2025

Mobility and training programme for students

GUIDE OF THE HOST DEPARTMENT FINAL REPORT

1. DATA OF THE HOST DEPARTMENT

Who should fill in the final report of the host department?

The person responsible for mobility in the host department must complete the final report. His/her data must match those indicated on the placement offer form.

Where can you find the code of the placement offer?

The code of the placement offer can be found on the page of the Stella Junior programme on the Compostela Group of Universities website. On this page, the placement offers submitted by the universities are published; each one of them is assigned a placement code.

2. DATA OF THE BENEFICIARY OF THE GRANT

Which are the dates of the mobility?

The dates of the mobility are those corresponding to the actual stay of the beneficiary of the grant in the host department. This period does not include travel days and is calculated from the date joining the host department and the date of termination of duties in the host department.

Travel days are not to be counted in this period.

3. LOGISTICS AND MANAGEMENT OF MOBILITY BY THE BENEFICIARY OF THE GRANT

The questionnaire in this section aims to determine the degree of interest and smooth cooperation with the host department, as well as the attitude of the grant recipient during his/her stay.

4. CURRICULAR PROFILE OF THE BENEFICIARY OF THE GRANT

The purpose of the questionnaire in this section is to specify the degree of adequacy of the curricular profile of the person receiving the grant, as specified by the host department in the placement offer.

5. BENEFITS OBTAINED IN THE HOST DEPARTMENT

The questionnaire in this section aims to define the positive impact that this training stay has had on the host department, as well as to find out whether any collaboration with the grant recipient's home university has emerged as a result.

6. GENERAL ASSESSMENT OF MOBILITY AND THE STELLA JUNIOR PROGRAMME

In the last section, the persons responsible for mobility are free to express their opinion about those aspects of the Stella Junior programme and mobility that they value positively and those that in their opinion should be improved.

7. SENDING THE FINAL REPORT

At the end of the mobility, the person responsible for mobility must complete the report and send it by e-mail to the Compostela Group of Universities (grupo.compostela@usc.es).