

2025

Professional Mobility Programme for Services Staff

GUIDE FINAL HOST DEPARTMENT'S REPORT

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 are 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. This stay is calculated from the date joining the host department (which must be on a working day) and the date of termination of duties in the host department (which must also be on a working day).

The dates indicated in the final report must coincide with the dates indicated in the mobility agreement and subsequent mobility agenda.

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 this section in the questionnaire 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.

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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 or digital copy of the form by e-mail to the Compostela Group of Universities (grupo.compostela@usc.es).