compostela
GROUP OF UNIVERSITIES
GRUPO DE UNIVERSIDADES

stella
JUNIOR

2025

*Mobility and training programme for students*

# GUIDELINES

## 1. OBJECTIVE

The main goal of the Stella Junior programme of the Compostela Group of Universities (CGU) is to contribute to the training and skill building of the students from the its member institutions. Mobility carried out within this programme facilitate students to come into contact with other cultures and the increase of their professional and/or linguistic abilities.

## 2. PARTICIPANTS

This call is open to undergraduate, postgraduate and doctoral students from CGU member institutions as beneficiaries.

All member or associate institutions of the CGU are eligible to take part in this call as host institutions.

Members participating in the programme must be up to date with their statutory obligations to the network.

## 3. CALL AND GRANTS

The Stella Junior programme is structured in **continental and intercontinental** mobility in a single annual call in which the face-to-face modality will be used.

In this call, 6 intercontinental mobility of 1,200 euros each and 6 continental mobility of 600 euros each are offered.

## 4. PROCEDURES

The call is divided into four phases:

4.1 Submission of placement offers by the host departments.
4.2 Publication of placement offers on the CGU's website.
4.3 Submission of applications for mobility by the students.
4.4 Selection of the candidates.

## 5. SUBMISSION OF PLACEMENT OFFERS BY HOST DEPARTMENTS

The departments interested in participating in the Stella Junior programme may send their list of placement offers for the call through the **online placement offer form,** available at the

website of the CGU (www.gcompostela.org). This form must be compulsorily filled in online and in English for the offer to be accepted.

When the placement offers come from different departments, an electronic form must be filled in for each department.

Member institutions willing to centralise the coordination of the programme in an internal unit must communicate it to the CGU and appoint a coordinator. The designation shall be made by means of the **coordinator communication form** and shall be submitted to the network secretariat by **20 February 2025.**

### 5.1 Duration of mobility

Host departments will freely define the areas in which they offer the professional placements, the candidate's basic curricular profile, the minimum number of vacancies and any additional contribution they may provide.

The minimum **duration** of mobility is 10 calendar days. They shall be counted from the date of the integration of the beneficiary of the grant in the host department.

### 5.2 Deadline for the submission of documentation

The deadline for the submission of the placement offers is **20 February 2025 (12:00 PM – noon. Spanish peninsular time).**

### 5.3 Publication of placement offers

Once the proposals for the placement offers have been submitted, checked and corrected, the CGU will publish on its website the detailed list of mobility offers for this call. This publication shall preferably take place before the end of February.

## 6. SUBMISSION OF APPLICATIONS FOR MOBILITY BY THE STUDENTS

Students from CGU member institutions wishing to apply for mobility under the programme must submit their application using the **electronic application form**, which must be completed online and in English. It must be accompanied by the following documentation for the application to be accepted:

- Europass CV in English compulsorily, and optionally in the working language of the host department where the mobility would take place.
- **Certificate or official document** that confirms the student is enrolled in an official graduate, postgraduate or doctoral programme at a CGU member

institution in the year of the call. A letter of support for the application from the institution university will also be accepted.
- Scanned copy of the information pages of the **national identity card or passport.**
- **Certificate or official document** of the average grade of the student record at the time of application.
- **Declaration of responsibility.**

The deadline for submission of the above-mentioned documentation by the candidates is **9 April 2025 (12:00 PM – noon.** Spanish peninsular time).

## 7. SELECTION OF THE CANDIDATES

### 7.1 Selection Committee

Once the applications have been received in due time and form, the CGU will send them to the selection committee for evaluation and selection.

This committee will be composed of the coordinator of the Stella Junior programme, who will act as president, and by a minimum of two representatives from the member institutions who will be designated by the executive committee of the CGU. Its composition will be made public on the website of the CGU well in advance.

### 7.2 Mobility selection criteria

When carrying out the selection and evaluation of applications, the committee will focus on the following criteria:

- Adaptation of the candidate's curricular profile to the requested mobility offer.
- The average grade of the student record and the merits submitted.
- Not having benefited from a Stella Junior grant in the last two editions.
- Fostering geographical and university distribution.

### 7.3 Resolution

The selection committee will issue a resolution for mobility within a maximum period of two months, counted from the deadline for submission of applications.

The resolution will contain an ordered list of beneficiaries of the grants and five alternates will be designated.

Once the resolution has been issued, those who have applied will have a period of seven calendar days to raise any questions they consider necessary regarding the selection process. Once the letter has been received by the CGU, it will be processed for its resolution.

The CGU will inform the recipients of the grant about the committee's resolution, via the email address provided by them in their applications. It will also publish the final list of the selection process on its website.

### 7.4 Mobility acceptance

The beneficiaries of the grants will have a period of 10 calendar days, counted from the communication of the resolution to accept.

The CGU will only contact substitutes after submission of any resignations or if after the acceptance deadline no response is received from the beneficiary student.

## 8. DUTIES OF THE HOST INSTITUTION

The host departments must have a work programme for the student, which allows him/her to establish a daily routine to acquire new skills and grow professionally. The student must be accompanied by a tutor who supervises the tasks carried out by him/her.

To make the experience enriching for both parties, the CGU recommends:

- Integrating him/her into the usual work dynamic.
- Support him/her when he/she encounters difficulties in completing the tasks.
- Conducting ongoing monitoring and evaluation of his/her tasks.

The host university may provide guidance to the student before the start of their mobility by giving him/her recommendations on the organisation of it (trip, information on visa procedures, insurance policies, accommodation arrangements, social and health care obligations, etc.). They may also make available supplementary insurance or other assistance, they deem appropriate.

After mobility, the host departments must send the **final report** to the CGU by email (grupo.compostela@usc.es).

### 8.1 Complementary support to Stella grants

The host universities may support the mobility of the beneficiaries through the provision of complementary means or support such as accommodation, insurance, maintenance, financing

of costs or similar. Institutions providing complementary support will receive special recognition from the CGU and will become part of the Ateneo Stella.

The host universities may also provide guidance to the beneficiary students before the start of their mobility by giving them recommendations on the organisation of their travel, stay and other necessary requirements.

### 8.2 Final report

At the end of the mobility, the host department shall send the final report to the GCU by email (grupo.compostela@usc.es).

## 9. CONDITIONS APPLICABLE TO THE BENEFICIARY PERSON

The mobility action must start in the year in which the programme resolution is published.

### 9.1. Mobility agreement

Before starting mobility, the beneficiary student must fill in the **mobility agreement** and sending it by email to the CGU. This documentation must comply with the guidelines of the call.

The beneficiary student will comply with the requirements established in the placement offer. Respecting also the rules and regulations of the host university, as regards the timetable, code of conduct, confidentiality rules and socio-health obligations.

Students are recommended to take out a civil liability and accident insurance to cover them during the trip and their stay at the destination.

### 9.2 Travel

Round-trip journeys must be from the city/department of the home organisation to the city/department of the host organisation may not exceed two days.

### 9.3 Receiving of the grant

The grant is subject to withholding taxes in accordance with Spanish Law and its payment to the beneficiary will be made by bank transfer to the account that s/he indicates in the grant justification. In the event of opting for another bank account, it must be specified with the express authorisation of its holder.

The recipient of the grant will be responsible for complying with his/her tax obligations in the country where s/he is resident for tax purposes. To this end, the CGU may request any documentation necessary to meet its legal and fiscal obligations as the payer of the grant.

Stella Junior grant shall be compatible with any other mobility grant unless stated otherwise by others.

### 9.4 Payment and justification of the grant

The payment of the grant will be made to the beneficiaries once the supporting documentation provided to the CGU has been reviewed.

To receive the economic allocation of the grant, the beneficiary must provide the following documentation:

- **Trip.** Documentation accrediting the purchase and payment of the outward and return tickets and tickets for the means of transport used on the outward and return journeys (boarding passes, bus/train tickets, etc.).
- **Financial identification** form or certificate of ownership of the account issued by the bank.
- **Final report.** This final report may be written in Spanish or English. It must be done following the **personal report form** to which the detailed **agenda** of the activities carried out during the stay will be attached duly completed and signed by both parties (the person responsible of the mobility at the host department and the beneficiary of the grant).

The recipient of the grant must send this documentation by email to the CGU (grupo.compostela@usc.es).

Failure to comply with any of the following conditions will result in the partial or total non-payment of the grant:

- Failure to carry out mobility.
- Failure to comply with these guidelines, in all matters relating to travel and mobility.
- Failure to submit or incorrect submission of supporting documents for the payment referred in point 9 of the current call.

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## 10. STELLA JUNIOR CERTIFICATE

The recipient of the grant may request the **Stella Junior certificate** from the CGU once the mobility has been completed and the documentation for the justification and payment of the grant approved.

## 11. ACCEPTANCE OF THE GUIDELINES OF THE PROGRAMME

Participation in this programme implies acceptance of these guidelines. In accordance with Organic Law 3/2018 on Personal Data Protection and Digital Rights, the participants, by signing the application form, consent to the processing of their personal data, related to the programme procedures, to the Compostela Group of Universities.

For all those matters not contemplated in these guidelines, the provisions of Law 39/2015 of 1 October 2005 on common administrative procedure shall apply.

## 12. RESPONSIBILITY

The CGU shall not be responsible for any technical, hardware, software or other problems, of any kind caused by thirds parties, nor for any loss, electronic failure, or incorrect, incomplete, inaccurate or delayed communications caused by the user or by any associated or used equipment or programming, or by any human error, or other, that may occur during the call of Stella Junior programme.

## 13. SHARE YOUR EXPERIENCE

The CGU encourages participants to share their experience in the Stella Junior programme by sending photos, videos or a text by email to the executive secretariat (grupo.compostela@usc.es).

These experiences may be published on the Stella Junior website or in next year's annual report. We will always ask for your permission before doing so.

**Note: The guidelines of this programme have been edited in English and Spanish. In case of any discrepancy or misunderstanding in their interpretation, the Spanish version shall always take precedence over the English version.*