



# **CGU STELLA FOR STAFF 2017**

**CGU INTERCONTINENTAL STAFF MOBILITY PROGRAMME**

**HANDBOOK OF GUIDELINES  
FOR UNIVERSITIES, COORDINATORS  
AND STAFF**

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## 1. Definition of the CGU STELLA Intercontinental Staff Mobility Programme

It is an intercontinental programme that facilitates the mobility of the non-academic staff with the aim to provide learning, training and networking opportunities to enhance cross cultural experience and work placement experience.

## 2. Objectives

The CGU STELLA for Staff aims:

-To offer the CGU staff a practical tool for training and increasing their professional competences and background to face the new challenges at the globalized working environment.

-To provide the CGU member universities a vibrant platform to strength the institutional links through & for mobility beyond Europe;

-To generate cross-cultural collaboration among the CGU universities and their staff.

## 3. Target groups

The CGU STELLA for Staff is open to the non-academic staff of the Compostela Groups' full member universities and also to the non-academic staff of the Compostela Group's mutual member networks (CONAHEC, HACU, FAUBAI, ANR, etc.).

All administrative staff working at the different services or units at universities of the CGU are welcome to the programme: International Relations Offices, Human Resources, Finances, Academic Coordination Units, Students Services, Libraries, ITC Services, Marketing, Scholarships Offices, Career Offices, Laboratory Coordination, Development and Solidary Office, Sports Services, etc.

## 4. Duration of the call and eligible period of mobility

The call is released on 19 September 2016 and runs until 15 December 2017.

The mobility takes place between March 2017 and 15 December 2017. It consists in one or two weeks of work exchange among the member universities of the Compostela Group and the mutual member networks.

## 5. Requirements for participation

### 5a. 1<sup>st</sup> step - Endorsement of the university to the programme: Endorsement, submission, requirements and commitments

**Endorsement:** Universities must endorse the programme at institutional level through a **Letter of Endorsement** and at least one **Offer Form** indicating the characteristics of the department to be visited. It is compulsory to fill in one form per department and to

indicate clearly in the form the particular tasks carried out by the department. Otherwise, the department could not be taken into consideration.

The European universities willing to host only European staff must indicate it in the Offer Form explicitly.

The endorsement is done as soon as the Letter of Endorsement and at least one Offer Form is submitted.

**Submission:** Both the Letter of Endorsement and the Offer Form must be filled in, printed, stamped and signed by the legal representative of the university, or by someone formally and officially entitled to commit the university to the guidelines of the programme.

The deadline to submit the hardcopies is 30 November 2016.

The process of submission for CGU member universities and universities from CGU mutual networks members is as follows:

- The CGU member universities must send the stamped and signed hardcopies to the CGU Secretariat by email (scanned version) at [lucia.castro@usc.es](mailto:lucia.castro@usc.es)
- On the other hand, the CGU mutual networks members must send the stamped and signed hardcopies to the Secretariat of their network by email (scanned version). Then, that Secretariat must send the hardcopies (scanned version as well) to the CGU Secretariat in one single email at [lucia.castro@usc.es](mailto:lucia.castro@usc.es)

The submission is finished as soon as the CGU Secretariat confirms to the sender the reception of the hardcopies by email.

**Requirements:** CGU member universities must be in full compliance with the payment of the membership fees. Otherwise, it will not be allowed to participate in the programme.

Those universities which may have not fulfilled the guidelines in the former edition of the programme without any written justification will not be allowed to participate in the programme. The written justification must have been approved by the Steering Committee of the programme.

**Commitments:** Through the Letter of Endorsement and the Offer Form/s the university undertakes the following duties:

1. To participate in the programme for one or two years;
2. To respect the deadlines and fulfil the guidelines of the programme;

3. To offer at least one department to be visited by foreign staff. If the department is open to intercontinental mobility, to offer accommodation to the foreign staff;
4. If any, to send a maximum of two applicants for Intercontinental mobility;
5. To respect the decisions of the Steering Committee of the programme which must be in accordance with the guidelines of the programme;
6. To designate a coordinator at home to manage and be the main responsible for any action related to the programme, that is:
  - a. To advertise and promote the programme;
  - b. To take care of the deadlines and the guidelines of the programme;
  - c. To manage the documentation required for the programme (letter of endorsement, offer form, final reports and other complementary and needed documentation);
  - d. To act as contact point for the CGU Secretariat, the Steering Committee of the programme and any other coordinator of the programme in the participating universities;
  - e. To guide the home staff to participate in the programme (application, managing the outgoing mobility, fill in the final report, etc.);
  - f. To guide the host staff to arrange the incoming mobility (agenda, accommodation, travel and other relevant information about the university and city to be visited);

\*Note: the CGU mutual networks must designate a coordinator who acts as a link between the CGU Secretariat and the network's universities.

#### **5b. 2<sup>nd</sup> step - Application of the staff to the programme: Application, submission, requirements and commitments**

**Application:** The staff of the universities endorsed to the programme in the present call can apply for mobility by filling in the **Application Form**.

Note that, in the Application Form, applicants must indicate three different departments to be visited, and by order of preference. Those three departments must be equivalent to the home department. Otherwise, the applicants can be excluded from the selection process.

In case the applicants do not find in the list of offers enough equivalent departments, the applicants must indicate it in their Application Form.

In case the applicants are only interested in one unique offer or university, they must inform the home coordinator and assume the lack of possibilities to get mobility. If those applicants are finally pre-selected by the home coordinator and their Application Form is sent to the CGU Secretariat as one of the candidates for mobility, the home coordinator must send written communication to the CGU Secretariat informing about the reasons why the applicant have only indicated one department

in their Application Form and stating that the applicant will assume the lack of possibilities to get the mobility.

**Submission:** Submission is open from 12 December 2016 to 13 February 2017.

The process is as follows:

a) Application process for Intercontinental mobility:

- The staff of the CGU member universities must fill in, sign and send the Application Form (hardcopy) before 13 February 2017 to the coordinator of their home university. The home coordinator must gather all the applications, select a maximum of two applicants and send them (scanned version) before 20 February 2017 to the CGU Secretariat at [lucia.castro@usc.es](mailto:lucia.castro@usc.es), indicating the order of preference (that is who is the 1<sup>st</sup> candidate and who is the 2<sup>nd</sup> candidate).
- The staff of the CGU mutual networks members must fill in, sign and send the Application Form (hardcopy), before 13 February 2017, to the coordinator of their home university.

Then, that home coordinator must gather all the applications, select a maximum of two applicants and send them to the coordinator at the Secretariat of the network, indicating the order of preference (that is who is the 1<sup>st</sup> candidate and who is the 2<sup>nd</sup> candidate).

Finally, the coordinator at the Secretariat of the network must send to the CGU Secretariat ([lucia.castro@usc.es](mailto:lucia.castro@usc.es)) and by 20 February 2017, the list of universities and their corresponding selection of candidates (1<sup>st</sup> candidate and 2<sup>nd</sup> candidate per university).

The submission is finished as soon as the CGU Secretariat confirms to the sender the reception of the hardcopies by email.

b) Application process for European mobility: For this mobility, note that the STELLA programme only acts as a promoter of the offers available at the CGU European member universities. In this sense, the staff do not need to fill in any Application Form. They are suggested to do the following:

- 1) To contact the coordinator of the wanted host university to see if the host university would accept the mobility;
- 2) To contact the coordinator of the home university to see if there is any opened Erasmus+ call (or other programme).

**Requirements:** The staff applicants must gather the following requirements:

1. To be included in the pay roll system of the CGU home member university. If the labour contract is temporary, it must cover the eligible period of the call (19 September 2016 – 15 December 2017).
2. To have high knowledge of English or the working language of the wanted host country;

**Commitments:** By filling the Application Form, the applicants commit to the following:

1. To accept the criteria followed by the Steering Committee to allocate the mobility;
2. To respect the deadlines and to fulfil the guidelines of the programme. Those applicants who had participated in previous editions and they have not respected the deadlines and fulfilled the guidelines, they will not be allowed to participate.

## **6. Selection process – match of offers and applicants**

The steering committee meets for the selection and awarding of intercontinental mobility in early March 2017.

Representatives of participating networks will be invited to attend the steering committee meeting with voice but not voting rights.

The general criteria for selection of mobility are the following:

1. To give priority to the preference given to the applicant by the coordinator;
2. To give priority to the preference given to the department by the candidate;
3. To maintain an equivalence between home and host department;
4. To keep a balance between outgoing mobility by countries;
5. To keep a balance between candidates sent and received at the same institution;
6. To give priority to those universities participating for the first time;
7. To give priority to those universities unbalanced in the previous editions;
8. To give priority to those universities receiving candidates not only under the Erasmus Programme;
9. To give a proportional distribution of the CGU grant.

In case that an offer is applied by many applicants and the allocation of the mobility is impossible according to the above-mentioned criteria, the steering committee will try to identify for those applicants another suitable destination, different to the one stated in their Application Form.

After the meeting, the CGU Secretariat sends the home coordinators the list of selected applicants and mobilities. Within 10 days after the reception of that list, home coordinators must confirm to the CGU Secretariat the acceptance, or not, of the awarded mobility and the approximate dates for mobility. After that, the definite list of Intercontinental mobility is shown in the website.

Any changes (dates, department, etc.) in the visits of Intercontinental mobility must be notified in advance to the home university coordinator who must duly inform the CGU Secretariat. The failure of this step may mean the restriction for participation in the next edition.

Those universities that could not move any applicant in the current edition will be given priority in the next edition as far as the characteristics of that edition allow that.

## 7. Rejection of awarded mobility

Applicants have the right to reject their awarded intercontinental mobility. If it is the case, they must send written communication to the home coordinator explaining the reasons for rejection. The home coordinator must duly inform the CGU Secretariat. The non-fulfilment of this step or having rejected a mobility for unjustified reason may mean the restriction for participation (both the applicant and the university) in the next edition.

## 8. Steering Committee

The Steering Committee is composed by the following CGU member universities:

- University of Arizona (USA);
- Universidad de Guadalajara (Mexico);
- University of Leon (Spain);
- University of Masaryk (Czech Republic);
- Pan-European University (Slovakia);
- University of Vigo (Spain), Coordinator of the programme. STELLA Coordinator: Eva Garea Oya ([ori1@uvigo.es](mailto:ori1@uvigo.es)).

The match of offers and applicants, the allocation of placements, and the general coordination of the programme will be carried out by the steering committee in collaboration with the CGU Secretariat in early March 2017.

A representative of the participating mutual member networks will be invited to take part of the Steering Committee with right to voice but not vote.

## 9. Grants

The CGU helps its full member universities to cover the travel and meals costs of their outgoing staff up to a maximum amount and upon reception of the corresponding final reports and corresponding documentation (see next point). That maximum amount is awarded by the Steering Committee meeting and uses to be 1,000.00 € per mobility (this amount might change depending on the particularities of the call and the STELLA's annual budget).

Note that this programme is governed by the Spanish law. CGU Grants might be subject to withholding tax depending on the beneficiary's residence place and on the countries involved in the mobility. When transferring the grants to the home university, the CGU reserves the right to apply a withholding tax in those cases that might be necessary.



The mutual member networks participating in the programme are free to contribute to the travel and meals costs of their outgoing staff as they agree internally.

## 10. Final reports

The travel and meals costs of the outgoing staff of the CGU full member universities will be transferred to the home full member university up to a maximum amount and only upon reception by email (scanned copy) at [lucia.castro@usc.es](mailto:lucia.castro@usc.es) of the two following Final Reports:

**Candidate report:** Once the mobility has finished, the CGU outgoing participants must fill in this report, print it, sign it and send it to the coordinator in their home university. This report must be accompanied by:

- a. Copy of the passport of the participant (or copy of his/her ID card if the participant is Spanish);
- b. Copy of the fiscal residence card of the participant;
- c. The invoices of the travel and meals costs of the mobility. In this context, travel costs include direct transportation from home city to host city. Invoices with any deviations will not be accepted unless those deviations are duly justified by the home university;
- d. Copy of the agenda followed up during the mobility;
- e. Certificate issued by the host university confirming the stay carried out in a satisfactory way in the frame of the CGU STELLA for Staff 2017.

**University report:** The coordinators of the CGU full member universities with outgoing participants will be asked to fill in this report and send it (scanned version) to the CGU Secretariat (deadline is 15 December 2017). This report must be accompanied by the Candidate Report received from the outgoing participants and the requested additional documentation (point a., b., c., d., and e. indicated above).

The CGU will transfer the grants to the home university only upon reception of the requested documentation.

The transaction will be made by bank transfer to the bank account of the home university.

As stated in the item 9 of these guidelines, please, note this programme is governed by the Spanish law. CGU Grants might be subject to withholding taxes depending on the beneficiary's residence place and on the countries involved in the mobility. When transferring the grants, the CGU reserves the right to apply a withholding tax in those cases that might be necessary.

## 11. Deadlines to remember

Deadlines	Action
<b>19 September 2016 – 30 November 2016*</b>	Universities willing to participate send: <ol style="list-style-type: none"> <li>a) Letter of Endorsement;</li> <li>b) Offer Form/s: participating institutions must offer at least one department/service to be visited.</li> </ol> The offers and the list of home coordinators are announced in the CGU website.
<b>12 December 2016 – 13 February 2017*</b>	Staff of participating universities fill in the Application Form (1 form per candidate) and send it to the home Coordinator.
<b>20 February 2017</b>	<p><u>Coordinators of the CGU full member universities</u> collect all applications from their own staff, select a maximum of 2 by order of preference and send them to the CGU Secretariat.</p> <p><u>Coordinators of the universities belonging to the CGU mutual member networks</u> collect all applications from their own staff, select a maximum of 2 by order of preference and send them to the Secretariat of their network. That Secretariat must gather all the applications received and send them to the CGU Secretariat indicating the list of universities and their corresponding applicants (1<sup>st</sup> candidate and 2<sup>nd</sup> candidate).</p> <p><i>Note: those European candidates willing to visit a department within Europe do not need to fill in the Application Form. They should contact the coordinator of the wanted host university to see if the host university would accept the mobility, and to contact the coordinator at their home university to see if there is any Erasmus+ call (or other programme) open to mobility.</i></p>
<b>March 2017</b>	<p>The steering group meets for the selection of Intercontinental mobility and the awarding of grants (gross amount).</p> <p>After the meeting, the CGU Secretariat sends the home coordinators the list of selected applicants indicating the CGU maximum grant for reimbursement of travel costs. Within 10 days after the reception of that list, coordinators confirm to the CGU Secretariat the acceptance, or not, of the mobility awarded.</p> <p>The definite list of Intercontinental mobility is announced in the website.</p>
<b>March 2017 – 15 December 2017</b>	<p>Mobility takes place.</p> <p>Any changes in the visits of Intercontinental mobility should be notified in advance to the CGU Secretariat and the responsible of the programme in their corresponding network.</p>
<b>15 December 2017*</b>	<p>Participants involved in the intercontinental mobility send the Candidate Report form on their outgoing mobility to the home Coordinators, together with:</p> <ol style="list-style-type: none"> <li>a. Copy of the passport of the participant (or copy of his/her ID card if the participant is Spanish);</li> </ol>

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|--|--|
|  | <ul style="list-style-type: none"><li>b. Copy of the fiscal residence card of the participant;</li><li>c. The invoices of the travel costs of the mobility;</li><li>d. Copy of the agenda followed up during the mobility;</li><li>e. Certificate issued by the host university confirming the stay carried out in a satisfactory way in the frame of the CGU STELLA for Staff 2017.</li></ul> |
|--|--|

Home coordinators send the CGU Secretariat the University Report Form together with the Candidate Report Form of the outgoing participants and their corresponding documentation.

*\* Note that the Coordinators of the participating universities are free to establish at their home institution deadlines previous to those marked above with an asterisk, as long as it does not affect to the development of the general coordination of the call.*

## 12. Section of frequent asks and questions from staff

### 12a. FAQs before participation

#### **I am staff of a CGU full member university, can I apply for a CGU STELLA mobility?**

You can apply for STELLA mobility if your home university is endorsed to the programme. To know if your university is already endorsed, you should contact the International Relations Office of your university, or the CGU Secretariat at [lucia.castro@usc.es](mailto:lucia.castro@usc.es)

#### **I am a staff of a CGU collaborating network, can I apply for a CGU STELLA mobility?**

You can apply and be selected for mobility. However, the CGU will not be able to grant you. In that case, you should contact the coordinator of the programme at the Secretariat to be informed about the terms for participation within that specific network.

#### **Does the CGU STELLA programme award mobility within the same continent?**

No, the CGU STELLA programme only awards intercontinental mobility. That is:

- Mobility between Europe and America (North America and Latin America);
- Mobility between Europe and Asia;
- Mobility between Asia and America (North America and Latin America)

#### **I am European and I am interested to move only to a European department, must I fill in the CGU STELLA Application Form?**

No, you must not fill in the CGU STELLA Application Form. You are invited to check the list of offers opened in Europe to receive European staff, and contact the home coordinator and the coordinator of the wanted host university to explore possibilities to move under the Erasmus+ or any other similar programme.

**-In this case, can my home university get a CGU grant to support my mobility costs?**

No, you should explore possibilities in the host and home university to see if they are endorsed to the Erasmus+ or any other similar programme through which covering those costs.

**I am a temporary staff of a member university, can I participate in STELLA?**

Yes, you can participate in STELLA as long as you belong to the pay roll system of the participating university under a labour contract during the eligible period of the call (19 September 2016 - 15 December 2017).

**I am a researcher, can I participate in STELLA?**

Researchers cannot participate as such. They can only participate if their role at the home university is related to any managerial and administrative tasks. Their participation in the programme only entails managerial and administrative staff training.

**12b. FAQs related to the Offer Form and the Application Form**

**The Application Form requests to be filled in with three different departments by order of preference:**

**-What can I do if I there is only available one suitable department for me?**

It is compulsory for applicants to indicate three different equivalent departments. In case the applicants do not find in list of offers enough equivalent departments, applicants must state that in the Application Form.

**-Even so, what can I do if I am only interested in one unique department/university?**

If you fill in the Application Form with one unique department, you should remember that the possibilities to get mobility will be considerably reduced. You must inform the home coordinator that you are only interested in one unique department/university and that you assume the lack of possibilities to get the mobility.

**What happens if I cannot fulfil the deadlines and I send out the forms out of deadlines?**

All forms required in the guidelines of the programme must be send to the final recipient in due time. Otherwise, the sender assumes the risk to be excluded from participation.

If you consider that any deadlines are not enough so that the universities and the staff can fulfil them, do not hesitate to contact the CGU Secretariat to consider adapting the calendar for the next edition.

**I was requested to fill in an Offer Form with the characteristics of a department to be open at my university,**

**-who must sign that form?**

It must be signed by the head of that specific department or someone entitled to endorse the department to the programme.

**-we cannot know yet the dates when the department can be open for mobility. What we can do?**

You can indicate in the form that the department is open during the eligible period of the call (March 2017 - 15 December 2017) and then negotiate the right dates with the guest staff.

**-how can I indicate that my university is only able to receive staff from the same continent?**

You should indicate in the form that your university does not offer accommodation as it is only compulsory for intercontinental mobility. In this case, the applicants for that department will not be taken into consideration in the selection process for mobility. They should contact the host coordinator directly.

**-the form requires indicating the contact details of a coordinator for the offer, is this coordinator the same person than the home coordinator of the programme in the university?**

It can be the same person. However, if that department has one different coordinator, s/he is the one to be indicated in the Application Form.

Please, remember that the host coordinator will have to assist the incoming staff to arrange the mobility (travel, accommodation, meals, agenda, etc.).

## 12c. FAQs during the participation

**As applicant, what happens if I reject an awarded mobility?**

If the mobility is rejected, the reason must be duly justified. Otherwise, the acceptance of their participation in future editions of the programme may not be allowed.

**As applicant, I was awarded with a STELLA mobility to move to another continent,**

**-what should I do?**

You should do the following:

- To contact the host coordinator to fix the dates for mobility;
- To send the home coordinator written confirmation of the acceptance, or not, of your awarded mobility within 10 days after having been notified of it;
- To prepare with the host coordinator an agenda for your mobility;
- To prepare your trip with the assistance of your host coordinator;
- To get information on any visa and health requirements to move to the host country. If you need an **invitation letter** by the host university to get the visa, do not hesitate to ask the CGU Secretariat for a template.

**-what does the CGU grant cover?**

The CGU grant is to support, up to a maximum amount and only upon reception of invoices, the travel and meals costs of the outgoing staff of the CGU full member universities. However, the grant will not support any accommodation costs as it must be provided by the host university.

**-when shall I receive the grant? Shall I receive it before mobility?**

The CGU grant shall be transferred to your home university at the end of mobility only upon reception at the CGU Secretariat of the required documentation.

**12d. FAQs after participation**

**I finished my mobility and I am at my home university again, what should I do to receive the CGU grant?**

As participant, you must fill in the Candidate Report Form and send it, duly signed, to your home coordinator together with:

- a. Copy of your passport (or copy of your ID card if you are Spanish);
- b. Copy of your fiscal residence card;
- c. The invoices of the travel costs of your mobility;
- d. Copy of the agenda followed up during your mobility;
- e. Certificate issued by your host university confirming the stay carried out in a satisfactory way in the frame of the CGU STELLA for Staff 2017.

**I noticed that the total costs of my mobility are higher than the stated maximum CGU grant, will I be reimbursed for the total costs?**

No, the CGU grant is a maximum awarded to your home university to support your travel and meals costs in the host university. It will NOT be increased if your mobility costs are higher.

Please, also note that the CGU grant will be transferred -up to a maximum amount and only upon reception of the requested final reports- to your home university. Then, your home university shall transfer the amount to you in accordance to its internal legal rules (e.g. through a payroll, etc.).

Also note that this programme is governed by the Spanish law and CGU grants might be subject to withholding taxes depending on your residence place and on the countries involved in your mobility.

**I did my mobility, but I was not awarded with a CGU grant:**

**-should I fill in the Candidate Report?**

No, in this case, you do not need to fill in any Candidate Report.

**-should my home coordinator inform on my mobility in the University Report?**

No, in this case, your home coordinator does not need to fill in any University Report.

**-should my host coordinator inform on my mobility in its University Report?**

No, in this case, your host coordinator does not need to fill in any University Report.

**Can I participate in future editions of the programme?**

New applicants will have preference. However, the participants can apply in the next editions of the programme.

**Final note: Any suggestions, queries or comments about the stated in this handbook or complaint about the development of the programme shall be sent, in written, by email to the Steering Committee of the STELLA programme through the CGU Secretariat: [lucia.castro@usc.es](mailto:lucia.castro@usc.es). The written communication shall be understood as submitted when the CGU Secretariat confirms its reception to the sender. After that date, the sender shall obtain a response within 30 days.**

**In case the response does not clarify the situation, the involved parties can send written communication to the CGU Executive Committee through the CGU Executive Secretary (contact emails: [lucia.castro@usc.es](mailto:lucia.castro@usc.es)). The written communication shall be understood as submitted when the CGU Secretariat confirms its reception to the sender. The Executive Committee shall analyse the case in its next meeting. The sender shall obtain a response within 30 days after that meeting.**

**Once administrative remedies have been exhausted, the sender may lodge a contentious-administrative appeal to the Spanish court of Santiago de Compostela (Spain) according to the corresponding Law 29/1998 of 13 July Governing Administrative Jurisdiction.**