



UNIVERSIDAD
DE GRANADA

GUIDE FOR INTERNATIONAL RESEARCHERS





UNIVERSIDAD DE GRANADA

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This guide was developed as a joint initiative between the Vice-Rectorate for Internationalization and Vice-Rectorate for Research and Knowledge Transfer, within the framework of the EURAXESS Human Resources Strategy for Researchers (HRS4R).

The information contained in this guide is only relevant for the academic year 2019-2020. For researchers and doctoral candidates starting at the University of Granada in 2020-2021, please note that some of the information contained in this guide may be subject to modification.

This document is an informative guide that describes working conditions at the University of Granada, as well as national legislation and administrative procedures in Spain. This information is not legally binding and the publishers can not be held liable for the content. While every effort has been made to ensure that the information in this guide is accurate at the time of publication, the laws, legislation and links covered are subject to change. Therefore, please check with the relevant authority or organisation for the most up-to-date and accurate information.

UGR *Research in figures*



5 CENTURIES of history

Officially founded in **1531**



28 doctoral programmes



+500 research groups



+1000 global partners in **research projects**



ARWU RANKING 2019

Number 1 university in southern Spain and **4th** highest-ranked university in Spain

5 subjects among global **Top 100**

- Library & Information Sciences (36th)
- Food Science & Technology (37th)
- Mining & Mineral Engineering (47th)
- Computer Science & Engineering (76-100)
- Mathematics (76-100)



Coordinator of the Arqus European University Alliance • **7** comprehensive research universities

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1. BEFORE ARRIVAL AND GETTING STARTED

International Welcome Centre and Euraxess

The [International Welcome Centre](#) (IWC) is among a handful of its kind in Spain and Europe, catering directly to the needs of international doctoral candidates, researchers, postdocs and visiting staff –before, during and after their mobility period at the [University of Granada](#).

The IWC provides essential information and targeted assistance in all non-academic matters, from visa applications, residence permits, and banking, to accommodation, childcare and schooling options for family members. It offers services in multiple languages, including English, Spanish, French and, if necessary, in a wide range of other languages via the University's International Relations Office.

The IWC is a Local Contact Point of the [EURAXESS - Researchers in Motion](#) network, a unique, pan-European initiative providing those pursuing research careers in Europe with access to a comprehensive range of support and information services. Accordingly, the IWC also offers guidance on issues such as career opportunities, legal issues, tax, social security, healthcare and family support.

We advise all international researchers and academics to book an appointment with the IWC prior to their arrival.

Useful links

[EURAXESS Spain Guidelines for the management of mobility of the foreign researcher in Spain](#)

IWC contact and location details

📍 Calle Gran Vía de Colón 48

18010 Granada

📞 +34 958 24 90 40

✉️ welcome@ugr.es



How to obtain an invitation from the UGR

I wish to pursue doctoral studies at the UGR

Please consult the [International School for Postgraduate Studies](#) section of this guide (p. 33).

I wish to work as a researcher at the UGR

For information on research positions you can consult the current [calls for applications](#) on the website of the Vice-Rectorate for Research and Knowledge Transfer. Please check the [Funding](#) section (p. 22) of this guide to learn about available research funding and grants. If you are going to be hired by the UGR, you must contact the International Welcome Centre to receive guidance on how to obtain your work permit authorisation.

I wish to complete a period as a guest researcher

The [UGR Research website \("UGR Investiga"\)](#) offers a comprehensive catalogue of UGR research groups, providing information on the group members, papers, books, theses and research projects. The [R+D Offer Portal](#) also provides information on UGR research groups, lines and resources.

Before planning your trip

We recommend that you refer to the current academic calendar (overleaf) in order to check holiday and non-teaching periods at the University before making your travel arrangements.



Invitation letter

If you are interested in collaborating with one of our research groups, then you should contact the director or the academic secretary of the corresponding department.

The director or academic secretary will put you in touch with the coordinator of your visit, who will be a lecturer in a subject related to your line of research and who will be responsible for providing you with the invitation letter, which must be signed by the department director.

You will need to submit the invitation letter to the International Welcome Centre in order to receive your visitors card and gain access to other UGR services.

The invitation letter is also a valid document for initiating the process of obtaining your visa, should you require one (unless your programme requires the issuing of an official letter).

Academic calendar 2019-2020

SEPTEMBER

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AUGUST

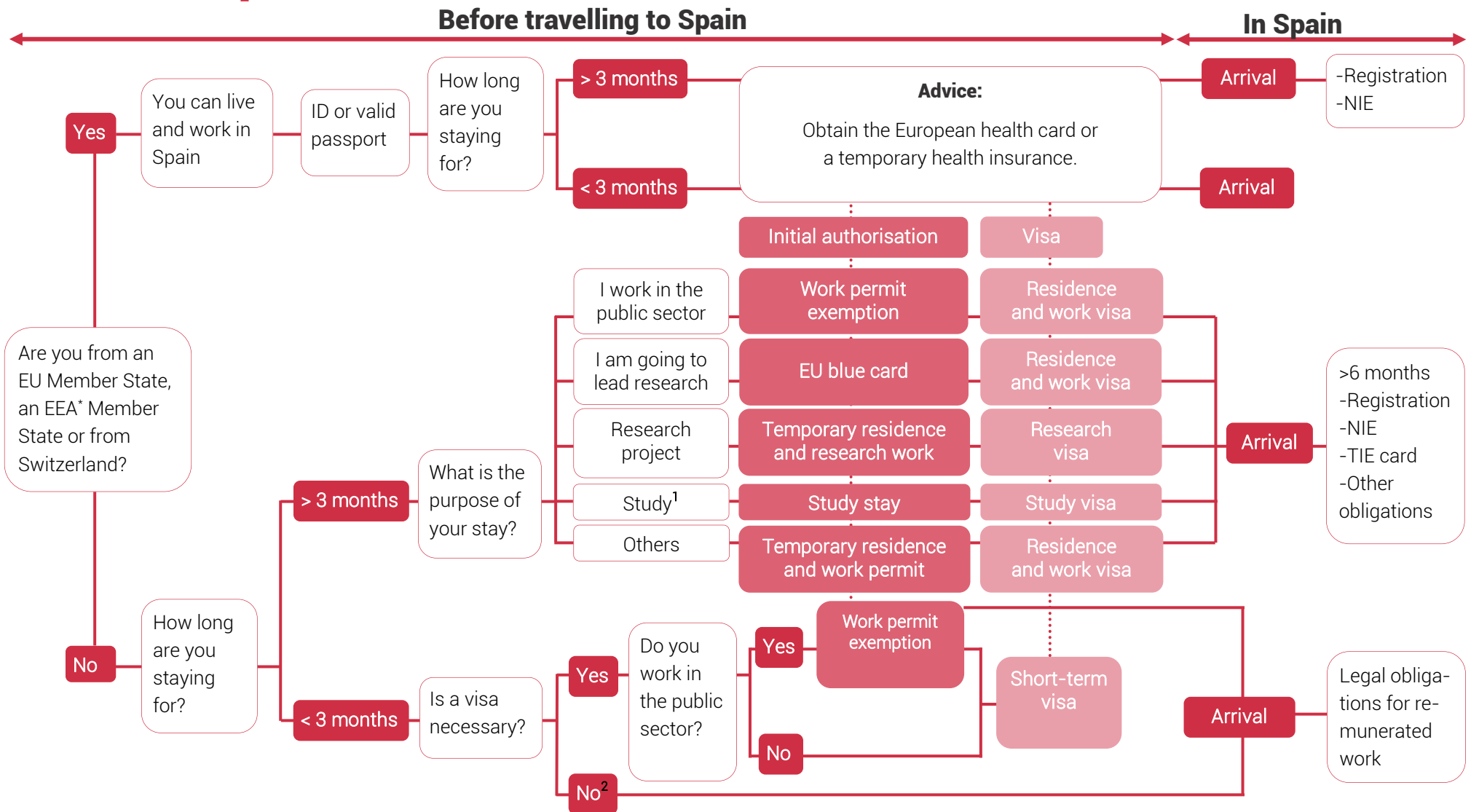
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Non-teaching period

The UGR only provides **minimum services** during non-teaching periods. For further information about holiday periods, consult the [Local, regional and national holidays](#) section of this guide (p. 70).



Visas and residence permits



Source: adapted from the [EURAXESS Guidelines](#)
 EEA*: EU + Iceland, Liechtenstein and Norway.

¹ According to the Royal Decree-Law 11/2018 of 31 August, citizens belonging to the [second list](#) of third countries do not need to apply for a visa, provided that they are officially enrolled on studies at the UGR.

² You do not need a visa, provided that you are citizen of a country belonging to the [second list](#).

Visas and residence permits (EU, EEA, Swiss citizens)



I am an EU, EEA or Swiss citizen and will stay less than 90 days

You only need your national ID or passport to enter Spain and for the remainder of your stay.

I am an EU, EEA or Swiss citizen and will stay more than 90 days

You need to register at the Central Register of Foreign Nationals within the first 90 days of your arrival, although we strongly advise you to book an appointment with them within the first month. You can find out how to book an appointment in the [Registering at the Immigration Office](#) section (p. 32). On the day of your appointment, you must go to the Immigration Office (*Oficina de Extranjería*), located on [Calle San Agapito 2](#), to register and obtain your Foreigner's Identification Number (NIE).

Foreigner's Identification Number (NIE)

The NIE, or "Número de Identidad del Extranjero", is a personal tax identification number for foreigners living in Spain. You must submit the following documents (originals and photocopies) in person at the Immigration Office to be assigned a NIE:

- Passport or ID.
- Duly completed [EX-18](#) application form.
- Proof of payment of the corresponding fees. You must complete [this form](#), ticking the *certificado de registro de residente comunitario* (registration certificate for EU citizens) box. Print it out and pay the corresponding fees at a bank.
- Document proving that you meet **one** of the following conditions:
 - ✓ You are employed or self-employed in Spain.
 - ✓ You have sufficient financial resources for your family members and yourself, as well as health insurance cover in Spain.
 - ✓ You are enrolled at a public or private institution.
 - ✓ You are a family member accompanying or joining a citizen from the EU, EEA or Switzerland.

After registration, you will be assigned a Foreigner's Identification Number (NIE).

Depending on the applicant's nationality and circumstances, this number may be included in the visa, on the Foreign National Identity card (TIE), on the registration certificate for EU citizens or in a specific NIE document.



Visas and residence permits (Non-EU, EEA, Swiss citizens)

I am not an EU, EEA or Swiss citizen

Check [these lists](#) of third countries to determine whether or not you need to request a visa.

- My country belongs to the first list (I): you need a visa.
- My country belongs to the second list (II) and I will stay for less than 90 days: you do not need a visa to enter Spain unless you intend to carry out a paid activity, in which case you will need a short-stay visa.
- My country belongs to the second list (II) and I will stay for more than 90 days: you need a visa to enter Spain and for the remainder of your stay. However, according to the Royal Decree-Law 11/2018 of 31 August, you do not need a visa to enter Spain provided that you are officially enrolled on studies at the UGR.

Visas

Visa applications must be submitted in person, or by a duly authorised representative, in the diplomatic mission or Spanish consular office in the researcher's official country of residence. The application must be submitted within the three months before your intended date of departure (applications cannot be submitted earlier).

Remember to have your passport, ID, invitation letter and other relevant documents ready before departing.



Foreign National Identity Card (TIE)

Additionally, once you arrive in Spain you must apply for the Foreign National Identity Card (TIE) within 90 days. In the [Registering at the Immigration Office](#) section (p. 32) you can check the documents required in order to submit your TIE application.

The TIE, or *Tarjeta de Identidad de Extranjero*, is an identity document that has the same functions as the Spanish National Identity Document (DNI). Its purpose is to prove a foreign citizen's legal status in Spain. As a national of a non-EU country, you have the right and duty to request it once you have obtained a residence permit for more than 6 months.

Healthcare and health insurance

I will sign a contract with the UGR as a researcher or visiting lecturer

You will have access to the Spanish Social Security System once you register upon arrival. If your immediate family members are accompanying you, they can also gain access to the Social Security System by registering with the National Social Security Institute (INSS), once you have been officially registered. For further information on Social Security matters, consult the [Social security and welfare](#) section (p. 41).

The healthcare system in Spain, which is public and is provided by the [National Health System](#) (SNS), is guaranteed to all individuals who are registered with the Social Security System.

Health centres and public hospitals

Health centres are primary care centres where you will be assigned a general practitioner. In order to gain access to this service you must first register with the closest health centre to your home address.

You can consult Granada's health centres and hospitals on the Andalusian Health Service [SAS](#) website. Select the type of centre and choose "Granada" in the "province" (*provincia*) field and write the name of the town you live in (Granada, Armilla, Maracena...) in the "municipality" (*municipio*) field.

How to obtain a public healthcare card

The healthcare card (*tarjeta sanitaria*) is the official document that you must show at all public hospitals and health centres. To apply for it as a researcher or lecturer with a contract, you must fill in an [application form](#) and submit it, together with your Foreigner's Identification Number (NIE), to the primary care centre nearest to your home address.

However, in order for your family members to obtain the public healthcare card, you must first submit the following documents to the National Social Security Institute (INSS):

- Your partner's passport or NIE as well as your marriage certificate.
- Passport of dependants over 14 years old, and family record booklet (*libro de familia*) or equivalent for those under 14. If you do not have a booklet, birth certificates are also valid.

After submitting these documents, the INSS will issue a document proving that your family members have the right to public health coverage. You or your family members need to submit it to your primary care centre in order to obtain the corresponding card.

Through the ["ClicSalud+"](#) personal healthcare service you can request an appointment online with your general practitioner or with a paediatrician for your children, as well as other related procedures. You can also request an appointment using the ["Salud Responde" mobile app](#).

Once you are registered with the Spanish Social Security System, you are also entitled to apply for the European Health Insurance Card (EHIC). However, **be aware that the EHIC is not an alternative to travel insurance**. It does not cover private health care or costs such as a return flight to your home country or the loss or theft of your belongings, so we advise you to take out your own travel and repatriation insurance in addition to the EHIC if you plan on travelling abroad.



Healthcare and health insurance

I am an EU or EEA citizen and will complete a mobility period as a guest researcher or lecturer: The EHIC

As a guest researcher or lecturer, you will not sign an employment contract with the UGR. However, if you come from an EEA member state (EU and Iceland, Liechtenstein and Norway) or Switzerland, you can apply for your [European Health Insurance Card \(EHIC\)](#) in your country of origin. It will give you access to healthcare services under the same terms and conditions as residents in Spain. If your immediate family members are accompanying you, please fill in the [S1 form](#).

While in Spain, if you pay for a service that is covered by the healthcare system in your country of origin, then you may be eligible for a reimbursement on your return to your home country.

The European Health Insurance Card does not cover private healthcare. If you wish to visit a private healthcare centre, you must pay these costs yourself or take out insurance to cover them.

I am going to pursue doctoral studies at the UGR

You can take out an insurance policy offered by the University of Granada. Go to the UGR web section on [basic information about insurance](#) for further information.

I am not an EU or EEA citizen and will complete a mobility period as a guest researcher or lecturer

As a guest researcher or lecturer, you will not sign an employment contract with the UGR. If you come from a country other than an EEA member state or Switzerland, you will have to take out [private medical insurance](#) with health coverage in Spain. Please note that if you take out a private medical insurance policy with a Spanish company, there will be a waiting period (from several months to a year) before you can receive some of their services, such as maternity leave or surgical operations. The main Spanish private insurance companies can be consulted on the ["páginas amarillas"](#) website (the Spanish yellow pages), by searching with the words "[seguros](#)" (insurance), "[sociedades médicas](#)" (medical societies) or "[seguros medicos](#)" (health insurance). It is important to check the national and international insurance coverage included.

You should also find out which private health centres are available to you, given that each private insurance company has an agreement with different private hospitals and health centres in Granada.

I will complete a short-term mobility period (< 90 days) and come from a country that has a bilateral agreement with Spain

If you come from [Andorra, Brazil, Chile, Ecuador, Paraguay or Peru](#)—countries that have bilateral agreements with Spain—and you are going to complete a short-term mobility period at the UGR, during the first days following your arrival you must apply to be assigned a general practitioner at the nearest health centre to your home. You must present a [special certificate](#) that proves that you are registered with the social security system in your home country. If you forget this certificate, you will have to pay hospital, medical and pharmaceutical costs in advance.

Healthcare and health insurance

Useful contacts



General emergencies 112

24h

Health emergencies 061

24h

“Salud Responde” Information Centre and Citizen Service +34 955 54 50 60

24h

Andalusian Health Service (SAS) - Central Services +34 955 01 80 00

Monday to Friday from 8 a.m. to 9 p.m.

Information about the healthcare card +34 955 54 50 60

Monday to Friday from 9 a.m. to 9 p.m.

Helpline for women +34 900 20 09 99

24h

Family support programme +34 900 85 00 00

More information

You can consult the list of Social Security offices in Granada [here](#).

[Other telephone numbers and useful contacts.](#)



Accommodation

Searching for accommodation in Granada



International Welcome Centre

If you are an international researcher or teacher, we will be glad to help you find accommodation in Granada at the [International Welcome Centre](#). We recommend that you contact us (welcome@ugr.es) before coming to Granada and inform us of your preferences.



Accommodation Office

The [Accommodation Office](#) offers accommodation options to the university community – although these are mainly aimed at students and include flats or apartments, rooms in shared flats, university residences, hostels and hotels, and a specific accommodation programme with elderly people.

Recommendations

Short-term stays (approx. less than 1 month)

The University of Granada has two visitors residences where you and your family can stay, both of which are located in historical quarters. The [Corrala de Santiago Visitors Residence](#) is located in the Realejo district, while the [Carmen de la Victoria Visitors Residence](#) is located in the Albaicín district.

These residences also provide full-board accommodation. You must be a member or guest of the University and you must reserve the accommodation through a university service such as the International Welcome Centre or your host department.

Long-term stays (more than 1 month)

If you are going to stay for several months or the whole academic year you might wish to consider options such as renting a flat or room in the private market.

There are several websites and social networks in which private owners or real estate agencies publish their offers. It is also common to find rental ads in the city or on notice boards of the faculties.

Accommodation

Prices

Granada is one of Europe's most affordable student cities. Spanish and international students normally share accommodation—usually in flats of 3 or 4 people—as this is the cheapest option (approximately €200-€300 per month for a room).

Doctoral students and researchers that come with their family usually choose apartments or single-family houses, the cost of which generally ranges between €500-€900 per month.

Districts

Finding accommodation in a district close to your place of work or study is important. However, Granada is a small city and well served by public transport, so it is easy and quick to get around. Click this [link](#) to see a map of the main districts of the city.

Centre

Although rental prices are slightly more expensive here than in the rest of the city, this area is comfortable for everyday life. The faculties of Law; Translation and Interpreting; Political Science and Sociology; Social Work; Labour Relations and Human Resources; Architecture; as well as the Fuentenueva Campus are located here.

Albaicín/Albayzín

The Albaicín (or Albayzín) is a historical district and is one of the most charming neighbourhoods in the city, with wonderful views of Granada. It is both a residential and a tourist district and, consequently, it is one of the most expensive areas in the city. Few bus lines connect the Albaicín to the rest of the city so people usually move around on foot.

Ronda

One of the preferred neighbourhoods for university students, the Ronda district is close to the city centre and the cost of living is slightly lower than the historic centre or Albaicín. You will find shopping centres, cinemas, green areas and countless supermarkets and fitness centres in this area.

Beiro, Chana and Norte

These are the farthest districts from the city centre, but accommodation prices are lower. They are also close to the Cartuja Campus.

Zaidín and Genil

These are the southern districts of Granada. The Zaidín is receiving increasing numbers of students due to the presence of the new Health Sciences Technology Park (PTS) University Campus in this district.

Accommodation



Useful tips

- Start looking at accommodation options before coming to Granada.
- Visit and see the properties in person before signing a contract or giving a deposit.
- University residences and student residences are more expensive than shared flats, but generally include other services such as room cleaning, laundry and full or half board.
- Some residences, *colegios mayores* (private student residences) in particular, have strict cohabitation rules. Make sure you read these rules before making a decision.
- When looking for a flat, make sure you know if the person offering it is the owner or a real estate agent. The latter will charge a fee for their service, which is usually equivalent to the cost of one month's rent.
- Request receipts for all transactions and payments, including the deposit.

Before renting a flat

- √ Ask if the rent includes community fees (*gastos de comunidad*)—which are monthly charges that all flat owners pay for the general maintenance of a building—or if you have to pay for them separately. Centrally-heated homes usually have slightly higher community fees.
- √ Ask approximately how much you will pay for electricity, gas and water.
- √ Ask how the hot water works. The supply of hot water can either be by natural gas, which reaches the house through pipes, or by butane gas, which works with butane cylinders that have to be purchased from distributors. Always try to have more than one cylinder at home and ask the owner how to purchase a new cylinder in your neighbourhood.
- √ Ask how much the deposit is (normally a month's rent). If everything is in order at the end of your lease, the landlord must return the deposit to you.
- √ Plan in advance. In Granada, summers are very hot and winters quite cold. Keep this in mind and consider whether the flat is well insulated from the cold and has central heating or air conditioning, etc.
- √ Read the rental contract carefully. Visit the IWC if you need any help.

Family: schooling and practical information

These are the three types of schools in Spain, many of which offer bilingual education:

- **State schools:** tuition-free schools run by the state and supported through public funds.
- **State-subsidised private schools (*centros concertados*):** privately managed schools that are subsidised by the state.
- **Private schools:** fee-paying schools usually managed by Catholic institutions.

The choice between a public or state-subsidised private school will depend on the district in which your family's place of residence is registered. Some state-subsidised private schools also take family income into account in the admission process.

[You can search for schools in Granada here](#)

[More information about the Spanish educational system](#)

When should I enrol my children?

In general, the application period for public and state-subsidised private schools is between March and April and the school year runs from September to June.

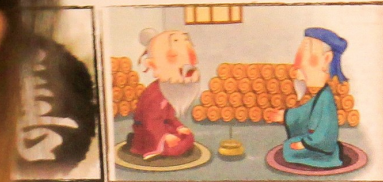
The [Andalusian Delegation of Education](#) in Granada is in charge of administrative matters related to official enrolment in schools.



What should I take into account if I travel with my children?

You will need to prove that you are the mother, father or legal guardian of the children to complete administrative procedures related to social security, healthcare and schooling.

Therefore, make sure that you have all documents such as birth certificates and family record booklets before departing for Spain.



Taller de los dibujos animados clásicos
en China



Universidad
de Granada

論語 论语



Instituto Confucio
孔子学院

Taller de los dibujos animados clásicos

Analectas de Confucio

viernes 11 de junio 2015 de 18.00 - 20.00 h.
Sala de Conferencias del Instituto

Información • Instituto Confucio
Calle de la Libertad, 16. Edificio Libertad, 18014 Granada
Teléfono: 958 24 01 82. institutoconfucio.es

Funding



The [Guidelines for the Management of the Mobility of the Foreign Researcher in Spain](#), published by the Spanish Foundation for Science and Technology (FECYT), explain the different types of employment opportunities for individuals wishing to work as researchers in Spain.

Predocctoral funding

Predocctoral funding aims to promote training for students enrolled in Spanish doctoral programmes who wish to pursue a teaching or research career.

These funding opportunities allow students to sign a 3- to 4-year predocctoral contract with a monthly salary of between €1,300 and €1,800. These contracts include Social Security registration, grants for doctorate fees and funding for stays abroad.

European Union calls

The Erasmus+ KA107 and Erasmus+ KA103 offer exchanges for students and academic staff, between Europe and the rest of the world.

National calls

- Predocctoral Grants. Training of University Lecturers (FPU): you will need to contact a UGR lecturer who will supervise your contract. In addition, if you sign this contract, you can apply for one of the Ministry of Science, Innovation and Universities' mobility grants for short stays.

- Predocctoral Grants. Training of Research Staff (FPI): you will join one of the research projects hiring predocctoral staff with funding from the aforementioned Ministry.

Vice-Rectorate for Research and Knowledge Transfer (UGR)

You can explore the following programmes on [their respective websites](#) and in the [UGR Research and Knowledge Transfer Fund \(PPIT\)](#).

- Training Programme for Research Staff. Predocctoral Contracts (FPU) for people on the list of substitutes from the last call for FPU Grants from the aforementioned Ministry.
- Research Initiation Grants for Master's Degree Students. There are two options: those funded by the UGR Research and Knowledge Transfer Fund (PPIT) and those funded by Units of Excellence.
- Grants for Research Training in Science and Technology for students who wish to enrol in a doctoral programme in strategic lines established by companies or organisations.
- Grants for Research Training in Companies (Industrial Doctorates) aimed at improving the competitiveness and internationalization of the socio-economic fabric of different sectors, retaining talent and helping doctoral students develop R&D projects in a company.
- UGR-MADOC Research Initiation Grants.



Funding



Postdoctoral funding

European Union calls

- Marie Skłodowska-Curie Actions for all stages of researchers' careers, either in the public or private sector (individual projects or actions promoted by an international cooperation network). Further information: [European Commission](#) and [Horizon 2020](#).
- European Research Council (ERC) grants for research staff of any nationality. It provides long-term funding to pursue ground-breaking, high-risk projects in one of the EU Member States or [Associate Countries](#). Applicants are expected to be active researchers with a track-record of significant research achievements. Further information: [European Research Council](#) and [Horizon 2020](#).

National calls

- "Ramón y Cajal" (RYC) Contracts for doctoral degree holders to work in Spanish R&D centres.
- "Juan de la Cierva" - Incorporation Contracts for doctoral degree holders to work in Spanish R&D centres.

Vice-Rectorate for Research and Knowledge Transfer (UGR)

- Bridging Contracts Programme.
- Doctoral Development Programme.
- Visiting Programme for Foreign and National Researchers at Institutes and Departments.

- Visiting Scholars Programme.
- UGR Junior Doctoral Programme for New Lines of Research.
- Pre-competitive Projects for Young Researchers Programme (for doctoral degree holders).

For any administrative queries about these programmes, you can contact investigacion@ugr.es or call +34 958 24 30 08.

International mobility grants for university graduates, doctoral students and researchers

- **Coimbra Group Scholarship Programme** for Young Researchers from [Europe](#), [Latin America](#) and [Sub-Saharan Africa](#). You can complete an international research mobility period in one of the member universities of the Coimbra Group. [Further information](#).
- **Fulbright** for university graduates who wish to study, research or teach in Spain. [Further information](#).
- **Iberoamerican University Association for Postgraduate Studies (AUIP)** for university teaching staff, scientists and professionals with postgraduate or doctoral qualifications. [Further information](#).
- **Grants for Postgraduate Studies co-managed by the Carolina Foundation** for doctoral degree holders, teaching and research staff, artists and professionals from Latin American countries that are part of the Ibero-American Community of Nations, and Portugal. [Further information](#).



Financial support for UGR researchers

- MediaLab Research Projects Programme.
- Grants for Internationalization and Preparation of International Research Projects.
- Grants for UGR Journals.
- Grants for Short-term Placements at Foreign and National Research Centres.
- Programme for the Organisation of Technoscientific Conferences, Seminars and Workshops.
- Programme for Attendance at International Technoscientific Conferences, Seminars and Workshops.
- "UGR - Caja Rural" Research Awards Programme.
- Sabbatical Programme.
- Programme for Research Equipment Maintenance.
- Grants for Use of the Centre for Scientific Instrumentation (CIC).
- Special Actions Programme.
- Programme for Advance Payments.
- Excellence Actions Programme: Units of Scientific Excellence.
- EXPLORA-UGR Programme.
- Research Stimulation Programme.
- Programme for Patent Internationalization.
- Grants for Strategic Knowledge Transfer Projects.
- Programme for Technological Development Projects (Prototypes and Proof of Concept).
- Grants for the Creation of Spin-offs.

- Grants for Intellectual Property Rights Applications.
- Programme for the Promotion and Commercialisation of Research Findings and Products.
- Programme for Knowledge Transfer in Humanities, Artistic Production, and Social, Economic and Legal Sciences.
- Co-funding of R&D&I Collaborative Projects and Knowledge Transfer.
- Grants for Appraisal Reports.
- Grants for Surveillance Studies and Trend Reports.
- UGR-MADOC Programme.

Other grants for doctoral students, researchers and administrative and support staff

- **Vice-Rectorate for Outreach and Heritage:** Grants for the Co-funding of University Outreach Activities; Grants for Artistic Production; Research projects in Collaboration with Cultural Foundations.
- **Vice-Rectorate for Equality, Inclusion and Sustainability:** Grants for the Co-funding of Disability Inclusion and Universal Accessibility Activities; Programme to Boost Research in Disabilities; Programme for Publishing or Translating Monographs related to Inclusion and Disabilities; Complementary Programme to Support the Attendance of People with Special Needs at International Technoscientific Conferences, Seminars and Workshops.



Banking procedures



Opening a bank account

Residents tend to have more benefits and flexibility when opening a bank account. For a stay of 6 months or more, we advise you to open this type of account, for which you will need a Foreigner's Identification Number (NIE). For short stays, it is preferable to open an account for non-residents.

Opening a bank account in Spain is normally free. However, banks usually charge quarterly or annual maintenance fees (€15-30) or credit/debit card fees (€15-30). Also, a commission (€0.50-2.50) is usually charged if you withdraw cash from ATMs belonging to banks other than your own. To avoid these fees you can also open a payroll account (*cuenta nómina*), which will charge you less for these fees if your salary is directly deposited to this account.

Banks usually open from 9 a.m. to 2 p.m. Monday to Friday, and occasionally on Saturday mornings.

Recommendations on paying in local shops and bars

The most common form of payment is in cash. Most establishments do not accept card payments if the amount is less than €5-10, and sometimes this method of payment may not be available in small businesses such as fruit and vegetable shops, fish shops and bakeries, etc.

Documents required to open a bank account

- Passport, ID card (for European citizens) and NIE (for residents).
- Document proving your address of residence (such as an official letter, an electricity bill, your rental contract, etc.).
- Document proving your professional occupation (such as your employment contract or most recent payslip).
- If you have non-resident status you must also provide a non-resident certificate, which you can obtain at the police station with your passport.
- Taxpayer identification number if you come from a non-European country.

International bank transfers

Many banks offer free international transfers to their non-resident customers, although they usually set a limit on the number of transfers and amount to be transferred. However, some may charge you a fee for this service. For domestic transfers, you will usually be charged a fee for transfers between two accounts from different banks.

Travelling to Granada

We strongly advise you to book all public transport tickets well in advance of your journey as they often sell out.

By train

The train station ([RENFE](#)) is very close to the city centre: [Avenida de los Andaluces s/n, 18014 Granada](#).

There is a direct train to Almería and train connections to different cities in Andalusia. A high-speed train (AVE) connects Granada with Madrid (3 hrs) and Barcelona (6 hrs), with intermediate stops.

By bus

[ALSA](#) is the main bus company in Granada, connecting the city with the rest of Andalusia and Spain. The bus station is located on [Avenida de Juan Pablo II, s/n, 18014 Granada](#).



By car

The A-92 motorway links Granada with many Andalusian cities. Driving to Seville will take about 2 ½ hrs, to Málaga 1 ½ hrs, and to Almería 1 ½ hrs. You can also carpool using different mobile applications.

By airplane

Granada has its own airport, although it has less connections than Málaga Airport.



Travelling to Granada



Málaga-Costa del Sol Airport

137 km from Granada

There are direct buses from Málaga Airport to Granada bus station. The journey takes 2 ½ hrs and costs around €14.

[Further information](#)

Seville Airport

250 km from Granada

There are direct buses from Seville to Granada bus station. The price of a single ticket is around €23 and the journey takes about 3 hrs.

[More information](#)

Almería Airport

159 km from Granada

Almería Airport is connected to Almería city centre and its bus station (line [L30](#)). Buses depart from Almería to Granada every hour. The journey takes 2 hrs and the price for a single ticket is around €16.

[More information](#)

Madrid-Barajas Adolfo Suárez Airport

427 km from Granada

If you take a flight to Madrid and want to come to Granada by bus there are two options: you can take a bus at Terminal 4 (€40 per journey approx.), or go to the “Estación Sur” bus station, where you can find buses departing every hour (€20 per journey approx.). In both cases the journey takes about 4 ½ - 5 ½ hrs. The nearest metro station to “Estación Sur” bus station is “Méndez Álvaro”.

[More information](#)

Federico García Lorca Granada-Jaén Airport

15 km from Granada

A bus line connects the airport with the city centre. A single ticket costs €3 and the journey takes about 40 minutes. The bus stop is located at the exit of the arrivals area. An alternative is to take a taxi, which costs €25-30.

[Further information](#)



Driving licence and car insurance

In Spain, people drive on the right. Normally cars on your right will have right of way, unless a traffic sign indicates otherwise.

You can consult the [EU's website on driving licences](#) or the [Spanish Directorate-General for Traffic \(DGT\)](#) website for more information.

I will stay in Spain for less than 6 months

You can legally drive in Spain with an international driving permit or with your national licence, provided it has been issued in accordance with Annex 9 of the Geneva Convention or Annex 6 of the Vienna Convention.

You can also drive in Spain if your driving licence has been issued in Spanish, if it is accompanied by an official translation in Spanish, or if it has been issued by one of the countries with which Spain has international agreements for the recognition of driving licences.

I will stay in Spain for less than 6 months

If you are going to stay in Spain for more than 6 months and are a citizen of the EEA (EU + Iceland, Liechtenstein and Norway) you will be able to drive with your original licence. However, if it is indefinite or has a renewal period of more than 15 years you must renew it after two years of living in Spain.

You must exchange your original driving licence for a Spanish one if it has been issued by one of the following countries: Andorra, Algeria, Argentina, Bolivia, Brazil, South Korea, Chile, Colombia, Ecuador, El Salvador, Philippines, Guatemala, Japan, Macedonia, Morocco, Nicaragua, Panama, Paraguay, Peru, Dominican Republic, Serbia, Switzerland, Tunisia, Turkey, Ukraine, Uruguay and Venezuela.

You can consult all the information related to these procedures in the [DGT website](#).

Traffic Department

Carretera de Alfacar, 1 Granada 18011
Near Paseo de la Cartuja
+34 958 15 69 50 / +34 958 15 69 11



Driving licence and car insurance

What should I do if I bring my vehicle to Granada?

First you must register your vehicle in Spain, which will be your country of habitual residence, and prove that you have motor insurance. If you prove that your stay is only temporary, you will not have to do so. For more information see the EU page on [vehicle registration](#).



About car insurance

It is compulsory to have insurance that covers the civil liability of the owner or driver; in other words third-party insurance (*seguro a terceros*), which is valid insurance in EU and EEA countries. It covers personal and material damages to third parties resulting from an accident, but not the costs of repairing the vehicle itself.

You can also take out comprehensive insurance (*seguro a todo riesgo*) which covers harm to the driver, damage or theft of the vehicle or its contents, legal assistance, etc.

The EU does not stipulate any obligatory additional insurance. However, check the conditions of your insurance contract as your car insurance company may apply different conditions, depending on the country.

Checklist



- Agree on a start date with your department or institute at the UGR.
- Have the most important documents in order: passport, visa, birth and marriage certificates, family record booklet, etc.
- Apply for your visa, if required, well in advance.
- Take out any medical, travel and repatriation insurance policies needed to cover you and your family.
- Ensure that you complete the International Welcome Centre's [contact form](#) in advance and send it to welcome@ugr.es.
- If necessary, enquire about child care and schools in advance.
- Look at accommodation options before you arrive to Granada. Think about the kind of accommodation and area you would like to live in.
- Plan your trip in advance: find out about transport connections between airports and bus stations, or plan your route if you are travelling by car.
- If you are going to bring your vehicle to Granada, find out if your driving licence is valid in Spain or if you need to carry out any additional procedures.





2. UPON ARRIVAL

Registering at the Immigration Office (*Oficina de Extranjería*)

Within one month of your arrival you must book an appointment through the [e-Administration of the Secretary of State for Civil Service](#). After selecting the "Granada" province, click on the "Policía-Certificados UE" option if you are an EU, EEA or Swiss citizen, or on the "Policía-Toma de huellas" option if you are a national of a non-EU country. The [Immigration Office](#), located on [Calle San Agapito 2](#), will either issue you with:

- A card for EU citizens, containing your Foreigner's Identification Number (NIE). Further information in the [Visas and residence permits](#) (p. 12) section.
- Your Foreign Citizen Identification Card (TIE) if you are from a non-EU country, as explained in the [Visas and residence permits](#) (p. 13) section.

Useful telephone numbers and timetables



General information

+34 958 90 94 21

Mon to Fri from 9 a.m. to 2 p.m.

Queries on the status of a document

+34 902 02 22 22

Mon to Fri from 9 a.m. to 2 p.m.

Issuance of cards

+34 958 90 94 21

Winter: Mon to Thurs from 9 a.m. to 5 p.m.

+34 958 90 94 24

and Fri from 9 a.m. to 2 p.m.

Summer: Mon to Fri from 9 a.m. to 2 p.m.

Foreign National Identity Card (TIE)

To obtain the TIE card, which is for non-EU citizens, you must submit the following documents:

- Passport and visa: original and photocopies of the pages with your passport number, visa and the entry stamp.
- Two recent passport-size colour photos on a white background.
- Duly completed and signed [EX-17](#) application form.
- Proof of payment of the corresponding fees. You must complete [this form](#). Print it out and pay the corresponding fees at a bank.
- A copy of your insurance policy.
- If you are employed by the UGR, proof of Social Security registration.
- If you are a doctoral student, receipt of payment issued by the International School for Postgraduate Studies (EIP).
- If you are a guest researcher, [an invitation letter](#) (p. 9).

You and your family are legally required to carry the TIE card with you at all times. If your nationality, personal data or home address change during your stay in Granada, you must notify the Immigration Office within 30 days.

For further information on how to obtain the TIE, visit the [Immigration Portal](#). The IWC also provides advice on all these procedures.



International School for Postgraduate Studies (EIP)

The [International School for Postgraduate Studies](#) (*Escuela Internacional de Posgrado*) manages all academic affairs for doctoral candidates.

It comprises three schools: the Doctoral School in Health Sciences (EDCS); the Doctoral School in Science, Technology and Engineering (EDCTI); and the Doctoral School in Humanities, Social Sciences and Law (EDHCSJ).

You can obtain information related to the following matters in person at the EIP or on their website:

- The 28 doctoral programmes on offer
- Access and admission process
- Research lines and groups
- Research plan and training activities
- International co-supervision (cotutelle agreements)
- "International Doctorate" Mention
- Academic calendar and fees
- Obtaining a UGR email address and the University Smart Card (TUI)

EIP contact and location details

📍 Avenida de Madrid 13
18071 Granada
📞 +34 958 24 96 81

I wish to pursue partial doctoral studies at the UGR

You must send an email to the International Welcome Centre (welcome@ugr.es) copying the EIP into the email (epinternacional@ugr.es) and indicating your name and email address. In this way, both the IWC and the EIP will be informed of your arrival. However, please note that the IWC does not handle academic issues, which should be addressed to the EIP.

For more information on the IWC, see the [International Welcome Centre](#) section (p. 8) of this guide.



TUI card and visitors card



I am a doctoral student or have signed a contract with the UGR as a researcher or visiting lecturer

You can obtain the [University Smart Card \(TUI\)](#), which can be used for:

- Library loans
- University canteens
- Access to buildings and campuses
- Electronic identification and digital signatures
- Discounts in local shops

I am a guest researcher or lecturer

You must obtain the visitor card provided by the International Welcome Centre to gain access to services such as:

- University canteens
- Libraries
- Sports Centre (CAD)

How can I apply for the University Smart Card (TUI)?

Present your ID (NIE, TIE, DNI or Passport) at one of the following two offices:

- [Faculty of Science \(Fuentenueva Campus\) - Banco Santander office.](#)
- [Faculty of Economics and Business \(Cartuja Campus\) - Banco Santander office.](#)

Opening hours

Morning: Mon to Fri, 8.30 a.m. to 11 a.m.

Afternoon: Mon to Thurs, 4 p.m. to 5 p.m. (closed Friday afternoon).

You can also apply for the TUI through your "[Acceso Identificado](#)" staff or student account, although it will take at least 30 days for it to be posted by regular mail. For further information, check the Computer and Communication Networks Centre ([CSIRC](#)) website.

How can I apply for the visitor card?

You must fill in the contact form available on the [IWC website](#) and send it to welcome@ugr.es. You must then make an appointment with the IWC staff to create your visitor card, presenting your identity document (NIE, TIE, DNI or passport) and your invitation letter.



WiFi access

I am a doctoral student or have signed a contract with the UGR as a researcher or visiting lecturer

Provided you have a UGR email address, you can access the UGR Wireless Campus Network ([CVI-UGR](#)) and eduroam.

UGR Wireless Campus Network (CVI-UGR)

This WiFi network does not provide encrypted communication so it is not the recommended network (use it only temporarily to configure eduroam).

Eduroam

The [eduroam service](#) (*educational roaming*) is a secure, worldwide wireless access service for the international research and education community. It is now employed by thousands of institutions in over 80 countries, including the University of Granada. It enables students, researchers and staff from participating universities to obtain high-speed and secure internet connectivity while on campus and when visiting other institutions.

I am a guest researcher or lecturer

As a guest researcher or lecturer you will be able to access the [UGR Guest WiFi Service](#) in order to connect to the eduroam network. To gain access, please contact the International Welcome Centre. Initially, you will be provided with access for 15 days.



University Catering Services

The UGR has 4 canteens and 12 cafes, all of which are subsidised by the University and are spread out across the city, serving you quality food and refreshments at very reasonable prices.

How can I use the UGR Catering Services?

If you are officially registered or have a contract with the UGR all you need is your University Smart Card (TUI). If you are a guest lecturer or researcher, you will need a visitor card. Your family members can also use this service if you fill in the corresponding [form](#).



Lunchtime daily special menu (*menú del día*) €

The lunchtime daily special menu includes a three course meal and drink for just €3.50 (€4 if it is to take away).

Types of daily specials

You can opt for the lacto-ovo-vegetarian, vegan, gluten-free and take-away specials, as long as you order them in advance through your "[Acceso Identificado](#)" staff or student account. If you do not have one, please contact the International Welcome Centre. You can consult the weekly menu, with the ingredients and allergens for each dish [here](#).

Location

There are four university canteens distributed throughout the city of Granada: Fuentenueva, Aynadamar, Cartuja and the Health Sciences Technology Park (PTS).

Opening hours

Mon to Fri from 1 p.m. to 3.30 p.m.

The Fuentenueva University Canteen also opens on Saturdays from 1 p.m. to 3.30 p.m.

Public transport and campus map

"[Transportes Rober](#)" manages urban transport in Granada. You can consult their transport [map](#), bus lines and timetables on their website.

Three lines connect the main university campuses:

U1: Aynadamar Campus - Cartuja Campus

U2: Fuentenueva Campus - Cartuja Campus

U3: Health Sciences Technology Park (PTS) University Campus - Cartuja Campus

Granada also has a [light rail](#) system that connects the city with the towns of Albolote, Maracena and Armilla.



You can consult the UGR's campus maps via [this link](#).



Approximate fares

Single ticket €1.40

Purchasable from the driver, except at stops equipped with ticket scanners (Line 4)

Credibús €0.85/ticket

Bus pass that can be used by several people travelling together

University Smart Card (TUI) €0.61/ticket

*Personal transport pass
Reduced price only for people under 25 years old
For over 25s, the price is €0.85/ticket*

You can consult all the urban transport fares and passes on the city transport [website](#)

Checklist



- Visit the International Welcome Centre (IWC) for advice on your first steps in Granada.
- Apply for Internet access and the University Smart Card (TUI).
- Register at the Immigration Office (*Oficina de Extranjería*) and apply for your Foreigner's Identification Number (NIE).
- If you are going to be employed, apply for a Social Security number.
- Once you have a Social Security number, apply for a national healthcare card, both for yourself and your family members, if applicable. See [Healthcare and health insurance](#) (p. 14).
- Apply for the European Health Insurance Card if you plan to travel to a European country. See [Healthcare and health insurance](#) (p. 14).
- Apply for the official recognition or degree equivalency of your academic or professional qualifications, if necessary. See [Official recognition of degrees](#) (p. 45).
- Get a Spanish telephone number. See [Internet and mobile phone](#) (p. 67).
- Visit your department or institute and sign your employment contract, if applicable.
- Sign your lease agreement.
- Open a bank account. See [Banking procedures](#) (p. 25).
- Enrol your children in a school, if applicable. See [Family: schooling and practical information](#) (p. 20).
- Stay informed about potential tax obligations and pension rights. See [Taxes in Spain](#) (p. 41).
- If necessary, extend your visa or residence permit and that of the family members accompanying you.



3. RESEARCH AND WORK AT THE UGR

Labour regulations and legislation

The University of Granada adheres to the [European Charter & Code for Researchers](#) and therefore fully supports the principles of transparency, accessibility, equality and the pursuit of excellence in the recruitment and hiring of researchers.

If you are going to be hired as a researcher by the University of Granada, you will have to sign a contract for a specific project or service under the [Spanish Statute of Workers' Rights](#).

The UGR has an [Academic and Research Staff Service](#) which manages all research contracts.



Equal opportunity and diversity

The [Vice-Rectorate for Equality, Inclusion and Sustainability](#) is responsible for planning and managing the University's social policies. It does this through two secretariats:

- The [Secretariat for Inclusion and Diversity](#), which strives for the effective inclusion of people with disabilities at the University. Its work focuses on achieving the principles of universal accessibility and personal autonomy, and guaranteeing non-discrimination, equal opportunity and the full and effective participation of the entire university community.
- The [Secretariat for Equality and Conciliation](#), which works to ensure that acts of sexism, discrimination, exclusion or harassment are dealt with properly at our University.

The UGR will ensure that any act of discrimination based on sex, age, ethnic, national or social origin, religious belief, sexual orientation, disability, political opinion and social or economic status is addressed with appropriate measures and procedures. It also works to ensure gender balance at the staffing level, including at the supervisory and managerial levels.

 [Complejo Administrativo Triunfo Cuesta del Hospicio, s/n](#)

 +34 958 24 40 62

 viis@ugr.es

Taxes in Spain

In Spain, there are two kinds of taxes: direct taxes and indirect taxes. Direct taxes include personal income tax (IRPF) and non-resident income tax (IRNR). Indirect taxes include value added tax (IVA), among others.

I have received a scholarship or grant for my research period at the UGR

If your research period in Granada is financed through a scholarship from your home institution, you may be exempt from tax if:

- you have a public scholarship or grant, for example Erasmus+;
- your grant or scholarship has been awarded by a non-profit organisation to undertake state-regulated studies;
- you receive a scholarship from the Spanish Public Administration thanks to international agreements related to culture, education and scientific cooperation

I have received a scholarship or grant and signed an employment contract

If you have obtained a scholarship that results in the signing of an employment contract with the UGR, such as the Marie-Skłodowska-Curie Individual Fellowships, then you will have to pay personal income tax (IRPF) or non-resident income tax (IRNR).



I have signed a contract with the UGR

Depending on your residence status, either personal income tax (IRPF) or non-resident income tax (IRNR) will be deducted from your salary. To find out how to pay your taxes in Spain, first you need to know if you are considered a resident or non-resident. If you have signed a contract in Spain for 6 months or more, you are a resident and will have to pay IRPF. Otherwise, you will be considered a non-resident and will have to pay IRNR.

Teaching staff and researchers whose residence for tax purposes is in Granada can choose to be taxed either personal income tax or non-resident income tax for the first 5 years of residence in Spain. If you choose non-resident income tax, it is mandatory that:

- you have not lived in Spain for the 10 previous years;
- your trip to Spain is due to a work contract;
- your work takes place in Spain and for a Spanish company, and;
- the income derived from your work activity is not exempt from taxation in the IRNR.

Taxes in Spain

How can I pay personal income tax (IRPF) or non-resident income tax (IRNR)?



Your employer (in this instance the University of Granada) will automatically deduct the corresponding taxes from your salary. The actual amount of taxes will depend on factors such as marital status and tax category. Anyone who is required to pay taxes in Spain will receive a Tax Identification Number (NIF), which is the same as the Foreigner's Identification Number (NIE).

Further information

- **Online:** Have a look at the income tax return section on the [Spanish Tax Agency \(AEAT\)](#) website. If you are a non-resident you must consult the corresponding [section](#).

Spain has agreements with a large number of European and non-European countries that allow you to avoid double taxation if you are considered a tax resident in two different countries. You can find out if your country has an agreement with the Spanish State on the website of the Ministry of Finance.

- **Face-to-face:** You can receive advice on your tax obligations in Spain by making an appointment at the [Spanish Tax Agency \(AEAT\) local office in Granada](#).

 Avenida de la Constitución 1
18071 Granada
 +34 958 29 44 11

Social security and welfare

I have signed a contract with the UGR

If you have signed an employment contract with the UGR, you will automatically be registered with the Spanish Social Security System (*Seguridad Social*), which provides welfare services to employees and their dependants, including: access to public healthcare, pensions (retirement, widowhood, etc.); subsidies (for disabilities, temporary illnesses, maternity or paternity leave, etc.); unemployment compensation and benefits; and family support.

Your Social Security contributions will be calculated on the basis of your gross monthly salary. For more information on contribution rates, please consult [the website](#) of the Ministry of Labour, Migrations and Social Security and [this section](#) of the Euraxess website.

You can find the list of Social Security offices in Granada [here](#).

I wish to complete a mobility period at the UGR

If you are going to attend the University of Granada thanks to a mobility programme (for example, Erasmus+), you will not have access to the Spanish Social Security System, so you must take out private medical insurance and obtain the European Health Insurance Card prior to your arrival if you are an EU, EEA or Swiss citizen.

For more information, see [Healthcare and health insurance](#) (p. 14).



Human resources

Employment contracts

All researchers employed by the University will sign a contract with the Vice-Rectorate for Research and Knowledge Transfer. Researchers must also sign a confidentiality agreement, as they will have access to confidential information that belongs to the UGR. You will also receive a copy (in English) of the UGR's Code of Good Practice in Research.

Salaries (including extra pay or *pagas extras*) are paid at the end of the month.

Health risk prevention

All UGR employees can make use of the [Health and Risk Prevention Service](#), which is in charge of implementing the UGR Occupational Health and Safety Policy.

What should I do if I have an accident at work?

Once you sign a contract, you will automatically be registered with the Spanish Social Security System and will therefore be insured against any accident at work or illness.

If you have an accident at work, call the mutual insurance company [FREMAP](#) on +34 958 13 99 17 and follow the instructions provided.

For further information, check the section on accidents at work on the website of the UGR's [Payroll and Social Security Service](#).

Holiday entitlements

Research staff are entitled to one month's leave per year or the corresponding proportionate share if their employment contracts do not cover an entire calendar year. You can apply for holidays or leaves of absence by contacting the principal investigator (PI) of your project.

In general, holiday period will coincide with non-teaching periods at the University of Granada, i.e. the month of August and Christmas. However, holidays may be adapted to the needs of the project or research being carried out. Under no circumstances may the corresponding holiday period be replaced by extra pay.





Temporary sick leave and maternity, paternity and adoption leave

First of all, you must report your situation to the principal investigator (PI) and send a medical certificate or document to the [Payroll and Social Security Service](#) within 3 days of it being issued.

If you are on sick leave for 4 days or more, you must provide a sick leave certificate (*parte de baja por enfermedad*) within the first 2 working days after it has been issued. When a doctor indicates the end of your sick leave, you must provide a fit note (*parte de alta médica*) within 24 hours.

You can submit all your certificates by [email](#) or in person at the [Payroll and Social Security Service](#), where you can also request a maternity, paternity or high risk pregnancy certificate. To do so, you must provide the maternity report issued by the corresponding health service (for maternity or high risk pregnancy), and your family record booklet (for paternity leave).

Contract extensions for research staff on sick leave or maternity, paternity and adoption leave

Contracts can be extended in the following cases, as long as they are properly accredited:

- Maternity, paternity, adoption leave or special leave for foster carers, up to the legally established limit.
- Uninterrupted sick leave of more than three months, as well as sick leave of more than one month which, throughout the calendar year, exceeds three months.

You can apply for a contract extension at the [Research Management Service](#) once your leave period has ended by presenting the corresponding [form](#).

Contracts which have expired at the time of application may not be extended. Applications must be submitted through the University General Register Office at least one month before the end of your contract. Contracts financed by research projects, or whose duration is linked to a project validity period, may not be extended.



Official recognition of degrees

The **official recognition of a degree** (*homologación*) entails granting a foreign educational degree official validity in Spain. Meanwhile, **degree equivalency** (*equivalencia*) of a foreign higher education degree in Spain means that the foreign qualification is accepted as equivalent to a Spanish academic qualification (undergraduate, master's or doctoral degree).

The difference between these two concepts, broadly speaking, is that degree equivalency entails academic recognition, while official recognition entails both academic and professional recognition.

If you intend to stay in Spain for a long period of time and subsequently practise your profession or develop your research or teaching career here, we strongly recommend that you apply for the recognition of your foreign academic degrees in advance. Bear in mind that this process can take between months and even years to complete (up to 3 years for some qualifications).

For more information on the official recognition, equivalency or validation of studies, consult the [Guidelines for the management of the mobility of the foreign researcher in Spain](#) or the section on recognition of foreign qualifications on the [Euraxess website](#).

Professional development

The Vice-Rectorate for Research and Knowledge Transfer offers a wide range of free training resources and tools designed to boost your research career, including national and international competitions, workshops, courses, seminars, guided tours and radio programmes (UGR RadioLab).

All these activities are linked to the following thematic areas of the [3rd Action Plan for Research Promotion \(PPI\)](#):

- Promotion, preparation and management of research projects
- Development, communication and evaluation of scientific results
- Enhancement of knowledge transfer processes
- Improvement of academic performance and research skills

The [International Research Projects Office \(OFPI\)](#) offers courses that are specifically tailored to the needs of our research institutes, groups and departments. These courses provide training on national and international research programmes and projects.

Each course and conference within the 3rd Action Plan for Research Promotion (PPI) has its own web section with information on [registration details](#), contents and relevant coordinators.

For further information about courses and workshops, please visit the: ["CanalUGR" News portal](#).

Entrepreneurship

General Coordination for Entrepreneurship (UGRemprendedora)

The overall goal of [UGRemprendedora](#) is to foster entrepreneurship and innovation at the UGR, with a view to making significant socioeconomic contributions to our community and to society. Its main objectives are:

- To improve the employability of our graduates and alumni through self-employment initiatives, the creation of companies, and entrepreneurship.
- To create companies based on research results (spin-offs) and innovative projects for companies and institutions.
- To support entrepreneurial and innovative initiatives designed to improve teaching, research, and management processes at the University.

Contact details

+34 958 24 40 56

ugremprendedora@ugr.es

[Facebook](#)

[Twitter](#)



Among the activities that UGRRemprendedora conducts to foster entrepreneurship are:

- The "Talento Emprendedor" UGR Ideas Competition; "Talento Business Plan" Programme; UGR Social Entrepreneurship Laboratory, etc.;
- workshops on the management of entrepreneurial projects;
- events such as the UGR Entrepreneurship Forum, Entrepreneurship Sessions at Faculties and Schools, networking events, etc.;
- the [BREAKER](#) Centre for Entrepreneurship;
- competitions;
- grants and scholarships.

UGR Spin-Offs

Our [Spin-Off Portal](#) provides start-ups with specialist training and support to set up and grow their companies. Additionally, the [Research Transfer Office \(OTRI\)](#) promotes the creation of technology-based companies and start-ups, as these are considered essential instruments in the technology transfer process.



Intellectual property and industrial property

In Spain there are two types of property rights:

- **Industrial property** comprises the exclusive rights that protect R&D&I (products, processes and designs), as well as commercial activity and marketing (trademarks and trade names) of the results obtained from research.
- **Intellectual property** includes copyright related to original work.

Industrial and intellectual property related to the results of research activities, as well as the documentation and the digital, biological, chemical material or any other type of material resulting from these activities, belongs to the UGR, except when these activities have been outsourced to third parties.

If you will be conducting a research project at the UGR, you must safeguard all pre-existing information and knowledge that belongs to the University. To do so, you must sign the corresponding contractual documents that define the interests, tasks, obligations and contributions of both parties: both you, as a researcher, and the University of Granada.




For further information, you can consult the [Code of Good Practice in Research](#) of the Vice-Rectorate for Research and Knowledge Transfer.

Research Transfer Office (OTRI)

The [OTRI](#) generates business opportunities from the R&D activities developed at the UGR and provides researchers with:

- Advice on protection mechanisms for research results;
- assistance on the management of protection (patents, industrial designs, copyright, etc.);
- patentability;
- support in the drafting of patent applications;
- training in the protection of research results;
- advice on the drafting and negotiation of confidentiality agreements, material transfer agreements and licenses with third parties.

Location and contact details

 [Technology Transfer Centre \(CTT\)](#)
[Calle Gran Vía de Colón 48](#)
[18010 Granada](#)
 +34 958 24 43 36
 otri@ugr.es


Disseminate your research


The UGR has an Action Plan for the Dissemination of Research and Innovation, which is managed by the [Dissemination of Science and Innovation Unit \(UCC+i\)](#).

Its main objective is to improve the training and scientific knowledge of citizens, bringing society closer to research and innovation at the University. The UCC+i will help you to disseminate your research activities through:

- ["UGRDivulga" Research News](#): press releases aimed at global media outlets.
- [Science and research dissemination activities](#): #aCienciaCerca, Café con Ciencia, CienciaTeka, Coffeevercity science talks, Andalusian Science Week, etc.
- Advice and workshops aimed at researchers in order to help them disseminate their work in the media.
- The opportunity to participate in prestigious national and international competitions such as [FameLab](#) and [3 Minute Thesis](#).

Contact information

 Complejo Administrativo Triunfo
[Av. del Hospicio, 1, 18012 Granada](#)

 +34 608 01 81 22

 culturacientifica@ugr.es

UGR MediaLab

[UGR MediaLab](#) acts as a meeting point for research, analysis, and the dissemination of opportunities generated by digital technologies in the areas of culture and society.

 medialab@ugr.es

 [Facebook](#)

 [Twitter](#)

 [Youtube](#)

UGR RadioLab

Researchers can discuss their most relevant research activities on [UGR RadioLab](#) programmes and podcasts.

 [Twitter](#)



4.1. USEFUL INFORMATION ON UNIVERSITY LIFE



Argüeta, s/n,
Documentación Científica
249405 - 249406
35
unicov.archivouniversidad@ugr.es

Arbitraria
al. Cta. del Hospicio, s/n
58 24 30 53 Fax: 958 24 40 94

al Universitario Casa de Pedro, s/n
de Porras s/n 18010 - Granada
o: 958 22 44 25 Fax: 958 22 24 10

Actividades Deportivas
pus Fuentenueva:
fono: 958 24 09 56 - 24 31 44
958 24 31 43
mpus de Cartuja:
telefono y fax: 958 24 28 92

o de Documentación Científica
C/ Rector López Argüeta, s/n
Teléfono: 958 24 83 65 Fax: 958 24 30 95

ntro de Documentación Europea
C/ Rector López Argüeta, s/n
Teléfono: 958 24 83 51 Fax: 958 24 23 92
Correo electrónico: cde@ugr.es

**Centro de Estudios Bizantinos, Neogriegos y
Chipriotas**
C/ Gran Vía de Colón, 9-2º
Teléfono / Fax: 958 22 08 74

Centro de Estudios Olímpicos
Coordinador General: D. José Luis Aguilera
Contrata
Correo electrónico: oliv@ugr.es
Director: D. Miguel Vilhena P
Correo electrónico: mvilhena@ugr.es

**Actividades de Cooperación
Administrativa**

UGR University Library

With 23 individual libraries throughout the city, the UGR ensures that a comfortable work environment is always close to you. The Library's services are extensive, encompassing training courses and workshops, a reading club (Club de Lectura "Leyend@"), loans of laptops and e-readers, bookcrossings, competitions, access to prestigious international journals and databases, exhibitions, bibliography and research tools, and personalised services for those with disabilities.

Other services include:

- Late-night study rooms during exam periods (Dec-Feb, May-Jul).
- Electronic libraries: resources from the most prestigious journals, databases, books, dictionaries and encyclopaedias in the world. You can also access these resources using a [VPN connection](#).
- Copy centres: each library has its own printing, photocopying and scanning services, except for the "Hospital Real" Library.

Opening hours

UGR Libraries normally open from 9 a.m. to 9 p.m. Monday to Friday. You can check the opening hours for each library [here](#). Opening hours may be reduced during holiday periods.



Research Support Portal

The University Library has a [Research Support Portal](#) that provides you with the tools and resources to develop your doctoral thesis or master's dissertation, enhance your research curriculum, create sound bibliographies, and evaluate scientific publications.



Online services and resources

Computer and Communication Networks Centre

The [Computer and Communication Networks Centre \(CSIRC\)](#) can help you with the following services: how to create a university email account, use of institutional computers and telephones, electronic procedures, WiFi connections, VPN connections, software downloads, training and courses, etc.

UGRDrive

[UGRDrive](#) is a new cloud storage service offered by the CSIRC, featuring 100 GB of secure storage space, which has been designed exclusively for research and teaching staff at the University of Granada. You can use it to access files from any device and also share them with collaborators. To activate your account you must login with your UGR email account in the ["Activación Federada"](#) section of its website.



"Consigna" Temporary Cloud Storage Service

This temporary cloud hosting service is especially useful when you wish to send files by email but they are too large. To save or upload files in ["Consigna"](#), use the username and password for your university email account. Further information [on the CSIRC website](#).



Service for Reserving University Spaces (SUCRE)

[SUCRE](#) allows you to reserve classrooms and spaces in faculties and schools, laboratories, etc.

UGR Directory

You can search for specific staff members in the [UGR Directory](#). Each staff member can include additional information such as a link to their Google Scholar account.

Language centres

The UGR Language Policy

The UGR [Language Policy](#) is a cornerstone of our Internationalization Strategy. One of its main goals is to promote language learning among members of the university community and the general public.

Modern Languages Centre (CLM)



The [Modern Languages Centre \(CLM\)](#) is one of the leading institutions in Spain for language learning. It offers courses in Spanish as a foreign language, Spanish culture and history, and in a wide range of modern languages: English, French, Italian, German, Japanese, Portuguese, Swedish, Arabic, Russian and Persian. It also organises language exchange activities and offers online courses.

Confucius Institute (ICUGR)



The [Confucius Institute \(ICUGR\)](#) is a non-profit educational organisation that was set up in 1987 in collaboration with Peking University and the Confucius Institute Headquarters (also known as Hanban). It offers Chinese language classes at various levels, trains teachers, offers HSK examinations (official Chinese language exams) and organises conferences, film festivals and workshops.



"Russkiy Mir" Russian Centre of the UGR



The ["Russkiy Mir" Russian Centre](#) promotes the study of Russian language, culture and history. It offers an extensive range of language courses (A1-C1 levels) and holds concerts, film screenings, conferences, book launches, and talks on current affairs, historical debates, and contemporary Russian culture.



UGRTerm



[UGRTerm](#) is a bilingual database of academic and institutional terms used at the University of Granada and in higher education. This pioneering resource, which now features over 40,000 terms in English and Spanish, contains the official nomenclature of the University of Granada and terminology related to research and the higher education sector.

It acts as a support tool for all members of the university community (teaching and research staff, administrative and support staff, and students) who draft and translate university documents on a regular basis.

Examples of official UGR terminology in the database:

- UGR bodies, faculties and offices
- Official UGR degree programmes and courses
- UGR departments, research groups and research lines
- UGR research programmes
- UGR teaching, research and administrative posts

Examples of terminology related to research and higher education:

- Human resources and students in education and research
- Research and training disciplines and fields
- Research concepts, methods and designs
- Training activities and research contributions
- Curriculum design and components
- Evaluation of knowledge and skills
- Marks and grading systems
- Networks, forums and groups
- Universities and other educational institutions

It also features terminology from cross-cutting spheres such as the social sciences and humanities; law, economics and statistics; information, communication and public events; public infrastructure; and politics, government and administration.

This resource database is funded by the Vice-Rectorate for Internationalization, through its Directorate for Language Policy, within the framework of the UGR's Internationalization Strategy.

Centre for Scientific Instrumentation (CIC)

The [Centre for Scientific Instrumentation \(CIC\)](#) provides instrumental support for experimental, technical and healthcare research. Among other services, it provides animals for research, radiometric and geological isotope dating for structural analysis, microscopy, imaging and biological analyses.



Mediterranean Summer School

The [Mediterranean Summer School](#) has a well-established background in offering short courses in the health sciences, experimental sciences, social sciences, economics, law, humanities, and sports sciences. These courses are mainly delivered in the city of Granada, in the picturesque coastal towns of Almuñecar, Salobreña and Motril, and in the North African city of Ceuta, as well as in Guadix, Huéscar, and the Sierra Nevada.

CEPRUD

The [Resource Production Centre for the Digital University \(CEPRUD\)](#) coordinates online and blended learning programmes at the UGR, the production of digital content, merchandising and promotional campaigns, and the design and maintenance of institutional websites. It comprises three strategic areas:

- Online Training
- Multimedia Design and Production
- Web, Open Data, and Support for Institutional Transparency



What is the "abiertaUGR" MOOC Platform?


The UGR provides Massive Open Online Courses (MOOCs) to students and the public alike through the "[AbiertaUGR](#)" MOOC Platform. You can join all of the courses for free and complete them with the support of online instructors and specialists. If you complete 75% of the course contents and activities you can also earn a certificate of participation.



UGR MediaLab

[UGR MediaLab](#) acts as a meeting point for research, analysis, and the dissemination of opportunities generated by digital technologies in the areas of culture and society. It is part of the Vice-Rectorate for Research and Knowledge Transfer.

It strives to serve as an open laboratory for the generation of proposals at the University and in society, as a research hub, and as an experimental space for exploring creativity and new ways of generating knowledge in digital societies. The Lab places special emphasis on prototyping and open knowledge (a superset encompassing the concepts of open data, open content and open access). It focuses on the strategic areas of digital society, digital humanities and digital science.



 Calle Gran Vía de Colón 48
4ª Planta
Despacho 1

 medialab@ugr.es
 [Facebook](#)
 [Twitter](#)
 [Youtube](#)

UGR RadioLab

Researchers can discuss their most relevant research activities on [UGR RadioLab](#) programmes and podcasts. Anyone can send a proposal to make a radio programme with UGR RadioLab, provided the topic is related to the digital sphere (i.e. to the strategic lines endorsed by UGR MediaLab).

[Spreaker](#)
[iVox](#)
[iTunes](#)



International Research Projects Office (OFPI)

The [International Research Projects Office \(OFPI\)](#) handles the administrative, financial and organisational burden related to international projects, ensuring that you can dedicate your time solely to conducting research activities. The following are just some of the services it offers:

- Dissemination of information on calls for international projects
- Advice on the preparation of proposals within the Horizon 2020 programme and other international programmes
- Development of proposals
- Financial management of international research projects
- Financial audits
- Negotiation of grant agreements
- Preparation of financial reports and justification of costs to the European Commission
- Management of research contracts

Location and contact details



 Calle Gran Vía 48
2ª planta
18010 Granada
 +34 958 24 27 02
 ofpi@ugr.es

International Relations Office (ORI)

The [International Relations Office \(ORI\)](#), which forms part of the Vice-Rectorate for Internationalization, works to integrate an international, intercultural and global dimension into the University's mission. It supports the internationalization process at the UGR, manages our international mobility programmes, promotes language learning and multilingualism, handles our international agreements, and coordinates the UGR's participation in international networks, consortia and associations. The Office also runs a number of key 'internationalization at home' initiatives, informs the University community about international mobility opportunities, and facilitates the integration of international students and staff at the UGR.

Through the International Welcome Centre (IWC), it provides international researchers and teaching staff with information and support in key areas, ranging from visa applications, residence permits, and funding opportunities, to accommodation, schooling and childcare options for family members ([further information](#) on p. 8).

Location and contact details

 International Relations Office
Complejo Administrativo Triunfo
Avenida del Hospicio s/n
18012 Granada
 +34 958 24 90 30
 intlinfo@ugr.es



Sports Centre (CAD)

The UGR's [Sports Centre \(CAD\)](#) offers a comprehensive range of sports and activities, promoting the physical and mental well-being of our University community and the general public.

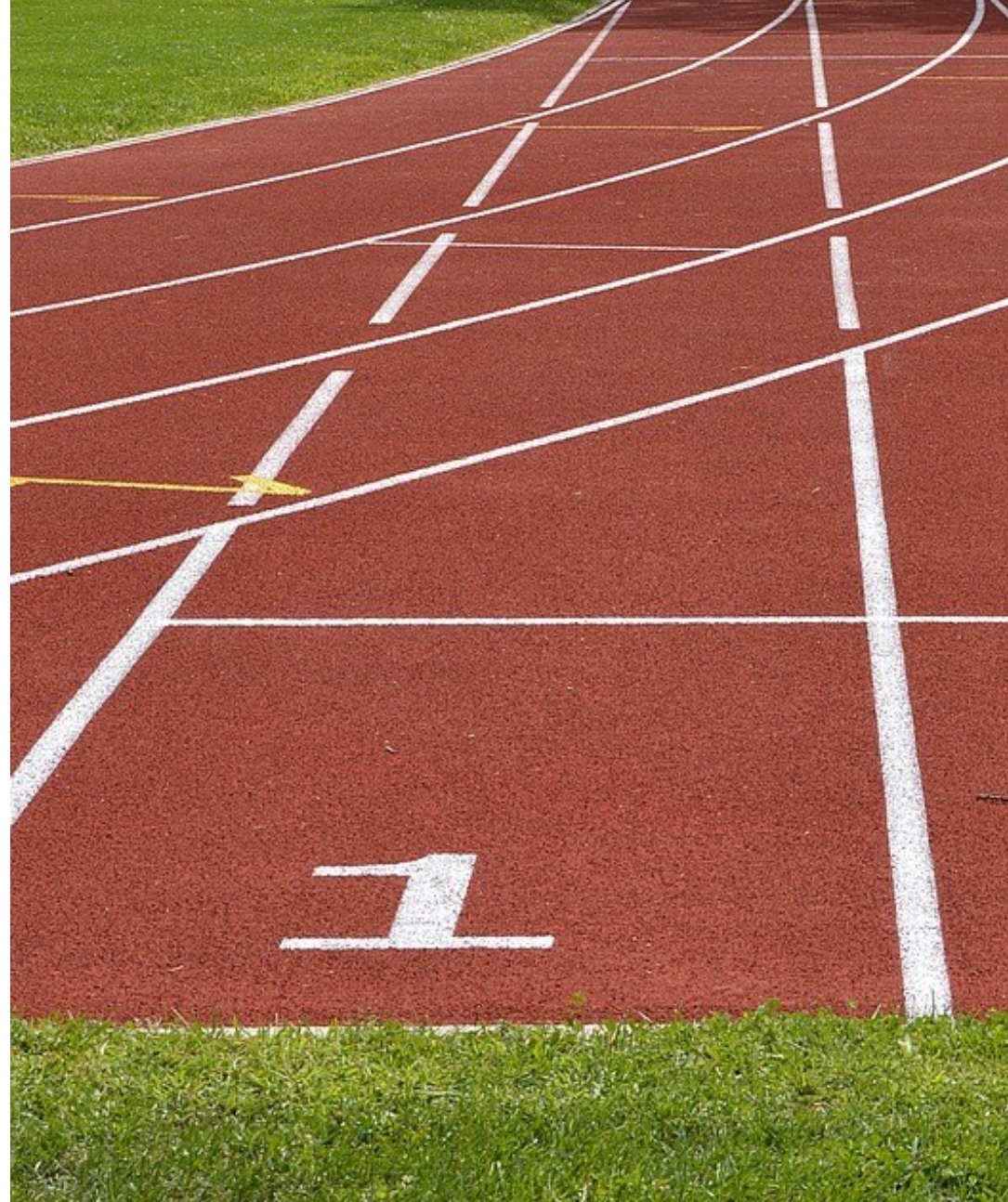
We strongly encourage everyone – whether you are a researcher, student, staff member, or member of the public, to get involved in our activities. Participating is a great way to relieve stress, meet new people, and take up exciting new hobbies.

What sports does the CAD offer?

We offer sports and activities in eight main categories: racket sports; body and mind; fitness; dance; swimming and water sports; mountain sports; a senior programme; as well as activities such as fencing, golf, archery, horse riding and taekwondo.

Who can make use of CAD services?

- Students
- Teaching and research staff (including international predoctoral and postdoctoral researchers)
- Guest researchers
- Administrative and support staff
- Family members of UGR staff (children are eligible to attend UGR summer camps at a reduced rate)



University of Granada Press (EUG)

The [University of Granada Press \(EUG\)](#) pursues three core objectives: to disseminate research, support teaching, and enhance the communication of science. It also works to strengthen collaboration between the UGR's research institutes and centres, and to promote the rich historical and literary heritage of the University of Granada.

How can I publish in the EUG?

On the EUG [website](#) you can consult the different stages in the editorial and publishing process, including how to submit a request for editing; preliminary evaluation; peer reviews; communication of results to the author; and the production process.

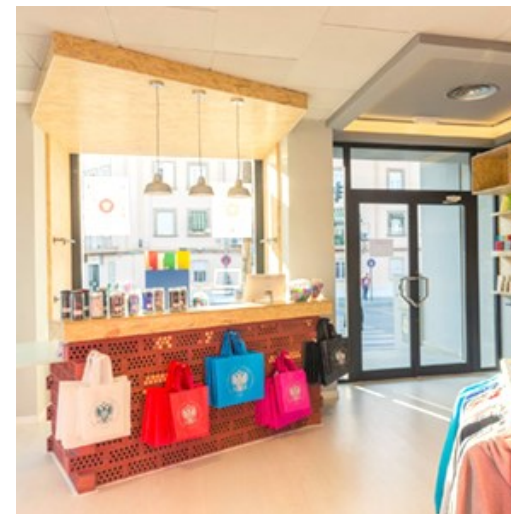


Location and contact details


 Cartuja Campus
Colegio Máximo s/n
 +34 958 24 39 32
 direccioneug@ugr.es

Official UGR Shop

The [Official UGR Stop](#) offers unique products that reflect the University's new corporate image. These include clothing and gift items, souvenirs, and books. You can get discounts of 10% on all catalogue products and 5% on bookshop items by presenting your University Smart Card (TUI) at the shop or by registering on the website with your UGR email address.



Location

 Calle Dr. Severo Ochoa
(Esquina Comedores)
18001 Granada

Opening hours

Mon to Fri 10 a.m. to 8 p.m.
Sat 10 a.m. to 2 p.m.

UGR cultural events

Thanks to its rich historical and cultural heritage, and to the presence of a proactive university community, the UGR has firmly established itself as a vibrant cultural hub. You can view the upcoming cultural events at the UGR in our [events](#) guide.

The “Casa de Porras” University Cultural Centre

The “[Casa de Porras](#)” University Cultural Centre runs over 50 recreational and vocational courses in the areas of the literary and performing arts, graphic arts, crafts, lifestyle, and physical and mental well-being.

Location and contact details

📍 Placeta de Porras s/n
18010 Granada
📞 +34 958 22 44 25
✉️ csporras@ugr.es

Opening hours

Winter: Mon to Fri 8 a.m. to 10 p.m.
Summer: Mon to Fri 9 a.m. to 2 p.m.



UGR cultural events

“La Madraza” Centre for Contemporary Culture of the UGR

“[La Madraza](#)” Centre for Contemporary Culture, located in the historic centre of the city, is at the heart of cultural activities in Granada. This UGR Centre is housed in the magnificent “Madraza” Palace, which dates back to the 14th century and is now a recognised Cultural Heritage Site.

The Centre organises an extensive range of [activities](#) in the areas of art, music, the performing arts and cinematography. All of these activities are free of charge and are open to the university community and to the general public.

Location and contact details

 Palacio de la Madraza
Calle Oficios 14
18071 Granada

 culturacontemporanea@ugr.es

 [Instagram](#)

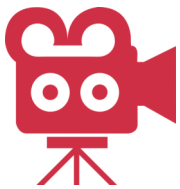
 [Facebook](#)

 [Twitter](#)



University Film Club





The [University Film Club](#) delves into the history, characteristics, potential and richness of cinematic language, running a unique series of film courses and screenings every semester. The activities organised by the University Film Club are open to both members of the university community and the public.



Student societies

If you are interested in getting involved in university life and in meeting people with similar interests, we encourage you to join one of our student societies (*asociaciones de estudiantes*). You can view a list of all our student societies on the [Vice-Rectorate for Student Services and Employability website](#). Their scope is mainly local.

Location and contact details

 [Secretariat for Student, Culture and Society](#)
Edificios de los Comedores Universitarios
 Calle Severo Ochoa s/n Granada
 +34 958 24 42 45
 dsaae@ugr.es

Opening hours

Mon to Fri 9 a.m. to 2 p.m.



Voluntary work at the UGR

Centre for Development Cooperation Initiatives (CICODE)

The [Centre for Development Cooperation Initiatives \(CICODE\)](#) was set up by the University in order to aid those countries and sectors in society most in need of assistance. Its main objectives are to improve and promote interuniversity relations, encourage the participation of the UGR community in development and cooperation initiatives, and develop programmes to tackle social inequality.

 [CICODE Facebook page](#)

UGR Solidaria

[UGR Solidaria](#) encourages the university community to carry out volunteering initiatives and activities in Granada, Melilla and Ceuta. It carries out training activities, awareness-raising projects and supports research initiatives.

How can I take part?

You can participate as a volunteer with any of the NGOs that cooperate with UGR Solidaria in Granada, Ceuta or Melilla. A comprehensive [list of these NGOs](#) is available on their website.

Accessibility

The University of Granada offers a variety of services to students with disabilities and specific educational support needs. Whether in terms of access to education and training or research and services, it strives to guarantee the right of all students to inclusive education in accordance with the principles of non-discrimination, equal opportunities and universal accessibility.

Types of support on offer

- Radio frequency equipment
- Support teachers/tutors, intern assistants and adapted exams (braille, magnified text, alternative formats, time extensions)
- Adapted transport and financial assistance for transport
- Adapted furniture and classroom/exam spaces
- Financial assistance for learning/teaching materials
- Sign language interpreting
- Adapted learning materials



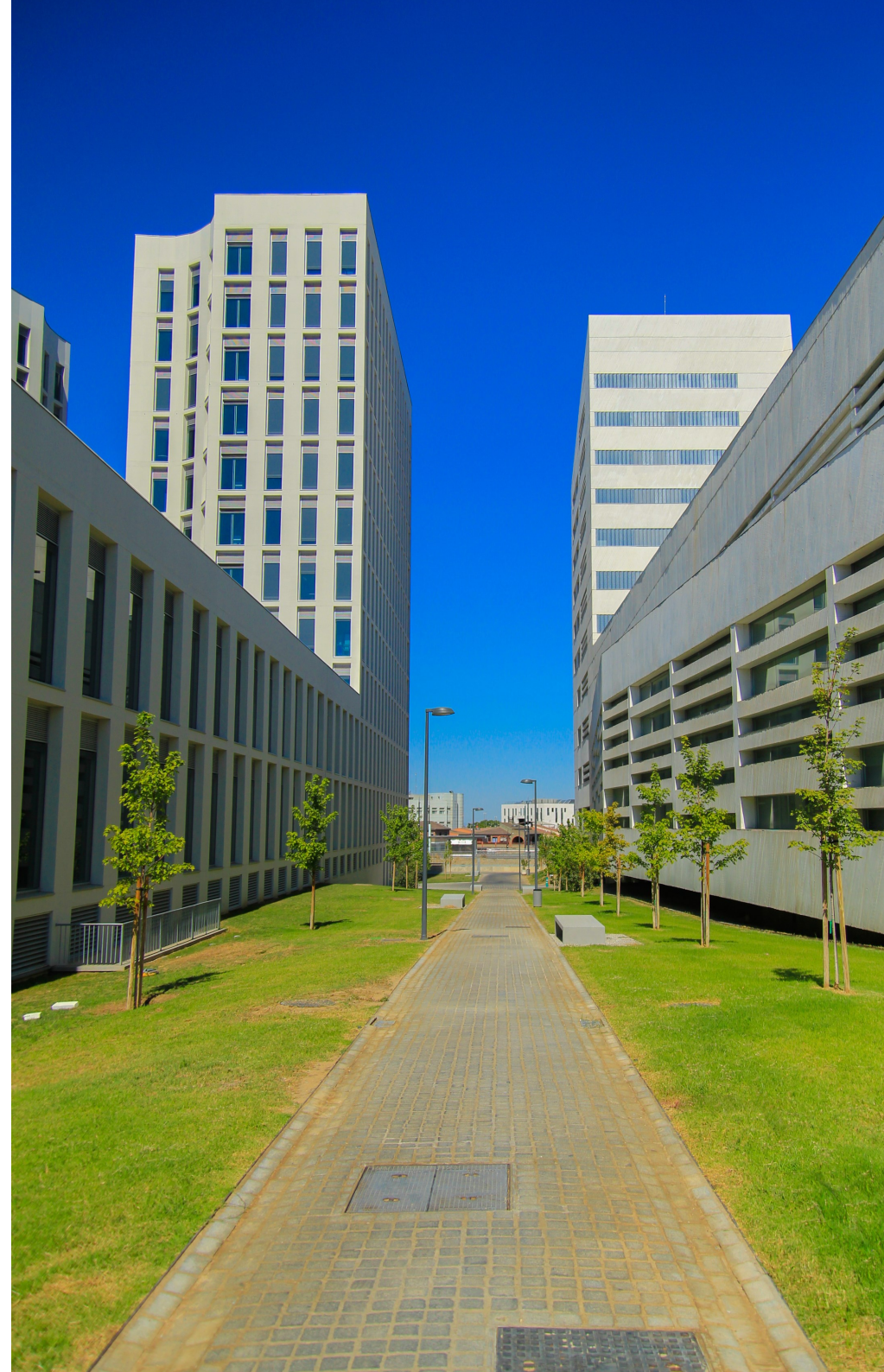
Location and contact details

 [Secretariat for Inclusion and Diversity](#)

 Cuesta del Hospicio s/n
Granada 18010

 +34 958 24 34 13

 inclusion@ugr.es



Educational Psychology Office (GPP)

The [Educational Psychology Office](#) (*Gabinete Psicopedagógico*) provides all members of the University community with guidance, counselling, and training in their personal, academic and professional life:

- **Personal counselling and advice:** support while adapting to university life for those experiencing personal difficulties that affect their academic performance, mood, relationships with other people or other areas of life.
- **Academic guidance:** support for those finding it difficult to keep up with their studies due to time constraints, time management, or issues with study techniques.
- **Professional guidance:** support for decisions on career paths and goal setting.

It also offers training and orientation courses on study techniques and public speaking.

In order to make use of the GPP's services, you must visit the office in person and book an appointment.



Location and contact details

Hospital Real
Calle Ancha de Capuchinos
+34 958 24 85 01
gpp2@ugr.es



4.2. USEFUL INFORMATION ON GRANADA



Population, geography and climate

Granada is, first and foremost, a university city. A lively student atmosphere has flourished here, giving rise to the development of a modern, safe, multicultural and vibrant study destination that welcomes people from all backgrounds.



Granada has an outstanding geographical location just 40 minutes from the Mediterranean Coast with its tropical climate, and 30 minutes from the Sierra Nevada Mountain Range. This means you can enjoy mountain sports like skiing and snowboarding, and bathe in the Mediterranean Sea, all in the same day. The towns and villages dotting the coast, such as Motril, Salobreña and Almuñécar, offer scenic beaches and exceptional weather throughout the year.

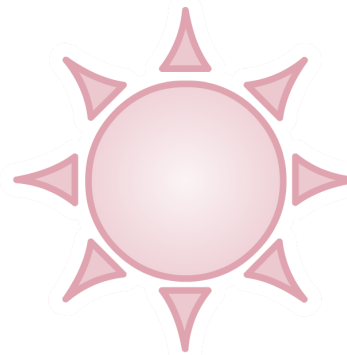
Granada is only 1 ½ hrs away from Málaga-Costa del Sol Airport, which has connections with hundreds of destinations across the globe.

Time zone

GMT/UTC +1
Summer time +2

Granada has a continental Mediterranean climate, hence the winter periods are quite cold and the summer periods are very hot. Temperatures can vary considerably during the same day, so we advise you to bring both warm and light clothes.

Granada is one of the sunniest cities in Spain. Although rainfall is scarce, it does rain during winter and spring. You can check the weather forecast in Granada on the [Spanish Meteorological Agency website](#).



Summer
July and August

Average 25°C / 77°F
Highs 34°C / 93°F
Lows 15°C / 59°F



Winter
January and February

Average 7°C / 45°F
Highs 14°C / 57°F
Lows 0°C / 32°F

Cost of living

Granada is one of the most affordable cities in Spain and Europe to live in as a student or researcher. Obviously, the cost of living will depend on your lifestyle and needs (a room in a shared apartment will be cheaper than an entire house or apartment etc.). The average monthly cost of living in Granada for a researcher typically ranges between €750 and €1,100.

On the right you can view an illustrative list of **approximate** monthly costs per person, as well as for everyday purchases.



Average cost per person

Rent for a 2-bedroom apartment in the city centre	€500–650
<i>Monthly</i>	
Rent for a room in a shared apartment in the city centre	€200–280
<i>Monthly</i>	
Electricity bill	€25–35
<i>Monthly</i>	
Water bill	€20
<i>Monthly</i>	
Internet bill (depending on company and services contracted)	€30–40
<i>Monthly</i>	
Mobile phone bill	€10–30
<i>Monthly</i>	
Single metro or bus ticket	€1.40
10-minute taxi ride	€7–10
Cinema ticket	€7-8
Drink + tapa	€2–2.50
Lunch in a mid-range restaurant	€15–17
Petrol (1 l)	€1.30–1.40
Cup of coffee/tea in a café	€1.20–1.50
Weekly groceries	€25–30

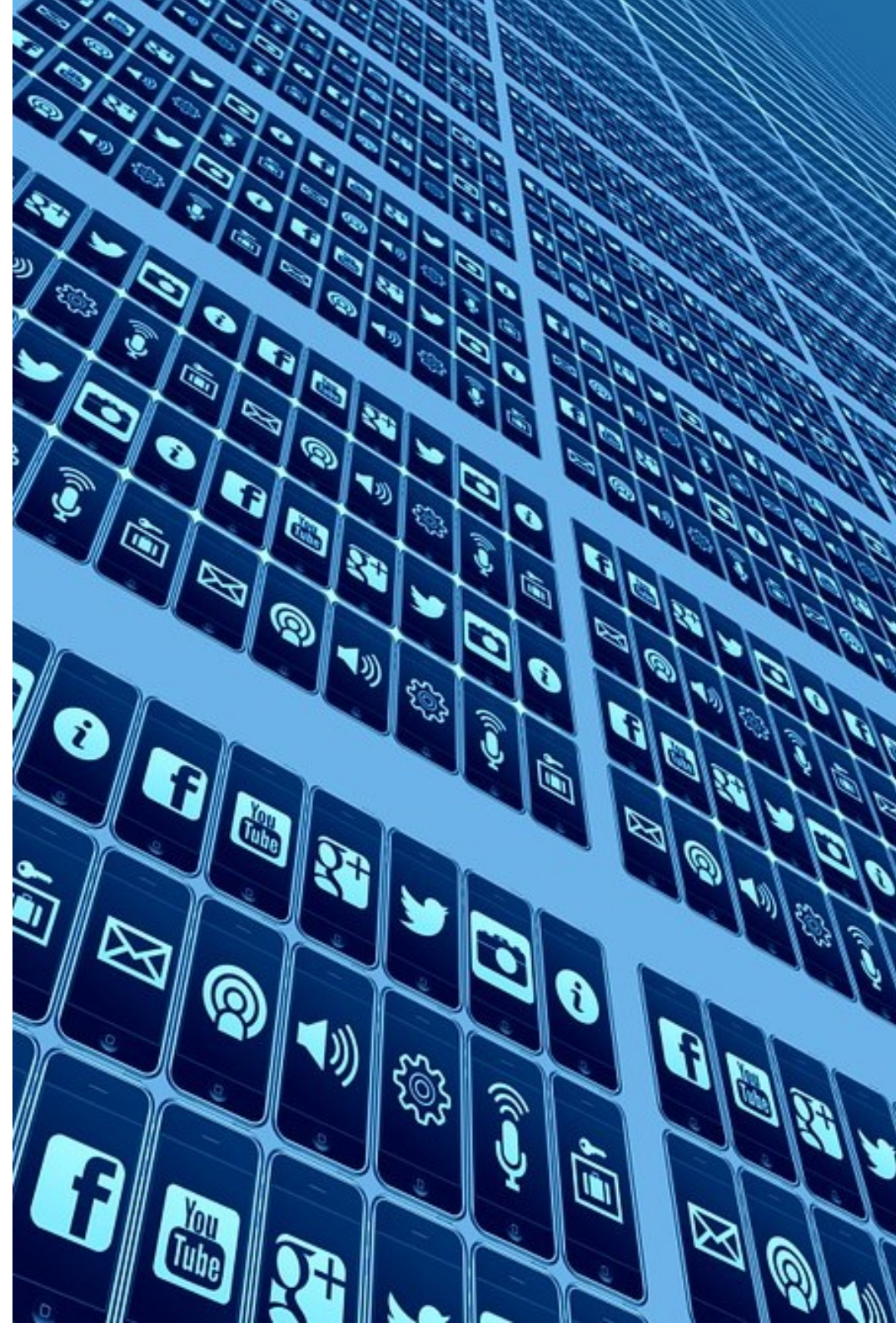
Internet and mobile phone services

ADSL and fiber Internet services in Granada usually cost between €20 and €40 per month, depending on the provider and your Internet speed (please note that fibre optic connections are not currently available in all districts of the city, especially in historic quarters such as the Albaicín).

Mobile phone service costs generally range between €15 and €25 a month. You can buy a prepaid card by presenting your national ID or passport, which is required by law.

If you wish to contract both Internet and mobile phone services, it is advisable to ask for special combined offers.

EU countries recently agreed to eliminate extra roaming fees. Thanks to this agreement, you can now travel to any country in the EU and use your mobile phone without any additional charges (in other words, you will be charged the same fees you pay in Spain).



Local culture and customs

We strongly encourage you to become familiar with local culture and customs in Granada.

What time do shops open and close?

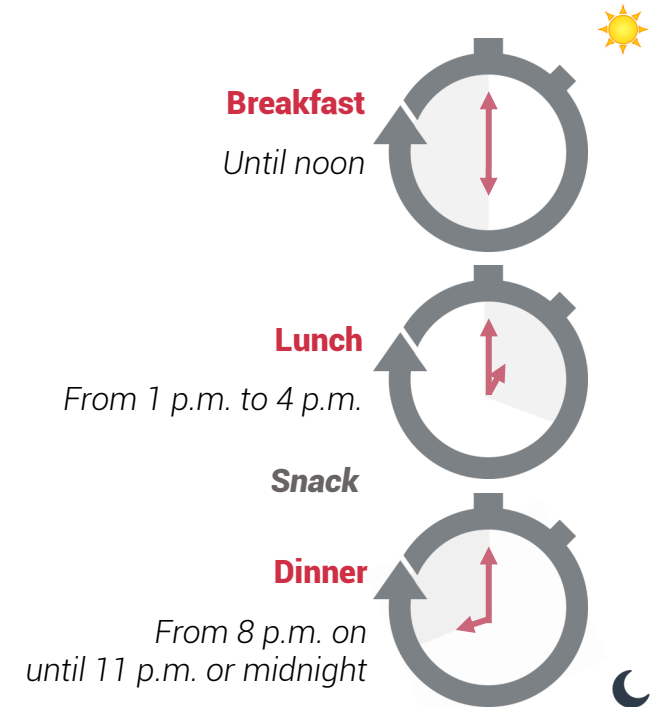
From Monday to Friday, most shops and supermarkets are open from 9 a.m. to 2 p.m. and re-open from 5 p.m. to 8.30 or 9 p.m. Shopping centres and department stores are normally open from 10 a.m. to 10 p.m.

On Saturdays, most small shops and stores only open in the morning. Most shops, supermarkets and stores close on Sundays and holidays.

How do mealtimes work in Spain?

For Andalusians, and for Spanish people in general, mealtimes are important for socialising and family time.

As you can see on the right, mealtimes in Spain are different from many other countries.



Sobremesa

Sometimes, and especially on weekends, lunchtime runs on after 4 p.m. This is called *la sobremesa* – a period during which people chat, relax and have tea or coffee.

Afternoon snack

In Spain, people usually have a snack (known as *la merienda*) between lunch and dinner.

Gastronomy

The city is renowned for its *tapas*, which are appetizers or snacks. In Granada, these small portions of food are served at no extra cost when you order a drink (during lunch and dinner time).

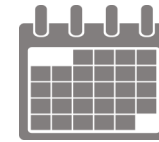
A wide range of restaurants offer vegan, vegetarian, gluten-free and halal options in the city.



Local cuisine in Granada has been thoroughly shaped by the city's location between the Sierra Nevada Mountain Range and the Mediterranean Sea. Some of its typical dishes are: *habas con jamón* (broad beans with Trevélez serrano ham), *papas a lo pobre* (fried sliced potatoes and green peppers), *migas* (fried breadcrumbs sautéed in garlic with fish or chorizo), *plato alpujarreño* (fried sliced potatoes, egg, black pudding, green peppers, *jamón serrano* and chorizo), *ajoblanco* (a cold soup made of bread, crushed almonds and garlic), *piononos* (sweet pastries with toasted cream), *olla de San Antón* (traditional stew made with broad beans and white beans, potatoes, rice and meat) and the *tortilla del Sacromonte* omelette.



Local, regional and national holidays



Non-working days and holidays

On the right you can view the national, regional and local holidays in Spain and Granada, as well as school holidays. Some non-working days vary each year; you can check them on the [UGR's staff calendar](#).



Andalusia and Granada

January 2

Toma de Granada
(Taking of Granada)

February 28

Andalusia Day

Between March and April

Holy Thursday

Between May and June

Corpus Christi

Granada's Fair

(Feria de Granada)

School holidays

December 21 – January 7

Christmas Holidays

Between March and April

Holy Week

Last week of June

until September

School summer holidays

Spain

January 1

New Year's Day

January 6

Epiphany

Between March and April

Good Friday

May 1

Labour Day

August 15

Assumption

October 12

National day of Spain

November 1

All Saints' Day

December 6

Constitution Day

December 8

Immaculate Conception

December 25

Christmas Day



Local, regional and national holidays



Traditional holidays in Granada

Summary of the most popular holidays in Granada:

- **Holy week (March/April)**. The dates vary every year as its beginning coincides with the first full moon of the spring equinox. 58 *pasos* (floats representing the Mysteries and episodes of the Passion of Christ) march through the city's main streets.
- **Día de la Cruz (May Crosses) (3 May)**. This is one of the most popular festivities of pagan and Christian origin in Granada. On this day, the streets and squares of Granada are adorned with crosses made of flowers. Usually no classes are held for pre-primary, primary and secondary schools on this day.
- **Corpus Christi (May/June)**. This fair usually takes place between the last week of May and June. A special feature of this major fair is the float of pagan origin that parades through the city, representing a woman standing on a dragon (*la tarasca*) who wears a different outfit every year and is accompanied by carnival figures with oversized heads (*cabezudos*).
- **Virgen de las Angustias Patroness Festivity (September 15)**. In Spain, every town is represented by a patron or patroness. Granada's patroness is the *Virgen de las Angustias*. Every 15 September a float representing the *Virgen de las Angustias* marches through the city.

Getting around Granada and accessibility

Granada is a small city, so it is relatively easy to get around on foot. Nevertheless, if you need to cover longer distances you can always use public transport.

- **Light metro:** Granada's [Metropolitano](#) is a light rail line that traverses the city from north to south, connecting the bus station, train station, hospitals, shopping centres and university campuses with the surrounding towns of Armilla, Albolote and Maracena. A single ticket costs approximately €1.35, though the price per ride is lower if you purchase a multi-journey ticket.
- **Bike:** Some areas of the city have cycle paths, which you can consult in this [map](#).
- **Taxis:** In Granada, licensed taxis are normally white and have a diagonal green stripe on the main door. Taxi ranks are found all over the city (+34 958 132 323).
- **City buses:** There are more than twenty [urban bus lines](#) in Granada, which operate from 6:30 a.m. to 11:30 p.m. There are also 2 night lines (from midnight to 6 a.m.). The ordinary price of a single ticket is €1.40; however the price will be lower if you use a TUI University Card or if you purchase a [credibús](#) card. An [app](#) is available to indicate their predicted arrival times in real-time.
- **Metropolitan buses:** Granada also has a large network of [metropolitan buses](#) that connect it with the surrounding towns and villages.

Accessibility

You can find information about sign language interpreting services, accessibility on public transport and in museums on [Granada's City Hall website](#).

I have a car in Granada

Please note the following recommendations:

- Do not rely on GPS systems to drive around Granada. A large number of streets in the city centre have traffic restrictions. Driving through them may carry a fine.
- If you wish to drive through the restricted areas, you must submit an application to the City Council and prove you are a resident.

For further information on restricted traffic areas, parking lots and general traffic rules in Granada, see the [City Hall's website](#) on transport.



Places of interest

Granada is an enchanting city, full of monuments, history and, of course, the University. Along with its charm, its many cultural and recreational activities make it a great city to explore and a magnificent destination for students and researchers from around the world. It offers a wide range of cultural activities including festivals of flamenco, jazz, tango, theatre, poetry, magic, music, and dance. Once the capital of the Nasrid Dynasty, Granada was the last Muslim stronghold in Western Europe right up until it fell to the Catholic Monarchs in 1492. During this period, Jews, Muslims and Christians lived together in relative harmony in the city and the architecture has been strongly influenced by each of these communities.

Getting to know Granada

- **Alhambra and Generalife:** more than two million tourists from all over the world visit the world-renowned [Alhambra](#) and Generalife palaces every year. These palaces, which served as the former residence of the Nasrid sultans between the 13th and 15th centuries, form the backdrop of Granada's cityscape and are widely regarded as among the most outstanding examples of Arabic architecture in the world. We strongly recommend buying tickets at least 6 weeks in advance.
- **UGR heritage sites:** as well as working constantly to enrich the city culturally, the UGR is fully committed to its policy of recovering, restoring and conserving historical buildings. "La Madraza" Palace (1349), Hospital Real (the seat of the Rectorate) and the Faculties of Law; Medicine; Translation and Interpreting; and Communication and Documentation; among others, are all buildings of considerable historical worth.



Places of interest

- **The Cathedral and Royal Chapel:** the [Cathedral](#) and the [Royal Chapel](#), where the Catholic Monarchs repose, also stand as a testament to the city's Renaissance past. Work began on the Royal Chapel in 1504 at the behest of the Catholic Monarchs. The Cathedral, which was originally conceived as a Gothic temple, became a masterpiece of the Spanish Renaissance.
- **El Bañuelo:** these impressive [Arab baths](#) date back to the 11th century and represent one of the oldest and best-preserved baths of their kind in Spain.
- **Carrera del Darro and Plaza Nueva:** some of the most beautiful streets and squares in Granada are found along this route, with breathtaking views of the Alhambra.
- **Albaicín and Sacromonte:** the Albaicín, located on a hill in front of the Alhambra, is one of the most picturesque neighbourhoods in Granada, boasting architecture and monuments that date back to the Moorish period, such as the *aljibes* (water tanks or wells), traditional houses such as La [Casa de Zafra](#), scenic narrow streets, as well as stunning viewpoints (San Miguel Alto, San Nicolás, etc.) and numerous churches (Church of San José, Church of San Pedro and San Pablo, etc.). The Sacromonte is renowned for its cave-houses, *zambras* (unique flamenco performances), and its [17th-century abbey](#).
- **Alcaicería:** once the Arabic souk, the Alcaicería was a labyrinth of streets and alleyways where silk was manufactured and sold. It was located in the middle of the medina, between the squares of Plaza Nueva and Plaza Bib-Rambla.
- **Realejo:** this district is located at the foot of the Alhambra. Its Sephardic legacy can be appreciated for example in the statue of the Jewish scholar Judah ben Saul ibn Tibbon, which stands at the entrance to the neighbourhood, in calle Pavaneras. You can also visit the Corrala de Santiago, a traditional 16th-century palace that is now a UGR visitor's residence, and the Placeta de la Puerta del Sol, a picturesque viewpoint with what was formerly a public washing place (*lavadero*).
- **Corral del Carbón:** constructed in the 14th century, [this former storehouse](#) served as a market for the sale of wheat, and as lodgings for merchants, is the only *alhóndiga* from the Nasrid period that is perfectly preserved.
- **Casa de Mariana Pineda:** this [centre](#) boasts a history room aimed at providing a comprehensive overview of the life and work of Mariana Pineda, from the historical and territorial context surrounding her life, to her influence as an artist and liberalist.
- **City Hall:** this former Carmelite convent now houses the [City Hall](#).



Places of interest



Museums in Granada

["Parque de las Ciencias" Science Museum](#): an interactive science museum and international benchmark centre for the dissemination of science in southern Europe, it comprises an area of 70,000 m² devoted to education and entertainment and aims to help us better understand the world we live in.

[The Sacristy Museum of the Royal Chapel](#): an important collection of religious paintings, the Queen's chest, and other valuable objects belonging to the Catholic Monarchs.

[Sacromonte Cave Museum](#): this museum recreates life in the cave-houses of the Sacromonte as it was lived 100 years ago, bearing witness to its culture and history.

[Federico García Lorca House Museum](#): the summer house of the García Lorca family, it was an essential place for the poet's artistic creation.

[Museum of the Alhambra](#): it houses an interesting collection of art pieces (plasterwork, pottery, etc.) dating back to the Nasrid period (9th to 16th centuries).

[Museum of Fine Arts](#): it houses the works of Jacobo Florentino, Machuca, Alonso Cano as well as works from churches in Granada from the 16th century onwards.

[Manuel de Falla Museum](#): it allows visitors to contemplate the personal items, piano, bed, etc. of this famous composer from Cádiz.

[Archaeological Museum](#): it has a beautiful courtyard overlooking the Alhambra and several rooms exhibiting different archaeological periods.

["Casa de los Tiros" Museum](#): it was the palace of the Gil Vázquez-Rengifo family.

[José Guerrero Centre](#): a place where the values and ideas that have shaped contemporary culture can be questioned and understood.

For further information on sites of interest, please check [this link](#).

Useful links

[Granada's cultural programme presented by the City Hall](#)

["What to do in Granada", Granada's tourism website](#)

[Province of Granada tourism board](#)

[Alhambra and Generalife Foundation](#)

[Andalusia tourism information](#)

What should I do if I get sick?

If you have the Spanish healthcare card or the European Health Insurance Card

- If you have a non-urgent medical issue, request an appointment either by calling your health centre, by using the [Salud Responde](#) application (clicking on "Pedir cita"), or in person. If your medical issue is urgent, go directly to the nearest hospital that has an A&E department or call an ambulance.

If you have private insurance

- If your medical issue is non-urgent, contact your insurance company to report your need for medical care. They will register your personal data (name, insurance policy number, location, phone number and description of your problem) and will tell you which hospital or health centre to go to. Once your insurance company has authorised your doctor's visit, you will receive medical care in accordance with the policy.
- If you have a medical emergency requiring urgent treatment, you can go directly to any hospital and contact your insurance company afterwards.

We strongly advise [you to find out how to use your medical insurance beforehand](#), since the subsequent reimbursement process may be complicated and problematic. For further information, consult our section on [Healthcare and health insurance](#) (p. 14).

Emergency telephone numbers

General emergencies	112
Health emergencies	061

How do pharmacies work?



In Spain, medicines are only sold in pharmacies, which are easy to recognise as they bear a green cross. You have to present a prescription issued by a medical professional for most medications. The cost of prescription medications is also lower because they are subsidised by the Spanish National Health System.

Pharmacies follow standard commercial opening hours. However, there are also a number of pharmacies on duty (you can check them [here](#)) and 24-hour pharmacies.



Safety

Granada is a safe place to live and work. Nonetheless, petty theft and robberies occasionally occur. Please bear in mind the following recommendations:

- In touristy places or among crowds, keep your personal belongings with you at all times. If you leave something behind in a public space, you may not be able to get it back.
- On public transport, watch your handbag or backpack at all times.
- Keep an eye on your luggage, even when you are checking in at a hotel.
- Pay special attention to traffic signs and pedestrian crossings, even when you have right of way.
- If you are offered something (such as rosemary, pens or a lighter) in the street, especially in the central areas of Granada, bear in mind that you will probably be asked to pay an amount of money afterwards. Beware of scams.

If you are a victim of theft or robbery, you can go to the [Foreign Tourist Service](#) (Calle Cárcel Baja, 3) or call +34 958 27 88 16.

Regarding home safety, most apartments and houses do not have fire alarms or smoke detectors, so be cautious when using stoves, radiators and any other heating devices. Never leave your house or go to bed without turning them off. For additional safety, you could also buy and install a fire alarm.

Local regulations



You should become familiar with common laws and regulations in Spain.

- In Granada drinking alcohol in public spaces (such as squares or streets) is forbidden. Fines can range from €700 to €3,000.
- Traffic is restricted in some central areas of the city and driving in the carries a fine of between €100 and €500. For further information you can check this [website](#).
- Smoking is forbidden in enclosed public spaces such as bars, restaurants, pubs and other leisure venues; in hospitals, educational institutions and their surroundings; in children's playgrounds; and in parks. Smoking is allowed in open air spaces on university campuses, and in designated smoking areas in hotels and hostels. Smoking in forbidden spaces carries a fine of up to €600.
- If you have a dog which is classified as potentially dangerous you must register it with the City Hall, obtain a licence, buy a microchip and have it vaccinated. In addition, only the designated authorised person will be able to take it for a walk and it must be muzzled and on a lead of no more than two metres long. On private properties, dogs can be unleashed, provided the space is well enclosed and has the appropriate safety measures in place. Further information [here](#).

Recycling



Postal service

Waste and recycling collection schedules

In some buildings and large apartment blocks a waste collection service may be contracted by the residents. If the building does not have this service, do not forget to take out your rubbish from 8 p.m. to 11 p.m. from Monday to Saturday.

The various types of containers to separate and recycle rubbish are differentiated by their colour:

- grey, for organic waste;
- green, for glass;
- blue, for cardboard and paper;
- and yellow, for plastic packaging, milk cartons and cans

If you usually cook with oil, do not throw it down the drain or in the bin under any circumstances, as this is highly polluting. Instead, dispose of it in one of the used cooking oil collection points in Granada. You can check the location of these points on the [City Hall website](#).

Likewise, used batteries must be disposed of in one of the designated recycling containers, the location of which you can consult [here](#).

Correos

In Spain, the postal service is called [Correos](#). If you need to send a letter, all you have to do is to buy stamps at a stationery shop or at an *estanco* (a shop where you can buy products such as tobacco, matches, stamps, etc.). Then deposit the envelope in one of the many mailboxes (they are normally yellow) that you can find on the streets of Granada.



Emergency telephone numbers

Service



General emergencies 112

Health emergencies 061 / +34 958 28 20 00

Fire department 080 / +34 900 19 95 00

Local Police 092

*Calle Huerta del Rasillo, s/n Granada 18004
Next to the A-44 motorway*

National Police 091 / +34 958 80 88 00 (centre) / +34 958 18 34 32 (south district)

Plaza de los Campos, 3 Granada 18013

Civil Guard 062

Calle San Agapito, 2 Granada 18013

Municipal towing services +34 958 25 85 72

Camino de Purchil, 22

Road assistance services +34 917 42 12 13

Before departure

Closing a bank account

It is important to request information on how to close your bank account, as it will not automatically be closed when you leave it with a balance of €0.

We advise you to consult the UGR to find out when you will receive your final salary payment. However, if you cannot find this out in advance, some banks will allow you to submit an authorisation to close your account from abroad.



To close a bank account you must:

- Present your identity document (passport or NIE) and sign the cancellation document. If there are several holders for the account you will need the signature and identity documents of all holders.
- Return your credit/debit cards, chequebooks or any other form of payment associated with your account.

Also consider the following recommendations:

- Make sure that you have paid all outstanding direct debit payments.
- Notify any entity that makes deposits or payments into your account that you are closing it.
- Make sure you are not using the account as a deposit account.
- Make copies of all documents associated with your bank account in case you need them in the future.
- Ask for a document that certifies that your account has been closed, in case you need to make a complaint later on.





Checklist







- Agree with the owner of your accommodation on how the deposit will be returned and the keys handed over.
- Cancel your bank account and credit or debit cards if you are not going to receive any more transfers or charges to your account.
- Terminate any Internet or mobile phone contract in your name.
- Terminate any water or electricity services contracted in your name.
- Check if you have to file your income tax return if you have worked in Spain and find out about your tax duties at the Public Tax Administration Office (*Agencia Tributaria*).
- If you have paid taxes to the Spanish Social Security System, make an appointment with the Social Security Office and find out about your pension rights.
- Ask your contract or grant coordinator when and how the last payment will be made.
- Cancel any active membership at gyms, clubs, language schools, etc.
- Go to the Immigration Office to notify them that you are leaving Spain.
- If you have children enrolled in day care or a school, inform these institutions or companies of your departure.
- If you have taken out insurance, inform the company that you are leaving Spain.
- If you have a book or resource from the UGR Library on loan, return it before leaving.
- Visit the International Welcome Centre to inform them that you are leaving and to receive advice on your departure, if needed.

Useful contacts

International Welcome Centre

-  <https://internacional.ugr.es/iwelcomecentre>
-  +34 958 24 90 40
-  welcome@ugr.es
-  Calle Gran Vía de Colón, 48, Bajo, 18010 Granada

City Tourist Information Office

-  <http://en.granadatur.com/>
-  +34 958 24 82 80
-  informacion@granadatur.com
-  Plaza del Carmen, s/n, 18071 Granada

Andalusian Delegation for Education in Granada

-  <http://www.juntadeandalucia.es/educacion/webportal/web/delegacion-granada>
-  +34 958 02 90 78 / +34 958 02 90 79
-  delgranada.dpgr.ced@juntadeandalucia.es
-  Calle Gran Vía de Colón, 56, 18010 Granada

Provincial Council of Granada

-  <https://www.dipgra.es/>

F.G.L. Granada-Jaen Airport

-  <http://www.aena.es/en/federico-garcia-lorca-granada-jaen-airport/index.html>

Granada train station

-  <http://www.renfe.com/EN/viajeros/index.html>
-  Avenida de los Andaluces, s/n, 18014 Granada


Granada bus station

-  <https://www.alsa.com/en/web/bus/destination/granada>
-  Avenida de Juan Pablo II, s/n, 18014 Granada

Transportes Rober urban buses

-  <http://www.transportesrober.com/>

Granada City Hall (user services)

-  <https://www.granada.org/inet/wpim.nsf/xtod/9CC98DFA7B1D9276C12579DC00296A48?open/>
<https://www.granada.org/inicio.htm>

Sierra Nevada ski resort

-  <https://sierranevada.es/en/>

Granada Taxi

-  <https://www.granadataxi.com/>



Consulates and honorary consulates

Embassies and Consulates in Spain

Click [here](#) to find out where the different Consulates and Embassies are in Spain.

Spanish Embassies and Consulates abroad

Click [here](#) to find out where the different Spanish Consulates and Embassies are located abroad.

Honorary Consulates in Granada

There are four [Honorary Consulates](#) in Granada (Brasil, France, Turkey, and Cyprus and Greece). They only provide information services, so for documentary procedures please address the official Embassies and Consulates of your country of origin.



Glossary of abbreviations and useful acronyms

GENERAL

A&E: Accident and emergency department

ADSL: Asymmetric Digital Subscriber Line

AEAT: Spanish Tax Agency

AUIP: Iberoamerican University Association for Postgraduate Studies

AVE: High-speed train

DGT: Spanish Directorate-General for Traffic

DNI: Spanish National Identity Document

EEA: European Economic Area (EU + Iceland, Liechtenstein and Norway)

EHIC: European Health Insurance Card

ERC: European Research Council

EU: European Union

FECYT: Spanish Foundation for Science and Technology

FPI: Predoctoral Grants. Training of University Lecturers

FPU: Predoctoral Grants. Training of Research Staff

ID: Identity Document

INSS: National Social Security Institute

IRNR: non-resident income tax

IRPF: personal income tax

IVA: value added tax

NIE: Foreigner's Identification Number (*Número de Identidad de Extranjero*)

NIF: Tax Identification Number

R&D: Research and Development

R&D&I: Research, Development, and Innovation

RENFE: Spanish rail network

RYC: Ramón y Cajal contracts

SAS: Andalusian Health Service

SNS: National Health System

TIE: Foreign National Identity Card (*Tarjeta de Identidad del Extranjero*)

VPN: Virtual Private Network



Glossary of abbreviations and useful acronyms

OFFICIAL TERMINOLOGY OF THE UNIVERSITY OF GRANADA

CAD: Sports Centre

CEPRUD: Resource Production Centre for the Digital University

CIC: Centre for Scientific Instrumentation

CICODE: Centre for Development Cooperation Initiatives

CLM: Modern Languages Centre

CSIRC: Computer and Communication Networks Centre

CTT: Technology Transfer Centre

CVI-UGR: UGR Wireless Campus Network

EDCS: Doctoral School in Health Sciences

EDCTI: Doctoral School in Science, Technology and Engineering

EDHCSJ: Doctoral School in Humanities, Social Sciences and Law

EIP: International School for Postgraduate Studies

EUG: University of Granada Press

GPP: Educational Psychology Office

ICUGR: Confucius Institute

IWC: International Welcome Centre

MOOC: Massive Open Online Course

OFPI: International Research Projects Office

ORI: International Relations Office

OTRI: Research Transfer Office

PPI: Action Plan for Research Promotion

PPIT: UGR Research and Knowledge Transfer Fund

PTS: Health Sciences Technology Park

TUI: University Smart Card

UCC+i: Dissemination of Science and Innovation Unit

UGR: University of Granada

Glossary of useful expressions in Spanish



Hello, how are you?

Hola, ¿qué tal? / ¿cómo estás?

Fine, thank you. And you?

Bien, gracias. ¿Y tú?

Nice to meet you

Encantado/encantada de conocerte

What do you do for a living?

¿A qué te dedicas?

I am a researcher

Soy investigador/investigadora

I am a doctoral student

Soy estudiante de doctorado

Where are you from?

¿De dónde eres?

How long are you staying in Granada?

¿Cuánto tiempo vas a estar en Granada?

Please

Por favor

Thank you very much

Muchas gracias

You are welcome

De nada

I am sorry

Lo siento

Excuse me

Perdón/Disculpe

Where is...?

¿Dónde está...?

Where is the toilet?

¿Dónde está el servicio?

Can I...?

¿Puedo...?

Can I come in?

¿Puedo pasar?

Is/Are there...?

¿Hay...?

Is there any restaurant nearby?

¿Hay algún restaurante cerca?

How much is it?

¿Cuánto cuesta?

What time is it?

¿Qué hora es?

I want/I would like...

Quiero/Me gustaría...

I don't speak Spanish very well

No hablo español muy bien.

Do you speak English?

¿Habla inglés?

Please speak slowly

Hable despacio, por favor

Ok

Vale

Public Transport

[In a taxi] To the train station, please

[En el taxi] A la estación de tren, por favor

What time does the train arrive?

¿A qué hora llega el tren?

What platform does it leave from?

¿De qué andén sale?

Does this bus go to the Cartuja Campus?

¿Va este autobús al campus de Cartuja?

How much does the bus ticket cost?

¿Cuánto cuesta el billete de autobús?

Please top up my bus card with €5

Por favor, recargue mi tarjeta de autobús con 5 €

I would like to buy a single/round ticket to...

Me gustaría comprar un billete de ida/ida y vuelta a...

At a bank

I would like to open/close a bank account

Me gustaría abrir/cerrar una cuenta bancaria

What documents do I need?

¿Qué documentos necesito?

I would like to set up a direct deposit to pay my bills

Me gustaría domiciliar mis facturas



Glossary of useful expressions in Spanish



At a police station

I have lost my...

He perdido mi...

I have had my...stolen

Me han robado el/la...

I want to report a theft

Me gustaría poner una denuncia por robo

At a restaurant or bar

I would like to book a table for two

Quería reservar una mesa para dos

Can I have a/some...?

¿Me pone un/un poco de...?

Can I have some water please?

¿Podría darme un poco de agua?

I would like to have...

Me gustaría tomar...

The bill, please

Quería reservar una mesa para dos

Keep the change

Quédese con el cambio

At your workplace

I work at...

Yo trabajo en...

Could you help me please?

¿Podrías ayudarme, por favor?

We have a meeting at 11 am

Tenemos una reunión a las 11 de la mañana

Could you please pass me a pen?

¿Me podrías pasar un bolígrafo?

Would you do me a favour?

¿Te puedo pedir un favor?

These are my colleagues

Estos son mis compañeros de trabajo

Can I talk to you for a minute?

¿Puedo hablar contigo un momento?

What are you doing after work?

¿Qué haces después del trabajo?

I don't understand, could you repeat, please?

No lo entiendo, ¿podrías repetir, por favor?

I'm sorry, I don't know

Lo siento, no lo sé

