

## STELLA Junior 2014-2015

### *Trainee Students Mobility Platform*

### What is STELLA Junior?

STELLA Junior is an initiative of the Compostela Group of Universities (CGU) to increase the employability of university students and to allow better knowledge of the CGU member universities.

#### The basis of the Programme

STELLA Junior operates as a permanent updated database (on the CGU's website) where the students/alumni<sup>1</sup> of the enrolled member universities can find and apply for tailored training placement offers at other CGU universities/institutions. The Compostela Group will provide economic support up to 500 euro to compensate travel costs of participants on a first-come-first-served basis until the exhaustion of the available budget. Preference to receive it will be given to placements that entail intercontinental mobility.

### Objectives

With the aim to improve skills and qualifications, the CGU seeks to facilitate and promote the mobility of the students of its Member Universities as a basis for enhancing their linguistic, cultural and specially their professional knowledge.

The aim of STELLA Junior is to offer the CGU students opportunities to have a training experience in a different CGU institution.

Another objective of the programme is to strengthen the relations between its participating universities. They are encouraged to continue their collaboration after the activity, through bilateral cooperation for Erasmus placements or other initiatives.

### Benefits

CGU students can find through STELLA Junior a wide range of possibilities for mobility at international or intercontinental level.

STELLA Junior platform offers win-win results:

-Students can find placement opportunities to put into practice their academic knowledge and gain professional experience to enter the job

market later with proficient skills and so greatest prospect for future. The cultural and linguistic experiences will contribute to improve the background of the trainees.

-CGU Universities get, as they can also offer placements within the institution, double benefits through their outgoing and incoming trainee students.

### Participation

#### Institutional participation

The CGU Full Member Universities will enrol for the STELLA Junior programme by sending to the Secretariat a filled in and sealed Letter of Endorsement signed by a competent authority at the university (Rector, President, Vice-Rector...). Through this document, a coordinator(s) for the programme will be designated and the institution will show its commitment to inform the CGU about training placements in its premises and promote the STELLA Junior Programme among its students (through website, social media, etc.). The participant universities may appoint a single coordinator or two (one dealing with incoming students and another with outgoing students). The CGU strongly recommends that the coordinators belong to the staff at the International Relations Office or to the specific service for student training placements at the university. The deadline to send the Letter of Endorsement to the Secretariat is on **28<sup>th</sup> November 2014.**

#### Which will be the coordinators' role?

1.- Once registered, the coordinators will submit their placement offers' details to the Secretariat through the Placement Offer Form to receive foreign students. This document should indicate whether the placement includes any economic grants, lodging or other types of benefits (e.g. language courses). The coordinators are invited to send their institutions' placement offers to [noelia.martinez.cagiao@usc.es](mailto:noelia.martinez.cagiao@usc.es) all over the year.

2.- The coordinators at the participant institutions will forward the Programme's information to the Communication/Press Office at their university and/or use their own promotional means to reach students.

3.- Coordinators will receive:

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<sup>1</sup> Graduate students are allowed and encouraged to participate in the programme, alumni included. In the latter case, they should consider getting an insurance (the university might only cover current students).

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- From the Secretariat, the Europass CVs of the candidate students to be trained at their institution. Coordinators will forward the CVs to the host department, responsible for the selection.

- From their institution's students willing to be trained at other CGU institutions, their Europass CVs and application forms. Coordinators will verify if the students are registered at the university for the current academic year or have finished their studies at that institution (if so, their CV and application form will be submitted to the Secretariat).

4.- After the internal selection, the coordinators will be responsible for letting the Secretariat know the names of the selected students to be trained at their institution's departments.

#### **Individual participation (students)**

The endorsed CGU members will disseminate the information on this programme among their students and alumni directing them to the CGU's website ([www.gcompostela.org](http://www.gcompostela.org)), containing the STELLA Junior platform, where they will find the list of available placements.

Only students/alumni of enrolled universities will be allowed to apply for training offers at other CGU institutions.

They will send the Europass curriculum vitae (in English or in the language of the host institution) jointly with the filled in [Application Form for Students](#) to their university's coordinator. This person will check that they are registered at the university for the current academic year (2014-2015) or have graduated in the institution and, if so, will send their CVs and application forms to the Secretariat.

Finally, the CGU's Secretariat will be contacting the host university. This institution will deal with the final selection and inform the Secretariat on its results.

#### **Organization**

A general coordinator will be designated within the CGU Executive Committee members.

In addition, a STELLA Junior Committee will be created. It will gather representatives from 5 member institutions and it will focus on collecting the ideas of its members to improve the programme.

The coordinator of the STELLA Senior Programme will be a full and permanent member of the STELLA Junior Steering Committee.

#### **Departments that can be offered**

The host university will decide the kind of department where a trainee placement will be offered. Some ideas are: Human Resources units, Sports areas, Communications Offices, Translation services, IT departments, Legal Services, Research units, University Information offices, International Relations Offices, Libraries, International Projects offices, etc.

#### **Duration of placements**

Placements will last a minimum of 2 weeks and a maximum of 12 months. Please, notice that Erasmus training placements last from 3 months to a year<sup>2</sup>.

#### **Selection of trainee students**

Offering entities can directly select the applicant students more suited to their needs. There should be a clear connexion between the profile of the selected student/s and the requirements of the placement to guarantee effective results for both parties.

#### **Duties of the offering entities**

##### **Basic conditions of the trainee placements**

The offered trainee placements must gather characteristics of transparency, clarity and impartiality to guarantee the equal treatment among women and men and to be respectful to the Human Rights.

The offering entities must also commit to comply with a daily working agenda which serves the trainee students to improve their professional skills.

A supervisor must be designated within the offering entities to supervise the tasks developed by the trainee.

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<sup>2</sup> This duration can be changed according to the new Erasmus + programme.

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The offering entities must establish the following generic conditions to obtain beneficial results for both parties:

- To integrate the trainee students in the daily working dynamic of the entity.
- To support the trainee students to carry out their tasks.
- To supervise, orient and evaluate the tasks carried out by the trainee students.

The applicable legislation for the exchanges taking place within the STELLA Junior programme will be that of the host institution. The CGU will provide the participating universities with a **voluntary convention**.

#### Logistical arrangements of the trainee stage

The offering entities should support the hosted trainee students by providing them with logistical information such as accommodation, visa, travel and other requirements needed to go into the host country.

#### Funding

Those students **selected for mobility** will be eligible to get STELLA Junior support for travel costs up to 500 euro. This financial compensation will be assigned on a first-come-first-served basis until the exhaustion of the available budget. Preference to receive it will be given to intercontinental mobility.

The Compostela Group will transfer the spent amount (up to 500 euro) to the student's home university:

- After receiving from it: a copy of its VAT number card, financial identification form (to be requested to the CGU), tax residence certificate, invoice/claim reimbursement document issued by the home university to the Compostela Group of Universities claiming the "reimbursement of travel costs" of the student, copy of the boarding cards of the student, copy of the invoices from the travel agency and/or tickets of travel costs of the student.
- After receiving confirmation by the host coordinator that the student has joined the department where he/she will be trained.

Besides, students can apply for funding opportunities such as Leonardo, Erasmus +, etc. through their home Universities to finance their stay.

#### Ending of stay: certificates, pictures and/or videos

The host entities must issue a certificate of compliance to the trainee at the end of the placement (if their performance was satisfactory). The Secretariat will send a template **STELLA Junior certificate** to the coordinators. The host institution can either use this template or issue its own certificate. In both cases, the certificate must state that the mobility was carried out within the framework of the Compostela Group of Universities' STELLA Junior Programme.

The CGU encourages that the participants in the programme take pictures/make videos of their training experience and send it to the CGU's Secretariat (at [noelia.martinez.cagiao@usc.es](mailto:noelia.martinez.cagiao@usc.es)) for promotional purposes.

#### Duties of the students

Students will comply with all arrangements negotiated for their placement and do their best to make the placement a success abide by the rules and regulations of the host university, its normal timetable, code of conduct and rules of confidentiality.

#### Contact

##### Compostela Group of Universities' Secretariat

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