



WELCOME MANUAL

This document contains the basic information that the researcher needs to know when arriving at the ULPGC for the first time, including practical information and information of interest about the organisation itself.

INDEX

The ULPGC	4
Values	5
Social commitment	6
Library	7
First steps at the ULPGC Foreign	8
Research Staff Computer Services	9
	10
Research and Transfer at the ULPGC	11
Research management Research	11
support structures	12
Other tools and services	13
Office for the Transfer of Research Results (OTRI) Industrial and	13
Intellectual Property Office (OPII)	14
Publications and Scientific Dissemination Service (SPDC)	15
accedaCris	16
Training	17
The Fundación Canaria Parque Científico y Tecnológico de la Universidad de Las Palmas de Gran Canaria (Canary Islands Science and Technology Park Foundation of the University of Las Palmas de Gran Canaria)	18
Annex	19
Location	20

WELCOME LETTER

Dear Researcher,

We welcome you most cordially to our institution where we hope you can count on all the support and the best conditions to develop your activity.

For the ULGPC it is a priority that its researchers find in our research centres, faculties and institutes the best conditions and support for their professional development, since their development will also be the development of the institution.

With this in mind, and with the aim of making these first days of adaptation as easy as possible for you, we present this document where you will find basic information about who we are and what resources you have at your disposal to develop your professional career in the best conditions.

We hope you find it very useful and that it will help you to have a more profitable and comfortable start.

You have our warmest welcome,

Marisol Izquierdo López
Vice-Rector for Research and Transfer of the ULPGC

The ULPGC

The **University of Las Palmas de Gran Canaria** (ULPGC) began its activity in the academic year 1989-1990, following the approval by the Parliament of the Canary Islands of the Law of University Reorganisation of the Canary Islands, on 26th April 1989. It was established on the basis of the Polytechnic University of the Canary Islands and other centres located on the island of Gran Canaria, some of whose origins date back to the 19th century. It is, therefore, an institution that combines modernity and experience.

The **Rectorate** was established in Las Palmas de Gran Canaria, whose institutional headquarters would eventually occupy the refurbished building of the former Military Hospital in the historic district of Vegueta, on the right bank of the Guiniguada ravine.



The University of Las Palmas de Gran Canaria, as stated in its Statutes and in **the** introductory part of its **V Strategic Plan**, is a public institution whose mission is to fulfil its commitment to the quality and efficiency of the teaching and research service it provides to society. It is committed to the pursuit of continuous improvement in its actions and to the contribution of value to the society of which it wishes to be a benchmark.

The Vision is that of a university that is autonomous in its thinking, innovative in its teaching, research, transfer, management and the impact activities it builds, that radiates values in its environment; concerned with culture, environmental quality and sustainable development; that promotes solidarity among peoples and cooperation, especially with the African continent and Latin America; that contributes to the solution of social problems and promotes

international relations as a lever for generating value.

The aim is for the ULPGC to be recognised for its academic prestige, for its comprehensive education, for the impact of its research and knowledge transfer, and for its positioning in the face of the problems that affect today's increasingly globalised world. To this end, it has drawn up a **Research and Knowledge Transfer Plan 2022-2025**, the development of which will mark the evolution of the institution in the coming years.

In its **annual academic reports**, the ULPGC collects specific data on degrees, courses and students, among other matters, which help to give an idea of its profile as an organisation.

Values

- **Efficiency** and commitment to the university community and the society that funds and sustains it.
- The **pursuit of excellence** in teaching, research, institutional management and service provision.
- The **contribution to the** economic, social and cultural **development** of the Canary Islands.
- **Transparency** in management and accountability.
- The **active participation** of all members of the university community.
- The **improvement of environmental quality** and **sustainable development** in its area of influence.
- The **search for alliances** that allow us to take advantage of value-added objectives.
- **Commitment** to teaching **innovation** and **lifelong learning**.
- The **defence of equity** and **equal opportunities**, respect for the ideas of freedom, intercultural coexistence and social justice.
- The **promotion of solidarity** and **cooperation** between peoples, with special attention to development, the defence of social values and an active presence in social, cultural and other forums.
- Promote/work for **gender equality**, committed to attention to diversity.
- Commitment to academic integrity and the fight against fraud.

BASIC OBJECTIVES

- To train competent people, trained in the culture of effort, enterprising and with a long-term vision, generating, applying and disseminating knowledge and skills to the different groups that form it and to society in general.
- To develop policies that foster innovation, through competitive research structures, capable of exchanging knowledge with their peers and of participating in public-private collaboration proposals, or with other universities or administrations.
- Develop management models and tools that are appropriate to their functions, and that can become an asset in their own right.
- To collaborate in the economic and cultural progress and social welfare of their environment.
- To be a reference in teaching, research and cooperation in the context in which it carries out its activities, preferably in Europe and areas of strategic interest to the Canary Islands (Africa and Latin America)

Social Commitment

Modern societies are increasingly sensitive to collaborative initiatives and assistance, both to problems and difficulties close to home and to those of less developed communities.

The University of Las Palmas de Gran Canaria joins this social commitment, defending values such as:

- The **active participation** of all members of the university community.
- Environmental conservation and **sustainable development** in the Canary Islands.
- The defence of **equal opportunities**, respect for ideas in freedom, multicultural coexistence and social justice.
- The promotion of **solidarity and cooperation** between peoples, the defence of social values and an active presence in social and cultural forums.





**This service supports
research through the
following resources:**

Indicators and indices of
scientific production

Accreditations and six-year

terms Scientific

Dissemination How to

Publish

Publishing in open access

Standardisation of
signatures in scientific
publications

Standard Curriculum Vitae
(CVN)

Bibliographic managers

Bibliographies

ULPGC Bibliometrics Unit
(UBi)

How to avoid plagiarism

DOI (Digital Object
Identifier)



LIBRARY

The library is one of the most popular services and has the following resources:

- 11 service points
- 854,000 volumes
- 7,800 paper periodical titles
- 83,000 loans per year
- 66,000 e-journal titles
- 238,000 visits to the University Library
- More than two million hits on e-resources
- 1.88 million invested in subscriptions and purchase of publications





FIRST STEPS

On arrival at the ULPGC, research staff will have access to:

- An institutional email with username and password.
- A username and password to access the employee portal where you will find all the information on access, operation and HR content. This portal will be used to process requests such as holidays, leave, medical leave and others.
- Information on safety at work, occupational risk prevention and teleworking options and [mechanisms for complaints and suggestions](#).
- Information on the system of days off and holidays.

More information on how to get started can be found in the following link to the [Guide for Welcome](#).

Foreign Research Staff

The Ministry of Inclusion, Social Security and Migration publishes on its website the basic formalities to be carried out, which can be consulted at this [link](#). These formalities will differ depending on the place of origin (if you have EU or non-EU citizenship, for example) or the expected duration of the contract.

In the case of having citizenship of the European area, the European Commission publishes different information on the [Euraxess](#) website to facilitate mobility in this area, including advice and other information of interest in relation to the processing of visas or the recognition of qualifications, among other aspects.

People with European citizenship from the European Economic Area (Liechtenstein, Norway and Iceland) and Switzerland can stay in Spain for up to three months without needing to register as citizens for longer stays with the local authorities in Spain. For longer stays, this registration is required and leads to a foreigner's identity number (NIE), which is necessary to stay in the country.

In Spain, legally resident foreigners are entitled to access public health care under the same conditions as Spaniards, and the same applies to their spouses and offspring residing in Spain, a service that is obtained once they have been registered in the local government census.

For any procedure that needs to be carried out, it is very useful to have a digital certificate. Instructions on how to access can be found [here](#).

The basic formalities on arrival in Spain are as follows:

- **Registration with the local administration:** this is a procedure known as "empadronamiento" and consists of registration in the municipal register. In order to obtain it, it requires the presentation of various documents that must be consulted beforehand.
- **Obtaining the NIE** (Foreigner's Identity Number), Residence Certificate and TIE (Foreigner's Identity Card). As with the previous one, this procedure requires the presentation of various documents, so it is advisable to obtain information beforehand.
- **Social Security registration:** Anyone who is going to work or reside in Spain must have a Social Security number. Consult the necessary documentation for this procedure before starting it.
- **Registration with the Spanish Tax Agency:** foreign persons must register with the Spanish Tax Agency in order to be able to pay taxes.
- **European Health Insurance Card:** persons resident in the European Union are entitled to this card, which facilitates the procedure for medical care in Spain. Presentation of the card guarantees reimbursement of health care costs.



Information Technology Service (IS)

It provides services related to IT, information systems, new information technologies and communications. The IS takes care of installing the technology and advises, recommends, selects, designs, integrates, or configures the equipment to make it work.

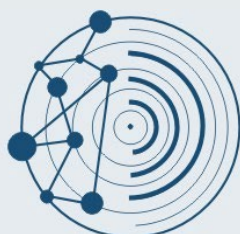
On arrival at the ULPGC, the basic services are automatically activated and for any questions or help, you can contact the telephone number: 928 45 12 34.



institutional password



e-mail



ulpgc network access



ulpgc cloud service



video aids



technical support



pc maintenance



w eb services



It also provides services of immediate use in the incorporation such as e-mail or wifi access.

Detailed information on the services can

be found in the following [link](#).

RESEARCH AND TRANSFER

MANAGEMENT OF RESEARCH

In the Research section of the ULPGC website you can find the competences that, depending on the Vice-rectorate for Research and Transfer, are offered to the researcher.

In this space you can find all the information necessary to develop the research activity in the organisation.

To facilitate research, the ULPGC also has two **ethics committees** that deal with different issues:

- Ethical Committee for Animal Experimentation (CEEAA)
- Human Research Ethics Committee (HREOC)

It is organised around the following **areas**:

- Research at the ULPGC: Gathers information on internal and external research calls and grants.
- Groups and institutes: Collects information on University Institutes, Research Centres and Groups, as well as other support structures.
- Research projects, agreements and contracts: Gathers information on calls for proposals.
- Human resources in research: Collects information on HRS4R, researcher recruitment, job offers, etc.
- Scientific infrastructures and services: This includes information on calls for grants for infrastructures and the list of scientific services and equipment offered to society.
- Innovation and transfer: Link to the OTRI and all its services.
- Scientific production (CRIS): Institutional repository (accedaCRIS), scientific production indicators, research reports, curriculum management.
- Research management: Administrative support structures and research management at the ULPGC.11
- Doctorates: Allows you to consult the offer of doctorates and to link with the Doctoral School and the Academic Management area.
- Normative Framework: This includes the regulations applicable in the field of research and transfer at the ULPGC.

Research support structures

The **research groups** are listed in the following [link](#), which shows a page in search engine format, which allows you to locate, using keywords, those that correspond to the word you are looking for. If you do not wish to use this search engine, it is also possible to consult the complete list of groups.

The **University Research Institutes** are centres dedicated to scientific, technical and humanistic research and artistic creation. They organise postgraduate and specialisation programmes and studies, as well as providing technical advice within the scope of their competences (article 12 of the ULPGC Statutes).

The ULPGC has research centres whose specialities can be consulted here.



[here](#)

As **research support structures**, it also has:

- [Research Service \(IS\)](#)
- [Knowledge Management Unit \(KMU\)](#)
- [Bibliometrics Unit \(UBI\)](#)
- [Ethics Committees \(Human Research and Animal Experimentation\)](#)

Other research support
services available include:

- [European Projects Office \(EPO\)](#)
- [Research Support Unit \(ISU\)](#)



OTHER TOOLS

Office for the Transfer of Research Results (OTRI)

Integrated in the Fundación Canaria Parque Científico Tecnológico de la ULPGC (Canary Islands Science and Technology Park Foundation of the ULPGC).

The Research Results Transfer Office (OTRI) of the University of Las Palmas de Gran Canaria (ULPGC) is integrated in the ULPGC Science and Technology Park Foundation and carries out the following tasks:

- It promotes public-private collaboration by advising on the management of agreements and contracts; it manages the financial and administrative management of contracts and collaboration agreements; it supports the recruitment of research staff or support staff associated with agreements, and manages registrations for the organisation of congresses, conferences and seminars, etc.
- Promotes University-Business contact. CIDE Network: This is responsible for the valorisation of R&D and is dedicated to the search for contacts required for company-university collaborative R&D&I projects.
- Help with intellectual and industrial property: It supports in the management and carries out studies of the strategy for the protection of research results; it reviews contracts, conventions or agreements that compromise industrial and intellectual property and supports in the negotiation and commercialisation of technologies.
- It supports the creation of technology-based companies and the development of innovative business projects that can be converted into companies.



OTHER TOOLS

Protection and dissemination of knowledge Industrial and Intellectual Property Office (OPII)

It is responsible for the protection of the ULPGC's research results, advising on the different ways of protecting results and their management. It is also responsible for the valorisation, exploitation and transfer of the results of research projects developed in the ULPGC environment, and reports to the Office for the Transfer of Research Results.

Among other work, he has developed **two** useful **guides** for researchers:

- **Handbook "How to protect research results"**
- **Instruction for the reading of TFT subject to application for registration of an invention**

It also has **two search engines** that facilitate researchers' tasks:

- **Patent and utility model search engine**
- **Research group finder**



Publications and Scientific Dissemination Service (SPDC)

It reports to the Vice-rectorate for Culture, Sport and Social Activation of the Campuses and its main functions are the publication and dissemination of research work, monographic works of a scientific, technical and humanistic nature, periodical publications, collections of teaching manuals and other publications considered to be of cultural and scientific interest.

The SPDC respects the Intellectual Property Law (LPI), avoiding practices that go against it, and actively participates in the "scientific exchange" programme, centralising the reception of new bibliographic material published by other university publishers, institutions, etc., which is then made available to users through the ULPGC University Library.

This service provides for a procedure for publication which is set out in the following points:

- General editing rules.
 - General publication procedure.
 - Request for publication.
 - Characteristics of the originals.
 - Contribution rights assignment agreement for collective works.
 - Agreement on the transfer of image rights.
 - Agreement on the transfer of sound or multimedia rights.
 - Agreement on the assignment of translation rights.
 - Publication conformity.
 - Procedure for publication in the "Cuadernos para la Docencia" collection.
 - Procedure for publication in the "University Teaching Manuals" collection.
 - Procedure for publication in the collection "Tibón: Estudios traductológicos".
 - Procedure for publication in the "Via Docendi" collection.
 - Procedure for publication in the Studies in English Language and Literature series.
- 

It is structured into the following entities:

Publications: have been classified according to the COAR controlled vocabulary.

Research Staff: information on active research staff is displayed:

- Full name
- Affiliations
- Attachment to the research group
- Faculty, Department, Institute
- *Curriculum vitae*
- Personal page
- E-mail address
- Google Scholar
- ResearcherID
- ORCID
- Researchgate
- Author ID Scopus

Organisation: shows the different Departments and Institutes of the ULPGC.

Projects: includes the different projects carried out at the ULPGC.

Patents: presents the different Patents carried out at the ULPGC.

Theses: brings together the theses read at the ULPGC.

accedeCRIS

accedaCRIS is a scientific research portal that compiles the scientific production of the University of Las Palmas de Gran Canaria (ULPGC) and is part of the Current Research Information System (CRIS) of this University.

What software does accedaCRIS work with?

It has been developed using **DSpace-CRIS**, an open source software created by HP and MIT (Massachusetts Institute of Technology) and which is being used internationally by academic institutions, research institutions, etc. This means that it can be used without any licence fee and retains all rights to the data and metadata you enter. It complies with the most relevant international standards to facilitate interoperability and data transfer.

Objectives of accedaCRIS

The main advantages of publishing on accedaCRIS are:

- Increase the visibility and impact of results on the Internet.
- Communication and exchange of scientific information between researchers.
- Preservation and persistence of data by means of a unique identifier (URI).
- It allows the bibliometric analysis of scientific production.
- It serves as a centralised service for the dissemination of the scientific output of research staff, Departments, Institutes and Groups.

As an added value, the researcher will be able to see in real time the number of citations in Scopus and WoS, information on how many times the document has been downloaded, as well as page views, in Altmetric and Google Scholar.

The training actions of the plan are divided into 4 blocks:

- Teaching, Tutorial Action and Educational Innovation.
- Research and Transfer.
- Management, Quality and Equality.
- Internationalisation and Language Skills.

To make a proposal for a training action, oriented to one of the 4 previous blocks, you can use the [Training Action Proposal Form](#).

Career development

The ULPGC has a Training Plan aimed at its teaching and research staff to improve teaching quality and support mechanisms for tutorial action, educational innovation, research, transfer, management, quality, equality, internationalisation and language skills.

[Training Plan for Teachers and Research Staff \(PFDI\) 2021-2025](#)

The PFDI was approved by the Governing Council on 14 September 2021 and published in the BOULPGC on 15 September 2021.

The certification of training actions is centralised as part of the Training Plan for Teachers and Research Staff. The certificates are currently stored in the Virtual Campus (access via enrolment and access links for each semester) as the minutes of each training action arrive.

The training plans are presented by semesters, ordered from the most recent, and can be consulted [here](#).

The ULPGC also offers other useful tools for career development:

- Thesis supervision guide.
- [Post Doc Development Hub](#) which aims to improve the employability of PhDs.
- [Career Options](#) Document.
- ULPGC mentoring programme.
- Researcher stabilisation and talent attraction programmes.

Research staff can participate in **Educational Innovation Groups**, following the recent change in the regulations governing them.

FCPCTF

THE CANARY ISLANDS SCIENCE AND TECHNOLOGY PARK FOUNDATION OF THE UNIVERSITY OF LAS PALMAS DE GRAN CANARIA

The Fundación Canaria Parque Científico Tecnológico de la Universidad de Las Palmas de Gran Canaria (FCPCT) manages the Research Transfer Office (OTRI) and is a link between innovative companies and research centres. It manages a compendium of basic infrastructures for innovation and the incorporation of technological companies, essential for R&D&I and technological development processes. It promotes the creation and growth of innovative companies and provides other value-added services, as well as high quality space and facilities.

The Fundación Canaria Parque Científico Tecnológico de la Universidad de Las Palmas de Gran Canaria provides a common meeting place between business, the world of research and development and the local productive sector, and at the same time a place for the "cultivation" of new companies, a place that fosters innovation and the formula of "self-employment" for university graduates.

For more information, click [here](#).



The **FCPCT** aims to create a space for the enhancement of knowledge, development and business innovation in the Canary Islands, in order to:

Managing R&D&I

- Enhance the value of the University's technological services.
- Manage and advise on collaboration agreements between companies and researchers.
- Promote the guaranteed participation of research groups in European and international research programmes, and foster synergies with researchers and companies.

Increasing competitiveness

- To promote the competitiveness of established companies.
- To foster the creation and growth of innovative, science and technology-based companies through incubation by providing high-quality space and facilities.
- Providing value-added services.

Encourage the emergence of networks of contacts

- Strengthen connections with the agents of the innovation system to establish synergies.
- Manage and advise on collaboration agreements between companies and researchers.

Promoting the culture of innovation

- To increase the wealth of the community by spreading the culture of innovation.
- Promoting scientific literacy in different sectors

ANNEX

Regulations and instructions

- Guidance for the submission of invoices and payment requests
- Resolution of the Rector on the processing of invoices for amounts up to 1,000 euros.
- Table of remuneration of project personnel

Rules on severance pay

- BOE: Royal Decree 462/2002 of 24 May 2002 on compensation for reasons of service.
- BOC: Decree 67/2002, of 20 May 2002, partially amending the Regulation on compensation for reasons of service, approved by Decree 251/1997, of 30 September 1997.



LOCATIONS

Tafira University Campus Schools and Faculties



Tafira University Campus Research



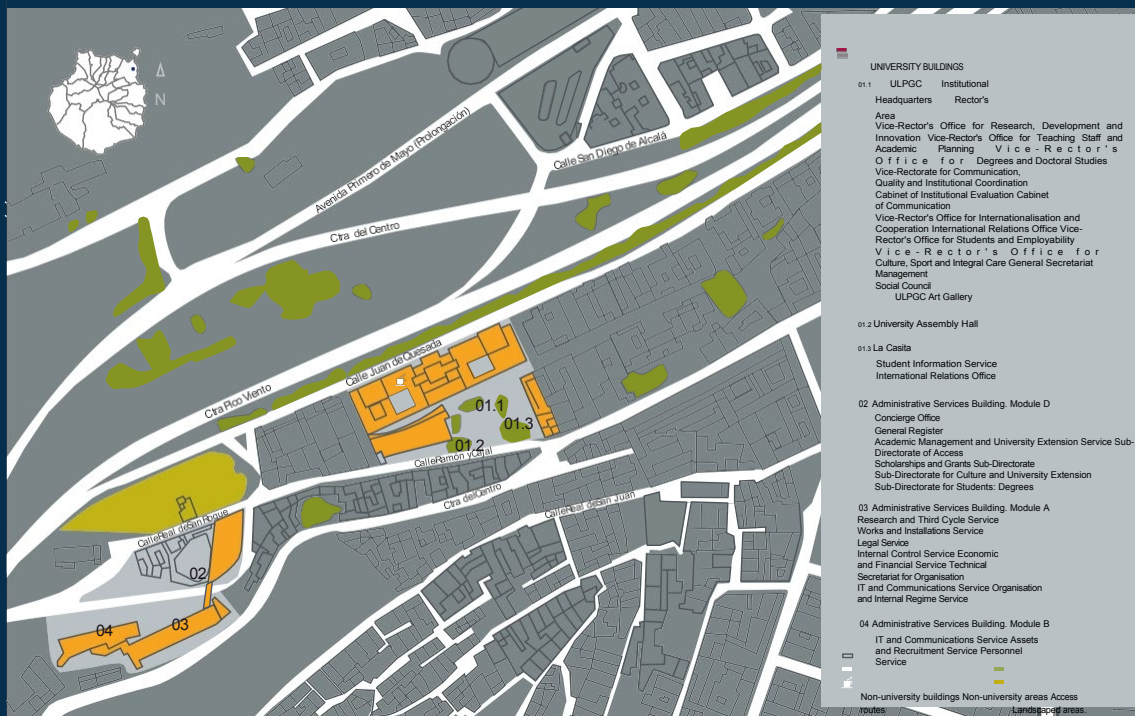
LOCATIONS

Tafira University Campus Services



Rectorate

ULPGC Institutional Headquarters and Administrative Services Building



LOCATIONS

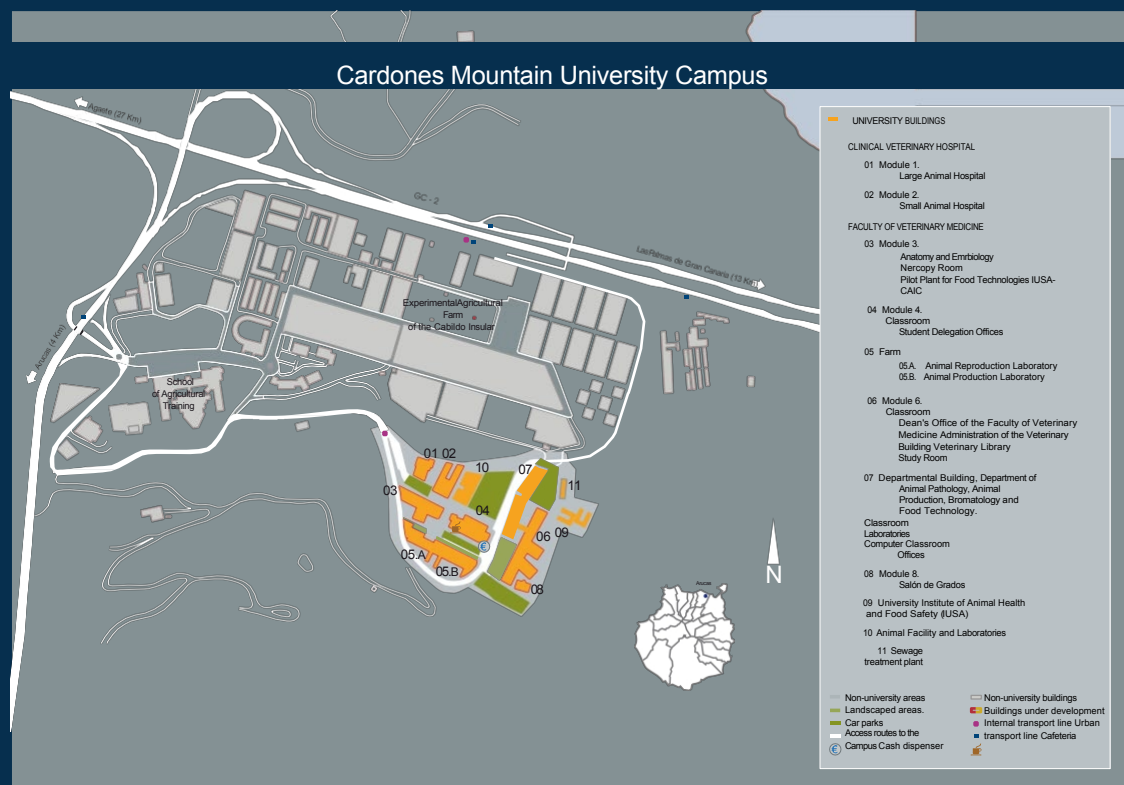
Obelisk Campus



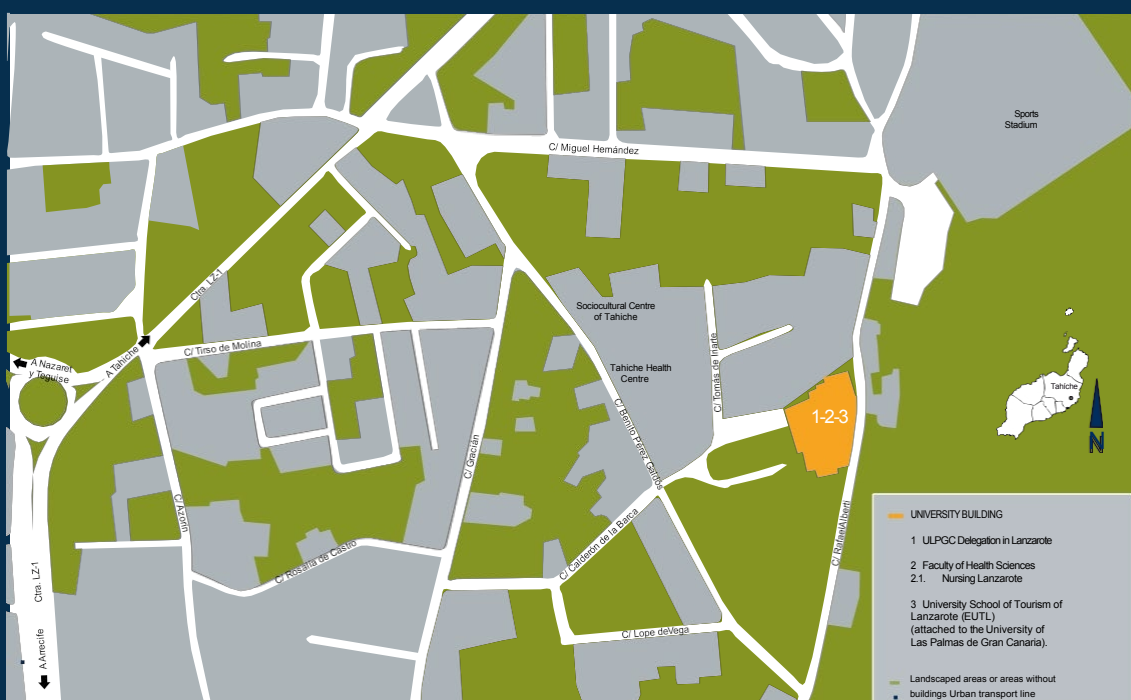
San Cristobal University Campus



LOCATIONS



Delegation and centres of the ULPGC in Tahiche (Lanzarote)



The map displays the Fuerte Ventura campus layout. Key features include:

- University Buildings:**
 - 01: Teaching Support Unit of the ULPQG Faculty of Health Sciences (Fuerteventura) Classrooms and Seminars
 - 02: University Library
 - 03: Health Sciences Library (Fuerteventura)
- Landscaped areas:** Represented by green shaded regions.
- Urban transport line:** Indicated by a blue line.

Other labeled streets and landmarks include:

- C/ Vicente Azarandea
- C/ Prof. Juan Tadeo Cabrera
- C/ Juan José Felipe Lima
- C/ Dr. Fleming
- C/ Hermanos Machado
- C/ Duero
- C/ Segundo Alvaro
- C/ Primer de Mayo
- C/ García Escanver
- Avda. Reyes de España
- C/ra. del Aeropuerto
- C/ra. Los Pozos
- Los Pozos Municipal Stadium
- Los Pozos Sports Centre
- General Language School

A north arrow and an inset map of Argentina are also present.

Content

University of Las Palmas de
Gran Canaria

Design

Effectia Innovation Solution

Photographs

University of Las Palmas de
Gran Canaria

<https://www.freepik.es> **Icons**

<https://www.freepik.es/>

All designations in this text that have been made in the masculine grammatical gender shall be understood to be made indistinctly in the feminine gender, depending on the person or position affected by such designations.