



VNIVERSITATIS VALÈNCIA

**GUIDE FOR THE SUBMISSION OF
APPLICATIONS**

FOR RESEARCH SUPPORT STAFF AND RESEARCH STAFF

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1. Introduction

The University of Valencia has created this guide to help candidates with the online application form for public offers for temporary research or research support positions.

This form can be found on the UV electronic processing site, known as the UV “online office”.

Beforehand, **it is recommended that you carefully read the terms and conditions of the call**, in particular **the second and third points**, referred to as “Submissions” and “documentation that must be attached online” so that you can prepare your documents properly.

The **application form** is provided online. This model is **obligatory**. Please attach the following documentation in PDF format:

- Supporting documents that prove you meet the requirements.
- Copy of your identity card, NIE (identity number for foreigners) or passport.
- Curriculum vitae, presented according to the model that you can download from this link: <http://go.uv.es/F3LCmfj>

It must be accompanied by supporting documents that prove the merits that you would like to submit; these documents can all be in a single PDF file or they can be compressed in different PDF files in a ZIP file.

2. Access to the online form

The following browsers are recommended so that you can access the online form: **Firefox; Microsoft Edge and Google Chrome**.

Access to the online application form must be done via the **URL** which will be posted for each call on the Administration and Services Staff (PAS) – Research section of the website on the day of its publication in the Official Gazette of the Valencian Government (DOGV).

With this **URL** you can access the call, but beforehand you will be required to identify yourself on the UV online office site, which is redirected to the following page:

Identifíquese para acceder a la solicitud PI047_CPI16174

Usuario de la Universitat
 Usuario de la Sede
 Sistema Cl@ve

Mis trámites / Zona personal Buscador de trámites

Please choose the way to access the UV online office by preferably following this order:

1. **University user:** if you are a staff member of the university community you can use your user account in the UV network to identify yourself.
2. **Cl@ve system:** access is allowed through authentication methods provided by the Cl@ve system.
3. **Online office user:** if you are not part of the University of Valencia you can access in this way if the other options do not work. Within this option there is a link to request this access.

If you have any questions regarding how to access the digital certificate and signature, please consult the following link: <https://links.uv.es/9MlaJ4G>

3. Completing the application form

Once identification is confirmed, the registration process will begin. The screen shown first refers to the General Data Protection Regulation (GDPR).

The screenshot displays the 'sede electrónica UV' interface for the 'Expertos doctores en nanofotónica' application. The top navigation bar includes the university logo and a 'MENÚ' icon. A secondary navigation bar contains icons for various services: Datos personales, Historial de expedientes, Notificaciones, Documentos, Portafirmas, Recibos, Anotaciones, Buscador de trámites, and Salir. The main content area shows the application title and a progress bar with steps: RGPD, Datos personales, Datos de la convocatoria, Requisitos, Documentos adicionales, Declaración responsable, and Finalizar. The 'RGPD' step is currently active, displaying a text block with the following content:

RGPD

Los datos personales suministrados en este procedimiento se incorporarán a los sistemas de información de la Universitat de València que procedan con el fin de publicar, gestionar y tramitar la contratación de personal investigador con cargo a grupos, proyectos y convenios de investigación, desarrollo y transferencia de conformidad con lo establecido en lo dispuesto en la normativa reguladora de las retribuciones del personal docente e investigador.

Las personas que proporcionan sus datos tienen derecho a solicitar al responsable del tratamiento el acceso a sus datos personales, y su rectificación o supresión, o la limitación de su tratamiento, o a oponerse al mismo, así como el derecho a la portabilidad de los datos. Las personas interesadas podrán ejercer sus derechos mediante el envío de un correo electrónico dirigido a lgpd@uv.es, cuando se realice desde direcciones oficiales de la Universidad de Valencia, o bien mediante escrito acompañado de copia de un documento de identidad y, en su caso, documentación acreditativa de la solicitud, dirigido al Delegado de Protección de Datos en la Universitat de València, C/í. Rectorado, Av. Blasco Ibáñez, 13, Valencia, 46100, lgpd@uv.es.

Para más información respecto del tratamiento [podéis consultar el siguiente enlace](#).

Siguiente >

Copia temporal (Muestra u oculta el bloque) ▾

After reading this information, click “Next” and access the “Personal data” section to fill in the personal data that is not done automatically.

By clicking “Next”, you can access the section regarding information about the call. In this section, you do not need to modify anything:

Click “Next” to view the requirements for the call.

In the case used as an example for this guide, the candidate is required to have a Master’s degree in Physics Research, the degree certificate, undergraduate or 5-year degree in physics and the PMI training certificate. On the screen below you can see where you need to indicate both the required qualifications (1) and the requirements (2) for the call (requirements for each call may vary). Therefore, in the text field you need to fill in the undergraduate degree, Master’s degree or certificate in the area and click “Choose a file” found in each line. Then attach the supporting documents (degree certificate, ...).

If you wish to indicate an additional requirement that does not appear on the form, you can add lines; just click on the symbol “+”. For example, if you would like to add an additional requirement, go to this section, click on the “+” (1) and a line will appear (2) where you can write a text explaining what it is (certificate, ...), the text saying what is provided and then attach the supporting document and click “Choose a file” at the end of this line.

If you add a line at the end of the document and later decide to delete it, just click on the recycling bin symbol that is at the end of the line.

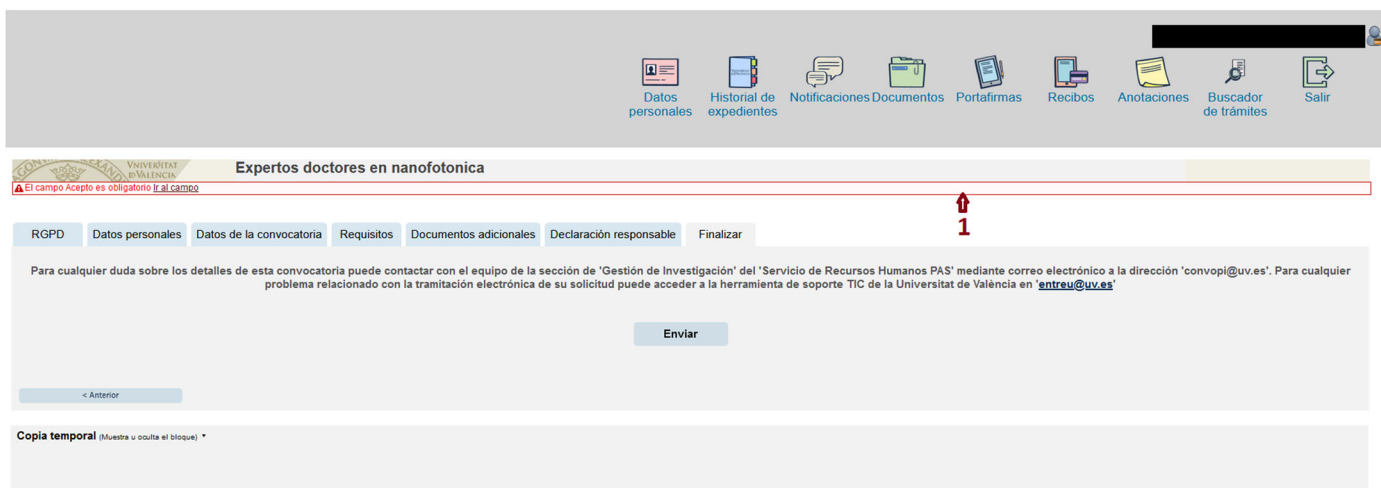
Once the requirements have been filled in, click “Next” and go to the “Additional documents” section to add the requested documents.

This example shows the ID and curriculum (1) . Since they are predetermined, just attach the files by clicking “Choose a file” at the end of each line. If you want to attach another document, click on the “+” button (2) and a new line will appear (3) indicating what document it is and attach it by clicking “Choose a file” at the end of the line.

If you add a line and later decide to delete it, just click on the recycling bin symbol at the end of each line.

Once you have filled in the information for this section, click “Next” and go to the “Statement of affirmation” **Please read the information before accepting the statement of affirmation** by checking the box “By checking this box I accept the requirements and obligations mentioned above”:

Click “Next” and go to the last screen. Once the information has been filled in, click “Send”:



If there is any obligatory data that you have not filled in, an error will be indicated as seen in the previous image (1); in order to correct the error, go to the corresponding section by using the tabs that are provided. Once the error has been corrected, return to the tab “Finish” and click “Send”.

Once the request has been sent, the screen will show where to download the corresponding application for the registration. Click “Obtain document” (1) and the option for printing or saving will appear (in PDF format):



This screen also indicates what to do in case you have a doubt, ...

Once you have finished with this screen click “Finish and go to my personal site” where you can see your procedures, download proof of the application document again, see your status, ...etc.

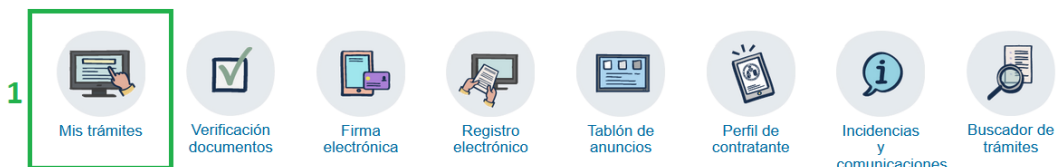
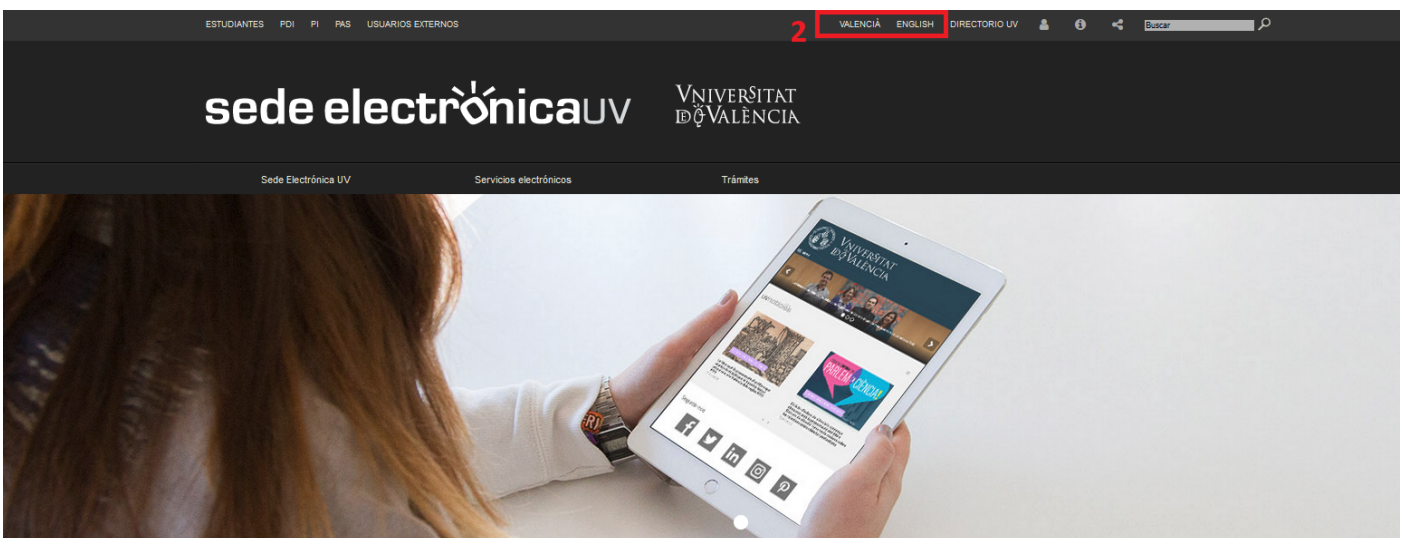
Once you have finished the procedures that you would like on your personal site, close the session by clicking “Exit” (1).



If you would like to see which phase the application is in, you can always enter your personal site with access from the UV online office:



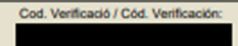

<https://www.uv.es/virtual-office/en/online-office-uv.html>

Click “My procedures”, in 1. In 2 you can choose the language:



3.1 What does the document look like?

The document that is obtained is similar to the following:


 VNIVERSITAT D VALÈNCIA	EXPERTOS DOCTORES EN NANOFOTONICA	 Cod. Verificació / Cód. Verificación:
		 http://verifica.uv.es/ Núm. registre / N° registro: 

A	DADES PERSONALS / DATOS PERSONALES
NIF/NIE/PASSAPORT / NIF/NIE/PASAPORTE	
DOCUMENTO DE IDENTIDAD	
PRIMER COGNOM / PRIMER APELLIDO	
SEGON COGNOM / SEGUNDO APELLIDO	
NOM / NOMBRE	
SEXE/GÈNERE / SEXO/GÉNERO	
NACIONALITAT / NACIONALIDAD	
PROVÍNCIA DE NAIXEMENT / PROVINCIA DE NACIMIENTO	
LOCALITAT DE NAIXEMENT / LOCALIDAD DE NACIMIENTO	
DATA DE NAIXEMENT / FECHA DE NACIMIENTO	
TELÈFON / TELÉFONO	
CORREU ELECTRÒNIC / CORREO ELECTRÓNICO	
ADREÇA / DIRECCIÓN	
PAIS	
PROVÍNCIA / PROVINCIA	
LOCALITAT / LOCALIDAD	
CODI POSTAL / CÓDIGO POSTAL	

B	DADES DE LA CONVOCATÒRIA / DATOS DE LA CONVOCATORIA
NOM DEL PROJECTE / NOMBRE DEL PROYECTO	
NANOFOTO	
CODI DEL PROJECTE / CÓDIGO DEL PROYECTO	
CPI-16-174	
INVESTIGADOR RESPONSABLE DEL PROJECTE / INVESTIGADOR RESPONSABLE DEL PROYECTO	
DENOMINACIÓ DEL LLOC DE TREBALL / DENOMINACIÓN DEL PUESTO DE TRABAJO	
Tecnico Superior Investigacion	
GRUP / GRUPO	
A	
SUBGRUP / SUBGRUPO	
A1	

C	REQUISITS / REQUISITOS	
REQUISITS ESPECÍFICS DE LA CONVOCATÒRIA / REQUISITOS ESPECÍFICOS DE LA CONVOCATORIA		
Cod. Verificació:	Data de registre:	Núm. registre:
Cód. Verificación:	Fecha de registro:	N° registro:
Destinació:	Epígraf:	Referència:
Destino:	Epigrafe:	Referencia:
INSTITUTO DE FÍSICA CORPUSCULAR (IFIC)	INSTANCIA, SOLICITUD	CPI16174 Expertos doctores en nanofotonica

La persona interessada declara expressament que totes les dades ressenyades són certes. Així mateix manifesta, sota la seua responsabilitat, que compleix els requisits que estableix la normativa vigent per a l'exercici de la sol·licitud, que disposa de la documentació que així ho acredita i que es compromet a mantenir el seu compliment durant el període de temps inherent a aquest exercici. / La persona interesada declara expresamente que todos los datos reseñados son ciertos. Asimismo manifiesta, bajo su responsabilidad, que cumple con los requisitos establecidos en la normativa vigente para el ejercicio de la solicitud, que dispone de la documentación que así lo acredita y que se compromete a mantener su cumplimiento durante el periodo de tiempo inherente a dicho ejercicio.

 VNIVERSITAT DE VALÈNCIA	EXPERTOS DOCTORES EN NANOFOTONICA	[Redacted]
		Cod. Verificació / Cód. Verificación: [Redacted]
		Núm. registre / N° registro: [Redacted]

C REQUISITS / REQUISITOS		
TITULACIÓ EXIGIDA / TITULACIÓN EXIGIDA	FORMACIÓ APORTADA / FORMACIÓN APORTADA	DOCTITULACION
Master Investigacion Fisica	[Redacted]	[Redacted]
Título grado o licenciatura en Fisica	[Redacted]	[Redacted]
REQUISITS ADDICIONALS / REQUISITOS ADICIONALES		
REQUISIT EXIGIT / REQUISITO EXIGIDO	FORMACIÓ APORTADA / FORMACIÓN APORTADA	DOCUMENT ACREDITATIU DE LA TITULACIÓ / DOCUMENTO ACREDITATIVO DE LA TITULACIÓN
Capacitacion PMI	[Redacted]	[Redacted]

D DOCUMENTS ADDICIONALS / DOCUMENTOS ADICIONALES	
UNA ALTRA DOCUMENTACIÓ / OTRA DOCUMENTACIÓN	
NOM DEL DOCUMENT / NOMBRE DEL DOCUMENTO	DOCUMENT ADJUNT / DOCUMENTO ADJUNTO
DNI	[Redacted]
Curriculum	[Redacted]

E DECLARACIÓ RESPONSABLE / DECLARACIÓN RESPONSABLE
ESTIC D'ACORD / ACEPTO <input checked="" type="checkbox"/> La persona signant declara que són certes les dades que figuren en aquest curriculum, i assumeix en cas contrari les responsabilitats que poguessin derivar-se de les inexactituds que hi consten. Així mateix em compromet a provar documentalment totes les dades de la sol·licitud.

F RGPD
Les dades personals subministrades en aquesta aquest procediment s'incorporaran als sistemes d'informació de la Universitat de València que procedeixen per tal d'publicar, gestionar i tramitar la contractació de personal investigador amb càrrec a grups, projectes i convenis d'investigació, desenvolupament i transferència de conformitat amb el que estableix el que es disposa en la normativa reguladora de les retribucions del personal docent i investigador. Les persones que proporcionen les seves dades tenen dret a sol·licitar al responsable del tractament l'accés a les seves dades personals, i la seva rectificació o supressió, o la limitació del seu tractament, o a oposar-se a aquest, així com el dret a la portabilitat de les dades. Les persones interessades poden exercir els drets mitjançant l'enviament d'un correu electrònic dirigit a lpd@uv.es , quan es realitzi des d'adreces oficials de la Universitat de València, o bé mitjançant escrit acompanyat de còpia d'un document d'identitat i, si cas, documentació acreditativa de la sol·licitud, adreçat al delegat de Protecció de Dades a la Universitat de València, Ed. Rectorat, Av. Blasco Ibáñez, 13, València, 46010, lpd@uv.es . Per a més informació respecte del tractament podeu consultar el següent enllaç .

València, a [Redacted] / València, a [Redacted]

Cod. Verificació: [Redacted]	Data de registre: [Redacted]	Núm. registre: [Redacted]
Cód. Verificación: [Redacted]	Fecha de registro: [Redacted]	N° registro: [Redacted]
Destinació: INSTITUTO DE FISICA	Epígraf: INSTANCIA, SOLICITUD	Referència: CP16174 Expertos doctores en nanofotonica
Destino: CORPUSCULAR (IFIC)	Epígrafe:	Referencia:

La persona interessada declara expressament que totes les dades recollides són certes. Així mateix manifesta, sota la seua responsabilitat, que compleix els requisits que estableix la normativa vigent per a l'exercici de la sol·licitud, que disposa de la documentació que així ho acredita i que es compromet a mantenir el seu compliment durant el període de temps inherent a aquest exercici. / La persona interessada declara expressament que todos los datos recollidos son ciertos. Asimismo manifiesta, bajo su responsabilidad, que cumple con los requisitos establecidos en la normativa vigente para el ejercicio de la solicitud, que dispone de la documentación que así lo acredita y que se compromete a mantener su cumplimiento durante el periodo de tiempo inherente a dicho ejercicio. De conformidad con el que establecen el Reglamento del Registro Electrónico de la Universitat de València i els articles 24 i següents de la Llei 11/2007, les sol·licituds presentades mitjançant aquest procediment tenen validesa legal i, per tant, no requereixen la seua presentació en un registre presencial. / En conformidad con aquello establecido en el Reglamento del Registro Electrónico de la Universitat de València y en los artículos 24 y siguientes de la

4. How to attach documents once you have registered

If you have finished the registration for the call and you realise that you have forgotten to include a document, you **DO NOT** have to register again. In this case just go to your personal site and include the documentation in the file corresponding to the call you are registered for.

In order to log in to your personal site please access from the UV online office:

<https://www.uv.es/virtual-office/en/online-office-uv.html>

Click “My procedures”, in 1. In 2 you can choose the language:

When you click “My procedures” you access the following screen:

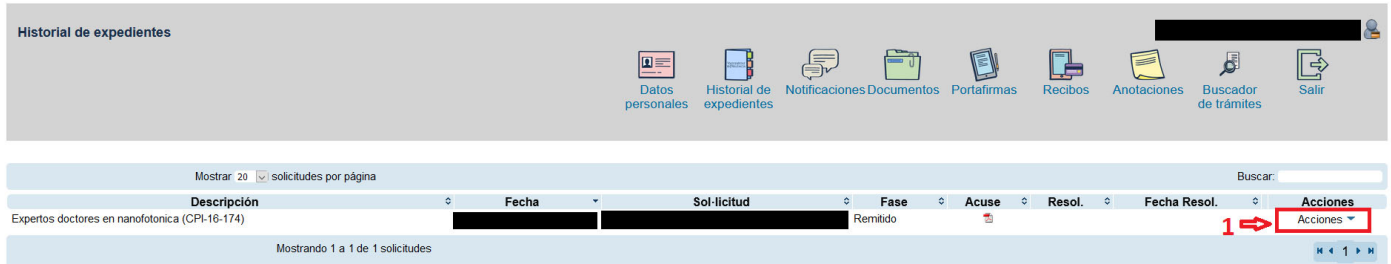
Please choose the way to access the UV online office by preferably following this order:

1. **University user:** if you are a staff member of the university community you can use your user account in the UV network to identify yourself.

2. **C@ve system:** access is allowed through authentication methods provided by the C@ve system.
3. **Online Office user:** if you are not part of the University of Valencia you can access in this way if the other options do not work. Within this option there is a link to register.

If you have any questions regarding how to access the digital certificate and signature, please consult the following link: <https://links.uv.es/9MlaJ4G>

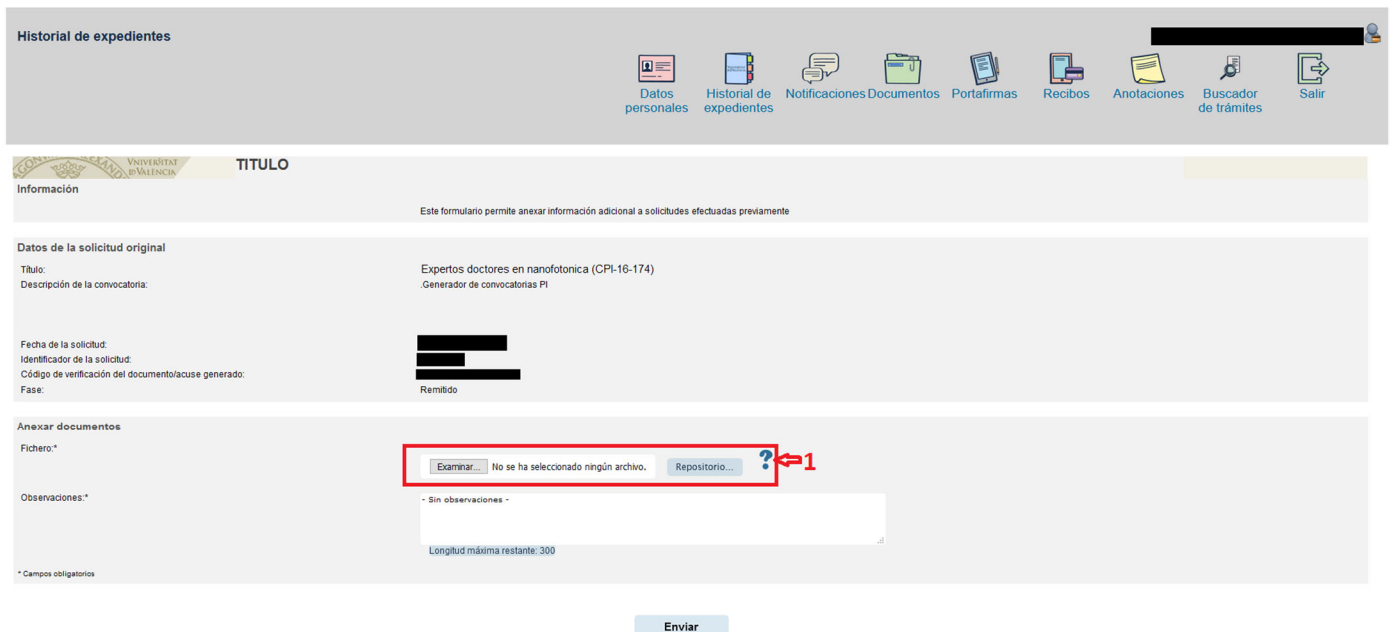
Once it has been validated, you will see a list of your files.



Check this list for the file that corresponds to the call requiring documentation, display the list pointed out with number 1, and click “Attach”.

This procedure must be done while the position is still open.

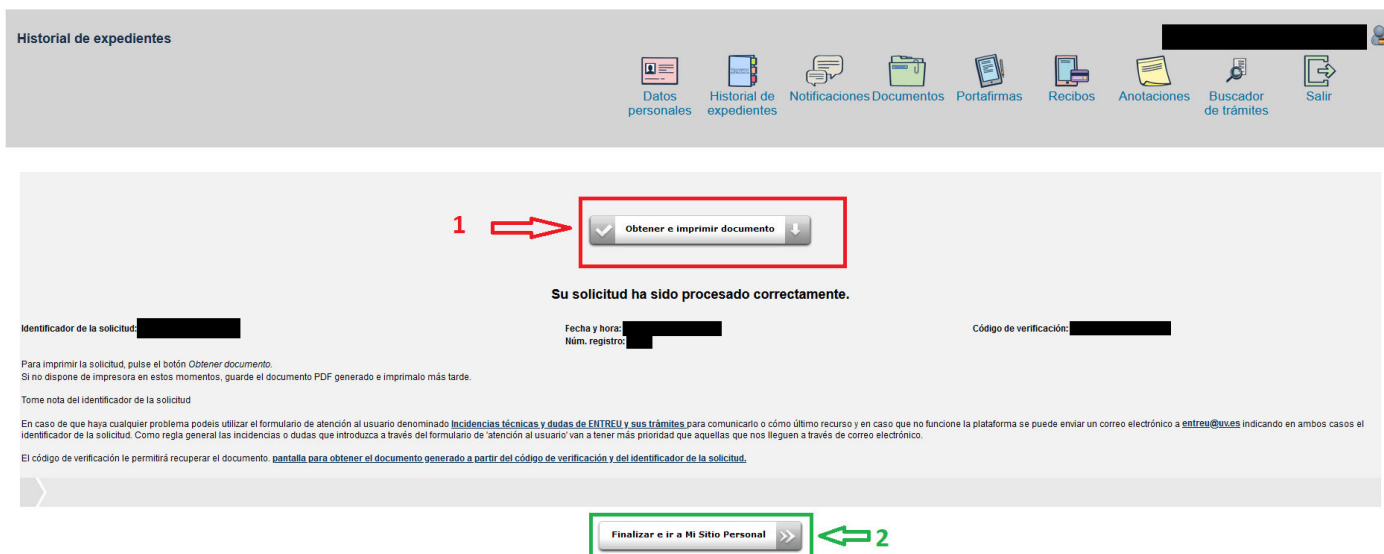
By clicking “Attach” you access the following screen, where you can attach the document:



In order to add the document click “Choose a file” and select the file to be attached; in the field “Observations” you can indicate the document that has been attached.

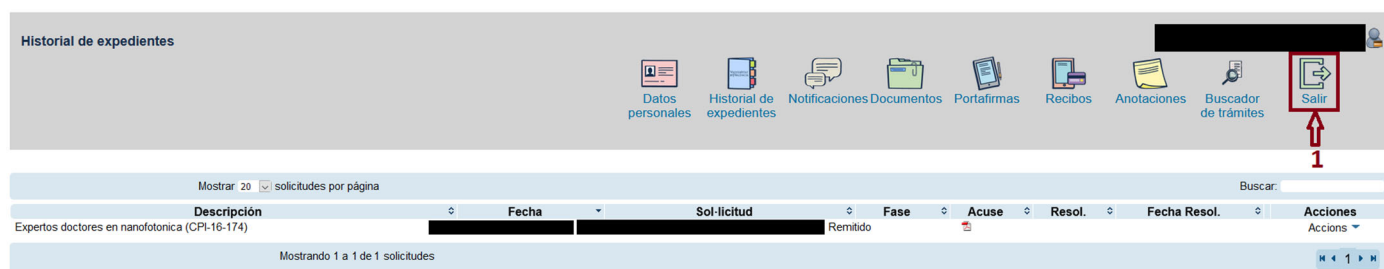
If you would like to attach a document that has already been attached in a previous file, instead of clicking “Choose a file”, click “Archive” and select the document on the list that is shown (documents that you have uploaded on other occasions). In this case make sure that these files are updated, for example if your ID has been renewed, it will have to be updated again.

When the document has been uploaded to the file, it will be indicated on the screen that it has been done successfully. Proof of this operation can be obtained by clicking *“Obtain and print the document” (1)*



Once you have finished click *“Finish and go to My Personal Site” (2)* and it will return to the list of files; if you want to attach more documents repeat the process as many times as the number of documents that you wish to attach.

When you have finished, click *“Exit” (1)* on the top right to close the session:



5. Resolution of technical incidences when completing the online form

Please contact the University of Valencia for any incidence or doubt of a technical nature when completing the online form.

- ✓ If it is a technical incident related to the online processing of your application, you can request technical help via the institutional email: entreu@uv.es
- ✓ If you have a doubt concerning the terms and conditions of the call, please contact the Human Resources Services (PAS), Research Management section by email: convopi@uv.es