

## GUIDELINES

### 1. OBJECTIVES

In order to contribute to the improvement of the training and skills of the administrative staff, the Compostela Group of Universities (CGU) promotes and facilitates professional intercontinental mobility of staff from its member Universities. STELLA for Staff offers services staff the opportunity to do professional best practices exchange, get in touch with other colleagues and increase their language and professional skills.

### 2. PARTICIPANTS

The member Universities of the CGU and their services staff can participate in the professional mobility programme for STELLA for Staff.

### 3. CALLS

STELLA for Staff is structured in a single annual call, and only intercontinental mobility will be admitted.

### 4. PROCEDURE

The call will be divided into four phases:

- 4.1 Submission of placement offers by Universities.
- 4.2 Publication of placement offers.
- 4.3 Submission of applications.
- 4.4 Selection of candidates.

#### 4.1 SUBMISSION OF PLACEMENT OFFERS BY UNIVERSITIES

Universities interested in participating in the STELLA for Staff may send a list of placement offers for the call to the Compostela Group of Universities.

To do this, universities should fill in the **placement offer form** and send it by email to [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)

#### 4.1.1 Departments and duration of mobility

Universities will freely define the area or departments in which they offer the placement, the maximum duration, the candidate's basic curricular profile, the minimum number of vacancies and any additional contribution they may provide.

In any case, mobility will last a minimum of 7 working days and a maximum of 15 natural days.

#### 4.1.2 Deadline for submission of documentation

Deadline for submission of the above mentioned documentation by Universities is: 30 March 2018

### 4.2 PUBLICATION OF PLACEMENT OFFERS

Once the proposals from the Universities have been submitted and reviewed, the Compostela Group of Universities will publish the list of the placement offers available for the call on its website ([www.gcompostela.org](http://www.gcompostela.org)). This publication shall take place within a week after the deadline for the submission of placement offers by Universities.

### 4.3 SUBMISSION OF APPLICATIONS

Services' staff will manage their own STELLA for Staff mobility. Only services staff from Universities which have offered at least one placement will enter in the selection process for a granted mobility.

Services staff who wish to apply for one of the granted mobility must provide the following documentation:

- ✿ **Application form;**
- ✿ Cv (Europass format) in English compulsorily, and optionally in the working language of the host University where the placement would take place;
- ✿ Certification that confirms the applicant belongs to the workforce, tenure and job

## GUIDELINES

position, in any of the CGU member Universities in year 2018.

- ✿ Scanned copy of identity card or passport.

All the documents mentioned above must be sent by email to [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es), by 30 April 2018.

### 4.4 SELECTION OF CANDIDATES

#### 4.4.1 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 by the coordinator of the programme, who will act as President, and by a minimum of 2 representatives from the member Universities who will be designated by the Executive Committee of the Group. Its composition will be made public on the website of the Compostela Group of Universities well in advance.

#### 4.4.2 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 offer;
- ✿ Prioritisation of those candidates who have not received a STELLA for Staff grant in the latest five years;
- ✿ Prioritisation of those candidates applying for mobility in more than one University;
- ✿ Prioritisation of those candidates applying for the maximum duration of mobility;
- ✿ Prioritisation of those candidates who have not applied for grants for the same mobility to other institutions;
- ✿ Fostering geographical and university distribution;
- ✿ Interest of the candidate's proposal;

- ✿ Seniority in the employment relationship.

#### 4.4.3 Resolution

The Selection Committee will make the selection of mobility within a maximum period of two months from the deadline for submission of applications.

The resolution will contain the ordered list of beneficiaries with a granted mobility, indicating two alternates. The beneficiaries of mobility without a grant will also be stated in the list.

The Compostela Group of Universities will inform the mobility and grant beneficiaries about the Committee's decision through the email address provided by the candidates. It will also publish the final list of the selection process on its website.

#### 4.4.4 Mobility acceptance

The beneficiaries of mobility will have a period of 20 calendar days, counted from the communication of the resolution to accept the mobility awarded to them.

Mobility placement must be initiated in the current year.

## 5. GRANTS

The Compostela Group of Universities will award a total of 18 STELLA for Staff grants, with a financial allocation of 1.000,00 € each.

The amount of the grant is subject to withholding taxes in accordance with Spanish Law.

For awarding of grants, the selection criteria specified in section 4.4.2 of these guidelines will be applied in the order indicated.

The STELLA for Staff grant shall be compatible with any other mobility grant, unless stated otherwise by others.

## GUIDELINES

### 5.1 GRANT PAYEMENT

The grant will be paid in two phases. The first part, corresponding to 50% of the total amount, will be paid to the beneficiary once the documentation accrediting the purchase of the round trip ticket has been sent to the Compostela Group of Universities.

The second part, corresponding to the remaining 50%, will be transferred once mobility has been completed and upon reception at the Compostela Group of Universities of the **STELLA for Staff certificate, boarding passes, and the personal final report**. This final report may be written in Spanish or English.

## 6. DUTIES AND COMPLIANCE OF THE PARTIES

### 6.1 APPLICABLE TO THE CONDITIONS OF HOST UNIVERSITIES

Host Universities must have a work programme for the beneficiary, which allows him/her to establish a daily routine to acquire new skills and grow professionally. The beneficiary must be accompanied by a responsible of mobility who will monitor the programmed tasks.

To make the experience enriching, parties must:

- ✿ Integrate the beneficiary into the usual work dynamic;
- ✿ Support the beneficiary when s/he encounters difficulties during him/her stay;
- ✿ Define in detail the tasks, schedules and activities to be carried out during all the time of the mobility.

Host University will help the beneficiary before the start of mobility by providing him/her with recommendations on the organisation of the trip, information on visa procedures and possibilities for accommodation.

They may also provide the beneficiary with any supplementary insurance or other assistance, as they deem appropriate.

After mobility, host departments must send the Compostela Group of Universities at [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es) the **final host department's report**.

### 6.2 CONDITIONS APPLICABLE TO THE BENEFICIARY STAFF

Beneficiary staff will comply with the requirements established in the mobility, respecting the rules and regulations of the host University with regard to the timetable, code of conduct and confidentiality rules.

Failure to carry out the mobility or failure to submit the documentation required to receive the grant will result in reimbursement to the Compostela Group of the amounts paid.

### 6.3 CONDITIONS APPLICABLE TO THE COMPOSTELA GROUP OF UNIVERSITIES

The Compostela Group of Universities, in accordance with the provisions of these guidelines and in order to promote collaboration between the parties, will resolve and interpret all the issues rose in this procedure, supporting at all times the effective implementation of mobility within the framework of the STELLA for Staff programme.

The GCU is not responsible for any damages that may be suffered by the parties involved in the mobility relationship or for the goods of both parties when carrying out the mobility action within the framework of the STELLA for Staff programme.

## 7. CERTIFICATION OF MOBILITY

Host University must provide granted staff with a certificate attesting to effective mobility and degree of satisfaction. To this end, the Compostela Group of Universities will provide the responsible of

## GUIDELINES

mobility at Host University with the template of **STELLA for Staff certificate** to be completed.

The Compostela Group of Universities invites participants to share their experience in the STELLA for Staff programme by sending photos, videos or quotes by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) to the Group's Executive Secretary.

### 8. ACCEPTANCE OF THE GUIDELINES OF THE PROGRAMME

Participation in this programme implies acceptance of all its terms and conditions. In accordance with Organic Law 15/1999 on the protection of personal data, 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 on common administrative procedure shall apply.

### 9. RESPONSIBILITY

The Compostela Group of Universities shall not be responsible for any technical, hardware, software or other problems, of any kind, 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 this programme.

*\*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.*