERP - Barcelona School of Business and Social Science 		

Academic administration services

- Academic Administration
- Office of the Vice-Rector for Academic Affairs
- Teaching Support Unit
- Office for Affiliate and Associate Centres
- Faculty Secretary's Offices
- Diversity
- Career Services

RESEARCH AND KNOWLEDGE TRANSFER

The UVic-UCC approach to the generation and transfer of knowledge is based on cross-disciplinary action and alliances, seeking synergies within the University and in the wider world, in order to consolidate our position as a leading institution in our country and internationally.

Centres for research and knowledge transfer	Chairs
<ul style="list-style-type: none"> • Centre for Health and Social Care Research (CESS) • Centre for Gender Studies (CEIG) • Centre for Biodiversity, Ecology, Technology and Environmental Management (CT BETA) - Centre TECNIO • Centre for Physical Activity and Sports Studies (CEEAF) 	<ul style="list-style-type: none"> • Chair in Palliative Care • Chair in Social Services • Chair in ICT and Health • Chair in Bioethics • UNESCO Chair in Women, Development and Cultures • Chair in AIDS and Related Diseases • Chair in Water, Nature and Welfare • Chair in Agroecology and Food Systems • Chair in Innovation and Management of Health Centres • Verdaguer Chair in Literary Studies

Research groups

Experimental Sciences

- Bioinformatics and Medical Statistics (BEM)
- Biodiversity, Ecology, Technology and Environmental Management (BETA)
- Mechatronics and Materials Technology Modelling (MECAMAT)
- Data and Signal Processing (TDS)
- Sport and Physical Activity (GREAF)

Arts and Humanities

- Learning and Communication (GRAC)
- Gender Studies: Translation, Literature, History and Communication (GETLIHC)
- Contemporary Literary Texts: Study, Publication and Translation (TEXLICO)

Health

- Sport Performance Analysis Research Group (SPARG)
- Mental Health and Social Innovation (SaMIS) (CHV/UVic-UCC)
- Food, Health and Welfare (GRASB)

- Clinical Psychology and Neuroscience (PCN)
- Methodology, Methods, Models and Health and Social Outcomes (M30)
- Tissue Repair and Regeneration Laboratory (TR2Lab)

Social Sciences

- Attention to Diversity (GRAD)
- Data Analysis and Modelling (DAM)
- Physical Education (GREF)
- Education, Language and Literature (GRELL)
- Emprèn
- Educational Research (GREUV)
- Audiovisual Translation, Communication and Place (TRACTE)
- Knowledge and Instruction (CODI)
- Konekto
- Society, Politics and Inclusive Communities (SoPCI)
- Interactive Media Laboratory (LMI_UVic)

Research and knowledge transfer services

- Research Transfer Office
- Entrepreneurship Unit
- Doctoral Office
- Library

GENERAL SERVICES

University Community	University Management
<ul style="list-style-type: none">• Library• Faculty Secretary's Offices• UHub, University Community Unit• International Relations Office• Career Services• Language Services• Language School• Entrepreneurship Unit	<ul style="list-style-type: none">• Talent Management• Information and communication Technology• Quality Unit• Corporate Communication and Institutional Relations• Economic Management• Strategic Projects and Internal Audit Unit• Infrastructure and General Services Unit• Marketing Unit• Office of the General Secretary• University Archive and Registry• U-Media

More information: www.uvic.cat/gestio-del-talent/arees-serveis

SUPPORT CENTRES

Centre for Educational Innovation and Training (CIFE)

Under the Office of the Vice-Rector for Academic Affairs, the Centre for Educational Innovation and Training promotes innovation in teaching and teacher training at UVic. It is responsible for training activities catering to specific needs of PDI and PAS, and responding to strategic priorities of the faculties, schools, vice-rectors and services. CIFE also focuses on educational innovation and training for teachers, other educational specialists, and professionals in other fields. Through collaboration agreements with the Department of Education of the Government of Catalonia, with other educational institutions and with town councils, CIFE offers annual training programmes for professionals in all fields.

More information: www.uvic.cat/centres-innovacio-i-formacio-en-educacio

International Centre for Continuing Education (CIFC)

The International Centre for Continuing Education (CIFC) provide training to meet the needs of the wider community, with an international angle on fields of excellence at UVic-UCC. CIFC coordinates short courses, master's degrees and postgraduate courses at the University, designed to meet the training needs of organisations, enterprises, professionals and society in general, through programmes that complement UVic-UCC bachelor's degree courses. CIFC training programmes are open to the entire university community. You'll find information on conditions in the section on Study Grants.

More information: www.uvic.cat/formacio-continua/ca/centre-internacional-de-formacio-continua

CAMPUS LOCATIONS

1. Miramarges Campus

Carrer de la Sagrada Família, 7

2. Masia de la Torre dels Frares

Carrer d'en Perot Rocaguinarda, 17

3. Torre dels Frares Campus

Carrer de la Laura, 13

4. Casa de Convalescència

Carrer del Dr. Junyent, 1

5. La Farinera

Carrer del Bisbe Morgades, 15

6. Sports Campus

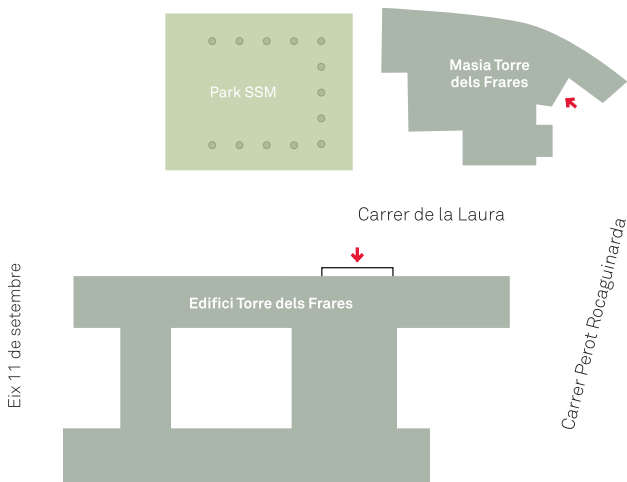
Avinguda Antoni Vilà Canyellas

7. Can Baumann: Faculty of Medicine

Carretera de Roda, 70



Torre dels Frares Campus



Masia Torre dels Frares:

Balmes University Foundation, Teaching Support Unit, Quality Unit, Eumo Editorial, Language School, Centre for Women's Studies, Segimon Serrallonga Hall, UNESCO Chair, Centre for Educational Innovation and Training

Torre dels Frares Building:

Floor 2

Faculty of Science and Technology, Laboratories

Floor 1

Computer rooms, Faculty of Science and Technology laboratories

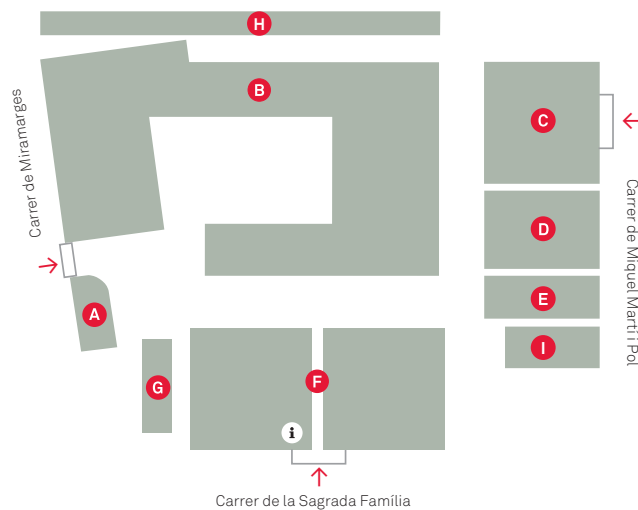
Floor 0

Reception, Ricard Torrents Library, Psychology Laboratory

Floor -1

Main Hall, Food Pilot Plant, Computer rooms, CT-BETA

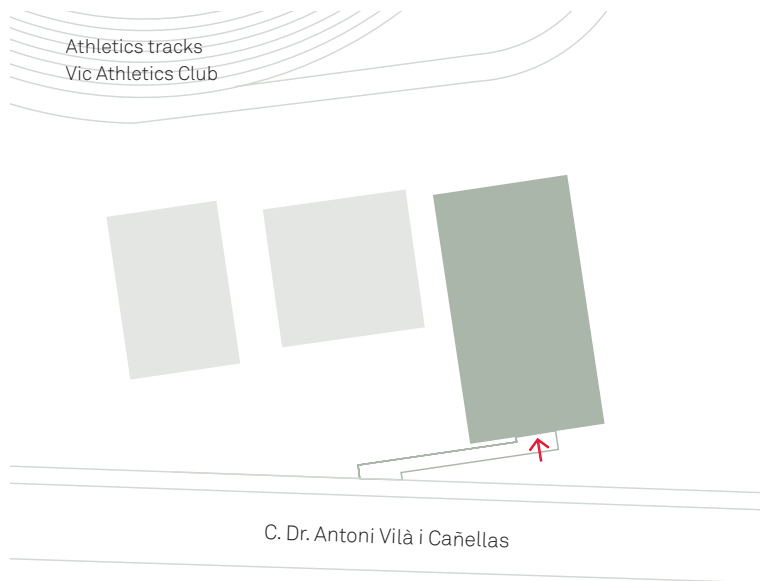
Miramarges Campus



- A.** Rectorate
- B.** Faculty of Health Sciences and Welfare
Information and Communication Technology Unit
Computer rooms
Exhibition area
Centre for Simulation in Clinical Environments
Artistic Expression Laboratory. Recording studios
Tasting Laboratory

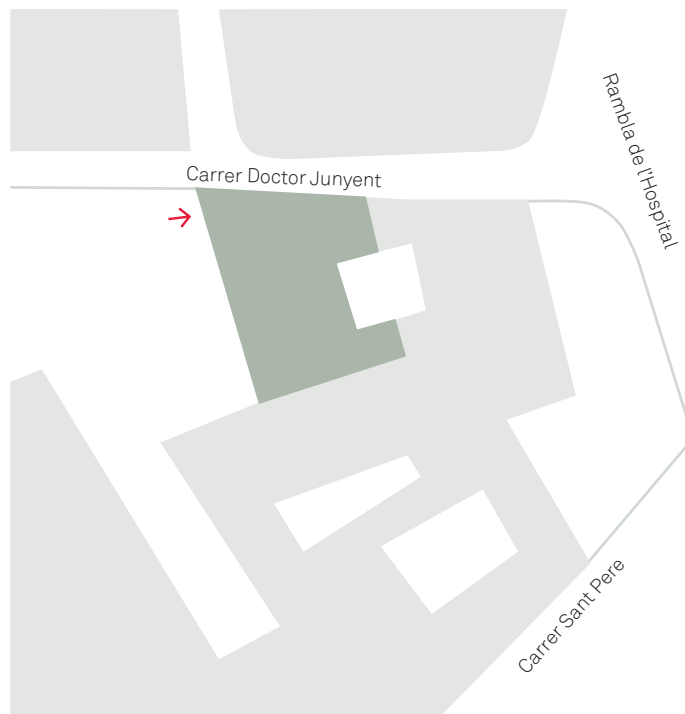
- C.** Faculty of Education, Translation and Humanities
Mercè Torrents Hall
Physiotherapy laboratories
- D.** Ricard Torrents Library
Language Services and Self-Access Learning
Study rooms. Music room
- E.** Departments
- F.** Faculty of Business and Communication Studies
Reception
Academic Administration
Student Services
Marketing Unit
International Relations Office
International Centre for Continuing Education
Gymnasium
UHub, University Community Unit
U-Media
- G.** Office of the Vice-Rector for Academic Affairs
Office of the General Secretary
Land Stewardship Network (XCT)
- H.** Miquel Martí i Pol Garden
- I.** Centre for Health and Social Care Research (CESS)
DIXIT VIC. Social Services Document Centre
SÍRIUS VIC Centre for Personal Autonomy

Sports Campus



Clinic an exercise laboratory
Classrooms
Workspace for teaching staff

Casa de Convalescència Campus



Floor 0

UVic Alumni / Career Services
Business modules
Workspace for research groups
Reception
Creació. Executive Management

Floor 1

Research Transfer Office
Doctoral College
Corporate Communication and Institutional Relations
Entrepreneurship Unit
Workspace for research groups
Green Economy Institute of Catalonia
Classrooms
Mecenes Hall
Institutional headquarters

Floor 2

Coworking
Open space / Networking

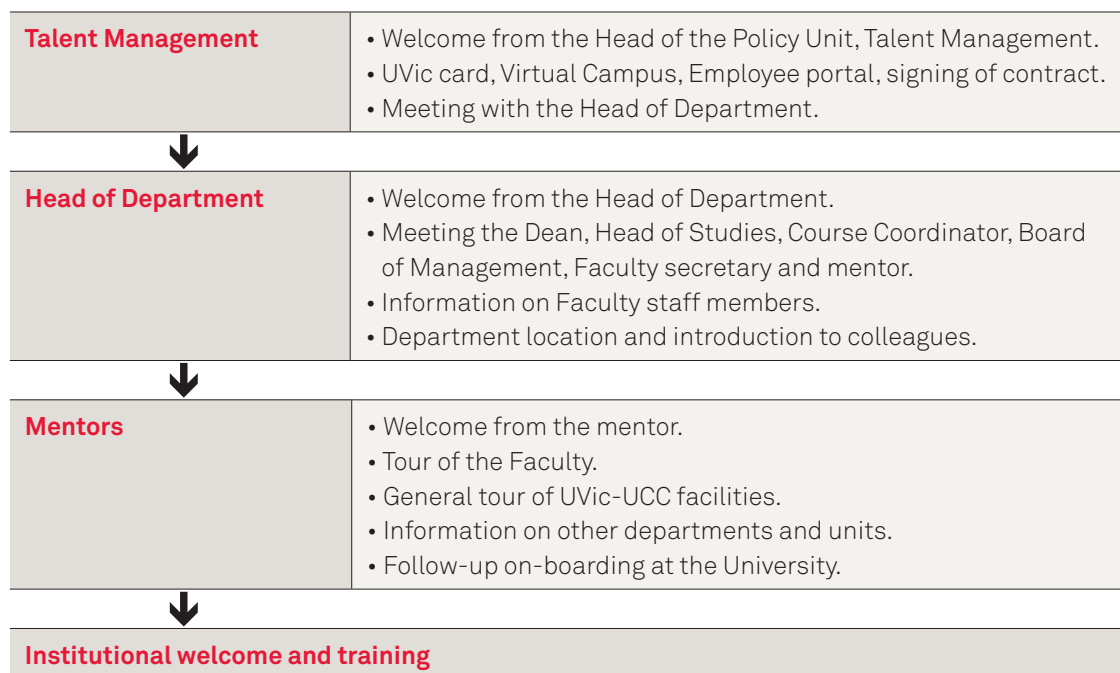
GETTING STARTED AT UVIC-UC



Teaching and research staff (PDI) and administrative and service staff (PAS) contracted by the University of Vic - Central University of Catalonia, under the Balmaes University Foundation, are regulated by the 2nd UVic-UCC Collective Agreement (**Campus virtual > Comunitat > Gestió del talent**)

TEACHING AND RESEARCH

STAFF ON-BOARDING



Each faculty will provide specific information for new members of staff.

ADMINISTRATIVE AND SERVICE

STAFF ON-BOARDING



Each service will provide specific information for new members of staff.

FACULTY SECRETARY'S

OFFICE

The Secretary's Office is responsible for management of all administrative processes relating to faculty academic activities, providing support to students, PDI, PAS and the Dean, and ensuring efficient operation of the centre.

VIRTUAL CAMPUS

AND ICT SERVICES

UVic staff have access to digital services needed in daily life at the University. You will have a user account in the Virtual Campus, which is personal and non-transferable. When you join us, we will send you details of your new account (UVic username and password), giving you access to these services. The main services are:

Virtual Campus

This is the UVic intranet, where you'll find general information about the University, with services such as email, the library online, applications, virtual classrooms and work groups, among other things.

Printing services

UVic printing hubs are efficient and reduce energy consumption and environmental impact. You can print, scan and photocopy documents. You can queue documents from any online device and collect your printed work at any printing hub at the UVic campuses.

Eduroam Wi-Fi

Eduroam is the main UVic Wi-Fi network, covering the whole University.

MS Office 365

This is a cloud service that gives you access to the entire Microsoft Office suite of applications. on all computers in offices and classrooms

More information: <http://mon.uvic.cat/ajutcampus/serveis-ticcampus-virtual-com-accedir-hi/>

TEACHING SUPPORT UNIT

The Teaching Support Unit helps teachers adapt to technological and teaching challenges of new educational paradigms and emerging social needs. It offers support in devising and implementing attractive educational activities, suited to the diversity of needs of today's students. Teachers need to meet the challenge of improving face-to-face teaching by incorporating interactive online activities and activity on social networks in related professional fields. The USD also advises teachers who want to create online initiatives, blended learning and Massive Open Online Courses (MOOC).

The Teaching Support Unit works with all UVic-UCC services, especially the ICT Unit, U-Media, the Library, CIFE, and the University faculties and teaching centres.

The Unit offers resources and bespoke training, and individual and group consulting to help you get the most out of Moodle classrooms.

More information: <http://mon.uvic.cat/usd/>

DIVERSITY, THE DIGITAL

TRANSFORMATION OF UVIC-UCC

Diversity is the project and brand of digital transformation at UVic-UCC, an initiative encompassing all fields of university activity: training, management and services for the university community. Diversity led the award in 2016 of a UVic-UCC honorary doctorate to Martin Dougiamas, the creator of Moodle, the world's leading learning platform, and organised our first Massive Open Online Courses (MOOC) at UVic-UCC, with more than 10,000 participants from all over the world.

More information: <http://mon.uvic.cat/diversity/projecte-diversity/>

RESEARCH TRANSFER

OFFICE

The Research Transfer Office (OTRI) will invite you to visit the service, located on the first floor of Casa de Convalescència. The OTRI Head will welcome you, outline OTRI services, introduce you to the OTRI team, and inform you about UVic-UCC research structure, the internal regulations that govern R&D activity, and the URecerca and UDivulga portals.

The Science Communications Officer will show you the tools available for research management at UVic-UCC.

LIBRARY

Contact the Library to arrange a visit, get information on services and arrange a visit (biblioteca@uvic.cat)

More information: www.uvic.cat/biblioteca/docents-i-personal-dadministracio-i-seveis



CENTRE FOR EDUCATIONAL INNOVATION AND TRAINING

In coordination with Talent Management, the Centre for Educational Innovation and Training (CIFE) coordinates services at UVic-UCC for the PDI and PAS staff training.

This function is outlined in the staff training plan (PFPpUVic), which covers strategic and institutional training activities, and other courses responding to the needs of staff and each centre or service. PFPpUVic is a multi-annual, cross-curricular, interdisciplinary, flexible, strategic plan. CIFE courses are made available through the Virtual Campus, at **Community > CIFE > Oferta formativa**, where you will find details of objectives, content, schedules, duration and admission requirements.

More information: www.uvic.cat/centres-innovacio-i-formacio-en-educacio

LANGUAGE SERVICES

Language Services serves the university community and the wider community. It has three key objectives: to stimulate the use of Catalan as the language of the University, to promote the use of other languages for communication within the framework of the European Higher Education Area, and to provide for the various linguistic needs that arise within the context of UVic-UCC. Language Services organises four kinds of activity: language courses, language promotion, translation and correction of documents, and provision of language resources.

The Language Learning Centre is a self-access service for the study of Catalan, French, German and English, and is open to all members of the university community. It provides language teaching and learning materials, and linguistic advice for individuals and groups.

More information: sl.uvic.cat

U360° INTEGRATED SPACE MANAGEMENT

The U360° project provides integrated, intelligent management of all University premises, ensuring flexibility, versatility, sustainability and security of all campus spaces. It also ensures that laboratory users have the necessary training to use them (QR code).

The Infrastructure and General Services Unit will contact you guidelines on U360°, including:

- U360° platform operation
- Information on spaces and their use
- Health and safety at work
- Helpdesk (URespon)
- Purchases and reservations

More information on UVic-UCC spaces and equipment and the documentation required to make good and proper use of them is available at:

<http://mon.uvic.cat/u360/>



UNIVERSITY ARCHIVE AND REGISTRY

Get in touch to arrange a visit and receive information on services (arxiu@uvic.cat)



OTHER INFORMATION



ACCOMMODATION

Flats

UHub has details of available flats and can put you in touch with estate agents in Vic.

BCU - Barcelona Centre Universitari (accommodation in Barcelona)

www.bcu.cat/en/

Halls of residence

If you would like to stay in a hall of residence, use the contact details below. (For locations, see page 17)

Alberg Canonge Collell

Avinguda Olímpia, 4 - 08500 Vic

☎ 938 894 938 / 938 832 850 @ alberg.vic@gencat.cat 📠 938 833 062 🖱 www.xanascat.cat

RUVic Hall of Residence

Carrer Miquel Llor, 18 - 08500 Vic

☎ 93 860 00 95 @ info@ruvic.cat 🖱 www.ruvic.cat

Sant Miquel dels Sants

Sant Miquel dels Sants, 9-11 - 08500 Vic

☎ 938 862 247 @ resimiquelvic@hotmail.com

Seminari Vic

Edifici El Seminari, Ronda Francesc Camprodon, 2 - 08500 Vic

☎ 938 861 555 @ estades@seminarivic.cat 📠 938 891 909 🖱 www.seminarivic.cat

TRANSPORT



Train

- www.renfe.com/viajeros/cercanias/barcelona/index.html
- ☎ 902 240 202
- More information: www.tmb.cat/



Bus

From Barcelona:

Company: Sagalés

- ☎ 902 130 014
- www.sagales.com/

From Ripollès and Garrotxa:

Company: Teisa

- ☎ 972 204 868
- www.teisa-bus.com

Along the Eix Transversal:

Company: Eixbus

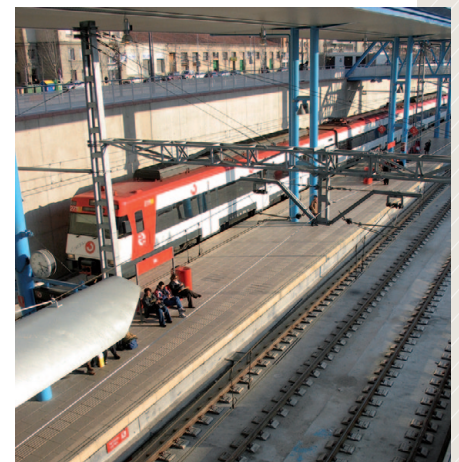
- ☎ 972 200 275
- www.teisa-bus.com/es/eix-bus

EMBASSIES AND CONSULATES

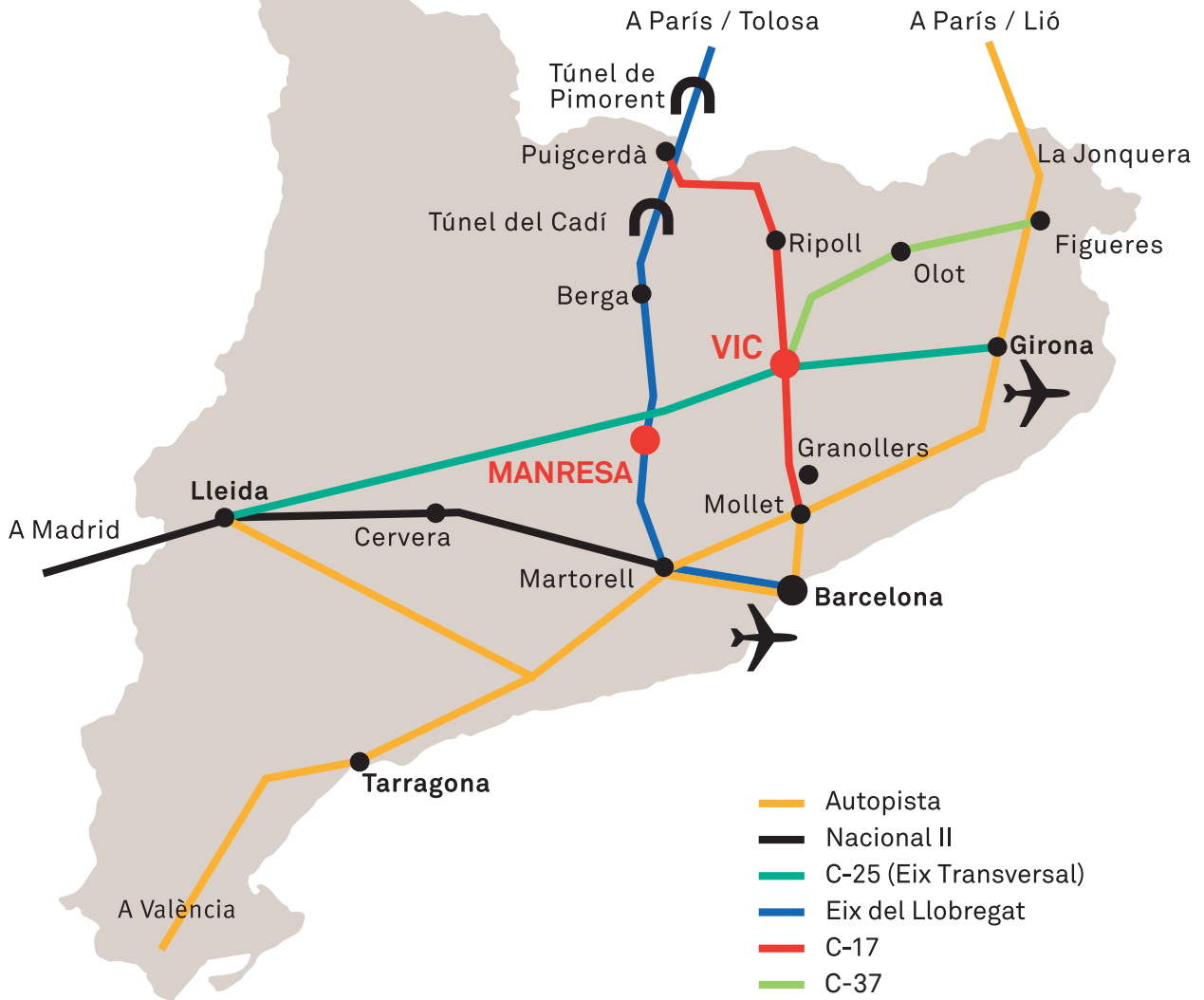
Embassies and consulates

- www.embassypages.com/

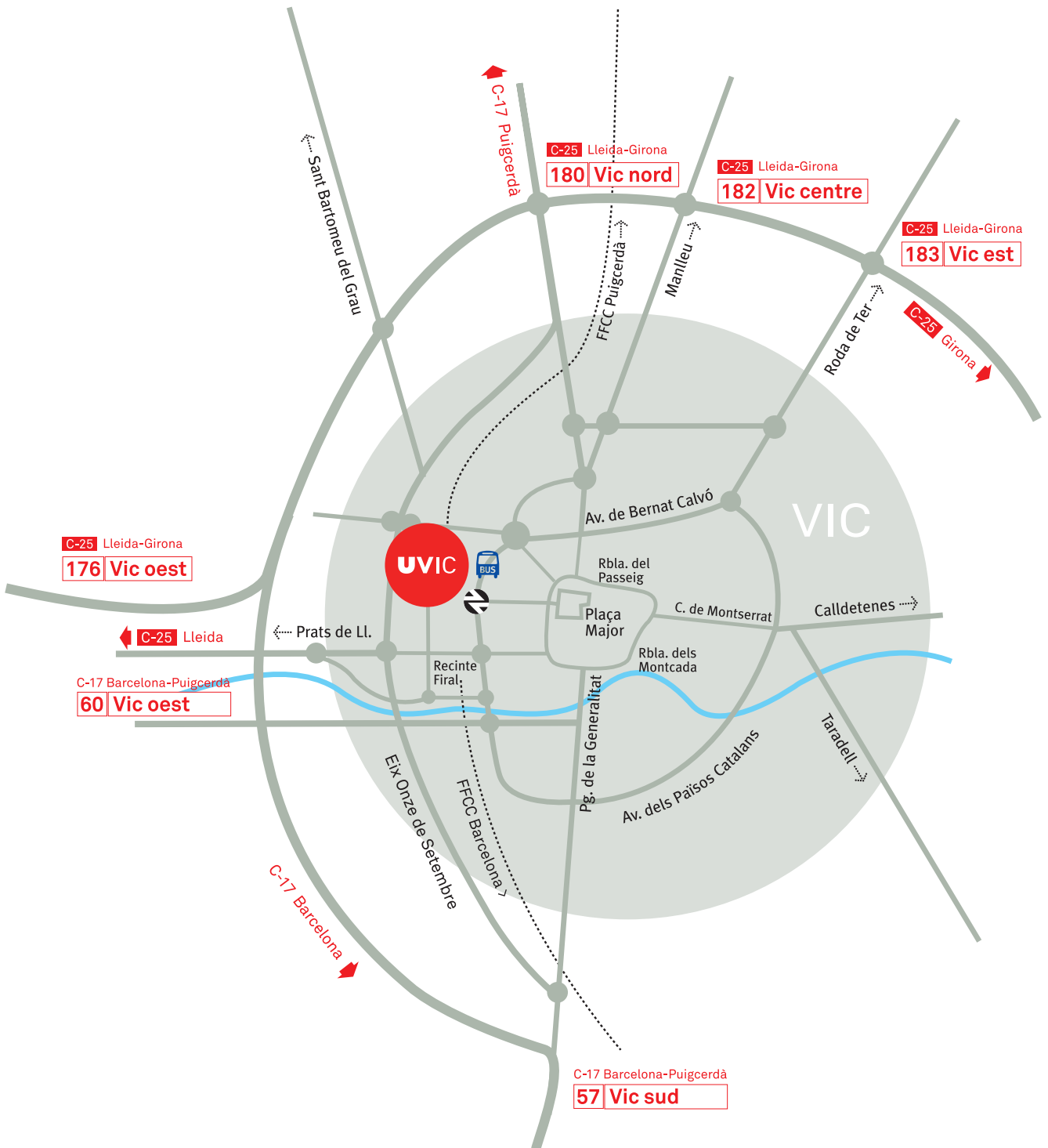
For related issues, contact the International Relations Unit
(relin@uvic.cat)



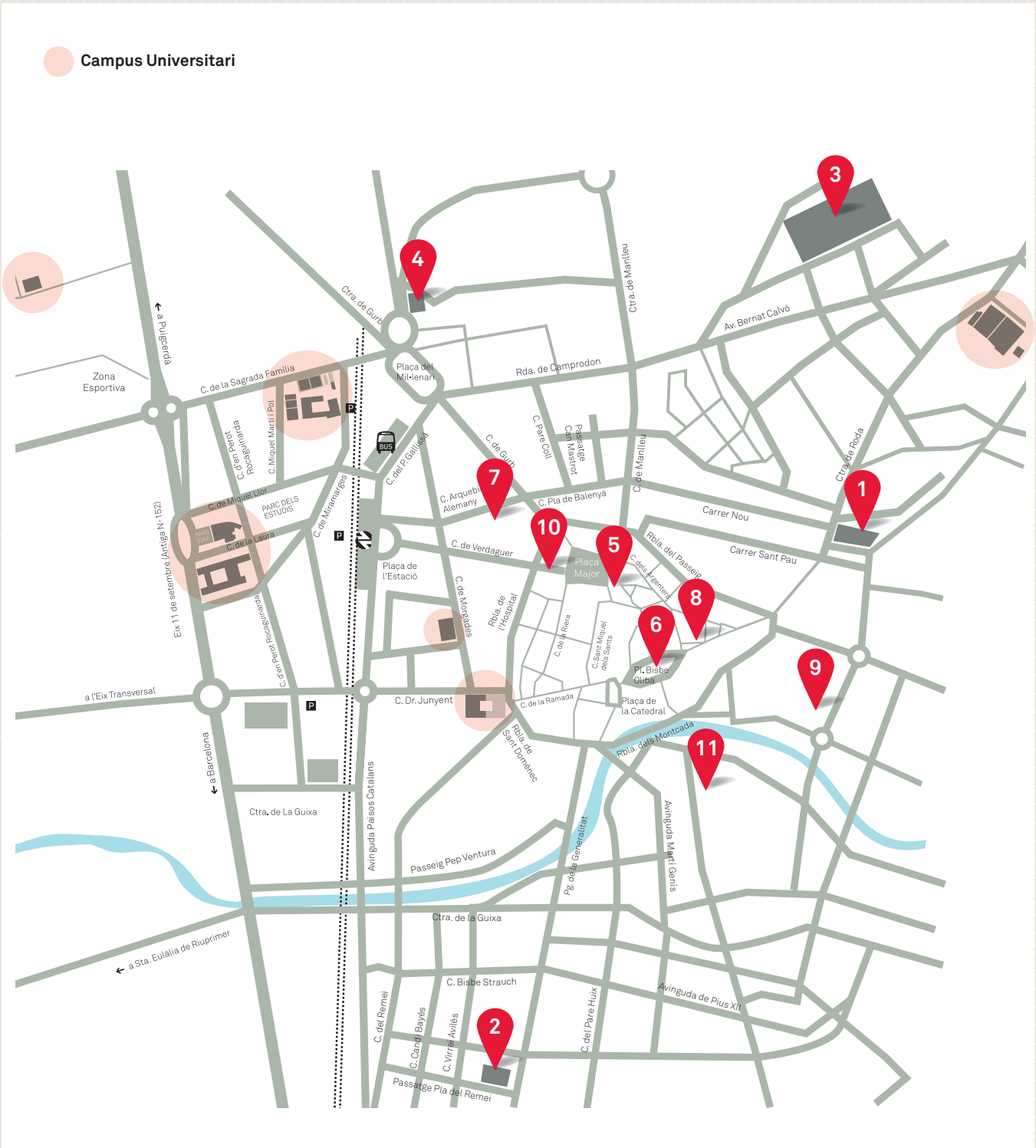
HOW TO GET TO VIC



ROAD ACCESS TO VIC



GET TO KNOW THE CITY



1 OSONA PRIMARY HEALTH CARE CENTRE (CAP) - DIVINA PASTORA

Plaça Divina Pastora, 7
Tel.: 938 890 222
· <https://eapvicnord.wordpress.com/consultoris/>

2 EL REMEI PRIMARY HEALTH CARE CENTRE (CAP)

Passatge Pla del Remei, 10-12
Tel.: 938 833 443
· www.eapvic.com

3 VIC UNIVERSITY HOSPITAL

Carrer Francesc Pla (El Vigatà), 1
Tel.: 938 891 111
· www.chv.cat/usuaris/centres/hospital-vic/

4 MOSSOS D'ESQUADRA (POLICE)

Plaça del Mil·lenari Tel.: 112
· <http://tinyurl.com/mossos-cat>

5 TOURISM OFFICE

Plaça del Pes - Llotja del Blat
Tel. 938 862 091
e-mail: turisme@vic.cat www.victurisme.cat

6 MUSEU EPISCOPAL DE VIC

Plaça Bisbe Oliba, 3
Tel. 938 869 360 - Fax 938 869 361
· www.museuepiscopalvic.com
· informacio@museuepiscopalvic.com

7 MUSEU DE L'ART DE LA PELL AND JOAN TRIADÚ LIBRARY

Carrer Arquebisbe Alemany, 5
Tel. 938 833 279
· www.museuartpellvic.cat
· info@museuartpellvic.cat
· www.bibliotecadevic.com

8 ROMAN TEMPLE

Carrer del Pare Xifré, 2
· www.patronatestudisosenencs.cat

9 L'ATLÀNTIDA THEATRE

Carrer Francesc Maria Masferrer, 4.
Tel. 93 702 72 57
· www.latlantidavic.cat
· info@latlantidavic.cat

10 VIC ATENEU AND CASINO DE VIC

Carrer Verdaguer 5
Tel. 93 885 24 62
· www.ateneudevic.cat www.casinodevic.cat

11 ACVIC. CENTRE D'ARTS CONTEMPORÀNIES

Carrer Sant Francesc, 1
Tel. 93 885 37 04
· www.acvic.org info@acvic.org



UVIC

UNIVERSITAT DE VIC
UNIVERSITAT CENTRAL
DE CATALUNYA

For more information on the University of Vic - Central University
of Catalonia, contact us at:

University of Vic - Central University of Catalonia

Talent Management

Sagrada Família, 7 - 08500 Vic

Tel. 93 881 55 15

gestiotalent.politiques@uvic.cat

www.uvic.cat

