1. DATA OF THE HOST DEPARTMENT

Who should fill in the final report of the host department?
The person responsible for mobility in the host department must complete the final report.
His/her data must match those indicated on the placement offer form.

Where can you find the code of the placement offer?
The code of the placement offer is on the page of Stella for Staff programme on the
Compostela Group of Universities website. In this page, the placement offers submitted by
the universities will be published; each one of them is assigned a placement code.

2. DATA OF THE BENEFICIARY OF THE GRANT

Which are the dates of the mobility?
The dates of the mobility are those corresponding to the stay of the beneficiary of the grant
in the host department. This period does not include travel days, but only days spent in the
host department either in person or virtually.

3. LOGISTICS AND MANAGEMENT OF MOBILITY BY THE BENEFICIARY
OF THE GRANT

The questionnaire in this section aims to determine the degree of interest and smooth
cooperation with the host department, as well as the attitude of the grant recipient during
his/her stay.

4. CURRICULAR PROFILE OF THE BENEFICIARY OF THE GRANT

The purpose of the questionnaire in this section is to specify the degree of adequacy of the
curricular profile of the person receiving the grant, as specified by the host university in the
placement offer.

5. BENEFITS OBTAINED IN THE HOST DEPARTMENT

The questionnaire in this section aims to define the positive impact that this professional
stay has had on the host department, as well as to find out whether any collaboration with
the grant recipient’s home university has emerged as a result.
6. GENERAL ASSESSMENT OF MOBILITY AND THE STELLA PROGRAMME

In the last section, the persons responsible for the mobility are free to express their opinion about those aspects of the Stella for Staff programme and mobility that they value positively and those that in their opinion should be improved.

7. SENDING THE FINAL REPORT

At the end of the mobility, the person responsible for the mobility must complete the report and send a scanned copy of the form by e-mail to the Compostela Group of Universities (grupo.compostela@usc.es).