

Stella for Staff 2026

Professional Mobility Programme for Services Staff

GUIDELINES

1. OBJETIVES

The main objective of the Stella for Staff programme of the Compostela Group of Universities (CGU) is to contribute to the training and skills development of the service staff of its member institutions. In addition, the professional mobility carried out within this programme enable their staff to expand their network of contacts and increase their professional and/or linguistic skills.

2. PARTICIPANTS

Services staff of CGU's universities can participate in the professional mobility programme Stella for Staff.

The call is open to staff from member universities and associated entities within the network. To participate, they must be up to date with their statutory obligations to the Group and must have submitted a mobility proposal.

3. CALLS AND GRANTS

The Stella for Staff programme is structured in a single annual call, focusing on promoting **in-person intercontinental mobility**.

This call will have a budget of €12,000, to be distributed among up to a maximum of 12 individual mobility grants (one grant per person).

4. PROCEDURE

This call is divided into four phases:

I. Mobility offers:

- 4.1 Submission of the mobility offers by the host departments.
- 4.2 Publication of the mobility offers on the CGU's website.

II. Applications:

- 4.3 Submission of the applications for mobility by the services staff.
- 4.4 Selection of the candidates.

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5. SUBMISSION OF MOBILITY OFFERS BY HOST DEPARTMENTS

The universities interested in participating in the Stella for Staff programme may send the list of placement offers for the current call through the [placement offer form](#), available at the website of the CGU (www.gcompostela.org). This form must be compulsorily filled in online and in English for the offer to be accepted.

If an institution wants to submit offers from different departments, it must fill in one offer form per department.

Member institutions willing to centralize the coordination of the programme in a unit of their institution must communicate it to the CGU and appoint a coordinator. The designation shall be made using the [coordinator's communication form](#) and shall be sent to the network's executive secretariat by **3 March 2026**.

5.1 Duration of mobility

The departments are free to define the areas in which they offer professional mobility, the basic curricular profile, the minimum number of posts and the complementary support that they may establish.

The **duration** of the mobility is 7 working days minimum and 15 working days maximum. These will be counted from the date on which the mobility grant beneficiary joins the host department.

5.2 Deadline for submission of documentation

The deadline for the submission of the placement offers by the CGU member institutions is **3 March 2026 (12:00 PM - noon. Peninsular Spanish time)**.

5.3 Publication of mobility offers

Once the proposals from the institutions have been submitted and reviewed, the CGU will publish on its website the list of the mobility offers available for the call. This publication shall preferably take place before the end of March.

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6. SUBMISSION OF MOBILITY APPLICATIONS BY STAFF

Only staff from the CGU member universities that have offered at least one placement for the current call will be eligible for mobility.

Those wishing to apply for a programme's mobility must submit their application using the [application form](#), which must be completed online and in English. It must be accompanied by the following documentation in order for the application to be accepted:

- ✿ [Europass CV](#) in English compulsorily, and optionally in the working language of the host university where the mobility would take place.
- ✿ [Certificate or official document](#) that confirms the applicant belongs to the workforce, tenure and job position, in any of the CGU member institutions in the year 2026.
- ✿ Scanned copy of the information pages of the [national identity card or passport](#).

The deadline for submission of the above-mentioned documentation by candidates is **20 April 2026 (12:00 PM - noon. Peninsular Spanish time)**.

A period will be opened for the correction of applications that do not meet any of the requirements. Applicants who do not correct their applications in a timely manner will be deemed to have withdrawn.

7. SELECTION OF CANDIDATES

7.1 Selection process

The selection process for applicants will be carried out by the CGU and the host departments.

The GCU will be responsible for reviewing the eligibility requirements and assessing the objective merits of the applicants. The host departments will be in charge of evaluating the suitability of each candidate's professional profile for the tasks carried out within their service or unit, as well as assessing their academic and professional qualifications.

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7.2 Selection criteria

The evaluation of applicants will take into account the following selection criteria:

- ✿ Suitability of the candidate's academic and professional profile for the selected offer.
- ✿ Assessment of academic and professional merits.
- ✿ Assessment of experience in the relevant sector or management area.
- ✿ Priority to those candidates who choose the maximum mobility period offered.
- ✿ Promotion of geographical and institutional diversity in mobility placements.
- ✿ Not having undertaken or withdrawn from a mobility placement under the Stella for Staff programme within the past five years.

7.3 Resolution

The staff responsible for mobility in the host departments shall send the CGU the list of selected candidates, ranked by score, within a maximum period of one month from the closing date for the submission of documentation to the CGU.

Once the lists from all departments have been received, the CGU will issue, within one month, the resolution of all selected mobility, which will include the list of beneficiaries of the individual mobility grants and five alternates.

Once the resolution has been issued, applicants will have a period of seven calendar days to raise any questions they deem necessary regarding the selection process.

The GCU will notify the beneficiaries of the mobility grants of the final decision via the email address provided in their applications. It will also publish the final list of selected candidates on its website.

7.4 Mobility acceptance

The beneficiaries of the mobility grants will have a period of seven calendar days, counted from the communication of the resolution, to accept the mobility.

The CGU will only contact the alternates after resignations have been submitted, and to do that, the specifications included in the resolution will be taken into account.

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8. DUTIES OF HOST INSTITUTIONS

The host departments must have a **work plan** for the selected services staff, which allows them to establish a daily routine to acquire new skills and grow professionally. Services staff must be accompanied by the person responsible for their mobility to supervise the tasks carried out.

To make the experience enriching for both parties, the CGU recommends:

- ✿ Integrating the hosted people into the usual work dynamic.
- ✿ Support them when they encounter difficulties during their stay.
- ✿ Define in detail the tasks, schedules and activities to be carried out during all the time of the mobility.

The host department may provide guidance to the services staff before the start of their mobility by giving them recommendations on the organisation of it (trip, information on visa procedures, insurance policies, accommodation arrangements, social and health care obligations, etc.). They may also make available supplementary insurance or other assistance, they deem appropriate.

At the end of the mobility period, the host department must prepare and submit the **final mobility assessment report** to the GCU.

9. CONDITIONS APPLICABLE TO THE BENEFICIARY STAFF

Services staff must have an employment relationship with their home institutions at the time of application and mobility.

The mobility action must start in the year in which the programme's resolution is published.

9.1 Mobility agreement

Before the start of the mobility period, the beneficiary must complete, online and in collaboration with the host department, the **mobility agreement form**, which will include the work plan. This document must comply with the requirements set out in the call.

Services staff will comply with the requirements established in the mobility offer. Respecting also the rules and regulations of the host university with regard to the timetable, code of conduct, confidentiality rules and socio-health obligations.

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9.2 Trip

Round-trip journeys to and from the city/department of the host institution may not exceed three days.

The beneficiary must arrive no sooner than two days before the start date of mobility and return no later than two days after the end date of mobility.

9.3 Perception of the grant

The grant is subject to withholding taxes in accordance with Spanish Law and its payment shall be made by bank transfer to the beneficiary, to the bank account of their ownership indicated in the justification of the mobility. In case of choosing another bank account, it must be specified with the express authorization of its holder.

The recipients of the grant will be responsible for complying with their tax obligations in the country where they are resident for tax purposes. To this end, the CGU may request any documentation necessary to meet its legal and fiscal obligations as the payer of the grant.

The Stella grant shall be compatible with any other mobility grant unless stated otherwise by others.

10. JUSTIFICATION OF THE MOBILITY

The payment of the grant will be made to the beneficiary once the supporting documentation provided to the CGU has been reviewed.

To receive payment, the beneficiary must complete online the [personal final report form](#), written in Spanish or English and describing the mobility experience, and attach the following documentation:

- ✿ **Travel.** Proof of purchase and payment of the round-trip intercontinental travel tickets.
- ✿ **Tickets.** Boarding passes and any other tickets for the means of transport used for the round-trip journeys (bus/train tickets, etc.).
- ✿ **Bank identification.** A given bank details form or a bank-issued certificate confirming account ownership, or an equivalent document.
- ✿ **Agenda** of the professional activities carried out during the stay.

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Failure to comply with any of the following conditions will result in the partial or total non-payment of the grant:

- ✿ Failure to carry out mobility.
- ✿ Failure to comply with these guidelines, in all matters relating to travel and mobility.
- ✿ Failure to submit the supporting documents for the payment detailed in item 10 of the current document.

11. STELLA FOR STAFF CERTIFICATE

The beneficiary of the grant can request the [Stella for Staff certificate](#) to the CGU once the mobility has been completed and the documentation submitted for the justification and payment of the grant approved.

12. ACCEPTANCE OF THE GUIDELINES OF THE PROGRAMME

Participation in this programme implies acceptance of these guidelines. In accordance with Organic Law 3/2018 on Personal Data Protection and Digital Rights, the participants, by signing the application form, consent to the processing of their personal data, related to the programme procedures, to the Compostela Group of Universities.

For all matters not covered by these guidelines, the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure, shall apply insofar as they are compatible.

13. RESPONSIBILITY

The Compostela Group of Universities, in accordance with the provisions of these guidelines and in order to promote collaboration between the parties, will resolve and interpret all the issues that arose in this procedure, supporting at all times the effective implementation of mobility within the framework of the Stella for Staff programme.

The Compostela Group of Universities is not responsible for any damages that may be suffered by the parties involved in the mobility relationship or for the goods of both parties when carrying out the mobility action within the framework in this programme.

The Compostela Group of Universities shall not be responsible for any technical, hardware, software or other problems, of any kind caused by thirds parties, nor for any loss, electronic failure, or incorrect, incomplete, inaccurate or delayed communications caused by the user or by any associated or used equipment or programming, or by any human error, or other, that may occur during the call of Stella for Staff programme.

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14. SHARE YOUR EXPERIENCE

The Compostela Group of Universities invites participants to share their experience in the Stella for Staff programme by sending photos, videos or a text by email to the CGU's executive secretary.

These experiences may be published on the Stella for Staff page on our website or in the next year's annual report, with permission of the interested party.

**Note: The guidelines of this programme have been edited in English and Spanish. In case of discrepancies or misunderstandings in their interpretation, the Spanish version shall always take precedence over the English version.*