

____ GUIDE TO THE WEBSITE FOR TEACHING AND RESEARCH STAFF COMPETITIONS ____

Click on the following link and register: <https://apps.udg.edu/ConcursosPdi/int> To see the website in English, click on the "English" tab.



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CONCURSOS PERSONAL DOCENT I INVESTIGADOR

Català | Español | **English**

Please enter your username and password. [Register](#) If you do not already have a username, you must first register.
If you forget your password, you can generate a new one here. [recover password](#).

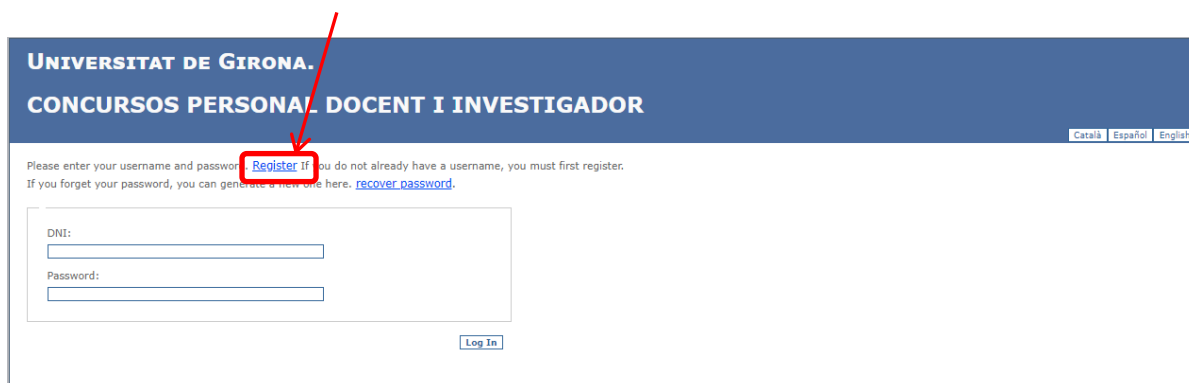
DNI:

Password:

[Log In](#)

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

1. Go to the "Register" tab.



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Please enter your username and password. **Register** If you do not already have a username, you must first register.
If you forget your password, you can generate a new one here. [recover password](#).

DNI:

Password:

[Log In](#)

2. Complete the form and click on "Registration".



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NEW USER
Use the form below to create a new user.
The password requires a minimum of 5 characters in length.

DNI/NIE:

E-mail:

Password:

Confirm Password:

[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”**.



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☐ Declaro que he llegit el document d'informació relatiu a la participació als concursos de professorat associat de la UdG.

The personal data of persons participating in the competition will be used to convene and organise the selection process. The University of Girona takes full responsibility for the processing of this data with the consent of the interested person and in pursuit of the public interest, in accordance with Chapter I of Title IV of Royal Legislative Decree 3/2015, of 30 October, which approves the consolidated text of the law on the Basic Status of Public Employees. The personal data of participants will not be shared with third parties. However, in compliance with article 45.1.b of Law 39/2015, of 1 October, on common administrative procedures of the public administrations, the results of the different phases will be published on the web page of the University's E-Office, using participants' names, surnames and four digits of their passport or national identity document. Applicants may exercise their rights of access, rectification, cancellation, or objection to personal data, and submit requests for data portability and limitation, by contacting the Human Resources Service of the University. Additional information on data processing can be found at [this link](#).

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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.



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DNI/NIE/Passport: 40334994D

Name: Adela

Surname: Lagares Jimenez

Sex: ☐ Male ☒ Female

Date of birth: 9/19/1975 (dd/mm/yyyy)

Address: Plaça Sant Domenec, 3

Postal code: 17004

Town or city: GIRONA

Phone number 1: 972418062

Phone number 2:

Email: adela.lagares@udg.edu

Disability equal to or greater than 33%: ☐ YES ☒ NO

Unemployed without financial assistance: ☐ YES ☒ NO

Family unit:

I authorise the investigating body to check the personal data on this application through the Identity Verification System (SVDI) of the Directorate-General of the Police, in accordance with the third paragraph of the single article of Royal Decree 522/2006, of 28 April, and with article 28.2 of Law 39/2015, of 1 October, on common administrative procedures of the public administrations.

☒ YES ☐ NO

Edit data

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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.



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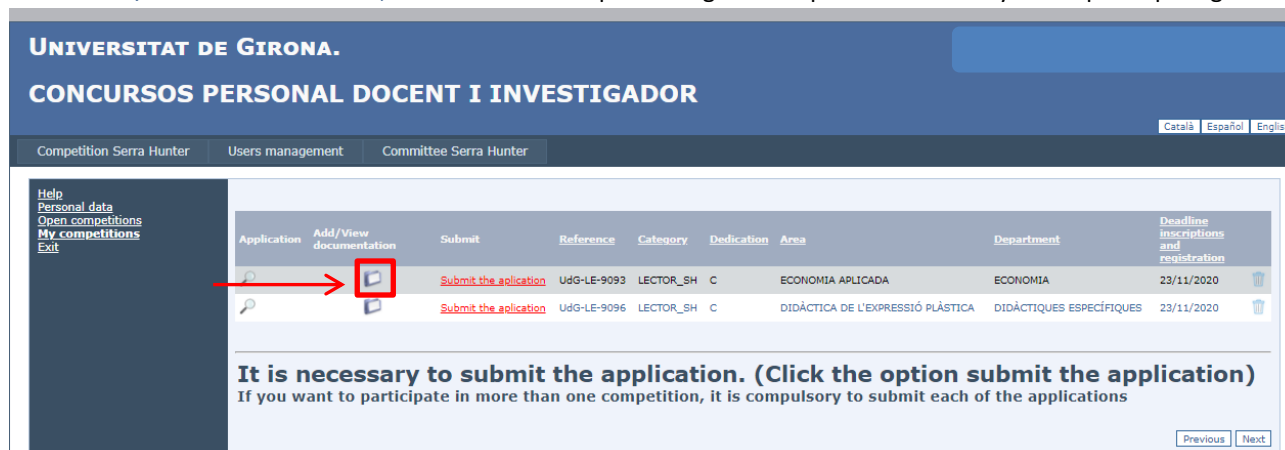
Add/View documentation	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
Take part	20/2019 UdG-LE-9095	LECTOR_SH	C	PSICOLOGIA EVOLUTIVA I DE L'EDUCACIÓ	PSICOLOGIA	23/11/2020
Take part	20/2019 UdG-LE-9096	LECTOR_SH	C	DIDÀCTICA DE L'EXPRESSIÓ PLÀSTICA	DIDÀCTIQUES ESPECÍFIQUES	23/11/2020
Take part	20/2019 UdG-LE-9097	LECTOR_SH	C	HISTÒRIA DEL DRET	DRET PRIVAT	23/11/2020
Take part	20/2019 UdG-LE-9098	LECTOR_SH	C	TURISME	GEOGRAFIA	23/11/2020
Take part	20/2019 UdG-LE-9099	LECTOR_SH	C	TURISME	HISTÒRIA I HISTÒRIA DE L'ART	23/11/2020

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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.



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Application	Add/View documentation	Submit	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Submit the application	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	23/11/2020
		Submit the application	UdG-LE-9096	LECTOR_SH	C	DIDÀCTICA DE L'EXPRESSIÓ PLÀSTICA	DIDÀCTIQUES ESPECÍFIQUES	23/11/2020

It is necessary to submit the application. (Click the option submit the application)
If you want to participate in more than one competition, it is compulsory to submit each of the applications

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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
- 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

Document	Documentació validada
	Add 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
- 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)
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Attached documentation

Document	Documentació validada
Document type: Identity document (DNI/NIE)/Passport Tria un fitxer No s'ha triat cap fitxer Add	Close

Once you have uploaded all the documentation, click on “*Close*” and then register as an applicant by clicking on “*Submit the application*”.

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Application	Add/View documentation	Submit	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Submit the application	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	23/11/2020
		Submit the application	UdG-LE-9096	LECTOR_SH	C	DIDÀCTICA DE L'EXPRESSION PLÀSTICA	DIDÀCTIQUES ESPECÍFIQUES	23/11/2020

It is necessary to submit the application. (Click the option submit the application)
If you want to participate in more than one competition, it is compulsory to submit each of the applications

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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.

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You cannot participate in the competition with reference UdG-LE-9095, you have not attached all the necessary documentation! Click the folder into the column add/view documentation, to add the required missing documentation.

Application	Add/View documentation	Registrar	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Register the request	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	23/11/2020
		Register the request	UdG-LE-9095	LECTOR_SH	C	PSICOLOGIA EVOLUTIVA I DE L'EDUCACIÓ	PSICOLOGIA	23/11/2020

It is necessary to register the request. (Click the option register request)
If you want to participate in more than one competition, it is compulsory to register each of the applications

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- 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.

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Application	Add/View documentation	Registrar	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Register the request	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	23/11/2020
		Register the request	UdG-LE-9095	LECTOR_SH	C	PSICOLOGIA EVOLUTIVA I DE L'EDUCACIÓ	PSICOLOGIA	23/11/2020

It is necessary to register the request. (Click the option register request)
If you want to participate in more than one competition, it is compulsory to register each of the applications

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Application	Add/View documentation	Registrar	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Registered successfully	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	23/11/2020

It is necessary to register the request. (Click the option register request)

If you want to participate in more than one competition, it is compulsory to register each of the applications

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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.

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Application	Add/View documentation	Registrar	Reference	Category	Dedication	Area	Department	Deadline inscriptions and registration
		Registered successfully	UdG-LE-9093	LECTOR_SH	C	ECONOMIA APLICADA	ECONOMIA	09/11/2020

It is necessary to register the request. (Click the option register request)

If you want to participate in more than one competition, it is compulsory to register each of the applications

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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.

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Dades personals
Concursos oberts
Concursos participats
Al·legacions
Sortir

Sol·licitud	Registrar	Afegir/Visualitzar documentació	Referència	Categoria	Dedicació	Àrea	Departament	Fi registre d'al·legacions
	Registrar al·legació		INVOR20/01	INVOR_	C	INFERMERIA	INFERMERIA	26/06/2020

Cal registrar electrònicament les al·legacions. (Clickar l'opció registrar al·legació)
Si participeu en més d'una borsa, registrar electrònicament cada una de les al·legacions necessàries

Anterior | Següent

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.

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Concursos participats
Al·legacions
Sortir

Sol·licitud	Afegir/Visualitzar documentació	Registrar	Referència	Categoria	Dedicació	Àrea	Departament	Fi inscripcions i registre
		Sol·licitud registrada correctament	INVOR20/01	INVOR_	C	INFERMERIA	INFERMERIA	15/06/2020

Cal registrar electrònicament la sol·licitud. (Clickar l'opció registrar sol·licitud)
Si participeu en més d'una plaça convocada registrar electrònicament totes les sol·licituds.

Anterior | Següent