INTRODUCTION

According to the specifications detailed in point 4.1.2 Deadline for submission of documentation of the guidelines of the 2023 call for the Stella for Staff mobility programme, “the deadline for the submission of the placement offers by the CGU and CONAHEC member universities is 20 January 2023 (12:00 PM – noon. Peninsular Spanish time)”. 

Likewise, as explained in point 4.1 Submission of placement offers by the 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 offer from different departments, it must fill in one offer form per department”.

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

PLACEMENT OFFER FORM

1. INFORMATION ON THE HOST UNIVERSITY

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

2. INFORMATION ON THE PLACEMENT OFFER

Questions 6-19 provide basic information regarding the placement offer sent by the host university. Data such as the department where the exchange 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 exchange. Thus, this section should not describe the tasks carried out by the department in which mobility would take place but those tasks in which the selected professional would normally work.

Question 10 – Mobility period
The host universities have the option of agreeing on mobility period with the designated candidate, after his/her selection by the committee, or they can detail a specific period for carrying out it. In any case, these dates should respect the indications provided in point 4.1.1 Departments and duration of mobility in the call of the programme.
GUIDE PLACEMENT OFFER FORM

Question 10a – 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 2023 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 applicants 15 calendar days to accept it. Thus, candidates will not be able to start their mobility before June 2023.

Question 11 – Duration of mobility
The host universities can indicate in this question the duration of the exchange. In any case, these dates should respect the indications provided in point 4.1.1 Departments and duration of mobility of the 2023 call of the programme.

Question 14 – Name and surname of the person responsible for mobility
The person responsible for the exchange will be in charge of accompanying the selected candidate during his/her stay in the host university, as well as supervising the tasks carried out.

Question 18 – Accommodation
The host universities may voluntarily offer applicants accommodation.

Question 18a – Accommodation conditions
Those host universities that choose to facilitate accommodation can provide in this field more information about the conditions of it, regarding aspects such as the duration of the accommodation or whether it is a paid or free option.

Question 19 – Supplementary contributions
The host universities may voluntarily offer applicants other supplementary contributions.

Question 19a – Supplementary contributions conditions
Those host universities that choose to offer supplementary contributions can provide in this field more information about the conditions of the latter.

3. INFORMATION ON THE CURRICULAR PROFILES OF THE CANDIDATE

The information provided in questions 20-22 will serve as a basis for the selection committee to evaluate the applications received for each placement offer. Thus, we
recommend universities 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 departments.

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 check it before publication.