

WELCOME MANUAL FOR RESEARCH STAFF

Welcome Guide Model

I. INSTITUTIONAL INFORMATION

1.- Rector's welcome message

https://www.umh.es/contenido/Universidad/:bienvenida_rector/datos_es.html

2.- Location

2.1 - https://www.umh.es/localizacion/geoUMH_es.html

3.- Institutional information:

3.1 - Website: <http://www.umh.es/>

Electronic base: <https://sede.umh.es/>

3.2 – Vice-rectorate for Research and Innovation

<http://vdo.investin.umh.es/>

3.3 - Vice-rectorate for Teaching Staff:

https://www.umh.es/contenido/Visitantes/:uor_86/datos_es.html

3.4 – Research structures

3.4.1. Research institutes:

https://www.umh.es/contenido/Investigacion/:Instituto_Investigacion/datos_es.html

3.4.2. Research centres:

https://www.umh.es/contenido/Investigacion/:Centro_Investigacion/datos_es.html

3.4.3. Departments:

https://www.umh.es/contenido/Investigacion/:Departamento/datos_es.html

3.4.4. Research groups:

https://www.umh.es/contenido/Investigacion/:Grupo_Investigacion/datos_es.html

3.5 - Office for Responsible Research: <http://oir.umh.es/>

6.1.1 Code of Good Scientific Practice: <https://oir.umh.es/codigo-de-buenas-practicas-cientificas/> PDF file: http://oep.umh.es/files/2012/01/cbpc_es.pdf

II. FINANCING

Research Management Service – OTRI: <http://otri.umh.es/>

The goal of the Research Management Service – OTRI, which belongs to the Vice-rectorate for Research and Innovation, is to promote and strengthen the research activity of the Miguel Hernández University of Elche (UMH) as well as to favour the promotion and transfer of generated knowledge and results to society.

2.1 Funding: <http://otri.umh.es/financiacion-idi/>

2.1.1. European and International projects: <http://otri.umh.es/financiacion-idi/proyectos-de-investigacion/proyectos-europeos/>

2.1.2. National projects: <http://otri.umh.es/financiacion-idi/proyectos-de-investigacion/ayudas-nacionales-idi/>

2.1.3. Supplementary actions: <http://otri.umh.es/financiacion-idi/acciones-complementarias/>

2.1.4. Mobility: <http://otri.umh.es/financiacion-idi/movilidad/>

2.1.5. HR for research: <http://otri.umh.es/financiacion-idi/rrhh-de-investigacion/>

2.1.6. Aid for Conferences and Congresses: <http://otri.umh.es/financiacion-idi/ayudas-a-congresos/>

2.1.7. Aid for equipment: <http://otri.umh.es/financiacion-idi/ayudas-para-equipamiento/>

2.1.8. Other calls

2.1.8.1. Awards: <http://otri.umh.es/financiacion-idi/otras-convocatorias/premios/>

2.1.8.2. Grants, work opportunities and mobility: <http://otri.umh.es/financiacion-idi/otras-convocatorias/becas-opportunidades-laborales-y-movilidad/>

III. WORKING CONDITIONS

3.1 - **Department of Teaching and Research Staff and the Economic Management of Human Resources:** <http://serviciopdi.umh.es/>

The goal of the Department of Teaching and Research Staff and the Economic Management of Human Resources is to plan and execute the selection and provision of jobs for the teaching and research staff following the guidelines of the Vice-rectorate for Teaching Staff. This is done by handling the naming and recruiting of the staff, as well as all the incidents that affect their administrative or working life.

IV. TRAINING

4.1 - Teaching and Research Staff training: <http://estudios.umh.es/formacion-docente/>

4.2 - Ethics training: <https://oir.umh.es/formacion-etica/>

4.3 - Language training: <https://www.idiomasumh.es/es/>

V. OCCUPATIONAL HAZARD PREVENTION

5.1 - Prevention Service <http://prevencion.umh.es/>

- 5.1.1. Prevention plan: <https://prevencion.umh.es/plan-de-prevencion/>
- 5.1.2. Emergency plan: <https://prevencion.umh.es/plan-de-emergencia/>
- 5.1.3. Instructions: <https://prevencion.umh.es/instrucciones/>
- 5.1.4. Procedures: <https://prevencion.umh.es/procedimientos/>
- 5.1.5. Protocols: <https://prevencion.umh.es/protocolos/>
- 5.1.6. Medical Service: <https://prevencion.umh.es/servicio-medico/>

VI. OTHER INFORMATION OF INTEREST

6.1 – IT services: <http://si.umh.es/>

The goal of the IT services, in accordance with Miguel Hernández University management, is to provide a service and satisfy the needs of the university community in the fields of teaching, administration and research regarding the processing and management of information and communications.

6.2 – Department of Equality <http://igualdad.umh.es/>

- 6.2.1. Equality and protocol plan: <http://igualdad.umh.es/protocolos/>

6.3 – Services for the university community: <http://ventajas.umh.es/>

6.4 – Complaints, suggestions and congratulations:

<https://sede.umh.es/procedimientos/procedimiento-de-quejas-y-sugerencias/>

Through the electronic base of the UMH you will be able to issue the relevant suggestions/complaints/congratulations to encourage improvement.

6.5 – GoUmh portal: <http://goumh.edu.umh.es/>

GoUmh, the Google Apps at the UMH, is the group of applications that facilitate online communication and collaboration. They can be found on the website: goumh.edu.umh.es.