INTRODUCTION

According to the specifications detailed in point 4.3 Submission of applications by the staff of the guidelines for the 2023 call of the Stella for Staff mobility programme, “only staff from the CGU and CONAHEC member universities that have offered at least one placement for the 2023 call will be eligible for mobility”. In the same point, it is specified that “the deadline for submission of the abovementioned documentation by candidates is 10 March 2023 (12:00 PM – noon. Peninsular Spanish time). This must be sent online through the form available on the website of the Compostela Group of Universities”.

Moreover, the following is indicated concerning the electronic application form: «this form must be compulsorily filled in online and in English for the application to be accepted».

Besides, it is pointed out that since the launch of this initiative, the focus has been on “intercontinental placements for mobility”. This means that the Stella for Staff programme does not envisage the application for grants or mobility aimed at professional exchanges in the same continent as the home university of the candidates. It is an aspect that candidates from both the CGU and CONAHEC member universities should bear in mind when sending their applications.

APPLICATION FORM

1. INFORMATION ON THE SERVICES STAFF

Questions 1-14a are aimed at obtaining the necessary data from the services staff from the CGU and CONAHEC 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 – Telephone
The telephone number detailed in this field will be the one at which CGU will contact the candidate, if necessary. Communications or notifications will be received mainly by e-mail.
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Question 4 – Email address
The email address included 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 or mobility.

Question 5 – Network of universities
In this field, applicants must select from the drop-down menu the network to which their home university is a member. In this case, the options are limited to the Compostela Group of Universities (CGU) and the Consortium for North American Higher Education Collaboration (CONAHEC).

Question 6 – Home university
In the drop-down list of this section, only those CGU and CONAHEC member universities that have offered at least one placement offer for the 2023 call of the programme are listed. As stated in the guidelines: “only staff from the CGU and CONAHEC member universities that have offered at least one placement for the 2023 call will be eligible for mobility”.

Question 7 – Job position
Candidates must indicate their job position in this field. This must match the data provided in the official certificate/document confirming that they belong to the workforce of a CGU or CONAHEC member university.

Question 8 – Contractual relationship
In this part, applicants must specify their contractual relationship with their home. For example, hired, statutory or civil servant, etc...

Question 9 – Type of contractual relationship
In this field, applicants must specify the nature of their contractual relationship with their home university. For example, permanent, fixed-term, etc...

Question 10 – Labour seniority at the home university
Candidates must indicate in this section their labour seniority concerning their employment relationship with their home university. Below are two examples of how it should be indicated:

- If the labour seniority is five years. The field must be completed with a number 5.
- If the labour seniority is one year and three months. The field must be filled in with 1.3. The years shall be indicated before the full stop and after the months.
Questions 11 and 11a – Academic title
In this field, applicants must specify the academic title they hold. In the drop-down menu, the following options have been included:

- Diploma. The studies prior to university or professional development enrolment.
- Degree. Academic qualification obtained after completing a university degree.
- Postgraduate degree. Academic title obtained after completing a postgraduate course or training.
- Master. Academic title obtained after completing a master's degree.
- Doctorate. Academic title obtained after successful completion of a doctoral programme.
- Other. This option is to be selected when none of the above-mentioned options corresponds to the applicant's level of education.

People who select the “other” option have the opportunity to specify the academic title they hold in field 11a.

Question 12 – Area of knowledge of the academic title
Candidates have to specify in this section the area of knowledge to which the academic title referred to in questions 11 and 11a belongs.

Question 13 – Applying for a grant?
CGU candidates must select the “yes” option while the ones from CONAHEC must select the “no” option. As explained in guidelines for the mobility programme, “only services staff from the CGU member universities will be eligible to receive a grant awarded by our university network” by the university network.

Questions 14 and 14a – Former participants in Stella for Staff
Those who have received a grant or mobility in the last five years in the framework of this mobility programme should specify this in question 14 and precise the concrete year in question 14a.

2. INFORMATION ON SELECTED MOBILITY OPTIONS

Questions 15–17c allow services staff 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 person wishes to apply for a single offer, then s/he has to specify only this offer in the three options.
Questions 15a, 16a and 17a – Mobility period for the three options
In these fields, applicants must specify whether they wish to apply for the minimum or maximum period for the selected mobility placement. In the placement offers, the universities participating in the Stella for Staff programme detail a mobility period, respecting what is stated in the guidelines for the call. However, the host university and the applicant may reach an agreement according to the preferences of both when they are informed about the acceptance of the mobility or grant. The mobility agreement must never breach what is indicated in point 4.1.1 Departments and duration of mobility of the call 2023 of the programme.

In this regard, applicants may express in this field their preference for a shorter or longer mobility period. However, it is stressed that any modification must comply with the guidelines and both parties must agree with the change.

Questions 15b, 16b and 17b – Labour seniority at home university
In each of the three options selected by the applicant, s/he must detail his/her work experience related to the curricular profile required in each of them. The following are two examples of how this should be indicated.

- If the labour seniority is five years. The field must be completed with a number 5.
- If the labour seniority is one year and three months. The field must be filled in with 1.3. The years shall be indicated before the full stop and after the months.

3. DOCUMENTATION
The documentation to be attached by the service staff of the CGU and CONAHEC member universities is explained in the point 4.3 Submission of applications by the staff of the guidelines for the call. The purpose of this guide is not to detail such documentation, but to clarify the FAQs related to it. For this reason, it is recommended to read carefully the point above-mentioned in this paragraph, to avoid any error or omission in the submission of applications.

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

Europass CV
Candidates should use the templates available on the Europass website to create their CV.
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The use of these templates will not only facilitate the work of the selection committee, but will also prevent any advantage being taken by candidates who are better versed in the use of design programmes.

Certificate or official document that confirms the applicant belongs to the workforce of a CGU or CONAHEC member university

The CGU will accept the following documentation as confirmation that the application is part of the workforce of a CGU or CONAHEC member university in 2023:

- A certificate or official document issued by the human resources or the personnel department of the candidate's home university.
- A certificate or official document signed by the CGU’s delegate at the home university or the person responsible for the department in which the candidate is currently working.
- Civil servant record.

It is reminded that this document is required to include a series of data, as specified in the guidelines for the 2023 call of the programme.

4. DECLARATION OF RESPONSIBILITY

The template of the Stella for Staff’s 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.

Services staff has 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.