

## CGU Stella for Staff 2021

### *Professional Mobility Programme for Services Staff*

## GUIDELINES

### 1. OBJECTIVES

In order to contribute to the improvement of the training and skills of the administrative staff, the Compostela Group of Universities (CGU) promotes and facilitates professional intercontinental mobility of staff from its member Universities. Stella for Staff offers services staff the opportunity to conduct professional exchanges, get in touch with other colleagues and increase their language and professional skills.

Due to the global pandemic, this year the CGU offers Universities and participants the possibility of moving mobility to the virtual sphere, with the aim of adapting the programme to the current social and health situation.

### 2. PARTICIPANTS

Universities and services staff of the CGU and CONAHEC networks can participate in the professional mobility programme Stella for Staff.

CGU universities' participating in the programme must be up to date with their payment obligations concerning the membership fee.

### 3. CALLS

Stella for Staff is structured in a single annual call, and only intercontinental mobility will be accepted.

### 4. PROCEDURES

The call is divided into four phases:

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

#### 4.1 SUBMISSION OF PLACEMENT OFFERS BY UNIVERSITIES

Universities interested in participating in the Stella for Staff may send their list of placement offers for the call through the **online placement offer form**, available at the website of the Compostela Group of Universities ([www.gcompostela.org](http://www.gcompostela.org)). This form must be compulsorily filled in online and in English for the offer to be accepted.

If a University wants to submit more than one placement offer, it must fill in one form per offer.

##### 4.1.1 Departments and duration of mobility

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

Likewise, Universities may also choose to propose in-person or online mobility in their offers. **In-person mobility** must last a minimum of 7 working days and a maximum of 15 working days. **Virtual mobility** must last a minimum of 15 working days and a maximum of 20 working days, with a weighted minimum of two hours a day.

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### 4.1.2 Deadline for submission of documentation

The deadline for the submission of the placement offers by CGU and CONAHEC member Universities is **4 February 2021 (12:00 PM GMT)**.

### 4.2 PUBLICATION OF PLACEMENT OFFERS

Once the proposals from the Universities have been submitted and reviewed, the Compostela Group of Universities will publish the list of the placement offers available for the call on its website. This publication shall take place within a week after the deadline for the submission of placement offers by Universities.

### 4.3 SUBMISSION OF APPLICATIONS

Services' staff will manage their own Stella for Staff mobility. Only services staff from Universities which have offered at least one placement will enter in the selection process for mobility.

Services staff who wish to apply for mobility must provide the following documentation:

- ✿ **Online application form.** This form must be compulsorily filled in online and in English for the application to be accepted.
- ✿ 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 applicant belongs to the workforce, tenure and job position, in any of the CGU/CONAHEC member Universities in the year 2021.

- ✿ Scanned copy of identity card or passport.
- ✿ **Declaration of responsibility.**

The deadline for submission of the above-mentioned documentation by candidates is **31 March 2021 (12:00 PM GMT)**. This must be sent online through the form available on the website of the Compostela Group of Universities.

### 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 composed by the coordinator of the Stella for Staff programme, who will act as President, and by a minimum of two representatives from the member Universities who will be designated by the Executive Committee of the CGU. Its 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:

- ✿ Adaptation of the candidate's curricular profile to the requested offer and the interest of the candidate's proposal.
- ✿ Give preference to those applicants who submitted their applications to the programme's 2020 call.
- ✿ Give preference to those candidates who have not carried out mobility under Stella for Staff programme in the latest five years.

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- ✿ Give preference to candidates applying for the maximum duration of mobility.
- ✿ Give preference to seniority in the employment relationship.
- ✿ Fostering geographical and University distribution.

#### 4.4.3 Resolution

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

The resolution will contain the ordered list of beneficiaries with a granted mobility, indicating five alternates. The beneficiaries of mobility without a grant from CONAHEC network will also be stated in the list.

Once the resolution has been published, the applicants will have a period of 5 working days to raise the questions they consider necessary concerning the selection process. Once the document has been received at the CGU, it will be processed for resolution.

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

#### 4.4.4 Mobility acceptance

The beneficiaries of mobility will have a period of 15 calendar days, counted from the communication of the resolution to accept the mobility awarded to them.

Mobility must be initiated within the year in which the programme resolution is published.

The beneficiary and the person responsible for mobility at the host University must fill in the **mobility agreement** and prepare on a **work plan**, sending both to the Compostela Group of Universities by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) before the start date of the mobility period. Both must ensure that this agreement complies with the guidelines of the call.

The beneficiary of the Stella for Staff mobility must have an employment relationship with the home University at the time of the mobility.

#### 5. GRANTS

The economic allocation of the call is 18,000 €, which will be distributed as individual grants until the budget is exhausted. Only services staff from CGU member universities will be eligible to receive a grant awarded by the University network.

Grants for **in-person mobility** will have an economic allocation of 1,000 € each. For **virtual mobility** will be 300 € each.

The amount of the grant is subject to withholding taxes in accordance with Spanish Law. The payment will be made by bank transfer.

For awarding of grants, the selection criteria specified in section 4.4.2 of these guidelines will be applied in the order indicated.

The Stella for Staff grant shall be compatible with any other mobility grant unless stated otherwise by others.

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### 5.1 GRANT PAYMENT AND SUPPORTING DOCUMENTATION

Payment of the grant will be made to the beneficiaries after of the mobility. In order to receive the economic allocation of the grant, the beneficiary must provide the following documentation:

#### a) In-person mobility

- ✿ Supporting documentation of the purchase of the round-trip ticket.
- ✿ Invoice or bank receipt of payment for the trip.
- ✿ Travel tickets of the means of transport used in the round-trip (boarding passes, train/bus tickets, etc).
- ✿ **Financial identification form.**
- ✿ **Stella for Staff certificate.**
- ✿ **Personal final report.** This final report may be written in Spanish or English. Besides, it must include as an annexe a detailed agenda of the professional activities carried out during the mobility, which must be signed by both parties, the person responsible for the mobility at the host University and the beneficiary of the grant.

#### b) Virtual mobility

- ✿ **Financial identification form.**
- ✿ **Stella for Staff certificate.**
- ✿ **Personal final report.** This final report may be written in Spanish or English. Besides, it must include as an annexe a detailed agenda of the professional activities carried out during the mobility, which must be signed by both parties, the person responsible for the mobility at the

host University and the beneficiary of the grant.

### 5.2 TRIP FOR IN-PERSON MOBILITY

Round-trip journeys must be direct from the city/department of the home University to the city/department of the host University. Such journeys, both outward and return, may not exceed two days.

The beneficiary must arrive no sooner than two days before the start date of the mobility and return no later than two days after the end date of the mobility.

### 5.3 PLATFORM FOR VIRTUAL MOBILITY

The Compostela Group of Universities will incorporate a tool to its social network Composnet (<https://composnet.org/>) so that Universities and grant recipients can carry out professional mobility in the **virtual mode**. These mobilities must be carried out through the Composnet.

## 6. DUTIES AND COMPLIANCE OF THE PARTIES

### 6.1 APPLICABLE TO THE CONDITIONS OF HOST UNIVERSITIES

Host Universities must have a work programme for the beneficiary, which allows him/her to establish a daily routine to acquire new skills and grow professionally. The beneficiary must be accompanied by a responsible for his/her mobility who will monitor the programmed tasks.

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To make the experience enriching, parties must:

- ✿ Integrate the beneficiary into the usual work dynamic.
- ✿ Support the beneficiary when s/he encounters difficulties during his/her stay, virtually or in-person.
- ✿ Define in detail the tasks, schedules and activities to be carried out during all the time of the mobility.

The host University will help the beneficiary before the start date of mobility by providing him/her with recommendations on the organisation of the trip, information on visa procedures and possibilities for accommodation.

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

After mobility, host departments must send the Compostela Group of Universities at [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es) the **final host department's report**.

#### 6.2 CONDITIONS APPLICABLE TO THE BENEFICIARY STAFF

Beneficiary staff will comply with the requirements established in the mobility, respecting the rules and regulations of the host University with regard to the timetable, code of conduct and confidentiality rules.

Failure to comply with any of the following conditions will result in the total non-payment of the grant:

- ✿ Failure to carry out mobility.
- ✿ Failure to comply with these guidelines, in all matters relating to travel or professional mobility, virtually or in-person.
- ✿ Failure to submit supporting documentation for the payment referred to in point 5.1.

#### 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 rose in this procedure, supporting at all times the effective implementation of mobility within the framework of the Stella for Staff programme.

The CGU 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 for Staff programme.

#### 7. CERTIFICATION OF MOBILITY

Host University must provide granted staff with a certificate attesting to effective mobility and degree of satisfaction. To this end, the Compostela Group of Universities will provide the responsible for mobility at the host University with the template of **Stella for Staff certificate** to be filled in.

The Compostela Group of Universities invites participants to share their experience in the Stella for Staff programme by sending photos, videos or

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quotes by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) to the CGU'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 guidelines, the provisions of Law 39/2015 of 1 October on common administrative procedure shall apply.

### 9. RESPONSIBILITY

The Compostela Group of Universities shall not be responsible for any technical, hardware, software or other problems, of any kind caused by thirds parties, 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 the call of Stella for Staff programme.

*\*Note: The guidelines of this programme have been edited in English and Spanish. In case of any discrepancy or misunderstanding in their interpretation, the Spanish version shall always take precedence over the English version.*