

CGU STELLA Junior – LETTER OF ENDORSEMENT

To be filled in by a person entitled to endorse the University to the Programme

My institution, _____, hereby expresses its willingness to participate in the Compostela Group of Universities' STELLA Junior Programme 2016-2017 and accepts & commits to respect its "Guidelines".

Contact(s) for coordination:

- Contact 1

Name and surname:

Position:

E-mail:

Tel.:

- Contact 2 (optional)

Name and surname:

Position:

E-mail:

Tel.:

Tasks:

This person will be responsible for:

1. Informing the CGU's Secretariat of the training opportunities at his/her institution to be disseminated through STELLA Junior, sending an Offer Form (filled in by the host department) with the details.
2. Forwarding the Programme's information to the Communication Office at their university for dissemination and/or use their own promotional means to reach participants.
3. Forwarding the documentation of the candidate incoming students to the host department, responsible for the selection. Checking if the outgoing students are registered at the university for the current academic year or are graduate students from this institution (and if they are, sending their CV to the Secretariat).
4. After the internal selection, letting the Secretariat know the names of the selected students.

Signature of the institutions' representative

Signed by:

Position:

This letter of endorsement shall be sent to the CGU Secretariat by 30 November 2016 by email to lara.dopazo@usc.es (scanned version duly signed and stamped)

Executive Secretariat

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