

CGU Stella for Staff 2021

Professional Mobility Programme for Services Staff

GUIDE PLACEMENT OFFER FORM

INTRODUCTION

According to the specifications detailed in point **4.1.2 Deadline for submission of documentation** of the guidelines of the 2021 call for [Stella for Staff Mobility programme](#), "the deadline for the submission of the placement offers by CGU and CONAHEC member Universities is **4 February 2021 (12:00 PM GMT)**".

Likewise, as explained in point **4.1 Submission of placement offers by universities** in these guidelines, "this form must be compulsorily filled in online and in English for the offer to be accepted ". Besides, as stated in it, "if a university wants to submit more than one placement offer, it must fill in one form per offer ".

Those who are submitting a placement offer for the first time can see examples of the presentation of the information on the page of the previous calls of the Stella for Staff mobility programme.

PLACEMENT OFFER FORM

1. INFORMATION ON THE HOST UNIVERSITY

Questions 1-5 are aimed at schematically presenting the host university, to provide candidates with key information about the institution submitting the mobility offer.

2. INFORMATION ON THE PLACEMENT OFFER

Questions 6-20 provide basic information regarding the placement offer sent by the host university. Information such as the department where the mobility will take place, its duration or a generic description of the tasks to be carried out, among other details.

Question 7 – Description of the activities

The purpose of this question is to provide the candidate with a generic description of the tasks he/she would perform during the mobility. Thus, this section should not describe the tasks carried out by the department in which the mobility would take place, but those tasks in which the selected professional would normally work.

Question 10 – Type of mobility

Due to the global pandemic this year, the CGU will offer universities and participants the possibility of moving mobility to the virtual sphere. For this reason, host universities may choose to offer virtual or in-person mobility for this call.

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Question 11 – Mobility period

The host universities have the option of agreeing the mobility period with the candidate, after his/her selection by the Committee, or they can detail a specific period for carrying out the mobility. In both cases, the provisions of point **4.1.1 Departments and duration of mobility** in the Stella for Staff programme 2021 call must be respected.

Question 11a – Specific mobility period

The host universities can indicate in this question the specific period for mobility. In any case, these dates should respect the indications provided in point **4.1.1 Departments and duration of mobility** in the Stella for Staff programme 2021 call.

Likewise, when determining this period, it should be taken into account that, according to the guidelines, the Selection Committee has two months to issue a resolution and the applicants 15 days to accept it. Thus, candidates will not be able to start their mobility before June 2021.

Question 12 – Duration of the mobility

The host universities can indicate in this question the duration of the mobility. In any case, these dates should respect the indications provided in point **4.1.1 Departments and duration of mobility** in the Stella for Staff programme 2021 call.

Question 15 – Name and surname of the person responsible for the mobility

The person responsible for the mobility will be in charge of accompanying the selected candidate during his/her stay in-person or virtually in the host university, as well as supervising the tasks carried out.

Question 19 – Accommodation

The host universities that opt for **in-person mobility** may voluntarily offer applicants accommodation.

Question 19a – Accommodation conditions

Those host universities that choose to offer accommodation can provide in this question more information about the conditions of the accommodation, regarding aspects such as the duration of the accommodation or whether it is a paid or free option.

Question 20 – Supplementary contributions

The host universities that opt for **in-person mobility** may voluntarily offer applicants other supplementary contributions.

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Question 20a – Supplementary contributions conditions

Those host universities that choose to offer supplementary contributions can provide in this question more information about the conditions of the latter.

3. INFORMATION ON THE CURRICULAR PROFILES OF THE CANDIDATE

The information provided in questions 21–23 will serve as a basis for the Selection Committee to evaluate the applications received for each mobility offer. Thus, we recommend universities to reflect on the skills, knowledge and abilities that the candidate will need to have in order for the stay to contribute to the progression and professional development of both.

4. CONTACT DETAILS OF THE PERSON WHO SUBMITTED THE PLACEMENT OFFER

Before the publication of the placement offers, the Compostela Group of Universities will review them and send a copy of the information to this person, to allow him/her the opportunity to review it before publication.