

GUIDE FOR APPLYING TO COMPETITIONS FOR POSITIONS IN UNIVERSITY TEACHING BODIES

1. INTRODUCTION

The electronic means enabled for the submission of applications to competitions for positions for university teaching staff is the electronic form of the general application form that is in the electronic processing environment of the University of Valencia.

Before starting the online application submission process, it is recommended that candidates read the regulations of the competition carefully, especially the **second and third bases**, referring to "*Requirements for candidates*" and "*Application submission period*" respectively, to prepare the documentation to be submitted electronically.

The **template of the application form (Annex II)** can be consulted at the following link <https://go.uv.es/tE6Xpze>. This template is compulsory, so once it has been downloaded and completed, it must be signed in the terms explained below and in accordance with the instructions in this guide.

Application form template - (Annex II) (PDF format):

1.Details of the position: All the required information about the position must be completed.

Those who choose to apply for **more than one position** must submit **a separate application form for each one**, together **with the supporting documents**.

In the **case of a joint call for positions**, **all the positions referred to in the competition will be specified on one application form**, together with a **single set of supporting documents and a single payment of fees**. Joint calls are considered to be **those for which the number referring to the "number of positions" is greater than 1 in Annex I**.

2.Personal information: **All the personal details** required must be completed in addition to listing all the documents that are attached regarding the general and specific requirements, payment of fees and other documentation.

The form must then be signed in any of the following ways:

- By hand: in this case, the signed form must then be scanned to be submitted online
- Electronically: in this case, the electronically signed file will be saved to later be added to the process.

After completing and signing the **application form**, all the files containing the documents to be presented as merits must be prepared following the instructions in this guide in order to organise and then electronically add them to the general application form (see pages 6 and 7).

2. ACCESS TO THE ELECTRONIC FORM OF THE GENERAL APPLICATION FORM IN THE ELECTRONIC PROCESSING ENVIRONMENT

The following browsers are recommended for the online platform in this order: **Google Chrome, Edge, Mozilla (Firefox)**. The use of **Internet Explorer** is not recommended.

The electronic form of the general application form can be accessed at the following link:

<http://www.uv.es/eregistre>

Identifique's per a accedir a la sol·licitud
EXPSOLP2U - Registre electrònic - Registro electrónico

Elis meus tràmits / Lloc personal Cercador de tràmits

▶ Usuari de la Universitat

▶ Usuari de la Seu

▶ Sistema Cl@ve

- **Usuari de la Universitat:** si forma part de la comunitat universitària, disposa d'un compte d'usuari en la xarxa de la UV. Pot utilitzar l'usuari/contrasenya de la UV per a identificar-se.
- **Usuari registrat en la Seu:** Necessari si no es pot accedir per cap dels mètodes anteriors. S'ha de fer un registre previ en la Seu.
- **Sistema Cl@ve:** permet accedir mitjançant els mètodes d'autenticació que ofereix el sistema Cl@ve.

Seleccione el mètode d'accés amb el qual desitja entrar en la Seu.
Correu de contacte: entreu@uv.es

Choose **one of the following ways** to access the electronic processing environment of the University of Valencia, **preferably in** this order:

- 1- **University user:** for University of Valencia staff with a username and password that identifies members of the university community for all online services.
- 2- **Office user:** those external to the University of Valencia can access in this way if access is not possible through the previous methods. Within this option there is a link to request access.
- 3- **Cl@ve system**

For any technical questions regarding how to access your digital certificate and signature, please go to the following link: <https://links.uv.es/9MlaJ4G>

After choosing how to enter, the following steps must be followed:

1. Read the information provided in the General Data Protection Regulation (GDPR):

The screenshot shows the 'seu electrònicaUV' interface. At the top, there's a navigation bar with the university logo and a menu icon. Below it, a row of icons represents different services: Dades personals, Historial d'expedients, Notificacions, Documents, Portafirmes, Rebuts, Anotacions, and lx. The main content area is titled 'Exposició i sol·licitud' and contains several tabs: RGPD, Aceptació, General, Exposició i sol·licitud, Fitxers adjunts, and Acabar. The 'RGPD' tab is selected, displaying information about the General Data Protection Regulation, including the finality of data processing, data categories, and contact information for the University of Valencia and the Spanish Data Protection Agency.

Go to the **NEXT** BUTTON

2. Accepting the general conditions:

The screenshot shows the 'Registre electrònic' interface. It has a similar navigation bar and service icons as the previous screen. The main content area is titled 'Registre electrònic' and contains tabs: RGPD, Aceptació, General, Exposició i sol·licitud, Fitxers adjunts, and Acabar. The 'Aceptació' tab is selected, displaying a form for accepting the general conditions. A red arrow points to a checkbox labeled 'Acepto les condicions indicades*'. Below the checkbox, there's a text area with legal disclaimers. At the bottom right, there's a 'Següent >' button.

Click: ☐ I accept the general conditions and then go to the **NEXT** button

3. The system will take you to the next screen **GENERAL** tab

Fill in the sections that appear in the GENERAL tab: It is compulsory to fill in all the information that appears with an asterisk (*) in the "General" tab. Other information such as your name and surname will be completed automatically depending on the type of access chosen.



Registre electrònic

RGPD Acceptació General Exposició i sol·licitud **Filtres adjunts** Acabar

General

Ispis d'Unitat*

Orgen al qual es dirigeix *

Tramitació desitjada *

Valló*

NIF/AIE *

Nome

Primer cognom

Segon cognom

Carrer*

Nombre*

Província

Municipi

Codi postal *

Telèfon*

Email *

Adreça e-mail de l'autor

Observacions

Servei Unitariari (Servicios Centrales) ▼
SERVIDOR REQUERIDO HERRAMIENTA (*) D.S.I.) ▼
☐ grupo general ☒ grupo específica
234792335
ANTONIO
TORRE
POZO
Domicili
▼
▼
▼
Dates de contacte
Información adicional
Longitud máxima (caracteres): 1000

Si no troba l'òrgan, pot emprar el nostre director amb suggeriments.

< Anterior

Siguiente >

- ✓ **Type of unit:** Choose the type of unit. In this case it is necessary to select [University Services and Central Services](#)
 - ✓ **Body addressed:** Choose [Human Resources Service \(Teaching and Research Staff, PDI\)](#)
 - ✓ **Processing:** Choose specific group.
 - ✓ **Empty *:** Choose the name of the call.
Example: [CALL CIVIL SERVANTS 152, 153, XXX....](#)
- Once the call has been selected, the direct link will appear on the right, from which the resolution announcing the call and the templates of the application forms to be completed can be downloaded.
- ✓ **Additional information:** Do not fill in the information that appears in additional information

Then go to the **NEXT** button

4. Statement and application:

- ✓ **Facts and reasons:** The call number and the **Official State Gazette (BOE)** (date of publication) must be indicated. Example "**Call no. 152** of positions in university teaching bodies. **BOE of 9 June 2021**»
- ✓ **Application:** The number of the position or positions (if they have been issued jointly) to the type of position (associate professor, full professor) and to the faculty or university school must be indicated.

Example "I apply for **POSITION CODE 3 / 2021** of the Faculty of Physics"

Then go to the **NEXT** button

5. Attachments:

Documents must be attached to the application by means of the **BROWSE** button with five (5) files available.

The maximum size for all files as a whole is 250 MB and the maximum size for each individual file is 50 MB.

As it is necessary to attach more than one file per section, they must be merged by creating a ZIP, RAR, combined PDF or similar file.

Files that have been previously added to the online office in other procedures or calls can also be recovered and incorporated into your application using the **ARCHIVE** button. Documents added from the archive do not take up space from the files attached.

At this point in the process it is necessary to attach the files that have been previously prepared.

FILE ORGANISATION:

In the **first file**, the signed application form Annex II, with the details of the position (1) and personal information (2) and the list of documents attached, must be attached as a single PDF or ZIP file.

In the **second file**, the documents that refer to the fulfilment of general and specific requirements included in the call must be attached in a single PDF or a single ZIP file:

In the **third file**, proof of having paid the fees (€30.00) into the account "*Drets d'examen-Universitat de València*" (University of Valencia exam fees), account number ES21-0049-6721-65-2010001382 of Banco Santander must be attached. If you are exempt from paying the fee, evidence of this circumstance must be provided with the corresponding certificate.

The **fifth file** will include, where appropriate, a letter with the adaptation measures that those with disabilities wish to request and their certificate of the degree of disability issued by the competent body.

MAXIMUM FILE SIZE EXCEEDED

If the **maximum size of the five (5) files is exceeded**, a file with the remaining documents may be attached later **during the application form submission period**. Before doing this, the general application form must be completed and when it has been sent, the additional pending documentation may be sent through "My Personal Area" in Enter (See page 10)

Finally, it is very important to make sure that all documents have been attached and, once you have checked this, go to the **NEXT** button

6. FINISH tab

- The system will take you to the **FINISH** tab. Applicants must accept electronic notifications in order to complete the process correctly by clicking on "**Yes**". 0

When you click, a field will appear where you must provide your email address to receive electronic notifications.

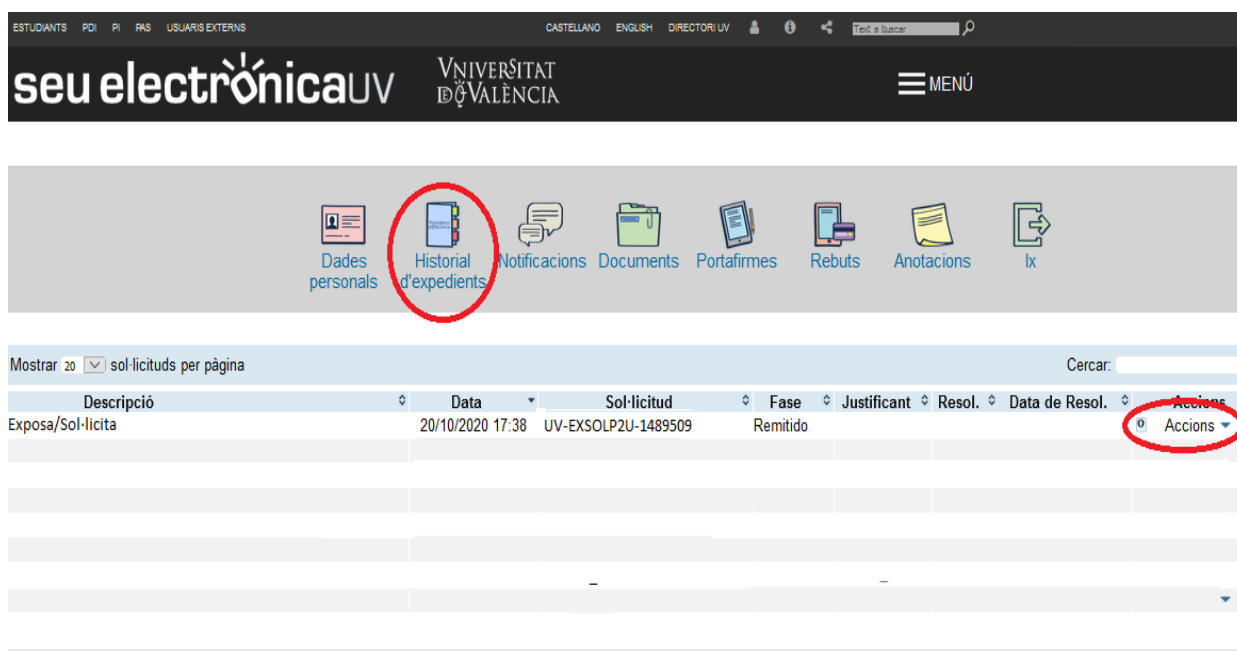
Then go to the **NEXT** button and you will be taken to the next screen: Your application has been processed successfully.

You can print your application by clicking on **OBTAIN DOCUMENT**.

Once the application has been sent, a **numerical identifier (ID)** will be assigned, which must be indicated for the notification of any incidents in the procedure.

3. HOW TO EXTEND YOUR SUBMITTED APPLICATION IF ATTACHMENTS COULD NOT BE ADDED TO THE GENERAL APPLICATION FORM DURING THE APPLICATION SUBMISSION PERIOD.

Select the submitted application from "File history" in the **Online Office - MY PROCEDURES**. Go to the column on the right where you see **ACTIONS** and the drop-down menu will open. Click on **Attach** to attach another document. The maximum file size is 60 MB. One or more documents may be added at different points in the process **during the application submission period**.



The screenshot shows the 'seu electrònicaUV' interface. At the top, there's a navigation bar with 'ESTUDIANTS', 'PDI', 'PAS', 'USUARIS EXTERNS', and language options 'CASTELLANO', 'ENGLISH', 'DIRECTORI UV'. Below this is a header with the university logo and a 'MENÚ' button. A central menu bar contains icons for 'Dades personals', 'Historial d'expedients' (circled in red), 'Notificacions', 'Documents', 'Portafirmes', 'Rebutis', 'Anotacions', and 'Ix'. Below the menu bar, there's a table with columns: 'Descripció', 'Data', 'Sol·licitud', 'Fase', 'Justificant', 'Resol.', 'Data de Resol.', and 'Accions'. The first row of the table shows 'Exposició/Sol·licitud' with a date of '20/10/2020 17:38' and a reference 'UV-EXSOLP2U-1489509'. The 'Accions' column for this row has a dropdown menu with 'Accions' selected (circled in red).

After you click on **ATTACH**, you must select **BROWSE** on the following screen. Here you can attach any pending documents that could not be included with the general application form due to exceeding the file size or any other reason.

In "Remarks" you must complete this process by indicating the date when the general application form was sent and the ID (numerical identifier assigned to the application).

ESTUDIANTES PDI PAS USUARIOS EXTERNOS VALENCIA ENGLISH DIRECTORIO

sede electrònicaUV

UNIVERSITAT DE VALÈNCIA

Historial de expedientes

Datos personales Historial de expedientes Notificaciones Documentos Portafirmas Recibos Anotaciones Buscador de trámites Salir

Usuari

TÍTULO

Información Este formulario permite anexas información adicional a solicitudes efectuadas previamente

Datos de la solicitud original

Título: Expositio i sol·licitud d'alguna circumstància per a unitats de la Universitat de València

Descripción de la convocatoria: Expositio i sol·licitud d'alguna circumstància per a unitats de la Universitat de València

Fecha de la solicitud: 20/10/2020 17:38:47

Identificador de la solicitud: 1489509

Código de verificación del documento/acuse generado: Remitido

Anexar documentos

Fichero:*

Examinar... No ha seleccionado ningún archivo. Repositorio... ?

Observaciones:*

- Sin observaciones -

Longitud máxima restante: 300

* Campos obligatorios

Enviar

Lastly, click on the **SUBMIT** button

You will be taken to the next screen where you will see that your application has been processed correctly and you can print the document called *"Attach Files to a submission"*

uvEntreWeb

Verificació de documents Adjuntar fitxers a un enviament.

Obtenir document

La vostra sol·licitud s'ha processat correctament.

Identificador de la sol·licitud: UV-ANEXO01-1067698 Data i hora: 10/06/2020 19:10:43 Codi de verificació: VF3BP0M6Y6MFC35

Núm. registre: 4899


Per a imprimir la sol·licitud, premeu sobre el botó *Obtenir document*.
Si no disposeu d'impressora en aquest moment, guardeu el document PDF generat i imprimiu-lo més tard.

Preneu nota de l'identificador de la sol·licitud.

En cas que hi hagi qualsevol problema podeu utilitzar el formulari d'atenció a l'usuari denominat *Incidències tècniques y dubters de ENTREU i els seus tràmits* per comunicar-lo o com últim recurs i en cas que no funcioni la plataforma es pot enviar un correu electrònic a entreu@uv.es indicant en ambdós casos el identificador de la sol·licitud. Com a regla general les incidències o dubters que introduïu a través del formulari d'atenció a l'usuari tindran més prioritat que aquelles que ens arriben per correu electrònic.

El codi de verificació li permetrà recuperar el document. [pantalla per a obtenir el document generat a partir del codi de verificació i de l'identificador de la sol·licitud.](#)

Finalitzar i anar al Meu Lloc Personal

 VNIVERSITAT DE VALÈNCIA	ADJUNTAR FITXERS A UN ENVIAMENT. ADJUNTAR FICHEROS A UN ENVÍO.	UV-ANEXO01-1067698
		Cod. Verificació / Cód. Verificación: VF3BP0M6Y6MFBC35 http://entreu.uv.es/
		Núm. registre / N° registro: 4899

A	DADES ORIGINALS DE L'ENVIAMENT / DATOS ORIGINALES DEL ENVÍO
NOMBRE DE L'ENVIAMENT / NÚMERO DEL ENVÍO 1067667	
IDENTIFICADOR DE LA SOL·LICITUD ORIGINAL / IDENTIFICADOR DE LA SOLICITUD ORIGINAL UV-EXPSOLP2U-1067667	
TÍTOL DE LA TRAMITACIÓ / TÍTULO DE LA TRAMITACIÓN Exposa/Sol·licita	
DESCRIPCIÓ DE LA CONVOCATÒRIA / DESCRIPCIÓN DE LA CONVOCATORIA	
DATA DE L'ENVIAMENT / FECHA DEL ENVÍO 09/06/2020 15:47:32	
CÓDI VERIFICACIÓ DE LA SOL·LICITUD ORIGINAL / CÓDIGO DE VERIFICACIÓN DE SOLICITUD ORIGINAL 9JE5M3ACNT16SCGB	
ESTAT DE L'ENVIAMENT ORIGINAL / ESTADO DEL ENVÍO ORIGINAL	

4. HOW TO MANAGE ELECTRONIC NOTIFICATIONS FOR APPLICANTS

After application submissions and once the documentation associated with the file has been reviewed, the provisional list of admitted and excluded persons will be published within a maximum of 20 days from the closing date of the application submission period. A period of 10 days will be given for candidates to submit complaints, as well as to correct errors that led to exclusion.

The resolution will be published in the **Notice Board of the University of Valencia**, and an **electronic notification** will be sent on the same day, allowing the candidate to provide the documents requested. It will be indicated on the notice board that an electronic notification has been sent and must be attended to within the period indicated in the notice by accessing "My Personal Area". This is the only correct and enabled way to meet requirements published on the notice board.

To attend to a notification, the applicant will be notified by email and must follow the following steps:

1. Access **MY PROCEDURES** through the link that will appear in your email, and sign in.



2. Click on Notifications.

3. On the page that appears, choose the notification from the list of your notifications.

4. Read the content by clicking on the icon of an envelope and a green arrow.

Enviat		Llegit
05/01/2018 14:24		05/01/2018 14:24
05/01/2018 14:08		05/01/2018 14:12

5. Once you have read it, you must click on the following icon to attend to the notification.

Caduca	Atendre	Atès
04/02/2018		
04/02/2018		

6. For each file you wish to attach:

a. Click the "Attach a new file" button.

Mostrar 10 fitxers per pàgina				
Fitxer	Data	Observacions	Descarregar fitxer	Cancel·lar
No hi ha fitxers per mostrar				
No hi ha fitxers per mostrar				
No atendre ara			Adjuntar nou fitxer	Notificació atesa

b. Click on the Browse button and choose the file stored on your computer.

c. Indicate anything you think is necessary in the "Remarks" text box.

d. Click on the "Send" button.

7. Once you have attached all the required documents correctly, they will appear in the list at the top of the screen and it is then very important to click on the **NOTIFICATION MANAGED** button. Please note that when you click, your file will be sent back for processing, so it is important to make sure everything is correct before doing so.

Mostrar 10 fitxers per pàgina

Fitxer	Data	Observacions	Descarregar fitxer	Cancel·lar
No hi ha fitxers per mostrar				

No hi ha fitxers per mostrar

No atendre ara Adjuntar nou fitxer **Notificació atesa**

The system will take you to the screen where you see that the notification has been managed with the attached documents.

UNIVERSITAT DE VALÈNCIA Les meues notificacions

Mostrar 10 notificacions per pàgina Cercar:

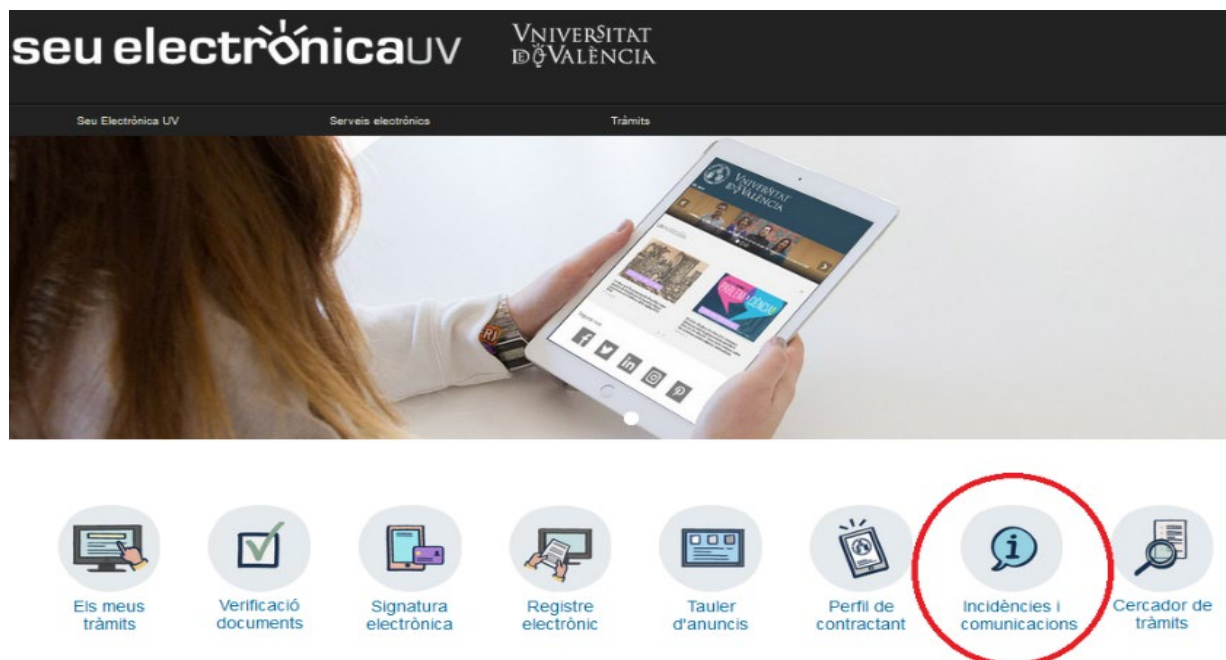
Sol·licitud	Enviat	Llegit	Caduca	Atendre	Atesa	Adjunts
UV-EXPSOLF2U-1087733	15/08/2020 20:35	15/08/2020 20:38	25/08/2020	✓	15/08/2020 20:41	📎
UV-EXPSOLF2U-1087721	12/08/2020 18:32	12/08/2020 18:34	22/08/2020	✓	12/08/2020 18:35	📎
UV-EXPSOLF2U-1087887	09/08/2020 15:52	09/08/2020 16:11	19/08/2020	✓	09/08/2020 16:15	📎
UV-EXPSOLF2U-1087348	05/08/2020 14:05	09/08/2020 13:19	15/08/2020	✓	09/08/2020 13:30	📎
UV-PAS_PCPRUF-788208	27/09/2018 14:44		27/07/2018	✗		
UV-PAS_ECPROF-592509	21/08/2017 12:22		21/07/2017	✗		

Mostrant 1 a 6 de 6 files

Per favor, llegiu la notificació electrònica que ha estat posada a la seua disposició prement sobre [📄].
Posteriorment utilitzeu la icona [📎] per atendre la notificació i adjuntar tota la documentació necessària. Un vegada haja acabat, pot visualitzar tota la documentació adjuntada a la resposta prement [📎]. A partir d'aquest moment podrà ser avaluada la seva contestació per l'òrgan gestor competent.

5. SOLVING TECHNICAL INCIDENTS WHEN COMPLETING THE ELECTRONIC APPLICATION FORM

Any incidents or questions of a technical nature that arise when completing the general application form must be sent to the ICT Support Centre (CAU) through the form created for this purpose in the Online Office of the University of Valencia.



When you access the online office (*Entreu*) and after signing in you must go to the column on the right and click on the **USER ASSISTANCE/TRANSPARENCY** button. Clicking on this button takes you to a new screen where you must choose the option **TECHNICAL INCIDENTS and QUESTIONS IN ENTER AND ITS PROCEDURES**.

The incident form is also directly available at the following link, where you will first have to sign in: <https://webges.uv.es/uvEntreuWeb/menu.jsp?idtramite=INDU>

The sender will receive an automatically generated message replying to their request by assigning it a number.

GENERAL HELP FOR THE ONLINE PLATFORM

For any technical questions, you can consult the following link where you can find general help for the online platform: <https://links.uv.es/0GoKvKr>