

## CGU Stella Junior 2020

### *Mobility and training programme for students*

## GUIDELINES

### 1. OBJECTIVE

In order to contribute to the improvement of young people's training and skills, the Compostela Group of Universities (CGU) aims to promote and facilitate the mobility and training of students from its member Universities. Stella Junior offers students the opportunity to do internships, get in touch with other cultures and increase their language and professional skills.

### 2. PARTICIPANTS

Member Universities of the CGU and their students –graduate, postgraduate and doctoral studies– can participate in the mobility and training programme for students Stella Junior.

Universities participating in the programme must be up to date with their payment obligations with respect to the membership fee of the Compostela Group of Universities.

### 3. CALLS

Stella Junior is structured in a single annual call.

### 4. PROCEDURES

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 by students.
- 4.4 Selection of candidates.

#### 4.1 SUBMISSION OF PLACEMENT OFFERS BY UNIVERSITIES

Universities interested in participating in the Stella Junior 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**, available at the website of the Compostela Group of Universities ([www.gcompostela.org](http://www.gcompostela.org)). If a University wants to submit more than one placement offer, it must fill in one form per offer. This form must be compulsorily filled in online and in English for the offer to be accepted.

##### 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, placements will last a minimum of 15 calendar days.

##### 4.1.2 Deadline for submission of documentation

Deadline for submission of the above-mentioned documentation by Universities is 6 March 2020 (12:00 PM GMT - noon).

#### 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

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placement offers available for the call on its website. This publication shall take place within a week after the deadline for the submission of offers by Universities.

#### 4.3 SUBMISSION OF APPLICATIONS BY THE STUDENTS

Students will manage their own Stella Junior mobility. Students of CGU member universities who wish to apply for a mobility must provide the following documentation:

- ✿ **Online application form.** This form must be compulsorily filled in online and in English for the application to be accepted.
- ✿ 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 student is enrolled in an official graduate, postgraduate or doctoral programme at a member University of the Compostela Group in 2020 or a letter of support for the application from the home University.
- ✿ Scanned copy of identity card or passport.
- ✿ Certificate of the average grade of the student record at the time of application.

The deadline for submission of the above-mentioned documentation by candidates is 17 April 2020 (12:00 PM GMT - noon). This must be sent online through the form available on the website of the Compostela Group of Universities.

#### 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 Stella Junior 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 GCU. 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 and his/her interest in the proposal.
- ✿ The average grade of the student record and the merits at the moment of the presentation of the application will be taken into consideration.
- ✿ Priority will be given to candidates who have not received a Stella Junior grant in previous calls.
- ✿ Priority will be given to international and intercontinental mobility.
- ✿ Fostering geographical and university distribution.

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##### 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 an ordered list of beneficiaries with a granted mobility, indicating five alternates.

Once the resolution has been published, the applicants will have a period of 5 working days to raise the questions they consider necessary concerning the selection process. Once the document has been received at the CGU, it will be processed for resolution.

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 15 calendar days, counted from the communication of the resolution to accept the mobility awarded to them.

Mobility must be initiated within the year in which the programme resolution is published. The beneficiary and the person responsible for mobility at the host University must fill in the **mobility agreement** and send it to the Compostela Group of Universities by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) before the start date of the mobility period. Both must ensure that this

agreement complies with the guidelines of the call.

The beneficiary of the Stella Junior grant must be enrolled as a student of the home university at the time of the mobility.

#### 5. GRANTS

The Compostela Group of Universities will award a total of 6 Stella Junior grants with an economic allocation of 650 € each.

The amount of the grant is subject to withholding taxes in accordance with Spanish Law. The payment will be made by bank transfer to the beneficiary.

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

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

##### 5.1 GRANT PAYMENT AND SUPPORTING DOCUMENTATION

Payment of the grant will be made to the beneficiaries after the mobility. In order to receive the economic allocation of the grant, the beneficiary must provide the following documentation:

- ✿ Supporting documentation of the purchase of the round-trip ticket.
- ✿ Invoice or bank receipt of payment for the trip.
- ✿ Account owner certificate or **bank account identification form**.

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- ✿ **Stella Junior certificate.**
- ✿ Travel tickets of the means of transport used in the round-trip (boarding passes, train/bus tickets, etc).
- ✿ **Personal final report.** This final report may be written in Spanish or English. In addition, it must include as an annexe a detailed agenda of the professional activities carried out during the mobility, which must be signed by both parties, the person responsible for the mobility at the host university and the beneficiary of the grant.
- ✿ Integrate the student into the usual work dynamic.
- ✿ Support the student when he/she encounters difficulties in completing the assignments.
- ✿ Conduct ongoing monitoring and evaluation of student assignments.

Host University will help the student before the start of their internship by providing recommendations on the organisation of his/her trip, information on visa procedures and accommodation arrangements.

#### 5.2 TRIP

Round-trip journeys must be direct from the city/department of the home University to the city/department of the host University. 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 the mobility and return no later than two days after the end date of the mobility.

They may also provide them with 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. DUTIES AND COMPLIANCE OF THE PARTIES

### 6.1 CONDITIONS APPLICABLE TO HOST UNIVERSITIES

Host Universities must have a work programme for the student, which allows him/her to establish a daily routine to acquire new skills and grow professionally. The student must be accompanied by an internship tutor who will supervise the student assigned tasks.

To make the experience enriching for both parties, the GCU recommends:

### 6.2 CONDITIONS APPLICABLE TO STUDENTS

Students will comply with the requirements established in the mobility of internships, respecting the rules and regulations of the host University, as regards the timetable, code of conduct and confidentiality rules.

Failure to comply with any of the following conditions will result in the 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.

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- ✿ Failure to submit or incorrect submission of supporting documents for the payment referred to in point 5.1.

#### 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 raised in this procedure, supporting at all times the effective implementation of mobility within the framework of the Stella Junior 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 Junior programme.

#### 7. CERTIFICATION OF MOBILITY

Host University must provide the Stella Junior mobility student with a certificate attesting to his/her effective mobility and degree of satisfaction. To this end, the Compostela Group of Universities will provide the responsible tutor with the template **Stella Junior certificate** to be completed.

The Compostela Group of Universities invites participants to share their experience in the Stella Junior programme by sending photos, videos or a text by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) to the Group's Executive Secretariat.

#### 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 2015 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 others, that may occur during Stella Junior programme call.

*\*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*