



CGU Stella for Staff 2025

Professional Mobility Programme for Services Staff

GUIDE FOR THE APPLICATION FORM

INTRODUCTION

According to the specifications detailed in point **6. Submission of mobility applications by staff** of the guidelines for the 2025 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 current call will be eligible for mobility”. In the same point, it is specified that “the deadline for submission of the above-mentioned documentation by candidates is **9 April 2025 (12:00 PM – noon, Peninsular Spanish time)**.”

Moreover, the online application form “must be completed online and in English.”

Besides, it is pointed out that since the launch of this initiative, the focus has been on “**in-person intercontinental 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 1–14 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, including the communication about 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 CGU and 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 2025 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 current 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.



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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:

- Secondary studies (in the form, *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 question 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 an economic grant awarded by our 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.



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2. INFORMATION ON MOBILITY OPTIONS YOU ARE APPLYING FOR

Questions 15–19a 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.

Question 17a – Desired mobility period

In these fields, applicants must specify whether they wish to apply for the minimum or maximum period for mobility. The host university and the applicant may reach an agreement according to their preferences, but that mobility agreement must never breach what is indicated in point 5.1. **Duration of mobility** of the call 2025 of the programme.

Questions 18 and 19a – Labour experience related to the mobility option

The applicants must select in the drop-down list the options corresponding to their labour experience related to the curricular profile required in the selected offers.

On question 19 the applicants must specify the years of experience in the work sectors they had indicated previously. And, in question 19a they are given the choice to indicate other experiences, the years of experience on those, and any other details they wish to share and consider relevant to the chosen mobility offer.

Questions 20–24 – Personal abilities related to the mobility option

Questions 20, 21, 22 and 23 only allow one option, so applicants must think carefully and choose honestly the personal ability that best describes them in first, second, third and fourth place.

On question 24 they will be given the opportunity to explain the reasons of their choices and order, as well as to indicate any other ability they consider relevant to the chosen mobility offer.

Questions 25–25h – Digital competences

On question 25, applicants must choose from the drop-down list the digital competences they have. While they are selecting them, other questions (25a–25h) will become available where they must choose their knowledge level for each of these digital competences.



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3. DOCUMENTATION

The documentation to be attached by the service staff of the CGU and CONAHEC member universities is explained in the point **6. Submission of mobility applications by 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 above-mentioned point of the guidelines, 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.

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 2025:

- 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 2025 call of the programme.

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4. DECLARATION OF RESPONSIBILITY

The template of the Stella for Staff's programme declaration of responsibility is available on the section of the programme, 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 (matching the date of the mobility submission process) and signed digitally with [standard e-signature](#).

If no digital signature is available, the declaration can be submitted with handwritten signature, but will only be accepted if the document is presented in PDF format and with edition locked.