

2025

*Professional Mobility Programme for Services Staff*

## GUIDELINES

### 1. OBJETIVES

The main objective of the Stella for Staff programme of the Compostela Group of Universities (CGU) is to contribute to the training and skills development of the service staff of its member institutions. In addition, the professional mobility carried out within this programme enable their staff to expand their network of contacts and increase their professional and/or linguistic skills.

### 2. PARTICIPANTS

Universities and services staff from the CGU and CONAHEC networks can participate in the professional mobility programme Stella for Staff.

Within the CGU, both full-member universities and associate members can take part in the programme. For that, they must be up to date with their statutory obligations to the network.

### 3. CALLS AND GRANTS

The Stella for Staff programme is structured in a single annual call, focusing on promoting **in-person intercontinental mobility**.

This call may grant 12 intercontinental individual mobility of 1,100 euros each. Only service staff of CGU members will be eligible to receive a financial grant awarded by the network.

### 4. PROCEDURE

This call is divided into four phases:

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

### 5. SUBMISSION OF MOBILITY OFFERS BY HOST DEPARTMENTS

The universities interested in participating in the Stella for Staff programme may send the list of placement offers for the current call through the **online placement offer form**, available at the website of the CGU ([www.gcompostela.org](http://www.gcompostela.org)). This form must be compulsorily filled in online and in English for the offer to be accepted.

**2025**

*Professional Mobility Programme for Services Staff*

## **GUIDELINES**

If an institution wants to submit offers from different departments, it must fill in one offer form per department.

Member institutions willing to centralize the coordination of the programme in a unit of their institution must communicate it to the CGU and appoint a coordinator. The designation shall be made using the [coordinator's communication form](#) and shall be sent to the network's executive secretariat by **3 March 2025**.

### **5.1 Duration of mobility**

The departments are free to define the areas in which they offer professional mobility, the basic curricular profile, the minimum number of posts and the complementary support that they may establish.

The [duration](#) of the mobility is 7 working days minimum and 15 working days maximum. These shall be counted from the date of the beneficiary's arrival in the host department.

### **5.2 Deadline for submission of documentation**

The deadline for the submission of the placement offers by the CGU and CONAHEC member institutions is **3 March 2025 (12:00 PM – noon. Peninsular Spanish time)**.

### **5.3 Publication of mobility offers**

Once the proposals from the institutions have been submitted and reviewed, the CGU will publish on its website the list of the mobility offers available for the call. This publication shall preferably take place before the end of February.

## **6. SUBMISSION OF MOBILITY APPLICATIONS BY STAFF**

Only staff from the CGU and CONAHEC member universities that have offered at least one placement for the current call will be eligible for mobility.

Service staff who wish to apply for one of the programme's mobilities must submit their application using the [Online application form](#), which must be completed online and in English. It must be accompanied by the following documentation in order for the application to be accepted:

- ✿ [Europass CV](#) in English compulsorily, and optionally in the working language of the host university where the mobility would take place.

2025

*Professional Mobility Programme for Services Staff*

## GUIDELINES

- ✿ **Certificate or official document** that confirms the applicant belongs to the workforce, tenure and job position, in any of the CGU/CONAHEC member institutions in the year 2025.
- ✿ Scanned copy of the information pages of the **national identity card or passport**.
- ✿ **Declaration of responsibility**.

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

## 7. SELECTION OF 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 for Staff programme, who will act as the president, and by a minimum of two representatives from the member universities 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.
- ✿ Not to have undertaken a mobility in the last five years under the Stella for Staff programme.
- ✿ To give preference to seniority in the employment relationship.
- ✿ Priority will be given to intercontinental mobility.
- ✿ To give preference to candidates applying for the maximum duration of mobility.
- ✿ Fostering geographical and university distribution.

### 7.3 Resolution

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

**2025**

*Professional Mobility Programme for Services Staff*

## **GUIDELINES**

The resolution will contain the ordered list of the beneficiaries of the mobility grants and five alternates will be designated. It will also feature those beneficiaries of a mobility without a grant from CONAHEC network.

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

The CGU will inform the recipients of the grants and mobility 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 and mobility will have a period of 10 calendar days, counted from the communication of the resolution, to accept the mobility.

The CGU will only contact the alternates after the resignations have been submitted, and to do that, the specifications included in the resolution will be taken into account.

## **8. DUTIES OF HOST INSTITUTIONS**

The host departments must have a work programme for the services staff, which allows him/her to establish a daily routine to acquire new skills and grow professionally. Service staff must be accompanied by a person responsible for his/her mobility to supervise 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 s/he encounters difficulties during his/her stay.
- ✿ Define in detail the tasks, schedules and activities to be carried out during all the time of the mobility.

The host department may provide guidance to the service staff 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.

2025

*Professional Mobility Programme for Services Staff*

## GUIDELINES

After mobility, the host departments must send the **final host department's report** to the CGU by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)).

### 9. CONDITIONS APPLICABLE TO THE BENEFICIARY STAFF

Services staff must have an employment relationship with their home institutions at the time of application and mobility.

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

#### 9.1 Mobility agreement

Before starting the mobility, the beneficiary and the person responsible for it at the host institution must fill in the **mobility agreement** and send it to the CGU by email. This document must comply with the guidelines of the call.

Services staff will comply with the requirements established in the mobility offer. Respecting also the rules and regulations of the host university with regard to the timetable, code of conduct, confidentiality rules and socio-health obligations.

#### 9.2 Trip

Round-trip journeys must be from the city/department of the home institution to the city/department of the host institution. Such journeys, both outward and return may not exceed two days.

The beneficiary must arrive no sooner than two days before the start date of mobility and return no later than two days after the end date of mobility.

#### 9.3 Perception of the grant

The grant is subject to withholding taxes in accordance with Spanish Law and its payment shall be made by bank transfer to the beneficiary, to the bank account of his/her ownership indicated in the justification of the mobility. In case of choosing another bank account, it must be specified with the express authorization 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.

2025

*Professional Mobility Programme for Services Staff*

## GUIDELINES

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

### 10. JUSTIFICATION OF THE MOBILITY

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.** Supporting documentation of the purchase and payment of the round-trip tickets.
- ✿ **Tickets** of the means of transport used in the round-trip (boarding passes, train/bus tickets, etc).
- ✿ **Financial identification.** A given form or a certificate of account ownership issued by the bank or similar must be presented.
- ✿ **Personal final report.** This final report may be written in Spanish or English. Besides, it must include as an annexe a detailed **agenda** of the professional activities carried out during mobility, which must be signed by both parties, the person responsible for mobility at the host university and the beneficiary of the grant.

The recipient of the grant must send this documentation by email to the CGU ([grupo.compostela@usc.es](mailto: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 detailed in point 9 of the current call.

### 11. STELLA FOR STAFF CERTIFICATE

The beneficiary of the grant can request the **Stella for Staff certificate** to the CGU once the mobility has been completed and the documentation submitted for the justification and payment of the grant approved.

## **GUIDELINES**

### **12. 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 on common administrative procedure shall apply.

### **13. RESPONSIBILITY**

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 that arose in this procedure, supporting at all times the effective implementation of mobility within the framework of the Stella for Staff programme.

The Compostela Group of Universities 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 in this programme.

The Compostela Group of Universities 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 for Staff programme.

### **14. SHARE YOUR EXPERIENCE**

The Compostela Group of Universities invites participants to share their experience in the Stella for Staff programme by sending photos, videos or a text by email to the CGU's executive secretary.

These experiences may be published on the Stella for Staff page on our website or in the next year's annual report, with permission of the interested party.

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