

In order to participate in the recruitment process for the performance of scientific and technical research tasks funded under Chapter VI of the budget, linked to research lines or scientific-technical services under Article 23 bis of Law 14/2011, of June 1, on Science, Technology, and Innovation, candidates must strictly follow the detailed procedure described in this document.

MONTHLY OPENINGS

A list of contract openings (referred to as **Anexos**) will be published monthly on the official [website](#) of the University of Cádiz (UCA). Publication initiates a strict deadline of **ten (10) calendar days** to submit the application form for the respective selection process. <https://personal.uca.es/convocatorias-de-capitulo-vi-2026/>

APPLICATION SUBMISSION

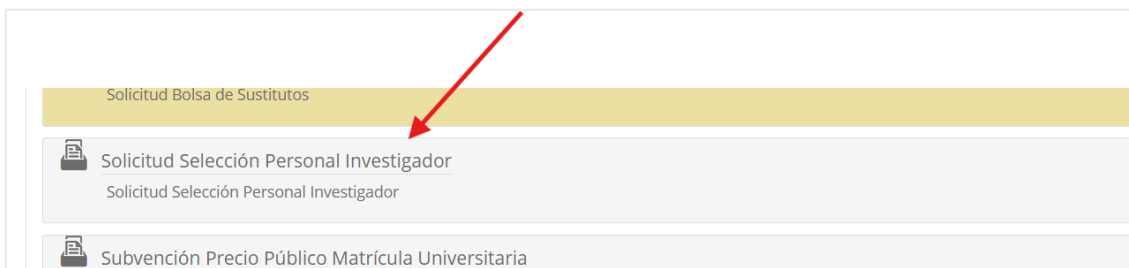
The application can **only** be submitted through the designated online portal using a valid digital certificate. Access the system via the University of Cádiz Electronic [Sede electrónica](#) using the following directory path:

Catálogo de procedimientos → Personal Investigador → Solicitud de selección de personal investigador

Step-by-Step Navigation:

1. Once on the Electronic Office homepage, locate the **Catálogo de servicios** section.
2. Select the **Personal Investigador** (Research Personnel) icon.
3. On the following page, click on the specific procedure link: **Solicitud Selección Personal Investigador**.
4. You will be redirected to the procedure description page. Click on the **Alta de solicitud** (Create Application) button to initiate the process.

On the next page, select the section: **Solicitud Selección Personal Investigador:**



Solicitud Bolsa de Sustitutos

Solicitud Selección Personal Investigador
Solicitud Selección Personal Investigador

Subvención Precio Público Matrícula Universitaria

This will take you to the next page; please click on Alta de solicitud.

Descripción
Solicitud Selección Personal Investigador
Iniciar trámite
 Alta de solicitud

AUTHENTICATION

There are two methods available to authenticate into the system depending on your legal residency/citizenship status:

➤ **Digital Certificate** (Certificates digital)

Applicants of Spanish nationality, as well as foreign nationals who already possess a valid Spanish digital certificate, **must** access the portal using the "**Autenticación mediante certificado digital**" option.

<i>Acceder</i>	
Autenticación mediante usuario y contraseña de la UCA (adAS).	
Pulse el siguiente botón para acceder a la aplicación usando adAS.	▶ Acceder
Autenticación mediante certificado digital.	
Pulse el siguiente botón para acceder a la aplicación usando su certificado digital.	▶ Acceder
Volver	

➤ **Username and Password Credentials** (adAS)

Only foreign applicants who do not hold a digital certificate may request alternative credentials. To do so, they must email the recruitment service at selección.capitulovi@uca.es stating their intent to participate and attaching a clear copy of their passport along with the following details:

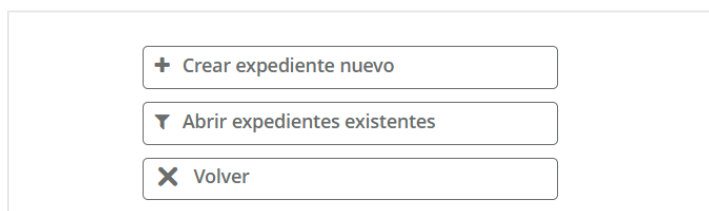
- First Name
- First Surname
- Second Surname (if applicable)
- Email address

Once login credentials are issued via email, applicants can access the platform by selecting **"Acceder mediante usuario y contraseña de la UCA"** to complete their application and track its progress.

Operating Hours Notice: Please note that the Chapter VI Recruitment Support Service operates strictly Monday through Friday, from 9:00 AM to 2:00 PM (CET). Credentials are only processed within these hours.

On the subsequent screen, you can manage your files:

- **Crear expediente nuevo (Create a new file):** Select this option to start a brand new application for one or more active Annex positions from the current call.
- **Abrir expedientes existentes (Open existing files):** Select this to modify, review, or upload additional documentation to an application that is already in progress.



CREAR EXPEDIENTE NUEVO: Your application is currently being processed. Your personal information will be pre-filled automatically. Review the data, complete any missing mandatory fields, and specify whether you are acting on your own behalf or as an authorized representative. Click **Siguiente (Next)** to proceed through the tabs.

In the top right-hand corner, you will find a button for automatic translation into English



✓ **Instructions.** Please read the 'Instructions' section carefully and confirm that you accept them.

✓ **Data subject details.**

Personal details. Datos del interesado. Please fill in your details.

Requirements.

The Universidad de Cádiz is authorized to automatically verify your identity and academic records with other Spanish Public Administrations via the Data Intermediation Platform, eliminating the need to upload certain documents.

Documents verified automatically (unless opted out):

- Identity Verification: Eliminates the requirement to upload a National ID (DNI) or identity document.
- University Degree Verification: Eliminates the requirement to upload the physical degree certificate.

Exceptions to Automatic Verification:

If you formally object to this access by checking the corresponding box, you **must explicitly upload** the physical documents and provide a justified reason for your objection.

Foreign Degrees: If your academic degrees or identification documents were issued **abroad** and are not registered in official Spanish administrative databases, automatic query is impossible. You **must upload them manually**.

✓ **Requirement-Other requirements (requisitos específicos):** Certain position announcements may mandate specific entry requirements (e.g., language proficiency certifications, animal experimentation licenses, commercial diving licenses, drone pilot certifications, etc.).

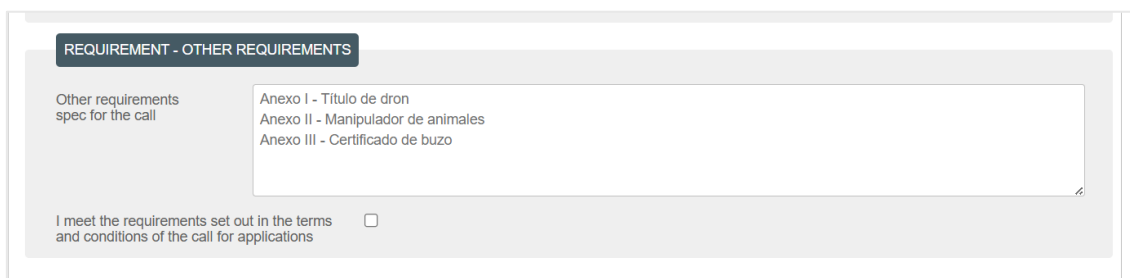
If specific requirements are outlined in the Annex for the position you are applying for, you must:

1. Verify that you fulfill all outlined conditions.
2. Check the mandatory box: *I meet the requirements set out in the terms and conditions of the call for applications.* (Cumpla los requisitos establecidos en las bases de la Convocatoria).
3. Upload the verifying certificates in the corresponding step. Missing files will trigger an alert indicator (orange warning triangle), blocking application submission.

For example, in the figure below you can see that some Annexes set out additional requirements, in this case, Annex 1 (drone licence), Annex 2 (animal handler) and Annex 3 (diving certificate).

Therefore, if, in this instance, you were to submit your application under any of these Annexes, you must:

- Check that you meet the specific requirement(s)
- Tick or select the box labelled 'I meet the requirements set out in the terms and conditions of the call for applications'



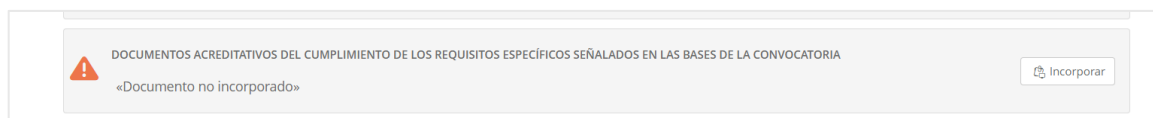
The screenshot shows a section titled "REQUIREMENT - OTHER REQUIREMENTS". It contains a text area with the following content:

Other requirements spec for the call

Anexo I - Título de dron
Anexo II - Manipulador de animales
Anexo III - Certificado de buzo

Below the text area, there is a checkbox and the text: "I meet the requirements set out in the terms and conditions of the call for applications". The checkbox is currently unchecked.

- Attach (in the relevant section) the supporting document proving that you meet the specific requirement(s).



The screenshot shows a section with a red warning triangle icon and the text: "DOCUMENTOS ACREDITATIVOS DEL CUMPLIMIENTO DE LOS REQUISITOS ESPECÍFICOS SEÑALADOS EN LAS BASES DE LA CONVOCATORIA". Below this, it says "«Documento no incorporado»". To the right, there is a button labeled "Incorporar".

Next

✓ **Positions you are applying for. Plazas que solicita.** To choose the vacancies you wish to apply for:

1. Click on the **Add +** button.
2. Select the position from the dropdown menu (identified by its Anexo number).
3. Confirm your selection.

If you match multiple profiles, you can apply for more than one position within the same monthly call. However, you must list all desired positions on **a single application form** by iteratively clicking **+Add** and confirming each additional Annex before proceeding.



You can exit the form at any time. In that case, you can exit and save your changes to complete the process later.

CRITICAL OVERRIDE RULE (MUY IMPORTANTE):

If you have already submitted an application but later decide you want to apply for an additional position in the same call, you **must submit an entirely new application listing ALL positions together** (both the newly selected ones and those previously applied for). The submission of a new application completely **nullifies and replaces all previous submissions**.

- ✓ **General comments.** If you have any comments, please enter them here, or click Next.
- ✓ **GDPR PROVISIONS:** Please read this section and click 'Next' if you agree.

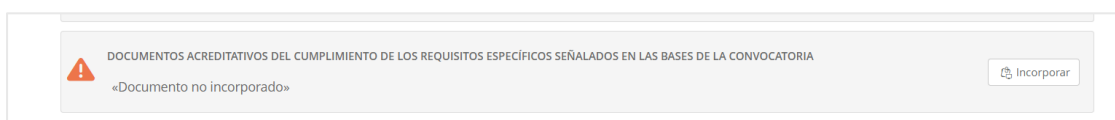
On the next screen, you will find the option to upload documents, both those required to apply for this call for applications and any others you consider necessary to demonstrate your merits.

Documentación

A continuación puede incorporar la documentación necesaria para la tramitación del expediente.

You must click on 'Incorporar (upload)', select the document (seleccionar archivos) and attach it by clicking on 'Incoporar (upload)'.

If a triangle appears, as shown in this image, it means that the document is essential and you will not be able to continue.



SUPPORTING DOCUMENTATION

You must attach:

- ♣ A copy of your valid National Identity Card, passport or Foreigner's Identity Card. You do not need to enclose it if the University has already been able to access it
- ♣ A copy of the academic qualification required in the annex to which you are applying. You do not need to enclose it if the University has already been able to access it. Otherwise, the documents proving that you hold the academic qualification are:
 - ♣ the official degree certificate
 - ♣ a valid supplementary certificate or a receipt confirming payment of the issuance fees. For the sole purpose of your admission to the selection process, these must be translated into Spanish or English. The title of the foreign qualification must match that required in the annex to the call for applications. Should this designation not match exactly, it shall be for the Selection Board to assess whether it can be considered equivalent to a Spanish qualification.
- ♣ An official academic transcript, detailing the modules and marks obtained in your undergraduate/bachelor's/engineering/diploma/technical engineering studies, and the average mark of your academic record.

♣ Curriculum Vitae (in Spanish or English) and any other documentation you deem appropriate to demonstrate your merits and to support the assessment of the criteria set out in the various calls for applications. These must be submitted in digital format as PDF files.

Organisation of supporting documents

The supporting documents for each merit must be compiled into a single file per merit.

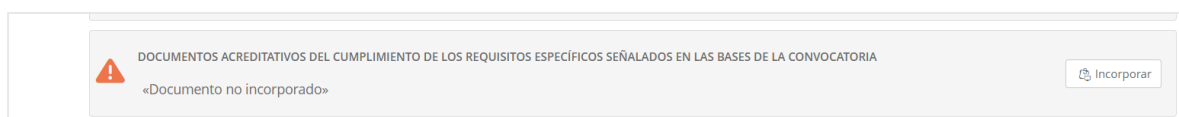
If it is necessary to submit several documents for the same merit (for example, a certificate of attendance and a conference programme), they must all be combined into a single PDF file.

Naming of files

Each PDF file must be named clearly and descriptively, so that the assessor can unambiguously identify the merit to which it refers, particularly in sections where several merits are included; this will facilitate the correct assessment of your application and the merits claimed.

Please note that you can only provide evidence of your qualifications at this stage; you must therefore prepare and attach all documents supporting the qualifications stated in your CV and/or requested in the Annex.

Please also ensure you include documentation proving that you meet the specific requirements of the vacancy for which you are applying.



The maximum file size allowed is 500 MB.

However, the total size of all documents must not exceed 1000 MB.

Once you have attached all the documents, click NEXT.

SIGN AND SUBMIT

VERY IMPORTANT: You must **SIGN AND SUBMIT** the document for your application to be considered

Solicitud Selección Personal Investigador - Solicitud / Expediente:
SOLICITUD:2026/SVI_01/000096

Paso (4 de 4)

Salir Anterior Siguiente Finalizar **Firmar y Presentar**

Firma

You can download your application to review it, but don't forget to SIGN AND SUBMIT it.

Indicados por usted y pulse sobre el botón "Firmar".

SOLICITUD TELEMÁTICA Nombre: 47229_SOLICITUD TELEMATICA_SVI.pdf Tipo: application/pdf	☒ Este documento se va a firmar. ☐ Este documento se va a registrar.	Descargar
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☒ Quiero que se me notifique electrónicamente mediante comparecencia en la Sede Electrónica de la Universidad de Cádiz (podrá consultar sus notificaciones en su Carpeta Personal de la Sede Electrónica).
☐ Quiero que se me notifique en papel en el domicilio indicado.

Para visualizar correctamente los documentos, necesita Adobe Reader.
Si no lo tiene instalado, pulse sobre el icono para descargarlo.

Get ADOBE® READER®

Salir Anterior Siguiente Finalizar **Firmar y Presentar**

At this point, a screen like this should appear, CONFIRMING THAT YOUR APPLICATION HAS BEEN SUBMITTED

Solicitud Selección Personal Investigador - Solicitud / Expediente: 2026/SVI_01/000096

Paso (4 de 4)

Salir Anterior Siguiente **Finalizar**

Recibo de firma

Número de registro: 2026000191 Descargar

Fecha de registro: 17/07/2026

Firma

La documentación se ha firmado y presentado correctamente.

SOLICITUD TELEMÁTICA Nombre: 47229_SOLICITUD TELEMATICA_SVI.pdf Tipo: application/pdf Transacción de firma: IVVH3TCCIE04KVENCJ5KM3AIA	Descargar
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You can download (descargar) the documents submitted

La documentación se ha firmado y presentado correctamente.

SOLICITUD TELEMÁTICA Nombre: 47229_SOLICITUD TELEMATICA_SVI.pdf Tipo: application/pdf Transacción de firma: IVVH3TCCIE04KVENCJ5KM3AIA	Descargar
CERTIFICADO ACADÉMICO PERSONAL Nombre: Prueba 1.pdf Tipo: application/pdf Transacción de firma: IVVH3TCCIE04KVENCJ5KM3AIA	Descargar

Click (**FINALIZAR**) **FINISH** to complete the procedure.

From now on, you will be able to track your application at Mi carpeta

Mi Carpeta

Solicitudes / Expedientes

31 resultados

1 2 3 4 5

Buscar solicitudes

Solicitud / Expediente	Tipo solicitud	Fecha Alta	Estado (Fecha entrada)	Organismo	Acciones
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If you have any queries about the procedure, please contact us at selección.capitulovi@uca.es. Please note our opening hours: Monday to Friday, 9 am to 2 pm.

If you need technical assistance or are experiencing any IT issues with the platform, please refer to the information in the Technical Support section or contact the E-Government Support Centre by telephone on 956 01 28 28 between 7.30 am and 3.30 pm, Monday to Friday.