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stella JUNIOR

CGU Stella Junior 2025

Mobility and training programme for students

GUIDE FOR THE APPLICATION FORM

INTRODUCTION

According to the specifications detailed in point **6. Submission of applications for mobility by the students** of the guidelines for the 2025 call of the **Stella Junior mobility programme,** "the deadline for submission of the above-mentioned documentation by candidates is **9 April 2025 (12:00 PM – noon. Spanish peninsular time)".**

Likewise, as explained in this same point, the application must be submitted "using the electronic application form, which must be completed online and in English".

Students from the CGU member universities who apply can select up to three mobility offers in order of preference when filling in the online form.

APPLICATION FORM

1. INFORMATION ON THE CANDIDATE

Questions 1-16 are aimed at obtaining the necessary data from the students of the CGU member institutions.

Question 1 – Name and surname

The first name and surname(s) indicated in this field must match those on the identity card or passport enclosed with the application.

Question 2 – ID or passport

The number of the national identity card or passport provided in this field must match the number of the identity card or passport attached to the application.

Question 3-4 – Contact data

The email address and telephone provided in these fields will be used by the CGU to contact the candidate, both for the review of applications and other communications throughout the call.

Question 5-6 – Home university

Students must choose, from the options available in the drop-down lists, the home university to which they belong and the country where they are studying.

Question 7-11 – Languages knowledge

In these fields, learners are asked to indicate the languages they know and their level of proficiency in each language.

Question 12-15 – Academic data

Students must indicate what type of course they are enrolled in (bachelor's degree, master's degree, postgraduate, doctoral programme) and the area of studies they are enrolled in during the 2024-2025 academic year. Students must also indicate the percentage of completion of their studies and the average academic mark achieved so far.

Questions 16 – Reception of a scholarship in previous Stella Junior programme calls

According to the specifications detailed in point 7.2 Mobility selection criteria of the guidelines for the 2025 call, the selection committee will focus on a number of particular criteria, including "not having benefited from a Stella Junior grant in the last two editions". For this reason, students must provide the information.

2. INFORMATION ON SELECTED MOBILITY OPTIONS

Questions 17-19 allow students to select three placement offers in order of preference.

If a student wishes to apply for a single offer, then s/he has to specify only this offer in the three options.

In questions 20-28 students should select the characteristics, skills, experiences and other competencies that best describe them personally and academically, as their answers will be taken as a reference to assess the suitability of their profile for the mobility offer(s) they apply for.

Question 29 is open for the candidate to provide other relevant information about his/her profile and adequacy for the offer(s) he/she is applying for that may not be covered by the previous questions: e.g. awards or distinctions he/she has received, volunteering activities he/she has undertaken, other non-formal training he/she considers relevant for his/her application, etc.

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3. DOCUMENTATION

The documentation to be provided by students from the CGU member institutions is specified in point 6. Submission of applications for mobility by the students of the guidelines for the call. This guide is not intended to detail this documentation, so it is recommended to read carefully the point above-mentioned in this paragraph.

Below, we answer some of the most frequently asked questions regarding this documentation.

Certificate of studies in progress

The CGU will accept the following documentation as proof that you are studying at a member university during the academic year 2024-2025:

- A legal certificate issued by the administrative services of the CGU member institution where the student is enrolled.
- A receipt from the member institution certifying the payment of the enrolment fee for the studies being undertaken, along with a bank receipt of payment.
- A letter of support for the application issued by the student's home institution.

Certificate of the average grade of the transcript of records

The CGU will accept the following documents as proof of the average grade of the transcript of the records at the time of application:

- A certificate or official document issued by the administrative services of the CGU member institution where the student is enrolled, expressly stating the average grade and detailing the courses taken.
- A summary of the student's transcript of records, including the average grade and detailing the courses taken. The summaries downloaded from the virtual campus of the CGU member institutions will be valid, as long as the aforementioned data are included.

As for the students enrolled in doctoral programmes, in this case, they must attach the supporting documents detailed above corresponding to the studies undertaken immediately prior to their admission to the PhD programme.

4. DECLARATION OF RESPONSIBILITY

The template of the Stella Junior programme declaration of responsibility is available on the programme page on the CGU's website.

The first name, surname(s) and national identity card or passport number must match those on the scanned document provided in the application.

In addition, this declaration of responsibility must indicate the actual current date of signature (coinciding with the mobility application step) and must be signed with electronic signature according to the standard format.

In case no electronic signature is available, the declaration can be signed with a manual signature, but it will be accepted only if the document is submitted in an editable PDF format.