

CGU Stella Junior 2023

Mobility and training programme for students

GUIDE FOR THE APPLICATION FORM

INTRODUCTION

According to the specifications detailed in point **4.3 Submission of applications by the students** of the guidelines for the 2023 call of the [Stella Junior mobility programme](#), “the deadline for submission of the above-mentioned documentation by candidates is **17 March 2023 (12:00 PM – noon. Spanish peninsular time)**”.

Likewise, as explained in this same point, “this must be sent online through the form available on the website of the Compostela Group of Universities”. Besides, as stated in it, “this form must be compulsorily filled in online and in English for the application to be accepted”.

Students from the CGU member universities who apply can select three placement offers in order of preference when filling in the online form.

APPLICATION FORM

1. INFORMATION ON THE CANDIDATE

Questions 1-8 are aimed at obtaining the necessary data from the students of the CGU member universities.

Question 1 – Name and surname

The first name and surname(s) indicated in this field must match those on the identity card or passport enclosed with the application.

Question 2 – ID or passport

The number of the national identity card or passport provided in this field must match the number of the identity card or passport attached to the application.

Question 3 – Email address

The email address provided in this field will be the one to which CGU will address its messages, both for the review of applications and for the communication of whether the applicant has been selected to receive a grant.

Question 6 – Currently enrolled in...

Students must choose from the options available in the drop-down list, the one that best fits the course they are enrolled in (degree, master's, postgraduate or doctoral programme) during the 2022-2023 academic year.

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Question 7 – Field of study

Students must indicate the area of studies to which the course they are enrolled during the 2022–2023 academic year belongs. For example Degree in Business Administration and Management, a Master's Degree in Fine Arts, a Postgraduate in Communication, etc...

Questions 8 and 8a – Candidates who have received a grant in previous Stella Junior programme calls

According to the specifications detailed in point **4.4.2 Mobility selection criteria** of the guidelines for the 2023 call, the selection committee will focus on a number of particular criteria, including the following “not having benefited from a Stella Junior grant in the last two editions”. For this reason, students must provide the information.

The CGU will also make the appropriate checks in relation to this issue during the application review process, before sending it to the selection committee.

2. INFORMATION ON SELECTED MOBILITY OPTIONS

Questions 9–11 allow students to select three placement offers in order of preference. Moreover, they can detail their knowledge, skills and experience in relation to what is required in the curricular profile of these offers.

If a student wishes to apply for a single offer, then he/she has to specify only this offer in the three options.

3. DOCUMENTATION

The documentation to be provided by students from the CGU member universities is specified in point **4.3 Submission of applications by the students** of the guidelines for the call. This guide is not intended to detail this documentation, so it is recommended to read carefully the point above-mentioned in this paragraph.

Below, we answer some of the most frequently asked questions regarding this documentation.

Certificate of studies in progress

The CGU will accept the following documentation as proof that you are studying at a member university during the academic year 2022–2023:

- A certificate or official document issued by the administrative services of the CGU member university where the student is enrolled.

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- A certificate or official document from the member university certifying the payment of the enrolment fee for the studies being undertaken.
- A letter of support for the application issued by the student's home university.

Certificate of the average grade of the transcript of records

The CGU will accept the following documents as proof of the average grade of the transcript of the records at the time of application:

- A certificate or official document issued by the administrative services of the CGU member university where the student is enrolled, expressly stating the average grade and detailing the courses taken.
- A summary of the student's transcript of records, including the average grade and detailing the courses taken. The summaries downloaded from the virtual campus of the CGU member universities will be valid, as long as the aforementioned data are included.

As for the students enrolled in doctoral programmes, in this case, they must attach the supporting documents detailed above corresponding to the studies undertaken immediately prior to their admission to the PhD programme.

4. DECLARATION OF RESPONSIBILITY

The template of the Stella Junior programme declaration of responsibility is available on the programme page on the CGU's website. The first name, surname(s) and national identity card or passport number must match those on the scanned document provided in the application. Besides, this declaration of responsibility must be dated and signed.

Students have the option to fill in the fields of the form in Word or to do it manually, providing a PDF document with an electronic signature or a scanned copy of it.

Regarding the signing of the document, the CGU will only accept a handwritten or electronic signature of the document. In other words, for example, PDF or scanned documents in which an image with the signature has been pasted will not be considered valid. Nor will documents signed on the screen of a tablet or similar electronic device be accepted.