## Management of Institutional ICT Projects

**Responsible:** Staff

**Description:**
Manage institutional ICT projects developing applications or services requested by the Consell de Direcció and academic and administrative authorities of the UV.

## Resolution of ICT Applications (CAU)

**Responsible:** Quality Area and Support for Users

**Description:**
Address and solve the demands of ICT support and information formulated by the university community for access to ICT resources and services provided by the SIUV through the Customer Service Center. ([http://solicitudes.uv.es](http://solicitudes.uv.es))

## Training in ICT Applications and Tools

**Responsible:**
Area of Administration of Data and Information Systems, Area of Development of Academic Management and Research, Development Area of Economic and Administrative Management

**Description:**
Give workshops and courses of applications and corporate ICT tools in order to train the staff of the Universitat de València in its use.

## Advice in ICT Regulations and LOPD

**Responsible:** Area of Administration of Data and Information Systems.

**Description:**
Provide advice and technical support to the governing bodies, Management Committee and Coordination of Information Security of the University of Valencia for the development of internal standards and action protocols, within the framework of regulatory compliance of ICT and LOPD.

## ICT Support and Development for Academic Management

**Responsible:** Area of Support and Development for Academic Management and Research
### ICT SUPPORT AND DEVELOPMENT FOR RESEARCH MANAGEMENT

**RESPONSABLE:**
**AREA OF SUPPORT AND DEVELOPMENT FOR ACADEMIC MANAGEMENT AND RESEARCH**

**DESCRIPTION:**
Provide applications and ICT Services to researchers at the University of Valencia, in order to facilitate the management of research work:

- Research management (SABIO)
- Research report (GREC)
- Ascription of researchers (AdscriWeb)
- University research fund (FIU)
- Management of calls and research grants (MECENAS)
- Scientific production index (IPC)
- Management of research projects (PACTUM)

### ICT SUPPORT AND DEVELOPMENT FOR ADMINISTRATIVE MANAGEMENT

**RESPONSABLE:**
**AREA OF SUPPORT AND DEVELOPMENT FOR ACADEMIC MANAGEMENT AND RESEARCH**

**DESCRIPTION:**
Facilitate the PAS, PDI and students, tools, applications and ICT Services with the aim of enabling and streamlining the administrative management processes of the University of Valencia:

- Registry
- Management of the dedication of human resources to teaching, research and administration (GDI / GDH)
- Human Resources
- Payroll and Social Security
- Social help
- Management of the smart university card
- Contract management (LICITA)
- Legal advice
- Electronic scrutiny.
- Management of telephone billing
- Management of collegiate bodies
- Management of congresses and activities (SYMPOSIUM)

### ICT SUPPORT AND DEVELOPMENT FOR ECONOMIC MANAGEMENT
### RESPONSABLE:
AREA OF SUPPORT AND DEVELOPMENT FOR ECONOMIC AND ADMINISTRATIVE MANAGEMENT

### DESCRIPTION:
Provide applications, tools and ICT services requested by the vice-rectorate with competence in economic matters and Management of the University of Valencia for the implementation of the processes carried out by the units responsible for economic management:

- Analytical Accounting of Autonomous Bodies (CANOA)
- Accounting service (SICUV)
- External load applications in SICUV from satellite applications for the integration of information subsystems
- Management and refund of fees
- Revenue management and billing (GTI)
- LICIT @ and profile of the contractor

### ICT SUPPORT AND DEVELOPMENT FOR THE MANAGEMENT OF NON-REGULATED EDUCATIONAL ACTIVITIES.

### RESPONSABLE:
AREA OF SUPPORT AND DEVELOPMENT FOR ECONOMIC AND ADMINISTRATIVE MANAGEMENT

### DESCRIPTION:
Offer ICT resources for the development of non-regulated training activities managed by

- Language Policy Service (SPL)
- Servei de Formació Permanent i Innovació Educativa (SFPIE)
- Servei d'Educació Física i Esports (SEF)
- Servei d'Extensió Universitària (SEU)
- Generalized file

### ICT SUPPORT AND DEVELOPMENT FOR THE MANAGEMENT OF INFRASTRUCTURES AND SPACES

### RESPONSABLE:
AREA OF SUPPORT AND DEVELOPMENT FOR ACADEMIC MANAGEMENT AND RESEARCH

### DESCRIPTION:
Provide ICT support and development for the management of infrastructures and spaces of the Universitat de València:

- Management of maintenance infrastructures
- Spaces
- Reservations
- UBICA
- Management of physical entry points (garages, doors and lathes)

### ICT SUPPORT AND DEVELOPMENT FOR THE MANAGEMENT OF ELECTRONIC ADMINISTRATION

### RESPONSABLE:
AREA OF SUPPORT AND DEVELOPMENT FOR ECONOMIC AND ADMINISTRATIVE MANAGEMENT
**DESCRIPTION:**
Develop and make available to the university community and society in general access to the administration electronically in order to ensure the interoperability of administrative acts with the University of Valencia:

- Portal of access to electronic administration (La SEU)
- Transparency portal
- Set of procedures at the academic management headquarters (eStudiant)
- Requests for calls for research and human resources PDI and PAS
- Entry and processing of electronic procedures (ENTREU and TRAMITEM)
- Notifications
- SUITCASE
- Bulletin board
- Mailbox of Complaints, Suggestions and Congratulations
- Electronic invoice (FACE)
- Telematic registry of the Universitat de València (TRES)

### ICT TOOLS OF COMMUNICATION AND DISSEMINATION

**RESPONSIBLE:**
AREA OF SYSTEMS AND STORAGE MANAGEMENT

**DESCRIPTION:**
To make ICT tools and services available so that the university community has communication and digital dissemination channels, both internally and externally of the University of Valencia network.

### IT TOOLS OF SHARED STORAGE

**RESPONSIBLE:**
AREA OF SYSTEMS AND STORAGE MANAGEMENT

**DESCRIPTION:**
Provide remote data storage spaces and ICT tools to the university community that allow the control of shared access of files in a secure environment.

- nUVol (https://nuvol.uv.es)
- DISCO (https://disco.uv.es)

### MULTIMEDIA TIC TOOLS

**RESPONSIBLE:**
AREA OF SUPPORT INFRASTRUCTURES FOR TEACHING AND RESEARCH

**DESCRIPTION:**
Provide the university community with digital tools and services:

- Virtual meeting rooms and videoconference (https://reunion.uv.es)
- Multimedia content platform (MMEDIA) (https://mmedia.uv.es)
- Support for multimedia content editing

### PHYSICAL MANAGEMENT OF THE COMPUTER NETWORK

**RESPONSIBLE:**
AREA OF COMMUNICATIONS AND ACCESS MANAGEMENT

**DESCRIPTION:**
Manage facilities, connection points and interventions in the physical infrastructure of the network owned by the University of Valencia, in order to ensure connectivity for use by the university community.

### LOGICAL MANAGEMENT OF THE COMPUTER NETWORK

**RESPONSIBLE:**
AREA OF COMMUNICATIONS AND ACCESS MANAGEMENT

**DESCRIPTION:**
Design, maintain and make available the logical infrastructure of the data transmission network of the Universitat de València to guarantee the efficiency, continuity, optimization of resources and security of the information of the users.
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<tr>
<th><strong>IP TELEPHONY</strong></th>
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<tr>
<td>RESPONSABLE:</td>
<td>AREA OF COMMUNICATIONS AND ACCESS MANAGEMENT</td>
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<tr>
<td>DESCRIPTION:</td>
<td>Facilitate IP telephony services and devices for use in voice communications of the university community.</td>
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<tr>
<th><strong>MANAGEMENT OF SOFTWARE LICENSES FOR INSTITUTIONAL USE</strong></th>
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<tr>
<td>RESPONSABLE:</td>
<td>QUALITY AREA AND SUPPORT FOR USERS</td>
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<tr>
<td>DESCRIPTION:</td>
<td>Put at the disposal of the PDI, the PAS and the students a catalog of programs adapted to each group so that they can develop the corresponding institutional activity (<a href="http://software.uv.es">http://software.uv.es</a>).</td>
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<tr>
<th><strong>VIRTUAL CLASSROOM OF THE UNIVERSITY OF VALÈNCIA</strong></th>
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<tr>
<td>RESPONSABLE:</td>
<td>AREA OF SUPPORT INFRASTRUCTURES FOR TEACHING AND RESEARCH</td>
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<tr>
<td>DESCRIPTION:</td>
<td>Provide an ICT platform (<a href="http://aulavirtual.uv.es">http://aulavirtual.uv.es</a>) for the development of virtual teaching, in which virtual courses and communities are set up, both to complement face-to-face teaching and to develop the collaborative work of the university community.</td>
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<tr>
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<td>RESPONSABLE:</td>
<td>AREA OF SUPPORT INFRASTRUCTURES FOR TEACHING AND RESEARCH</td>
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<tr>
<td>DESCRIPTION:</td>
<td>Provide the university community with computer sites for use in computer rooms with free access (with reservation) and for teaching use (with specific software).</td>
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<tr>
<th><strong>SUPERCOMPUTATION AND SCIENTIFIC CALCULATION</strong></th>
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<td>RESPONSABLE:</td>
<td>AREA OF SUPPORT INFRASTRUCTURES FOR TEACHING AND RESEARCH</td>
</tr>
<tr>
<td>DESCRIPTION:</td>
<td>To make available resources of supercomputing and scientific calculation to the research staff of the Universitat de València and the Spanish Network of Supercomputing (RES), in order to facilitate the research task.</td>
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<tr>
<th><strong>INFORMATION SECURITY MANAGEMENT</strong></th>
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<td>RESPONSABLE:</td>
<td>AREA OF INFRASTRUCTURES OF SYSTEMS AND STORAGE MANAGEMENT</td>
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<tr>
<td>DESCRIPTION:</td>
<td>Manage the security of the information held by the SIUV in its field of work, preserving confidentiality, integrity and availability. It also provides security with necessary protection measures, infrastructure and access to information supports, devices, systems and ICT jobs of the university community according to current legislation.</td>
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<tr>
<th><strong>CONFIGURATION OF THE ICT WORK POSITION</strong></th>
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<td>RESPONSABLE:</td>
<td>QUALITY AREA AND SUPPORT FOR USERS</td>
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</table>
**DESCRIPTION:**
Implementing operational ICT jobs for the staff of the UV, in order to carry out the institutional tasks, configuring for it:
- Licensed institutional use software
- Computer equipment
- Authorized devices for network connection and sharing
- Protection measures to ensure information

It will be the duty of the users of the ICT jobs to maintain the equipment in optimal conditions and the configurations made.

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**SUPPLY OF DATA TO DEMAND**

**RESPONSIBLE:**
AREA OF ADMINISTRATION OF DATA AND INFORMATION SYSTEMS

**DESCRIPTION:**
Provide institutional data at the request of the organizational units of the Universitat de València, which are not accessible in corporate applications, as well as automate processes related to obtaining this data.

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**ELABORATION OF STRATEGIC REPORTS**

**RESPONSIBLE:**
AREA OF ADMINISTRATION OF DATA AND INFORMATION SYSTEMS

**DESCRIPTION:**
Design reports for bodies and heads of the UV oriented to content of strategic use and provide access to statistical summaries of the data produced by the internal applications of university management (Datawarehousing).

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**ICT SUPPORT FOR DISTRIBUTED INFORMATION RESOURCES**

**RESPONSIBLE:**
AREA OF ADMINISTRATION OF DATA AND INFORMATION SYSTEMS
AREA OF INFRASTRUCTURE SUPPORT TEACHING AND RESEARCH

**DESCRIPTION:**
Provide ICT support to the university community on the following information repositories:
- Web content manager of the UV (Content Server - Institutional Web)
- Scientific production of the UV (RODERIC)
- Information resources subscribed or acquired by the UV Library Service
- Application for UVapp mobile devices.

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**ACCOMMODATION OF SERVERS**

**RESPONSIBLE:**
AREA OF INFRASTRUCTURE OF SYSTEMS AND STORAGE MANAGEMENT

**DESCRIPTION:**
Offer space and accommodation to physical and virtualized servers, requested by the organizational units of the UV, to the data processing center of the Servei d'Informàtica (CPD) to guarantee them the optimal conditions of electrical, environmental, security and connectivity supply (Hosting).

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**PORTAL OF THE USERS**

**RESPONSIBLE:**
AREA OF INFRASTRUCTURE OF SYSTEMS AND STORAGE MANAGEMENT

**DESCRIPTION:**
Make available to the university community a unique and customizable portal to manage your account, arrange and centrally configure links to services and institutional applications (https://portal.uv.es).

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**ACCOUNT MANAGEMENT OF USERS**

**RESPONSIBLE:**
AREA OF SYSTEMS AND STORAGE MANAGEMENT
DESCRIPTION:
Manage identities and credentials of users of the UV in order to associate them with the use of basic services (directory, email, blog, card, web, disk ...).