



Classification plan of the administrative records of the University of Lleida

A100 GENERAL ADMINISTRATION AND ORGANIZATION

A101 CONSTITUTIVE DOCUMENTS

A102 GOVERNING ORGANS

Specific subdivisions

E1 Proceedings

E2 Agreements

E3 Resolutions

E4 Certifications

E5 Delegations

E6 Notice of Meetings

E7 Elections

E8 Renewals of members

E9 Nominations

E10 Cessations

A103 ADMINISTRATIVE ORGANIZATION

A104 Politics and procedures

A105 Instructions

A106 Procedures

A107 Organic structure

Specific subdivisions

E1 Administration and services staff(PAS)

E2 Academic staff

A108 Workforce

A109 List of work places

Specific subdivisions

E1 Modifications

E2 Claims

E3 Non-catalogued posts

E4 Abolition of posts

E5 Creation of posts

A110 Profile of work posts

A111 Functional organigram

A112 Administrative meetings and work sessions

A113 Memoirs

A114 Memoir of the university

A115 Memoir of activities

A116 Agreement

- A117 ADMINISTRATIVE AND QUALITY PLANNING
 - Specific subdivisions
 - E1 Planning
 - E2 Control
 - E3 Evaluation
- A118 Multiannual programming
- A119 Planning and projects
- A120 Resources
- A121 Management systems
 - Specific subdivisions
 - E1 Quality and improvement



B100 INFORMATION AND COMMUNICATION MANAGEMENT

B101 NORMALIZATION OF DOCUMENTS

- Specific subdivisions
- E1 Administrative documents
- E2 Forms
- E3 File

B102 DOCUMENT AND RECORDS MANAGEMENT AND ARCHIVES

B103 Planning and organization

- Specific subdivisions
- E1 Institucional records
- E2 Non-institucional records

B104 Records System implantation and maintenance

B105 Classification plan

B106 Retention Schedule

B107 Manual

B108 Description and recuperation instruments

B109 Access and security

B110 Consultation

B111 Loaning

B112 Records System development

B113 Management of active records

B114 Management of semi-active records

B115 Management of inactive records

B116 Management of essential records

B117 Management of confidential records

B118 Personal data protection

B119 Digital certification

B120 Records Disposition

B121 Records System audit

B122 MANAGEMENT OF BIBLIOGRAPHICAL AND DOCUMENTAL STORES

- Specific subdivisions
- E1 Monographs
- E2 Serial publications
- E3 Audiovisual material
- E4 Old store

- B123 Planning and organization
- B124 System implementation and functioning
- B125 Acquisitions
- B126 Purchases
- B127 Donations and legacies
- B128 Cessations
- B129 Exchange
- B130 Cataloguing
- B131 Services to users
- B132 Bibliographical information
- B133 Loans
- B134 Interlibrary loan
- B135 Teledocumentation
- B136 Reprography
- B137 Conservation and restoration
- B138 Elimination

- B139 COMPUTERS
- B140 Analysis of needs
- B141 Computer applications
- B142 Computer systems
- B143 Data management

- B144 COMMUNICATION MANAGEMENT
- B145 Correspondance management
- B146 Registration system of document arrivals and exits
- B147 Internal registration
- B148 External correspondence
- B149 Internal correspondence
- B150 Messengers
- B151 Telecommunications
- B152 Telephones
- B153 Telephone lines
- B154 Equipment Installation
- B155 Telephone directory
- B156 Telefax
- B157 E-mail



B158 PUBLICATION MANAGEMENT
B159 Edition and production
B160 Preparation and proofreading originals
B161 Design
B162 Printing
B163 Distribution and sales
B164 Authors' copyright
B165 Legal deposit

C100 REPRESENTATION AND PUBLIC RELATIONS

- C101 OFFICIAL AND PROTOCOLARY ACTIVITIES
- C102 Inaugurations
- C103 Receptions
- C104 Discourses, presentations and institutional writings
- C105 Course opening
- C106 Graduations
- C107 Commemorations
- C108 Homages and distinctions
 - Specific subdivisions
 - E1 Doctorate *honoris causa*
 - E2 Golden medal
 - E3 Silver medal
 - E4 General Study Medal
- C109 Distinguished visitor's book
- C110 Book of taking over

- C111 PUBLIC RELATIONS AND PROTOCOLARY ATTENTIONS
- C112 Promotion and information about the University
 - Specific subdivisions
 - E1 Internal
 - E2 External
- C113 Image and promoting of the university
- C114 UdL logo
- C115 Applications
- C116 Management of the institutional web
- C117 Visits and journeys
- C118 Suggestions and complaints
- C119 Congratulations and thanks
- C120 Condolences
- C121 Relationship with the press
 - C122 Announcements
 - C123 Press releases
 - C124 Press conference
 - C125 News group

- C126 EXTERIOR RELATIONS
- C127 Generalitat of Catalonia (Regional autonomous government)
 - C128 Government and administration of the Generalitat
 - C129 Other institutions
- C130 State and other autonomous governments' administration
 - C131 State administration
 - C132 Other autonomous administrations
 - C159 Other institutions
- C133 Local administration
 - C134 Regional governments
 - C135 Local councils
 - C136 Town Halls
 - C137 Other organisms of local administration
- C138 European administrations and organisms
- C139 Foreign administrations and organisms
- C140 International organisms
 - C141 European
 - C142 Rest of the world
- C143 Universities
 - C144 Catalan universities
 - C145 Spanish universities
 - C146 European universities
 - C147 South American universities
 - C148 North American and Canadian universities
 - C149 Other foreign universities
- C150 Primary and secondary education centres
- C151 Institutions, entities and associations
- C152 Businesses and individuals

- C153 INTERNAL RELATIONS
- C154 Collective bodies
- C155 Individual organisms
- C156 Administrative services and units

- C157 CONGRESSES AND CONFERENCES
 - Specific subdivisions
 - E1 Invitations
 - E2 Protocol

- C158 REPRESENTATION

D100 HUMAN RESOURCES MANAGEMENT

Specific subdivisions

E100 Teaching staff

E110 University teaching bodies

E111 University chair

E112 Associate professor

E113 College professor

E114 Associate college professor

E120 Acting teacher

E130 Permanent contract

E131 Chair

E132 Aggregated teacher

E133 Permanent assistant teacher

E140 Temporal contract

E141 Associate teacher

E142 Collaborating teacher

E143 Lecturer

E144 Visiting teacher

E145 Emeritus professor

E200 Administration and services staff

E210 Civil servants

E220 Internal civil servants

E230 Working staff

E240 Temporal working staff

E250 High standing staff

E300 Investigating staff

E310 Highly qualified staff

E400 Research staff

E410 Research scholarship student

E420 Assistant

E500 Technical staff

E510 Technical support staff

E520 Auxiliary support staff

E600 Staff for a specific task or service

E700 Eventual staff

D101 ACCESS, SELECTION AND PROVISION

D102 Analysis of staff needs

D103 Staff requests

D104 Labour exchange

D105 Offer of public employment

D106 Work place provisions and selection

D107	Selection for the provision of posts
D108	Public examinations
D109	Competition of merits
D110	Public examination competition
D111	Internal promotion competition
D112	Transfer competition
D113	Free designation competitions
D114	Service commissions
D115	Nominations
D116	STAFF RECORDS
D117	INTERIOR REGIME
D118	Disciplinary proceedings
D119	WORK CONDITIONS
D120	Work calendar
D121	Incidences
D122	Permissions
D123	Leave of absence
D124	Holidays
D125	General incidences
D126	Secondment
D127	Staff remuneration
D128	Wages
D129	Income Tax
D130	Trienniums
D131	Complements
D132	Gratifications for extraordinary services
D133	Wage receipts
D134	Judicial retentions
D135	Advances
D136	Compatibilities
D137	Services offered to staff
D138	Security and health
D139	Work health
D140	Emergency plans
D141	Performances
D142	Staff transportation and journeys

- D143 WELFARE
- D144 Social security
 - D145 Sick leave and returning to work
 - D146 Book of matriculations
 - D147 Liquidations
 - D148 TC1 (documents referring to social security procedures)
 - D149 TC2 (documents referring to social security procedures)
 - D150 Requirements
 - D151 Benefit societies
 - D152 Liquidations
 - D153 Health assistance
 - D154 Incapacity
 - D155 Special insurance

- D156 WORK RELATIONS
- D157 Staff representation
 - Specific subdivisions:
 - E1 Elections
 - D158 Staff board (trade union)
 - D159 Working staff committee (trade union)
 - D160 Trade Unions
 - D161 CCOO
 - D162 SAC
 - D163 UGT
 - D164 Agreement and collective convention
 - D165 Negotiations and consultations
 - D166 Claims
 - D167 Strike
 - D168 Conciliation and arbitration

- D169 TRAINING AND PERFECTIONING
 - Specific divisions
 - E10 Internal
 - E11 Administration and services staff
 - E20 External
 - E21 Administration and services staff
 - D170 Analysis of training needs
 - D171 Training plans
 - D172 Training areas
 - D173 Advanced training and recycling
 - D174 Training for promotion
 - D175 Integral training

D176 STAFF MOVEMENTS
D177 Administrative situations
D178 Active
D179 Services commission
D180 Transfer
D181 Leave
D182 Special services
D183 Suspension of duties
D184 Permutation
D185 Cessations

F100 ECONOMICAL RESOURCES MANAGEMENT

F101 BUDGET PREPARATION

- F102 Budget planning and economical programming
- F103 Preliminary project
 - F104 Estimated revenue
 - F105 Cost estimate
 - F106 Of property
 - F107 Centre's preliminary budget
 - F108 Department's preliminary budget
 - F109 Services and units' preliminary budget
 - F110 Staff chapter
- F111 Amendments
- F112 Approved budget
- F113 Extension of previous budget

F114 BUDGET MODIFICATIONS

F115 BUDGET EXECUTION

- F116 Revenue management
 - Specific subdivisions
 - E1 Recognition of the right
 - E2 Recognition of income
 - E3 Devolution of undue earnings
 - F117 Public prices
 - F118 Deposits in restricted accounts
 - F117 Other earnings
- F120 Accountancy records
 - Specific subdivisions
 - E1 Current exercise
 - E2 Closed exercise
- F121 Expenses management
- F122 Accountable management
 - Specific subdivisions
 - E1 Economical management programme's accountancy tables
 - E2 Diary of accountancy operations
 - E3 Diary of general accountancy
 - E4 Issuing payment orders and orders and commands
 - E5 Payments, deposits and extra-budgetary registers
 - E6 Lists of deposits and expenses
 - E7 'Mayor de cuentas' [Type of accountancy book]
 - E8 Auxiliary registers

F123	Registry books
F124	Accountancy records <ul style="list-style-type: none"> Specific subdivisions E1 Current exercise E2 Closed exercise
F125	Accountable management of research
F126	ADMINISTRATIVE CONTRACTS <ul style="list-style-type: none"> Specific subdivisions E1 Assistance contracts E2 Supply contracts E3 Work contracts E4 Service contracts
F127	LIQUIDATION AND BUDGET CLOSE
F128	Operations for regularising and closing the budget
F129	Accountancy information
F130	Memoirs
F131	TREASURY MANAGEMENT <ul style="list-style-type: none"> Specific subdivisions E1 Bank extracts E2 Savings bank E3 Transfer orders
F132	Bank accounts
F133	Treasury provisions
F134	FISCAL OBLIGATIONS
F135	VAT
F136	Income Tax
F137	ACCOUNTING AUDIT

G100 MANAGEMENT OF PERSONAL ASSETS

Specific subdivisions:

- E10 Office material and equipment
 - E11 Inventorial office material and equipment
 - E12 Non-inventorial office material and equipment
- E20 Computer material and equipment
- E30 Audiovisual material and equipment
- E40 Laboratory material and equipment
 - E41 Material and equipment for teaching laboratories
 - E42 Material and equipment for research laboratories
- E50 Classroom material and equipment
- E60 Library and archive material and equipment
- E70 Special material and equipment
- E80 Bibliographical material
- E90 Vehicles
- E100 Historic and artistic heritage

G101 PURCHASE OF PERSONAL ASSETS

- G102 Analysis of personal assets needs
- G103 Requests
- G104 Hiring
- G105 Exchange
- G106 Cessations
- G107 Donations and legacies
- G108 Vendor dossier

G109 INVENTORY OF PERSONAL ASSETS

G110 USAGE OF PERSONAL ASSETS

- G111 Maintenance, preservation and restoration personal assets
- G112 Removal
- G113 Loan

G114 ARRANGEMENT OF PERSONAL ASSETS

- G115 Lending
- G116 Elimination
- G117 Subtraction
- G118 Personal assets insurance

H100 MANAGEMENT OF REAL ESTATE

H101 REAL ESTATE PURCHASE

H102 Analysis real estate needs

H103 Purchase

H104 Donation

H105 Lending

H106 Exchange

H107 Expropriation

H108 Lease

H109 Building, suitability and improvement

Specific subdivisions:

E1 E1 professional builders

E2 Building contractor

E3 Recruitment companies

H110 Studies

H111 Preliminary projects

H112 Projects and budgets

H113 Works

H114 REAL ESTATE INVENTORY

H115 REAL STATE USAGE

H116 Real estate maintenance

Specific subdivisions:

E1 Cleaning

E2 Water

E3 Electricity

E4 Acclimatization

E5 Lifts

E6 Gardening

E7 Telecommunications

E8 Waste disposal

E9 Audiovisual facilities

E10 Sanitation

E11 Fire protection systems

H117 SECURITY

H118 REAL ESTATE INSURANCE

H119 ENVIRONMETS QUALITY MANAGEMENT

H120 REAL ESTATE PROVISIONS

H121 Use

H122 Lending

H123 Sale

H124 Appropriation change

H125 Leasing

H126 Moving

I100 GUIDELINES AND JURIDICAL MATTERS

I101 UNIVERSITY RULES

I102 Statute

I103 Development rules and guidelines

I104 LAWSAND GUIDELINES ENFORCEMENT

I105 Reports and assents

I106 Judicial procedures

Specific subdivisions:

E1 Contentious administrative jurisdiction

E2 Social jurisdiction

E3 Civil jurisdiction

E4 Penal jurisdiction

E5 Other jurisdictions

I107 Administrative appeals

Specific subdivisions:

E1 Academic staff

E2 Administrative and services staff

E3 Students

E4 Administrative contracts

E5 Heritage management

E6 Electoral processes

E7 Other appeals

I108 Previous claims

I109 Trade review

I110 INSCRIPTIONS IN OFFICIAL REGISTERS

I111 Real estate register

I112 Intellectual property register

I113 Legal registration and legal identity

I114 Patent and trademark register

I115 GRIEVANCES SYNDICATE MANagements

Specific subdivisions:

E1 Academic staff

E2 Administration and services staff

E3 Students

- I116 Complaints proceedings
- I117 Mediation
- I118 Intervention review
- I119 Complaints follow-up
- I129 Consultations

J100 ACADEMIC RESOURCES MANAGEMENT

Specific subdivisions:

E10 Official degrees

E11 First cycle (first two years of a four year degree)

E12 Second cycle (second two years of a four year degree)

E13 Third cycle (doctorate)

E20 Own titles (title not approved by main government)

E100 Official university degrees¹

E110 Degree

E120 Post-grad

E121 Master

E122 Doctorated

E200 Own titles

J101 ADMISSION

J102 Relationship with the secretary office of attached centres

J103 Validation and approval (compensating subjects from one career to another and verification of merits)

J104 University entrance examinations

Specific subdivisions:

E10 Secondary school students

E20 People over the age of 25

J105 Pre-registration

J106 REGISTRATION

J107 Registration guide and information

J108 Matriculation

J109 Degree verification

J110 University access through second cycle (last two years of a degree)

J111 Matriculation annulment

J112 Group modifications and changes

J113 Management of unpaid registration fees

J114 Refund of registration fees

J115 STUDENT RECORDS

J116 ACADEMIC QUALIFICATIONS AND MERITS

J117 Qualification acts

J118 Prizes and distinctions

1. These subdivisions will come into force in accordance with the new study plans of the European Space of Higher Education (EEES).

- J119 SCHOLARSHIPS
- J120 GRANTS
- J121 General competition grant expedients
 - Specific subdivisions:
 - E1 Ministry of Education and Science
 - E2 Basque Government
 - E3 Other entities
- J122 Bursary records
 - Specific subdivisions:
 - E1 Ministry of Education and Science
 - E2 University of Lleida
 - E3 Basque Government
- J123 Mobility grants records
- J124 Starting grants records
- J125 Postgraduate grants records
 - Specific subdivisions:
 - E1 Ministry of Education and Science
 - E2 Agency of University and Research Grants Management
- J126 ISSUING OF DEGREES
- J127 Degree records
- J128 Degree registry book
 - Specific subdivisions
 - E1 Official degrees
 - E2 Own degrees
- J129 DOCTORAL THESIS
- J130 QUALIFICATIONS ASSESSMENT

K100 TEACHING ORGANIZATION

Specific subdivisions:

E10 Official degrees

E11 First cycle (first two years of a four year degree)

E12 Second cycle (second two years of a four year degree)

E13 Third cycle (doctorate)

E20 Own titles (title not approved by main government)

E100 Official university degrees²

E110 Degree

E120 Post-grad

E121 Master

E122 Doctorate

E200 Own titles

K101 UNIVERSITY PROGRAMMING

K102 Academic proposal

K103 Authorization of new studies

K104 Study plans

K105 Approval of new studies

K106 Creation of centres, departments and institutes

K107 Integration of academic centres

K108 Attachment of academic centres

K109 Academic calendar

K110 STUDY PROGRAMMES AND PLANS MANAGEMENT

K111 Directives

K112 Programmes

K113 Training complements

K114 Student apprenticeships

K115 Teaching plans

K116 Exchanges

Specific subdivisions:

E1 Students

E2 Teaching staff

K117 Teaching management

K118 TEACHING CONDITIONS

K119 Teaching work-day and timetable

2. These subdivisions will come into force in accordance with the new study plans of the European Space of Higher Education (EEES).

- K120 Examination calendar
- K121 Timetable
- K122 Student tutoring
- K123 Lists of students
- K124 Student tabs

- K125 OTHER TEACHING ACTIVITIES
 - Specific subdivisions
 - E1 Internal
 - E2 External

- K126 ACADEMIC EVALUATION
- K127 Examination questionnaires
- K128 Examination claims
- K129 Tribunals for the 6th evaluation (a student has six opportunities to pass a subject in the present education system based upon credits)
- K130 Projects
- K131 Advancement of examinations

- K132 TEACHING EVALUATION
- K133 Teacher evaluation
- K134 Teaching quality and improvement

- K135 INTERNATIONAL COOPERATION ACTIONS AND PROGRAMMES
 - Specific subdivisions:
 - E1 Internal
 - E2 External organisms
- K136 International mobility programmes
- K137 International cooperation programmes
- K138 Cooperation competitions to encourage development

- K139 INTER-UNIVERSITY COOPERATION

- K140 TEACHING EXTENSION
- K141 Permanent training
- K142 Pedagogic research and innovation
- K143 Teaching assessment
- K144 University outreach programmes

L100 RESEARCH ORGANIZATION

L101 RESEARCH MANAGEMENT

L102 Research groups

Specific subdivisions:

E1 DURSI consolidated (Programme supported by autonomous government)

E2 UdL consolidated (University's own programme)

E3 UdL pre-consolidated (types of research groups)

E4 UdL emergent (types of research groups)

L103 Research staff

Specific subdivisions: [the following are types of research grants]

E1 Ramón y Cajal

E2 Juan de la Cierva

E3 Grant researchers

E4 ICREA researchers

E5 Highly qualified staff

E6 Beatriu de Pinós

L104 Awarded research projects

L105 RESEARCH FINANCING

L106 Competition information and broadcasting

L107 Conventions and transferral of knowledge

Specific subdivisions:

E1 Contracts

E2 Businesses

E3 Research centres and laboratories

L108 Research grants

Specific subdivisions:

E1 State competition

E2 Generalitat [autonomous government] competition

E3 University of Lleida competition

E4 European competition

E5 Other competitions: local administration, foundations, businesses and organisms and foreign entities

L109 Scientific infrastructure

L110 Grants that promote research staff mobility

L111 Grants and projects

L112 Organization of congresses, special days, seminars and reunions of a scientific nature

L113 RESEARCH PROMOTION

L114 RESEARCH EVALUATION

M100 MANAGEMENT OF THE SERVICES OFFERED TO THE UNIVERSITY COMMUNITY

M101 CULTURAL ACTIVITIES

Specific subdivisions:

E1 Training

E2 Promotion

E3 Broadcasting

M102 Theatre

M103 Music

M104 Dance

M105 Poetry

M106 Plastic arts

M107 Cinema

M108 Other activities

M109 SPORTS ACTIVITIES

M110 Sports

M111 Installations and facilities

M112 Sport Service Carnet

M113 University championships

M114 High level sports people

M115 SOCIAL PROGRAMMES AND ACTIONS

M116 SERVICES FOR THE STUDENTS

M117 Information

M118 Orientation

M119 Employment exchange

M120 Accommodation exchange

M121 UNIVERSITY CARNET MANAGEMENT

M122 LINGUISTIC SERVICES

M123 RELIGIOUS SERVICES

M124 STUDENT REPRESENTATIVES AND ASSOCIATIONS

M125 Student council

Specific subdivision:

E1 Elections

M126 Student associations
M127 Ex-Students Association
M128 Register of associations

Uniform subdivisions

U01 REPORTS
U02 STATISTICS
U03 QUESTIONNAIRES
U04 SUBVENTIONS
U05 RESOLUTIONS
U06 AGREEMENTS
U07 INSURANCE
U08 CENSUS
U09 SCHOLARSHIPS
U10 ACTS

Nominative subdivisions

The nominative subdivisions include the governing and representing organs; the departments, centres and institutes; the degrees; the services, sections and other administrative units; and the buildings and facilities of the University of Lleida.

When a unit changes its name, this is marked by an arrow (→) which refers to an actualised reference.

