Click on the following link and register: https://apps.udg.edu/ConcursosPdi

To see the website in English, click on the "English" tab.

First of all, you have to register as an applicant on the website.

1. Go to the "Register" tab.

2. Complete the form and click on "Registration".
Once your user information has been authenticated, this screen will appear. After reading and declaring that you have read the information regarding these competitions, continue the registration process by clicking on “Next”.

PERSONAL INFORMATION

Please enter all the information. Click on “Edit data” to save it.

Write your name exactly as it appears on your ID (including accents, dashes...)

IMPORTANT!! If at a later date you change any of your personal details, click on “Edit data” each time.

Once you have entered all the information, click on “Next”.
OPEN COMPETITIONS

In this section you can see all the open competitions.

Choose the competition(s) in which you want to participate and click on “Take part”. At that point, the competition disappears from this screen and moves to the “My competitions” screen.

MY COMPETITIONS

This section shows the competitions you have clicked on, i.e. in which you have chosen to participate. This is also where you upload all the documentation required to participate in the competition(s).

Under “Add/View documentation”, click on the icon representing the competition in which you are participating.

The next screen to open indicates the documentation to be uploaded to the website.

The required documentation corresponding to the competition(s) in which you wish to participate will appear. Click on “Add/View documentation”.

Documentation

Necessary documentation that must be attached to participate in the competition

- Identity document (DNI-NIE)/Passport
- Degree PhD degree
- CV (Curriculum Vitae)
- Research Accreditation (Accreditation of the favourable evaluation of the corresponding evaluation agency and accreditation to be hired as a tenure-track lecturer)
- Academic contributions (Model with the 5 most valuable academic contributions)
- Teaching and research interest
- Teaching career
- Language accreditation (Document certifying sufficient knowledge of the official language of the University of Girona)
- Detachment accreditation Accreditation of 3 years of predoctoral or postdoctoral teaching or research activity, or in research and knowledge transfer, and after termination of the relationship with the convening university (if necessary)

Attached documentation

From the drop-down menu, choose the type of document you want to add (DNI, degree certificate, etc.), click on “Tria un fitxer”, and then click on “Add”.

Documentation

Necessary documentation that must be attached to participate in the competition

- Identity document (DNI-NIE)/Passport
- Degree PhD degree
- CV (Curriculum Vitae)
- Research Accreditation (Accreditation of the favourable evaluation of the corresponding evaluation agency and accreditation to be hired as a tenure-track lecturer)
- Academic contributions (Model with the 5 most valuable academic contributions)
- Teaching and research interest
- Teaching career
- Language accreditation (Document certifying sufficient knowledge of the official language of the University of Girona)
- Detachment accreditation Accreditation of 3 years of predoctoral or postdoctoral teaching or research activity, or in research and knowledge transfer, and after termination of the relationship with the convening university (if necessary)

Attached documentation

Once you have uploaded all the documentation, click on “Close” and then register as an applicant by clicking on “Submit the application”.
If you cannot register as an applicant, it may be because you have forgotten to upload documentation. In such a case, return to “Add/View documentation” and add the missing documents.

- Once you have uploaded all the necessary documentation, click on the magnifying glass to find the application form, and in this way check that your personal information is correct.
- **IMPORTANT!!** You must click on *Submit the application*, which is highlighted in red, to electronically register as an applicant.
Once you have clicked on *Submit the application*, an email will automatically be sent to you confirming that you have successfully registered as an applicant. At the same time, the on-screen information will change to *Registered successfully* highlighted in green.

**APPEALS**

This section will only be displayed if the deadline for submission of applications has passed and you are among those not accepted on the provisional list of accepted and rejected applicants, which also indicates the grounds for rejection.

You may then appeal the decision within a maximum of *5 calendar days* from the date of publication of the provisional list of accepted and rejected applicants. Appeals should be submitted through this application as instructed below.

A new menu item, called *Allegations*, will appear on the left. Click on it to display the competition from which you have been excluded.
Go to “Add/View documentation” and upload the missing documentation.

First, choose the type of document that is missing and for which your application has been rejected. Next, click on “Tria un fitxer”. Then, choose the document you want to upload add and click on “Add”.

**Documentation**

**Necessary documentation that must be attached to participate in the competition**

- Identity document (DNI/NIE) Passport
- Degrees PhD degree
- CV (Curriculum Vitae)
- Research Accreditation (Accreditation of the favourable evaluation of the corresponding evaluation agency and accreditation to be hired as a tenure-track lecturer)
- Academic contributions (Model with the 5 most valuable academic contributions)
- Teaching and research interest
- Teaching career
- Language accreditation (Document certifying sufficient knowledge of the official language of the University of Girona)
- Detachment accreditation Accreditation of 2 years of predoctoral or postdoctoral teaching or research activity, or in research and knowledge transfer, and after termination of the relationship with the convening university (if necessary)

**Attached documentation**

You can only upload documentation corresponding to competitions for which your application has been rejected. You can check that the other documents have been approved (those marked with a green tick). 

Once the necessary documentation has been uploaded, click on “Close”.
Go back to “Appeals”, and click on “Register appeal”, which is highlighted in red.

Once you have clicked on Register appeal, an email with the electronically registered allegation will be sent to you, and the information in red will change to Registered successfully written in green.