

WELCOME MANUAL

Guide for **AGROTECNIO**
RESEARCHERS

2024





INDEX

Welcome to Agrotecnio!	4
About us	5
Our mission	6
University of Lleida (UdL).....	7
Accommodation	8
Research network	9
Diversity	11
Equality	12
Research areas.....	13
Structure	14
Entry procedures and taxes	16
Once in Lleida	17
PhD students	19
Training and development.....	20
Learning languages	21
Visiting staff.....	23
Technology transfer	24
Communication	25
Key services for researchers	27
Stay up to date.....	28
Contact.....	29

INTRODUCTION





José Antonio Bonet
Agrotecnio Director

Welcome to **AGROTECNIO!**

As Agrotecnio's director, I would like to invite you to develop your scientific career with us. Agrotecnio is a research centre of excellence based in Lleida, Catalonia, on the campus of the School of Agri-Food, Forestry and Veterinary Engineering (ETSEAFIV) of the University of Lleida. In our centre we offer you all the state-of-the-art equipment, staff, structure, training and activities you may need to grow professionally.

To prepare your arrival, as well as to get to know our organization, this Welcome Manual contains useful information.

I wish you all the best in this new journey with us!

About US

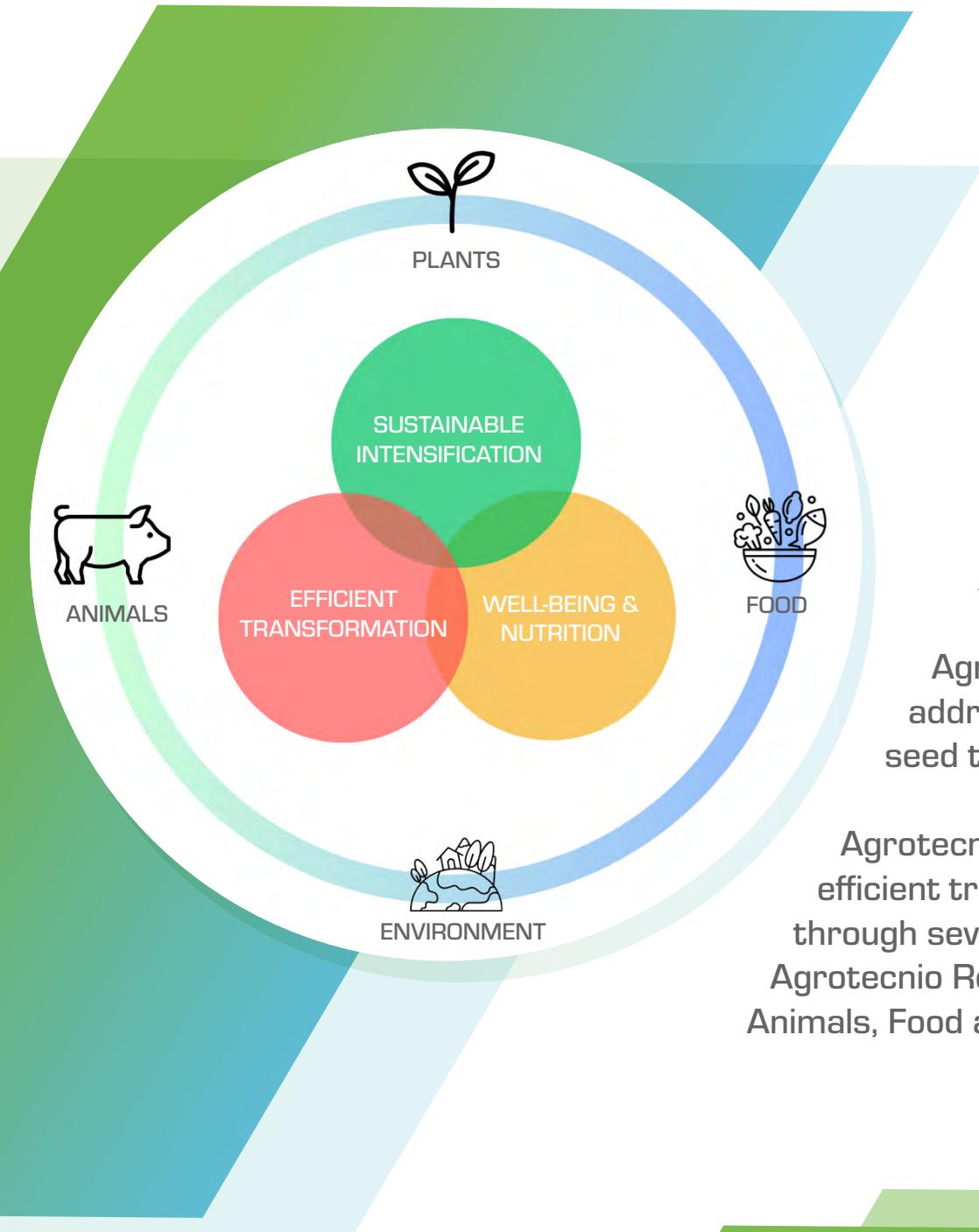
Agrotecnio CERCA is an International Centre of Excellence in Agrifood Research. Its overarching aim is to carry our high impact translational research for the benefit of an array of stakeholders. Agrotecnio's research benefits from a broad range of expertise in crop, environmental, animal, food and nutrition sciences and relies on the "one health" concept, an integrated, unifying approach to balance and optimize the health of people, animals and the environment.

Created in 2012, Agrotecnio is located in the Campus of the Escola Tècnica Superior d'Enginyeria Agrària, Forestal i Veterinària (ETSEAFiV) of the University of Lleida.



**FIND US
IN THE 5-B
BUILDING!**





Our **MISSION**

Agrotecnio's mission is to carry out cutting edge strategic scientific research with emphasis on translational objectives in Crop, Forest, Environmental, Animal, Food and Nutrition Sciences.

Agrotecnio's research philosophy is unique in that it addresses most aspects of the entire food chain, from seed to table.

Agrotecnio focuses on sustainable intensification, efficient transformation and well-being and nutrition through several research lines related to the four main Agrotecnio Research & Development domains: Plants, Animals, Food and Environment

The University of Lleida combines a long and fruitful university tradition with a young and dynamic structure that is firmly committed to quality training and research, advanced teaching methods and internationalization. The UdL ranks 16th in the world in terms of teaching quality, according to the Times Higher Education's Impact 2023 ranking.

Its educational offer includes 49 Bachelor Degrees, 30 Masters and 15 Doctorate programs. As a result of its link with its territorial productive environment, the UdL stands out for its relevant position and extensive activity in the agri-food sector.



The UdL has five campuses, four in Lleida and one in Igualada. The International Relations unit of the UdL promotes the reception and integration of students and staff coming, including Agrotecnio researchers

ACCOMMODATION

Lleida is a catalan city with more than 137.000 inhabitants. Crossed by the Segre River, it is located near the Pyrenees and has cultural attractions such as the Seu Vella.

How to get to **LLEIDA**

Lleida is connected to Madrid and Barcelona by the A2 highway and acts as a regional hub for eastern Catalonia and western Aragon. It is well connected by public transportation, with several bus lines and the Lleida-Pirineus railway station.



Living in **LLEIDA**

Accommodation in Lleida is affordable and accessible. Many researchers choose to share an apartment or a house or live by themselves in the city. These links contain useful information on finding accommodation in the city:

Accommodation for mobility students (UdL)
International Relations (UdL)

Useful **ADRESSES**

Hospital Universitari Arnau de Vilanova
Tourism office

ORGANISATION



Research NETWORK

Agrotecnio was founded in 2012 under the auspicious of the UdL in collaboration with the Institute of Agrifood Research and Technology (IRTA).

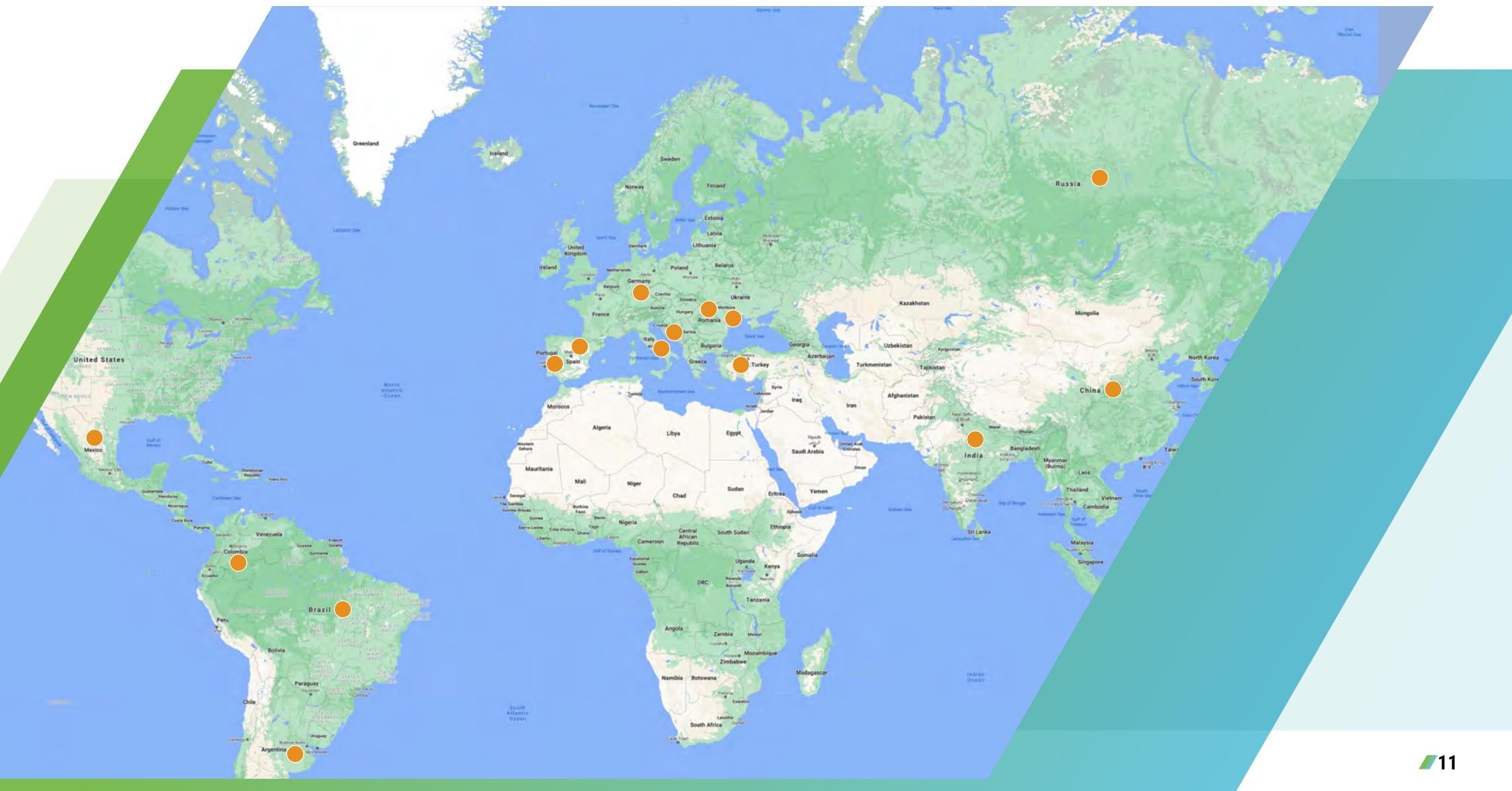
We have a Scientific Advisory Board that ensures our activity is implemented according to international standards of excellence. Over 150 researchers work in Agrotecnio, organized in fifteen research groups.

From 2019 to 2022, researchers have published up to 760 publications, 23 % of which have been highly cited papers.



DIVERSITY

Over 20 nationalities are represented in Agrotecnio. From 2019-2022, postdoctoral researchers of the centre came from:



EQUALITY

Agrotecnio is committed to gender equality. Gender perspective is taken into account in all processes related to the recruitment of our research staff. Moreover, an **Equal Opportunities Plan** is being developed together with the **Centre Dolors Piera d'Igualtat d'Oportunitats i Promoció de les Dones** from the UdL. Of our 150 scientific staff, 48 % are women and 52 % are men.



Likewise, Agrotecnio has been awarded the HRS4R quality seal by the European Commission. Agrotecnio welcomes and supports the Recommendations of the European Commission contained in the “European Charter for Researchers” and the “Code of Conduct for Recruitment of Researchers”

Three RESEARCH AREAS

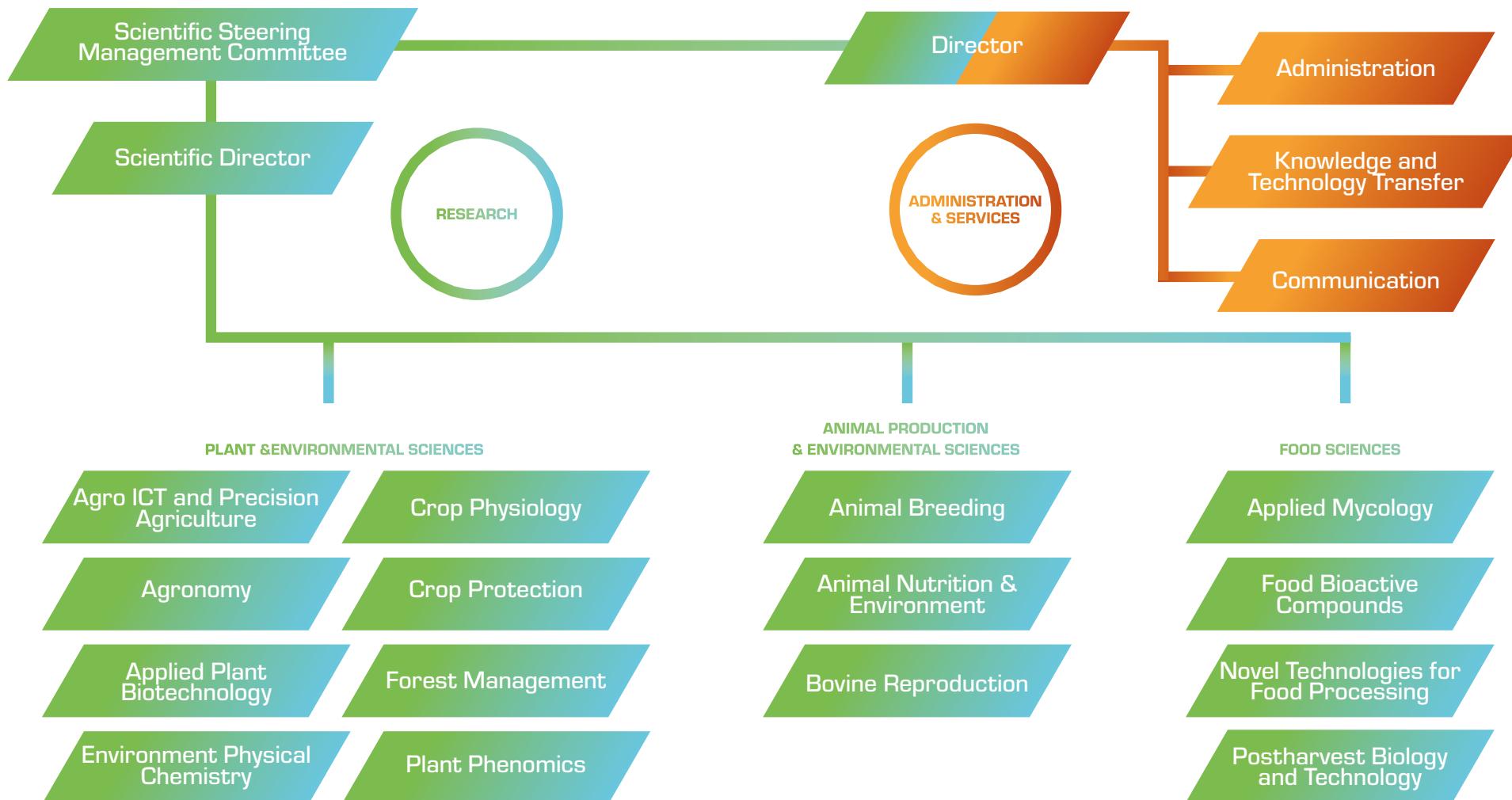


PLANT &
ENVIRONMENTAL
SCIENCES

ANIMAL PRODUCTION
& ENVIRONMENTAL
SCIENCES

FOOD
SCIENCES

STRUCTURE





TRAVEL AND TAXES

Entry procedures AND TAXES

Entry procedures

If you are a citizen of any country of the European Union, you will only need to bring your **Valid ID card or passport**.

If you are not a citizen of the European Union, you will need **to apply for a visa** before arriving to Lleida. You can apply for a **Work permit exemption or a Scientific visa** in the **Spanish embassy** of your country.

Income taxes

In Spain it is obligatory to pay a **percentage of your income** that depends on your residence status. Every month an amount will be deducted from your gross salary.

Residents: (IRPF): for people who stays more than 182 days in Spain per calendar year.

Non-residents (IRPN): for people who stays less than 182 days in Spain per calendar year.

Social Security deductions

The Social Security deductions are applied at the time of collecting your salary and will be reflected in your payroll to cover your health and unemployment insurance.

Once IN LLEIDA

What

Register in the Municipal Census of inhabitants of Lleida

Book an appointment at the Police Office to obtain the NIE (Foreigners' Identity Number)

Go to the Social Security Office to request the Social Security number

Open a bank account in order to formalize your contract

Visit your nearest CAP (Primary Healthcare Center) to obtain the public medical assistance

Where

**Online
OMAC (Offices)**

**Foreigners Offices
(Oficina d'Estrangers)**

**Social Security
offices**

**Bank offices
in Lleida**

**Catalan
Health
Services**

When

As soon as possible
The registration is activated immediately

As soon as possible
The time to obtain a NIE is some weeks

You will need the NIE to do this operation
The registration is immediate

You will need the NIE or the Passport
The account is opened immediately

You will need to bring your Social Security number
The asignation is immediate



TRAINING AND DEVELOPMENT



PhD STUDENTS

If you want to do your PhD studies in Agrotecnio, you will need to be admitted to a PhD programme at the University of Lleida after finishing your career.

To receive information on how to obtain a pre-doctoral contract, please contact the UdL's Doctoral School (Escola de Doctorat).

Likewise, at Agrotecnio we promote the confidence of predoctoral students in their research. Every two to three months, an Early Career Forum is organised to address cross-cutting issues that can be of interest to predoctoral students, as well as to promote networking among research groups

Training plan

Agrotecnio's research staff is invited to develop continuous training activities to improve their skills.

In the annual **Training Plan** that we develop together with the UdL, our researchers can be trained in tasks such as information management, scientific writing or accreditation processes



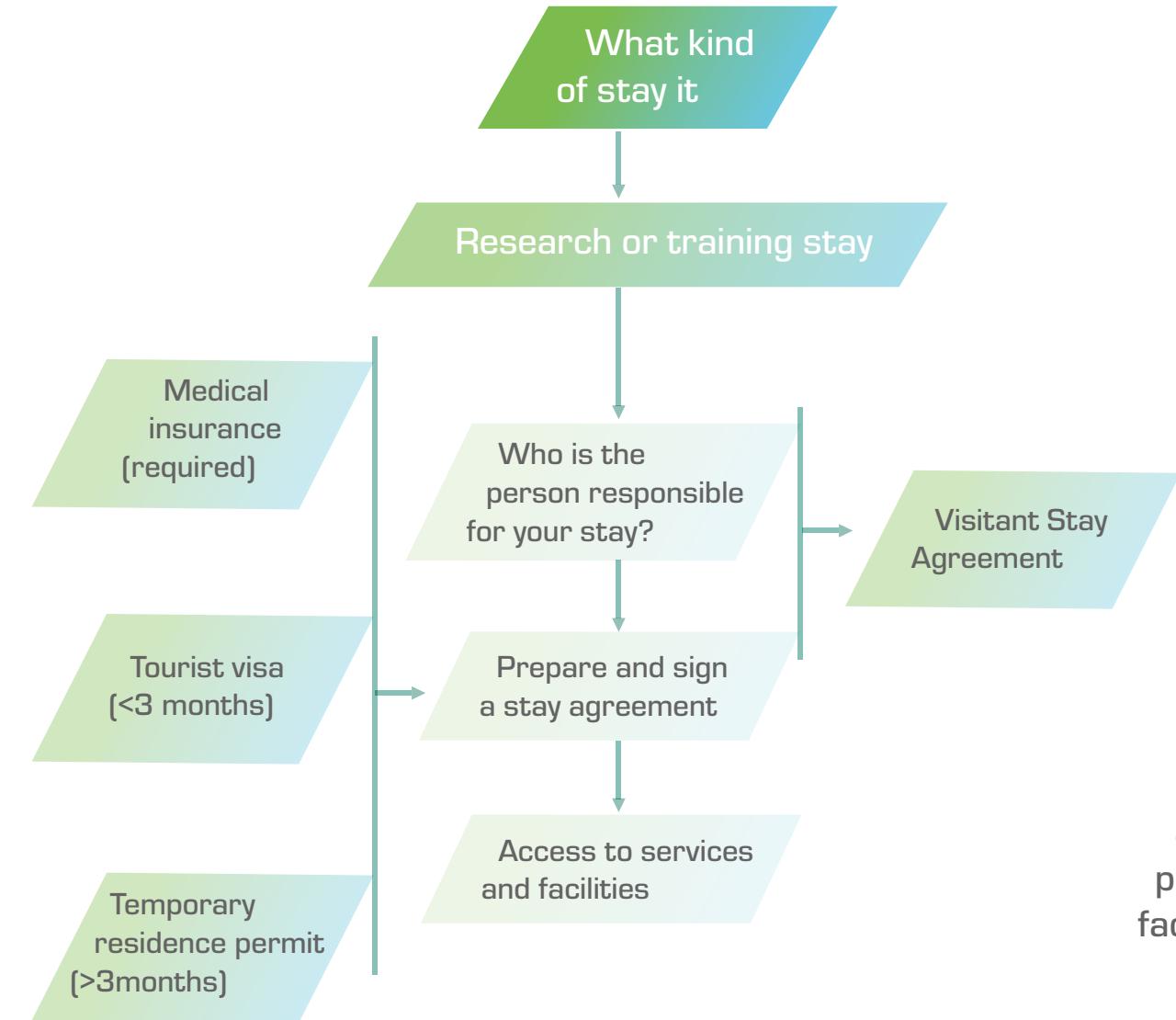
Learning LANGUAGES

The working language of Agrotecnio is English. Our researchers are encouraged to learn Spanish and Catalan. The University of Lleida has a [Language Institute](#) where you can take classes and obtain official certificates for these or other languages



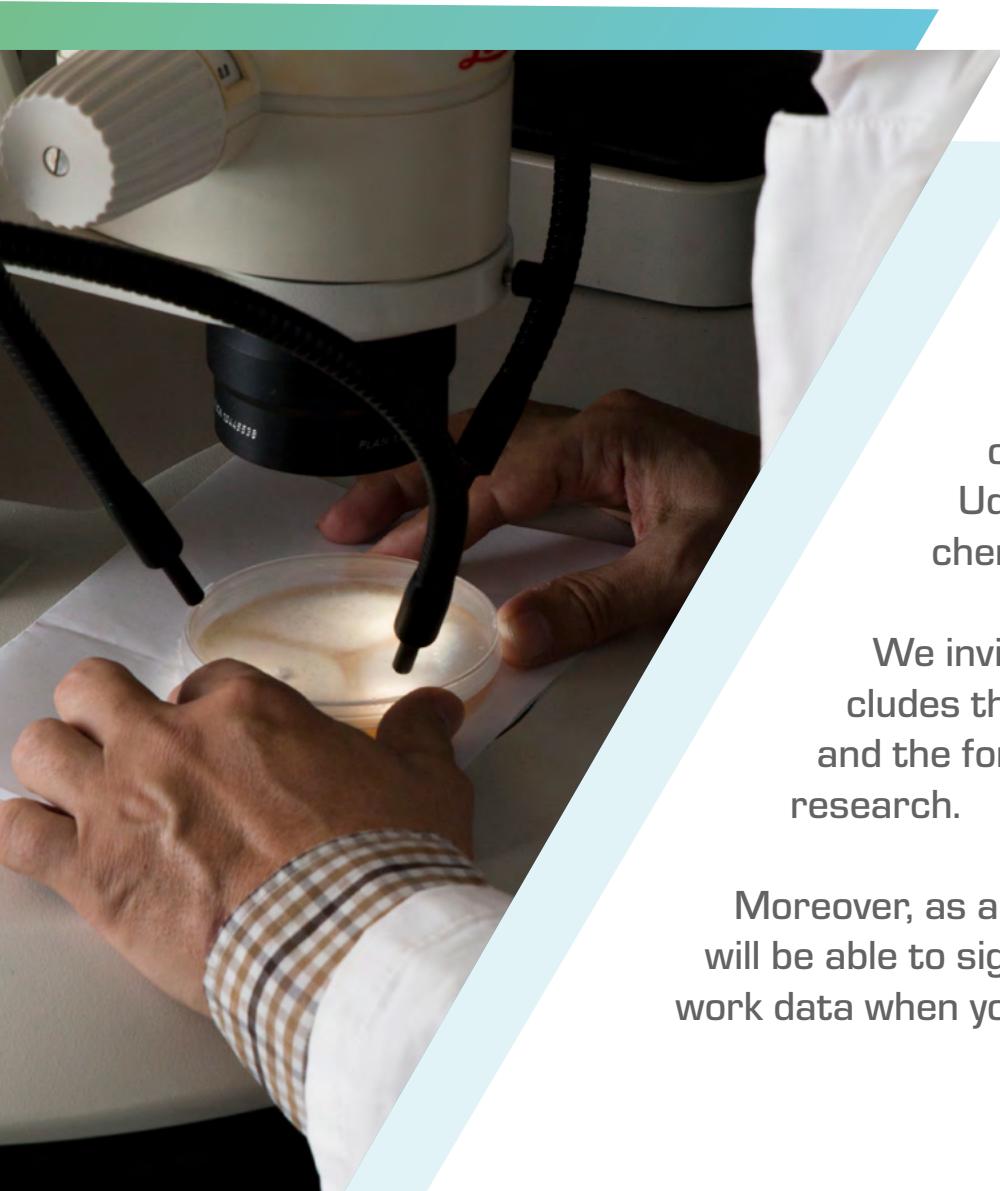
A photograph of a male scientist in a white lab coat and white gloves, holding a small vial with a black cap. He is looking off to the side with a slight smile. The background shows a laboratory setting with a white refrigerator and a window. A blue diagonal bar covers the bottom left of the image, containing the text.

SCIENTIFIC POLICIES AND REGULATIONS



Visiting STAFF

At Agrotecnio we encourage research visits both to carry out research on a project as well as to learn or practice specific knowledge in our center. Depending on the type of visit and its duration, it will be necessary to follow different procedures to ensure an adequate administrative situation and proper access to our services and facilities.



Technology **TRANSFER**

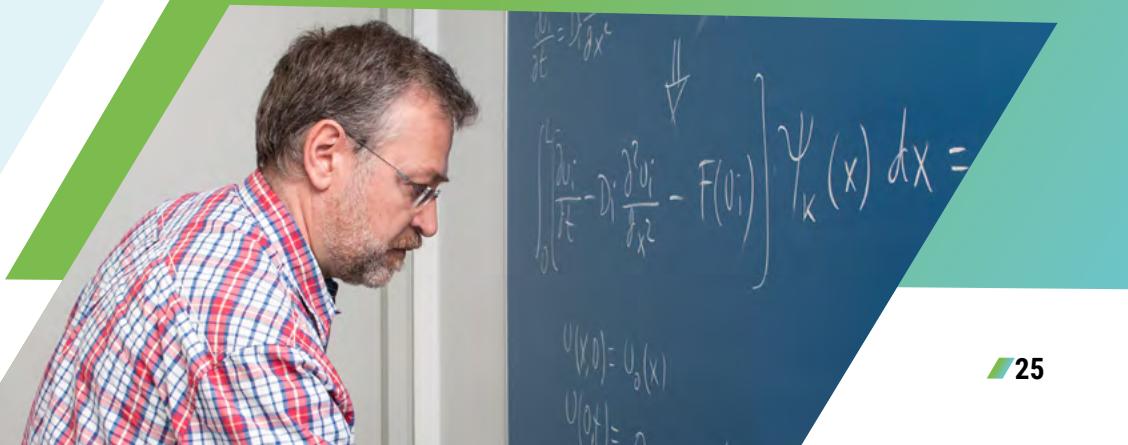
It is important for Agrotecnio that the scientific advances of our researchers are known to society. Agrotecnio and the UdL share the intellectual property rights with the researchers, as described in the Agrotecnio-UdL agreement.

We invite you to consult the **UdL Transfer Code**, which includes the protection of intellectual and industrial property and the formulas for the exploitation of the results of your research.

Moreover, as a permanent researcher at Agrotecnio, you will be able to sign a document on the confidentiality of your work data when you join your research group.

COMMUNICATION

Agrotecnio will help you explain your research to society at large, as well as share with students, teachers, scientists and the industry the progress and results of your projects. Our centre works hard on scientific communication for bridging the gap between science and society.

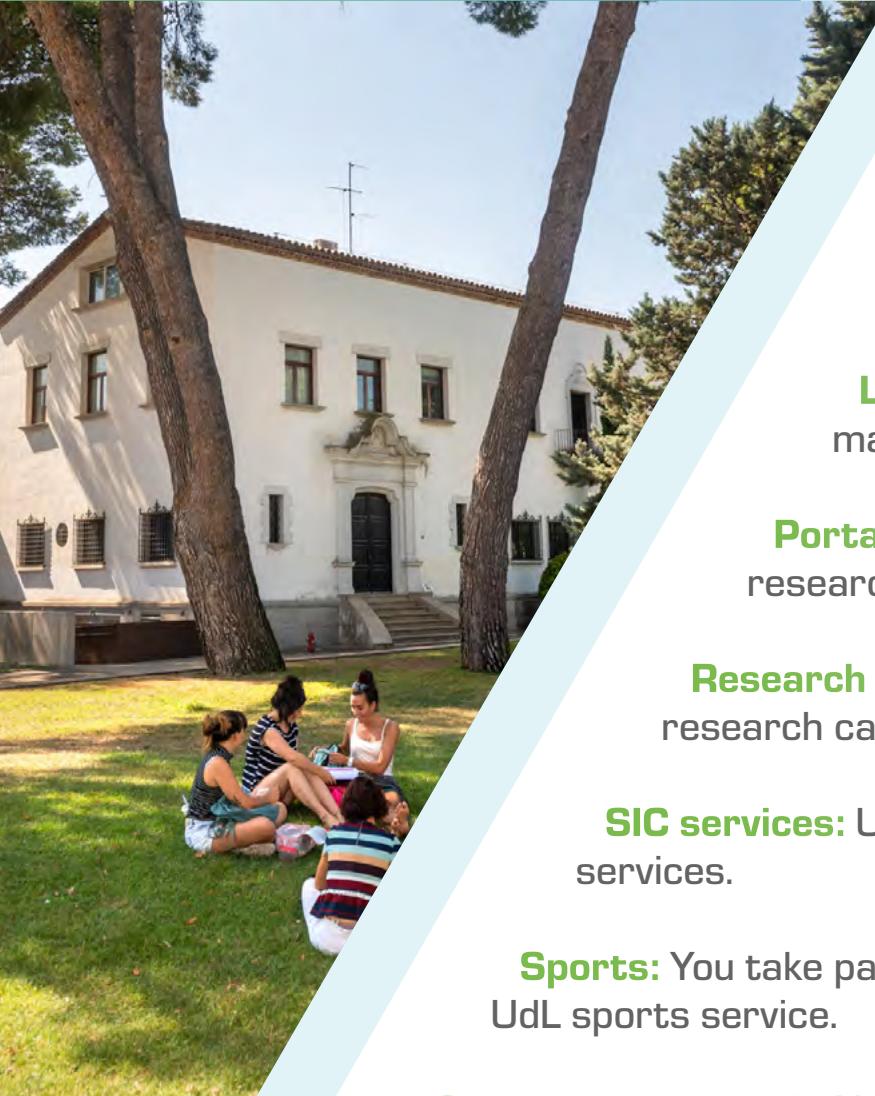


USEFUL INFORMATION



170B						
testXpert II - C:\ZVICKIT\TESTXPERT\INDATA001_Trazacion.Planilla_Inicial.xls						
Archivo		Medición		Almacenamiento probetas		
Nombre	Formato	Formato	Formato	Formato	Formato	Formato
PMG	10	PMG	10	PMG	10	PMG
Prueba						
Probeta 1						
Probeta 2						
Medición						
F						
Prueba						
Prueba 1						
Prueba 2						
Configuración						
Medición						
Prueba						
Prueba 1						
Prueba 2						
Evaluación						
Informe						
Último						
Analizar						

F: 2,84 [N] 65,417 [s] 78,92



Key services FOR RESEARCHES

Data confidentiality: We ensure the confidentiality of your research data through the Agrotecnio-UdL agreement.

Ethic Code: As a CERCA center, at Agrotecnio we are governed by its code of conduct.

Library services: UdL centers with bibliographic and electronic material.

Portal de la Recerca de Catalunya: Website that collects the research activity of Catalonia.

Research calls and grants: UdL website where you can find current research calls and grants.

SIC services: UdL unit to manage the TIC's infrastructures and services.

Sports: You take part in sports activities and compete thanks to the UdL sports service.

Support to research: UdL service to promote research activities.

Stay up **TO DATE**

CAREERS

Open positions of our centre are published in [Agrotecnio website](#), as well as in Euraxess (only for research positions) and Agrotecnio's social media.

EMAIL

To receive regular information about activities, seminars or conferences, you can subscribe to the [UdL mailing lists](#).

SOCIAL MEDIA

Follow us on [X](#) (previously known as Twitter) and [LinkedIn](#) to know about our news and activities



CONTACT WITH **AGROTECNIO**

Director

José Antonio Bonet

director@agrotecnio.udl.cat

Administration Manager

Miquel Buenestado

administration@agrotecnio.udl.cat

Communications Officer

Paola Lloret

communication@agrotecnio.udl.cat