



STELLA JUNIOR 2026

Mobility and training programme for students

GUIDELINES

1. OBJECTIVES

The main goal of the Stella Junior programme of the Compostela Group of Universities (CGU) is to contribute to the training and skill building of the students from the its member institutions. Mobility carried out within this programme facilitate students to come into contact with other cultures and the increase of their professional and/or linguistic abilities.

2. PARTICIPANTS

Undergraduate, postgraduate and doctoral students from CGU member institutions are eligible to participate in this call.

The call is open to all CGU member universities and associate entities. To do so, they must be up to date with their statutory obligations to the Group and have submitted a mobility offer.

3. CALL AND GRANTS

The Stella Junior programme is structured around a single annual call for applications aimed at promoting **continental and intercontinental** mobility, with a focus on in-person mode.

This call for applications will have a budget of €11,000, to be distributed among individual continental and intercontinental mobility grants (up to a maximum of 6 for each type and one per person).

4. PROCEDURES

The call is divided into two main sections:

- I. Placement offers:
 - 4.1 Submission of placement offers by the host departments.
 - 4.2 Publication of placement offers on the CGU's website.

- II. Applications:
 - 4.3 Submission of applications for mobility by the applicant.
 - 4.4 Selection of the applicants.

5. SUBMISSION OF PLACEMENT OFFERS BY HOST DEPARTMENTS

STELLA JUNIOR 2026

Mobility and training programme for students

The departments interested in participating in the Stella Junior programme may send their list of placement offers for the 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.

When the placement offers come from different departments, a form must be filled in for each department.

Member institutions willing to centralise the coordination of the programme in an internal unit must communicate it to the CGU and appoint a coordinator. The designation shall be made by means of the [coordinator communication form](#) and shall be submitted to the network secretariat by **3 March 2026**.

5.1 Duration of mobility

Host departments will freely define the areas in which they offer the professional placements, the candidate's basic curricular profile, the minimum number of vacancies and any additional contribution they may provide.

The minimum [duration](#) of mobility is 10 calendar days. These will be counted from the date of which the beneficiary of the grant or mobility joins the host department.

5.2 Deadline for the submission of documentation

The deadline for the submission of the placement offers by CGU member institutions is **3 March 2026 (12:00 PM – noon, [Spanish peninsular time](#))**.

5.3 Publication of placement offers

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

6. SUBMISSION OF APPLICATIONS FOR MOBILITY BY THE STUDENTS

Students from CGU member institutions wishing to apply for mobility under the programme must submit their application using the [application form](#), which must be completed online and in English. It must be accompanied by the following documentation for the application to be accepted:

STELLA JUNIOR 2026

Mobility and training programme for students

- ✿ **Europass CV** in English is mandatory, and optionally in the working language of the host department where the mobility would take place.
- ✿ **Certificate or official document** that confirms the student is enrolled in an official graduate, postgraduate or doctoral programme at a CGU member institution in the year of the call. A letter of support for the application from the institution university will also be accepted.
- ✿ Scanned copy of the information pages of the **national identity card or passport**.
- ✿ **Certificate or official document** of the average grade of the student record at the time of application.

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

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

7. SELECTION OF THE APPLICANTS

7.1 Selection process

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

The CGU will be responsible for examining the requirements and assessing the objective merits. The host departments will be responsible for assessing the remaining merits and the suitability of the applicant's professional profile for the tasks to be carried out within their service or unit.

7.2 Selection criteria

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

- ✿ Suitability of the applicant's profile for the requested mobility offer.
- ✿ Assessment of the applicant's grade point average in their academic record.
- ✿ Priority will be given to those who choose the maximum mobility period offered.
- ✿ Promotion of geographical and university diversity.
- ✿ Not having received or withdrawn from a Stella Junior scholarship in the last two editions.

7.3 Resolution

The people responsible for mobility in the host departments shall send the CGU the list of selected candidates, in order of score, within a maximum period of one month from the date of delivery of the documentation by the CGU.



STELLA JUNIOR 2026

Mobility and training programme for students

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

Once the final resolution has been made, those who have applied will have seven calendar days to raise any issues they deem necessary in relation to the selection process.

The CGU will notify the final decision to the beneficiaries of the mobility and grants via the email address provided in their applications. It will also publish the final list of the selection process 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 substitutes after submission of any resignations or if after the acceptance deadline no response is received from the beneficiary.

8. DUTIES OF THE HOST INSTITUTION

The host departments must have a **work plan** for the student that enables them to establish a daily routine, acquire new skills and grow professionally. The student must be accompanied by a tutor who supervises the tasks they carry out.

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

- ✿ Integrating the student into the usual work dynamic.
- ✿ Supporting them when they encounter difficulties in completing the tasks.
- ✿ Defining in a detailed programme the tasks, timetables and activities to be carried out throughout the mobility period.

8.1 Complementary support to Stella grants

The host university may support the mobility of the beneficiary by providing additional resources or assistance such as accommodation, insurance, living expenses, financing of costs or similar. Institutions that provide this type of additional support will receive special recognition from the CGU and will become part of the [Ateneo Stella](#).

Host universities may also provide guidance to the beneficiary before the staff of their mobility period, providing them with recommendations on organising their trip, stay and other necessary requirements.



STELLA JUNIOR 2026

Mobility and training programme for students

8.2 Final report of the department

After mobility, the host departments must send the **final mobility assessment report** to the CGU.

9. CONDITIONS APPLICABLE TO THE BENEFICIARY PERSON

The mobility action must start in the year in which the programme 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 documentation must comply with the guidelines of the call.

The beneficiary will comply with the requirements established in the placement offer and will respect the rules and regulations of the host university, as regards the timetable, code of conduct, confidentiality rules and socio-health obligations.

The beneficiary is recommended to take out a civil liability and accident insurance to cover them during the trip and their stay at the destination.

9.2 Travel

The round-trip journeys to and from the host institution's city/department may not exceed three days. The time spent travelling is not considered an eligible mobility period.

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

9.3 Receiving of the grant

The grant is subject to withholding taxes in accordance with Spanish Law and its payment to the beneficiary will be made by bank transfer to the account that they indicate in the grant justification. In the event of opting for another bank account, it must be specified with the express authorisation of its holder.

The grant beneficiary shall be solely responsible for fulfilling their tax obligations in the country in which they are tax residents. For this purpose, the CGU may request any documentation required to comply with its own legal and fiscal obligations as the grant-issuing entity.

STELLA JUNIOR 2026

Mobility and training programme for students

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

9.4 Payment and justification of the grant

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

To receive the economic allocation of the grant, the beneficiary must complete online the **personal final report form**, written in Spanish or English, reflecting their mobility experience, and attach the following documentation:

- ✿ **Trip.** Documentation accrediting the purchase and payment of the outward and return travel.
- ✿ **Tickets** for the means of transport used on the outward and return journeys (boarding passes, bus/train tickets, etc.).
- ✿ **Financial identification.** A given financial identification form or certificate of ownership of the account issued by the bank or equivalent must be submitted.
- ✿ **Agenda** of the professional activities carried out during the stay.

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 or incorrect submission of supporting documents for the payment referred in point 9 of the current call.

10. STELLA JUNIOR CERTIFICATE

The beneficiary of the grant may request the **Stella Junior certificate** from the CGU once the mobility has been completed and the documentation for the justification and payment of the grant approved.

11. 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 any matters not covered in these rules, the provisions of Law 39/2015 of 1 October on common administrative procedure shall apply, insofar as they are compatible.

STELLA JUNIOR 2026

Mobility and training programme for students

12. RESPONSIBILITY

The CGU, in accordance with the provisions of this call and with the aim of promoting collaboration between the parties, shall resolve and interpret all matters arising throughout this procedure, supporting at all times the effective implementation of the mobility within the framework of the Stella Junior programme.

The CGU shall not be held liable for any damages or losses that the parties involved in the mobility or their property may suffer as a result of carrying out the mobility activity under this programme.

The CGU 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 Junior programme.

13. SHARE YOUR EXPERIENCE

The CGU encourages participants to share their experience in the Stella Junior programme by sending photos, videos or a text by email to the executive secretariat (grupo.compostela@usc.es).

These experiences may be published on the Stella Junior website or in next year's annual report, subject to prior authorization from the individuals concerned.

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