



CGU STELLA FOR STAFF 2017
CGU INTERCONTINENTAL STAFF MOBILITY PROGRAMME



LETTER OF ENDORSEMENT

Co-operation agreement for CGU STELLA FOR STAFF – Intercontinental Mobility Programme, in the framework of the Compostela Group of Universities, which main aim is to provide opportunities for administrative staff mobility, to enhance cross cultural and work placement experiences by means of work exchanges.

I, **Please, indicate here name, surname and position at Please, indicate here the home university** (belonging to the network called) hereby confirm that my institution wishes to participate in STELLA FOR STAFF, for year/s **Please, indicate here if 1 or 2 years** , being aware of the following commitments:

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. This Steering Committee is composed by the following CGU member universities:

- University of Arizona (USA)
- Universidad de Guadalajara (México)
- University of Leon (Spain)
- University of Masaryk (Czech Republic)
- Pan-European University (Slovakia)
- University of Vigo (Spain)

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.

6. To designate a coordinator at home to manage and be the main responsible for any action related to the programme.

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

This Letter of Endorsement, duly signed and stamped, must be sent by e-mail to the CGU Secretariat by 30 November 2016. Universities belonging to a network which is a member of the CGU (e.g. CONAHEC, FAUBAI, HACU, etc.) should send a copy to the coordinator of the programme at the Secretariat of that network. That Secretariat must send it to the CGU Secretariat by 30 November 2016.



LETTER OF ENDORSEMENT

For this purposes, coordinator designated at my home university is:

Name: Surname: Treatment:

Position:

Department:

Street:

Zip code: City: Country:

Tel.: +

Fax: +

E-mail:

Finally, I declare I am aware that:

- a) The European mobility shall be funded directly by each participating institution;
- b) The intercontinental mobility of the CGU full member universities shall receive a CGU contribution (to support the travel costs of the mobility) up to a maximum amount and only upon reception of final reports and the corresponding additional documentation requested in the 'Handbook of guidelines for universities, coordinators and staff';

I declare that **I am entitled to endorse the institution to the CGU STELLA for Staff under the above statements.**

Place:

Date:

Signature: _____

Stamp:

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