2025

Mobility and training programme for students

GUIDE PLACEMENT OFFER FORM

INTRODUCTION

According to the specifications detailed in point **5.2 Deadline for submission of documentation** of the guidelines of the 2025 call for the Stella Junior mobility programme, the "the deadline for the submission of the placement offers is **20 February 2025 (12:00 PM – noon. Spanish peninsular time)".**

Likewise, as explained in point **5. Submission of placement offers by the host departments** in these guidelines, "This form must be compulsorily filled in online and in English for the offer to be accepted". Besides, as stated in it, "when the placement offers come from different departments, an electronic form must be filled in for each department".

Those who are submitting a placement offer for the first time can see examples of the presentation of the information on the pages of the previous calls of Stella Junior.

PLACEMENT OFFER FORM

1. INFORMATION ON THE HOST INSTITUTION

Questions 1-5 are aimed at schematically presenting the host institution, to provide candidates with key information about the institution submitting the placement offer.

2. INFORMATION ON THE PLACEMENT OFFER

Questions 6-19 provide basic information regarding the placement offer sent by the host institution. Information such as the department where mobility will take place, its duration or a generic description of the tasks to be carried out, among other details.

Question 7 – Description of the activities

The purpose of this question is to provide the candidate with a generic description of the tasks s/he would perform during mobility. Thus, this section should not describe the tasks carried out by the department in which the mobility would take place, but those tasks in which the recipient of the Stella Junior's grant will collaborate.

Question 10 – Mobility period

The departments of the host institutions have the option of defining a specific period for carrying out mobility or agreeing on with the selected candidate, once the committee has issued its resolution. In both cases, the requirements specified **5.1 Duration of mobility** of the Stella Junior programme call 2025 must be met.

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Question 10a – Specific mobility period

The host institution departments can define in this question a specific period for the duration of the stay. In any case, these dates should respect the indications provided in point 5.1 Duration of mobility in the Stella Junior 2025 call.

Likewise, when determining this period, it should be taken into account that, according to the guidelines, the selection committee has two months to issue a resolution and the applicants 10 calendar days to accept it. Thus, candidates will not be able to start their mobility before the second half of July 2025.

Question 11 – Duration of the mobility

The departments of the host institutions can specify in this question the duration of the mobility in days. In any case, these dates should respect the indications provided in point 5.1 Duration of mobility in the programme 2025 call.

Question 12 – Daily working time

The departments of the host institutions will complete this field with information on the daily working hours. They will have the option to indicate the number of hours per day or the working schedule.

Question 13 – Number of placements offered

The host university departments are free to define the number of places they offer per department. Please note that, as stated in the guidelines of the call, when the placement offers come from different departments, an electronic form must be filled in for each department.

Question 14 – Name and surname of the person responsible for mobility

The person responsible for mobility will be in charge of accompanying the selected candidate during his/her stay in the host institution, as well as supervising the assigned tasks.

Question 18 – Accommodation

The departments of the host institutions may voluntarily offer the selected candidates accommodation.

Question 18a – Accommodation conditions

Those host institutions that choose to offer accommodation can give in this question more details about the conditions of the accommodation, regarding aspects such as the duration of the accommodation or whether it is a paid or free option.

Question 19 – Supplementary contributions

The host institutions may voluntarily offer the selected candidates other supplementary contributions.

Question 19a – Supplementary contributions conditions

Those host institutions that choose to offer supplementary contributions can provide in this question more details about the conditions of the latter.

3. INFORMATION ON THE CURRICULAR PROFILES OF THE CANDIDATE

The data provided in questions 20-22 will serve as a basis for the selection committee to evaluate the applications received for each placement offer. Thus, we recommend universities reflect on the skills, knowledge and abilities that the candidate will need to have so that the stay contributes to his/her training and facilitates the performance of the assigned tasks.

4. CONTACT DETAILS OF THE PERSON WHO SUBMITTED THE PLACEMENT OFFER

The data provided in questions 23-26 will allow the CGU to send a copy of the information provided in the form to this person, in order to give him/her the opportunity to review it before publication and to correct any possible deficiencies.