

2025

*Professional Mobility Programme for Services Staff*

## GUIDE PLACEMENT OFFER FORM

### INTRODUCTION

According to the specifications detailed in point [5.2 Deadline for submission of documentation](#) of the guidelines of the 2025 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 **3 March 2025 (12:00 PM – noon, Peninsular Spanish time)**”.

Likewise, as explained in point [5. Submission of placement offers by host departments](#) in these guidelines, the “form must be compulsorily filled in online and in English for the offer to be accepted”. Besides, as stated in it, “when the placement offers come from different departments, an electronic form must be filled in for each 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 INSTITUTION

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

#### 2. INFORMATION ON THE PLACEMENT OFFER

Questions 6–19 provide basic information regarding the placement offer sent by the host institution. 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 s/he 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 daily 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 [5.1 Duration of mobility](#) in the call of the programme.

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### Question 10.a – Specific mobility period

The host institutions can indicate in this question the specific period for mobility. In any case, these dates should respect the indications provided in point **5.1 Duration of mobility** in the Stella for Staff 2025 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 10 calendar days to accept it. Thus, candidates will not be able to start their mobility before July 2025.

### 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 **5.1 Duration of mobility** of the 2025 call of the programme.

### Question 13 – Number of placements offered

In this question, it is asked for indicating the number of places offered in the same department. That is, a single placement or several placements can be offered, but all of them must be in the same department.

In other words, the same form does not allow placements in different departments, nor does it allow group placements in the same faculty, campus or university. If it is wanted to offer more than one placement in different departments, a separate form must be submitted (one for each department).

### 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 institutions may voluntarily offer applicants accommodation.

### Question 18.a – Accommodation conditions

Those host institutions 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.

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### Question 19 – Supplementary contributions

Host institutions may voluntarily offer applicants other supplementary contributions, such as meals, economic complements or other (e.g. airport pick-up, travel insurance, etc.).

### Question 19.a – Supplementary contributions conditions

Host institutions choosing to offer supplementary contributions can provide in this field details about the conditions (e.g. if offered for the full or partial period of the mobility, formalities to be carried out by the candidate at the beginning of the mobility in order to benefit from such additional contributions, etc.).

## 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, institutions are recommended to 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

This question asks for the contact details of the person who is managing the submission of the mobility offer. The CGU will contact this person for any issue that may arise regarding the content of the offer (e.g. interpretation of the content of the offer, doubts about a specific aspect of the mobility, management of the submission, etc.).