

CGU STELLA Junior 2018

Mobility and training programme for students

GUIDELINES

1. OBJECTIVES

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

The member Universities of the CGU and their students can participate in the professional mobility programme for students STELLA Junior.

3. CALLS

STELLA Junior programme is structured in two annual calls:

- ✿ **First:** March - June 2018.
- ✿ **Second:** June - December 2018.

4. PROCEDURE

Each call will be divided into four phases:

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

4.1 SUBMISSION OF PLACEMENT OFFERS

Universities interested in participating in the STELLA Junior programme may send a list of placement offers for each of the calls 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.

4.1.1 Departments and duration of internships

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

In any case, placements will last a minimum of 15 days.

4.1.2 Deadline for submission of placement offers

Deadlines for submission of the above documentation for each call are as follows:

- ✿ **First:** 30 March 2018.
- ✿ **Second:** 30 June 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 a list of the placement offers for each call on its website (www.gcompostela.org). This publication shall take place within a week after the deadline for the submission of offers by Universities.

4.3 SUBMISSION OF APPLICATIONS

Students will manage their own STELLA Junior mobility. Students from member Universities of the Compostela Group of Universities who wish to apply for one of the placements of the programme must provide the following documentation:

- ✿ **Student's 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 student is enrolled in an official undergraduate or graduate studies at a member University of the Compostela Group in 2018 or a letter of

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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, if applying for a STELLA Junior grant.

All the documents mentioned above must be sent by email to grupo.compostela@usc.es, respecting the following deadlines:

- ✿ **First:** 30 April 2018.
- ✿ **Second:** 31 July 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 chaired by the coordinator of the STELLA Junior programme and by two representatives appointed by the member Universities of the Compostela Group of Universities. These representatives will be appointed by the Executive Committee of the GCU and their 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:

- ✿ Prioritisation of international and intercontinental mobility.
- ✿ Adaptation of the candidate's profile to the training offer requested.
- ✿ Fostering geographical and university distribution.
- ✿ Adaptation of the candidate's preferences to the training offer requested.

4.4.3 Grant selection criteria

For the award of the grants, the Selection Committee will apply the criteria indicated in section 4.4.2 of these guidelines together with the following ones:

- ✿ Preference will be given to candidates who have not received a STELLA Junior grant in previous editions.
- ✿ The average grade of the student record and merits will be assessed at the time of application.

4.4.4 Resolution

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

The Compostela Group of Universities will inform the mobility and grant's beneficiaries of 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.

4.4.5 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 granted to them.

Mobility placement must start no later than two months after confirmation of acceptance of the action.

5. GRANTS

The Compostela Group of Universities will award a total of 6 STELLA Junior grants, distributed in equal parts in each call, with a financial allocation of 650 € each.

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

The selection criteria specified in section 4.4.3 of these guidelines will be applied for their award.

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

5.1 GRANT PAYMENT

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 Junior certificate**, boarding passes, and the **mobility report**. This final report may be written in Spanish or English.

6. OBLIGATIONS AND COMPLIANCE OF THE PARTIES

6.1 APPLICABLE TO THE CONDITIONS OF 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 task.

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

- ✿ Integrate the student into the usual work dynamic.
- ✿ Support the student when he/she encounters difficulties in completing homework 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.

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

6.2 CONDITIONS APPLICABLE TO THE STUDENT

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 carry out the mobility or failure to submit the documentation required to receive the scholarship 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 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.

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7. CERTIFICATION OF THE 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.

interpretation, the Spanish version shall always take precedence over the English version.

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) 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 rules, the provisions of Law 39/2015 of 1 October 2015 on common administrative procedure shall apply.

9. RESPONSABILITY

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 contest.

**Note: The guidelines of this programme have been edited in English and Spanish. In case of any discrepancy or misunderstanding in their*