

BEFORE RESORTING TO THE UNIVERSITY OMBUDS OFFICE

If you are a part of the **ADMINISTRATION AND SERVICES STAFF (PAS)**, please follow these guidelines before resorting to the University Ombuds Office:

1. **If the problem is related to a student or a colleague (PAS or PDI)**, appeal your superior authority and, ultimately, the administrator of the Centre or the head of the Service.
2. **If you do not find a solution within your centre**, resort to the ombuds officer (<http://www.uv.es/uvweb/sindicatura-universitaria-greuges/en/write-us-/write-us-1285872796638.html>).