



Offers & Coordinators

(2nd step - Application of the
staff to the programme)



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Annex I – Application Form



I. Introduction

This document gathers the **offers** of the CGU full member universities and the universities of the CGU collaborative member networks engaged to the STELLA for Staff 2017 by means of an institutional letter of endorsement.

It also contains the **contact details of the coordinators** of the programme in each participating university and the **key aspects of the application submission process** to fulfil the second step of the programme.



II. List of offers

Note: According to the guidelines of the programme, those departments providing accommodation to foreign staff are open to intercontinental mobility. Nevertheless, those departments which do not provide accommodation to foreign staff are open to European mobility only.

Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
Brazil	UNESP- Universidade Estadual Paulista 'Julio de Mesquita Filho'	04/01	International Office	Development of international activities of the institution. Mobility of students and submission of international projects.	Yes	1 week	From October to November 2017	English, Spanish, Portuguese	--	Lana Glatt International Office lglatt@reitoria.unesp.br +55 11 56 27 0663 www.unesp.br
Czech Republic	Masaryk University	11/01	Centre for International Cooperation	Centre for International Cooperation administers all international mobility programmes at Masaryk University. It looks after short term exchange visits for incoming and outgoing students, academic and administrative staff. Programmes managed by OIS (LLP Erasmus, Central European Studies Programme, ISEP, bilateral agreements, free movers, STELLA, etc.). It also created a database of study opportunities abroad. OIS founded an international students club which organizes activities for international students at MU with help of Czech students. OIS initiated a process of internationalization of MU by creating a committee for internationalization of MU. A result of this was an official strategy for internationalization	Yes	1 week	From 3 rd to 7 th April 2017	English	N/A	Martin Vasek Centre for International Cooperation vasek@czs.muni.cz +420 549 49 77 85 www.cic.muni.cz



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				approved by the university management.						
Dominican Republic	INTEC- Instituto Tecnológico de Santo Domingo	09/01	Entrepreneurship	<p>It's an entity in charge of supporting entrepreneurs for the creation of innovative businesses that add value to our society and economy. As well as, the encouragement of entrepreneurship programmes, create an innovative culture in the institution and enable our students to visualize a career as entrepreneurs as an alternative to a corporate career.</p> <p>The centre's goal is to ensure that students with innovative projects receive the necessary support during the phases of design and development of their ideas and business plans with consultants designated for this task. The centre will also provide the entrepreneurs with resources to facilitate the development of the new company.</p> <p>Our mission: Support, guide and advice innovative projects during the stages of technical conceptualization and development of business plans.</p> <p>Services we offer: The process of acceleration of the projects is in an environment of close interaction with counsellors and experts depending on the particular needs of the business.</p> <p>To achieve its goals, the centre gives to the pre-incubated projects a specialized consulting, generally including the following: Feasibility analysis of business opportunities; Advice to develop the model, the business plan and the correct presentation to investors; Consultation on the establishment of the company; Training on specific points of business management such as finance, legislation, intellectual property.</p>	Yes	1 week	From March to 15 th December 2017 (It depends of the applicant. They work during the whole year)	English, Spanish	--	<p>María Luisa Ferrand Estepan Institutional Mobility Office Maria.ferrand@intec.edu.do; Movilidad@intec.edu.do +18095679271, ext. 422 www.intec.edu.do</p>



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Dominican Republic	INTEC- Instituto Tecnológico de Santo Domingo	09/02	Research	<p>Functions:</p> <ol style="list-style-type: none"> 1. Plan and conduct strategic actions aimed at stimulating activities Research in Science and Technology of INTEC, in order to strengthen these basic functions of the institution. 2. Disseminate, implement and monitor strategies and research policies of INTEC. 3. Gestate agreements and promote the production of human and financial resources that allow the execution of research activities within a framework of quality. 4. Plan, organize and control all human and financial resources allocated to the execution of a research project, in order for the expected results to be guaranteed, fulfilling with national and international regulations on research. 5. Promote and monitor all actions and processes related with research projects in favour of ensuring their quality and concordance with established policies and standards. 6. Establish and maintain relationships with national and international organisms to achieve the agreements and financing necessary to carry out investigations. 	Yes	1 week	From March to 15 th December 2017 (It depends of the applicant. They work during the whole year)	English, Spanish	--	<p>María Luisa Ferrand Estepan Institutional Mobility Office Maria.ferrand@intec.edu.do; Movilidad@intec.edu.do +18095679271, ext. 422 www.intec.edu.do</p>
Germany	Philipps-Universität Marburg	32/01	International Office	Participation in International Staff Training Week (for free).	Yes	1 week	From 8 th to 12 th May 2017	English	3xlunch 2xdinner, 1-day excursion in the region	<p>Christina Bohle International Office Christina.bohle@uni-marburg.de +49 6421 2826226 https://www.uni-marburg.de/international/incoming/admin/sta</p>



CGU STELLA FOR STAFF 2017
INTERCONTINENTAL STAFF MOBILITY PROGRAMME



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
										fftrainingweek/index.html
Germany	Philipps-Universität Marburg	32/02	International Office	Participation in International Staff Training Week (for free)	Yes	1 week	From 8 th to 12 th May 2017	English	3xlunch 2xdinner, 1-day excursion in the region	Christina Bohle International Office Christina.bohle@uni-marburg.de +49 6421 2826226 https://www.uni-marburg.de/international/incoming/admin/stafftrainingweek/index.html
Germany	Universität Regensburg	23/01	Central Financial Services	Finance and controlling: Reporting, budgeting and budget planning, financial reporting.	Yes	1-2 weeks	From 24 th April to 28 th July and 16 th October to 8 th December 2017	English, German	Lunch at the University restaurant	Klas Kullmann Central Financial Services Klas.hullmann@ur.de +49 941 943-2334 www.uni-regensburg.de
Germany	Universität Regensburg	23/02	International Office	Incoming and outgoing student mobility (Europe and overseas), services for international students (exchange and degree seeking), welcome service for international visiting researchers	Yes	1-2 weeks	From 1 st March to 28 th July and 1 st September to 8 th December 2017	English, Spanish, German	Lunch at the University restaurant	Marianne Sedlmeier International Office Marianne.sedlmeier@ur.de +49 941 943-2373 www.uni-regensburg.de
Italy	Università Kore di Enna	22/01	KIRO (Kore International Relations Office)	Activities about International Relations Office: -To give support to incoming/outgoing students, staff and teachers before, during and after their mobility; -To organise meetings and events, especially about	No	1 week	From April to November 2017	English, Italian	--	Marinella Muscarà Traineeship KIRO (Kore International Relations Office)



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
				Erasmus+ Programme; -To exchange know-how and experience about international relations.						kiro@unikore.it +39 0935 536342 http://www.unikore.it/index.php/home-kiro
Italy	Università Kore di Enna	22/02	CLIK (Language Centre)	Activities about the Language Centre: -To give support lessons, exams, front-office; To organize meetings and events about languages courses; -To exchange know-how and experience about the Language Centre.	No	1 week	From April to November 2017	English, Italian	--	Marinella Muscarà Traineeship CLIK (Language Centre) clik@unikore.it +39 0935 536348 http://www.unikore.it/index.php/clik-home
Mexico	CETYS Universidad	19/01	Institutional Communications	It coordinates the dissemination of information within and without the institution regarding activities and achievements of its community: Media relations, publicity, news coverage, managing different communication channels including print and web publications.	Yes	2 weeks	From May to 15 th December 2017	English, Spanish	Pick up service	Gabriela Rivera International Affairs gabriela.rivera@cetys.mx +52 6865673700, ext. 1117 www.cetys.mx
Mexico	CETYS Universidad	19/02	International Affairs and International Programmes	International partnerships management, coordination of mobility and study abroad programmes, internationalization and assessment	Yes	2 weeks	From August to 15 th December 2017	English, Spanish	Pick up service	Gabriela Rivera International Affairs gabriela.rivera@cetys.mx +52 6865673700, ext. 1117 www.cetys.mx
Mexico	ITESM- Instituto Tecnológico y de Estudios Superiores de Monterrey	33/01	International Programmes	Student exchange and summer programmes. Sending and receiving students.	Yes	2 weeks	From 8 th to 20 th May 2017	English, Spanish	Airport pick up	Guadalupe Abad International Affairs gabad@itesm.mx +52 477 7109053 www.itesm.mx
Mexico	Universidad	29/01	Coordination of	Research related to the work environment of the	Yes	2 weeks	From 20 th to 31 st	Spanish	Pick up service,	Victor Genaro Ríos



CGU STELLA FOR STAFF 2017
INTERCONTINENTAL STAFF MOBILITY PROGRAMME



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
	de Guadalajara		personnel	institution, make and inform and strategies to improve the working environment.			March 2017		transport, lodging, breakfast and lunch	Rodríguez Coordination of personnel genaro.rios@cusur.udg.mx +001 575 2222 ext. 46075 www.cusur.udg.mx
Mexico	Universidad de Guadalajara	29/02	Global Learning Centre of the Academic Service Coordination	Help with organizing, collaboration projects regarding the acquisition of English as a foreign language and cultural competencies with foreign universities.	Yes	2 weeks	From 1 st March to 15 th March 2017	English, Spanish	Pick up service to and from the airport	María Guadalupe Ureña Rodríguez Language Learning, Internationalization Coordination of Academic Services Maria.urena@cusur.udg.mx +52 341 575-2222 www.cusur.udg.mx
Mexico	Universidad de Guadalajara	29/03	Mobility and Scholarships	To provide the students with information and assistance in order to be benefited with an international mobility or/and scholarship programmes.	Yes	2 weeks	From April to 15 th December 2017	English, Spanish	Food	Maricela Villalon de la Isla Mobility and Scholarships Maricela.villalon@cunorte.udg.mx +52 4999921170 ext. 58191
Mexico	Universidad de Guadalajara	29/04	Research and Postgraduate Study Department	Diverse activities related to contribute collaboration on implementation research projects.	Yes	2 weeks	From March to 15 th December 2017	English, Spanish	Food	Maricela Villalon de la Isla Mobility and Scholarships Maricela.villalon@cunorte.udg.mx



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										+52 4999921170 ext. 58191
Mexico	Universidad de Guadalajara	29/05	Technology and Learning Resources (CTA)	To provide technical support to the management of the local network, service technology for the university departments and technical support to web-platform.	Yes	2 weeks	From March to 15 th December 2017	Spanish	Food	Maricela Villalon de la Isla Mobility and Scholarships Maricela.villalon@cunorte.udg.mx +52 4999921170 ext. 58191
Mexico	Universidad de Guadalajara	29/06	Careers Department (Coordinadores de Carrera)	To support the professors' production of didactic material, organization of courses and implementation projects.	Yes	2 weeks	From March to 15 th December 2017	Spanish	Food	Maricela Villalon de la Isla Mobility and Scholarships Maricela.villalon@cunorte.udg.mx +52 4999921170 ext. 58191
Mexico	Universidad de Guadalajara	29/07	Learning Foreign Language-FILEX	To support the professors' production of didactic material, organization of courses and implementation projects.	Yes	2 weeks	From March to 15 th December 2017	English	Food	To support the professors production of didactic material, organization of courses and implementation projects
Mexico	Universidad de Guadalajara	29/08	Internationalization and Cooperation Office	-Exchange of experiences relating to all domestic and international mobility, scholarships for graduate and undergraduate students, researchers, faculty members and other cooperation and internationalization activities. -Exchange of information about methods of administration and strategies of promotion, information and extension regarding the	Yes	1 week	From 1 st June to 30 th June 2017	English, Spanish	Pick up service from and to airport. Breakfast.	Carlos Iván Moreno Arellano Internationalization and Cooperation Office Carlosivan.moreno@reudg.udg.mx +55 33 36309891 www.cgci.udg.mx



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				international activities of the institution.						
Mexico	Universidad de Guadalajara	29/09	Extension (University Extension Office)	Extension with the community, development of institutional communication, institutional agreements and cultural events.	Yes	2 weeks	From 2 nd May to 24 th July 2017	English, Spanish	--	Fátima Betsabé Mendoza Ramos Head of International Office Fatima.mendoza@profesores.valles.udg.mx +53 375 7580500, ext. 47262 www.cuvalles.udg.mx
Mexico	Universidad de Guadalajara	29/10	University Centre's Rectory Office (CUValles)	To participate in the organization of the 4 th activity report of the University Centre's Rector. Coordinate activities Protocol Area. Learning about our education model. To assist in various activities concerning the institutional image and public relations. Interview for the college newspaper, radio interview. Attendance at meetings of the Divisional Board and the Centre Council.	Yes	1 or 2 weeks	From 1 st March to 10 th December 2017	English, Spanish	Pick up service, transport and meals.	Josué González Díaz Rectory Office (CUValles) josue.gonzalez@valles.udg.mx +52 1 375 758 0500, ext. 47321 http://cuvalles.udg.mx/directorio/Secretaría-Técnica
Mexico	Universidad de Guadalajara	29/11	Academic Secretary (Secretaría Académica)	Development of administrative activities in several projects related to the educational offer of CU Costa Sur: *Secretary of the Centre Council and its Commissions 03/07/2017; *Evaluation of educational programmes 03/07/2017; *Boost to curricular reforms 04/07/2017; * Secretary of the Divisional Board 04/07/2017; *Support to Planning activities 05/07/2017; * Support to Academic Services activities (PRODEP,	Yes	1 week	From 3 rd to 9 th July 2017	Spanish	Pick up service from the Airport of Gdl-Autlan-Dgl (Transporte terrestre del Aeropuerto de Gdl-Autlan-Gdl)	Hirineo Martínez Barragán Academic Secretary hirineomb@cucsur.udg.mx +52 3173825016 ext. 57108 http://www.cucsur.udg.mx



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				<p>PROFACAD, JOBS) 07/07/2017; * Support for Postgraduate and Research activities 07/07/2017; *Support in activities of Relationships and Extension 08/07/2017.</p> <p><i>(Desarrollo de actividades administrativas en proyectos diversos relacionados con la oferta educativa del CU Costa SUR:</i> <i>*Secretaría del Consejo de Centro y sus Comisiones 03/07/2017</i> <i>*Evaluación de programas educativos 03/07/2017</i> <i>*Impulso a reformas curriculares 04/07/2017</i> <i>*Secretaría de la Junta Divisional 04/07/2017</i> <i>*Apoyo a las actividades de Planeación 05/07/2017</i> <i>*Apoyo a las actividades de Servicios Académicos (PRODEP, PROFACAD, JOBS) 06/07/2017</i> <i>*Apoyo a actividades de Posgrados e Investigación 07/07/2017</i> <i>*Apoyo en actividades de Vinculación y Extensión 08/07/2017)</i></p>						
Mexico	Universidad de Guadalajara	29/12	Secretary of General Coordination of Learning Technologies (Secretaría de la Coordinación General de Tecnologías de Información)	<p>The CGTI coordinates the creation, acquisition and incorporation of learning technologies in the university proceedings, seeking the responsible and safe management of its resources.</p> <p>(La CGTI coordina la creación, adquisición e incorporación de tecnologías de información en las instancias universitarias, procurando el manejo responsable y seguro de sus recursos)</p>	Yes	2 weeks	From March to May 2017	Spanish	--	Edna Minerva Barba Moreno Secretary of General Coordination of Learning Technologies Edna.barba@redudg.udg.mx +1 33 31 34 22 30 www.cgti.udg.mx



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Mexico	Universidad de Guadalajara	29/13	Curricular Control Unit	Administrative tasks, student information, etc.	Yes	1 week	From 21 st to 25 th August 2017	Spanish	Pick up service	Christian Vargas Islas Mobility & Scholarships Office (Health Sciences Campus) Christian.vargas@cucs.udg.mx +52 33 10 58 52 00
Mexico	Universidad de Guadalajara	29/14	Coordination of Learning Technologies	Assistant for planning and implementing programmes and services at the Coordination	Yes	2 weeks	From 19 th to 30 th June 2017	Spanish	--	Ivonne Hayde Navarro Guerrero Dean's Office ivonne@cuci.udg.mx +52 392 92 59 404 www.cuci.udg.mx
Mexico	Universidad de Monterrey	17/01	Physical Education and Health	Administration of health service and first contact outpatient medical service, implementation of health and addiction prevention programmes. Sports medicine and physical therapy for injury rehabilitation.	Yes	1 week	From September to November 2017	Spanish	--	Benjamin Loya Physical Education and Health bloya@udem.edu.mx +52 8182151000, ext. 1623 www.udem.edu.mx
Mexico	Universidad de Monterrey	17/02	Instructional Design Centre	<ul style="list-style-type: none"> - Provide instructional design service for the development of distance courses through planning and innovation to facilitate the achievement of learning; - Supports teachers with current educational technologies; - Promotes the use of current technologies applied in their online courses. 	Yes	1 week	From May to June 2017	English	Pick up service airport-residence/residence-airport	Sugey Morales García Instructional Design Centre Sugey.morales@udem.edu.mx +52 81 8215-1296 https://sites.google.com/a/udem.edu.cedi/
Mexico	Universidad de Monterrey	17/03	Labour Relationships (Vinculación Laboral)	Managing the University's job board, supporting students to find professional practices placements and academic projects in organizations. Follow-up to the Development of Talent or Trainee	Yes	1 or 2 weeks	From March to November 2017	Spanish	Meals vouchers in the University Canteen (Vales de comida)	Paulina Garza Palacios Vinculación Laboral Paulina.garzap@udem.edu.mx



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				<p>Programmes. Management of programmes for leader students (scholarship for students considered by the companies as outstanding students). Organization of job fairs and recruitment events. Dissemination campaigns for recruitment events. Management of social networks of the Labour Relationships Area.</p> <p><i>(Administrar la bolsa de trabajo de la Universidad, apoyar a los alumnos a encontrar prácticas profesionales y proyectos académicos en organizaciones. Seguimiento a los programas de Desarrollo de Talento o Trainee. Administrar programas para alumnos líderes (beca para alumnos destacados por parte de empresas). Organizar las Ferias de Empleo y eventos de reclutamiento. Campañas de difusión para eventos de reclutamiento. Administración de redes sociales del área de Vinculación Laboral.)</i></p>					en la cafetería de la Universidad)	+521 8117088709 http://udem.edu.mx/Es/p/Bolsa-de-Trabajo/Paginas/Vinculación.aspx
Mexico	Universidad de Monterrey	17/04	¡Lánzate! Leadership and Challenge Centre	<p>The Student Leadership Centre (SLC) is formed by three different areas: ¡Lánzate! Leadership and Challenge Centre, Student Affairs, and Leadership Development.</p> <p>At ¡Lánzate! Leadership and Challenge Centre we offer rope courses and outdoor and adventure programmes to students, faculty members, companies and organizations. Our mission is to develop skills, competencies, and values using experiential education as methodology, with the final objective of developing the transformational leadership in the participants of our programmes.</p> <p>Main activities: -Design, coordinate, and facilitate skill development</p>	Yes	1 week	From March to November 2017	English, Spanish	We could arrange transportation from and to airport, plus some visits to places around city. A support with meals would be offered as well.	Ernesto Adrian Rivera Montes ¡Lánzate! Leadership and Challenge Centre Ernesto.riveram@udem.edu.mx +52 81 8215 1321 www.udem.edu.mx/lanzate



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				<p>processes using experiential education as methodology, receiving an average of 7.000 participants every year in our facilities;</p> <p>-Train students as facilitators, including topics such as methodology, group management, and technical topics relevant to ropes courses;</p> <p>-The area for Students Affairs works with student government and interest groups, giving advice, having follow up meetings with them, and assuring the experience turns into a learning process;</p> <p>-The area for Leadership Development is in charge of a course for leadership development, and the Honours Programmes, which is offered for top-students.</p>						
Mexico	Universidad de Monterrey	17/05	¡Lánzate! Leadership and Challenge Centre	<p>The Student Leadership Centre (SLC) is formed by three different areas: ¡Lánzate! Leadership and Challenge Centre, Student Affairs, and Leadership Development.</p> <p>At ¡Lánzate! Leadership and Challenge Centre we offer rope courses and outdoor and adventure programmes to students, faculty members, companies and organizations. Our mission is to develop skills, competencies, and values using experiential education as methodology, with the final objective of developing the transformational leadership in the participants of our programmes.</p> <p>Main activities:</p> <p>-Design, coordinate, and facilitate skill development processes using experiential education as methodology, receiving an average of 7.000 participants every year in our facilities;</p> <p>-Train students as facilitators, including topics such as methodology, group management, and technical</p>	Yes	2 weeks	From March to 15 th December 2017	English, Spanish	We could arrange transportation from and to airport, plus some visits to places around city. A support with meals would be offered as well.	Edgar Jesus de la Garza Alonso ¡Lánzate! Leadership and Challenge Centre Edgar.delagarza@udem.edu.mx +52 81 8215 1298 www.udem.edu.mx/lanzate



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
				<p>topics relevant to ropes courses;</p> <p>-The area for Students Affairs works with student government and interest groups, giving advice, having follow up meetings with them, and assuring the experience turns into a learning process;</p> <p>-The area for Leadership Development is in charge of a course for leadership development, and the Honours Programmes, which is offered for top-students.</p>						
Mexico	Universidad del Caribe	31/01	Library (Biblioteca)	<p>To participate in the different activities promoted by the library such as attention to users, cataloguing, reading club, classification of collection.</p> <p>To share own experiences in the processes and procedure of the university of origin.</p> <p>Among others.</p> <p><i>(Participar en las diferentes actividades que promueve la biblioteca como la atención a los usuarios, catalogación, club de lectura, clasificación de acervo.</i></p> <p><i>Compartir experiencias propias de los procesos y procedimiento que se tienen en la universidad de origen.</i></p> <p>Entre otros.)</p>	Yes	1 week	From 5 th June to 6 th July 2017	English, Spanish	Pick up and lunch	<p>Franco Utrera González</p> <p>Library</p> <p>futrera@ucaribe.edu.mx</p> <p>+52 9888814400</p> <p>www.unicaribe.mx</p>
Mexico	Universidad del Caribe	31/02	Professional Internships (Prácticas Profesionales)	<p>To share the methodology of work in the Enterprises-University relationship.</p> <p>To deal with the procedure available for the follow-up of graduate students and the job bank.</p> <p>To share experience with the internship staff.</p> <p>To make visits to bacalaureate for the promotion of the University, as well as the possible fairs or tours in the University.</p>	Yes	1 week	From 5 th June to 6 th July 2017	Spanish	Pick up and lunch	<p>Ilse Graciela Mandujano Wild</p> <p>Professional Internships</p> <p>imandujano@ucaribe.edu.mx</p> <p>+52 9988814400</p> <p>www.unicaribe.mx</p>



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				(Compartir la metodología de trabajo en la vinculación de empresas con la Universidad. Ver el tratamiento para el seguimiento de egresados y la bolsa de trabajo. Compartir su experiencia dentro del área de prácticas con el personal del área. Realizar visitas a Bachilleratos para la promoción de la Universidad, así como las posibles ferias o recorridos en la Universidad.)						
Mexico	Universidad La Salle A.C. (México)	13/01	PR & Communications	In charge of executing strategies for: Internal, external and institutional communication, Brand positioning, protocol, media, strategic sectors and PR Relations, crisis management.	Yes	1 week	March and April, except for Easter vacation April 10 th -23 rd , and the months of August and September, 2017	English, Spanish, Basic German, French, Portuguese	--	Fabiola Chavez PR & Communications Department Fabiola.chavez@ulsa.mx +52 55 52 78 95 00, ext. 1040
Mexico	Universidad La Salle A.C. (México)	13/02	Curriculum Planning (Planeación Curricular)	Design, update and manage the official approval of all university curricula. <i>(Diseñar, actualizar y tramitar la aprobación oficial de todos los planes de estudios de la Universidad)</i>	Yes	1 week	From 13 th to 20 th August 2017	Spanish	--	Marcela Villafuerte Coord. de Planeación Curricular Marcela.villafuerte@ulsa.mx +5255 52 78 95 08 ext. 2417
Mexico	Universidad Popular Autónoma del Estado de la Puebla	30/01	Human Resources	To share best practices on training, work well-being, compensation process, recruitment and selection.	Yes	1 week	From March to November 2017	English, Spanish	Meal plan	Rosina Ramírez Vukovich General Direction of Human Resources Rosina.ramirez@upaep.mx



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										+52 222 229 94 00 ext. 7829 www.upaep.mx
Peru	Pontificia Universidad Católica del Perú	26/01	Academic Office of Institutional Affairs	We promote students', professors' and researchers' international mobility. We achieve this mission through the joint work in the development of institutional cooperation programmes. Also, we handle special mobility programmes for undergraduate students of our university. We are regular members of research and teaching international networks. The Academic Office of Institutional Affairs is in charge of the development of activities that look to stablish and strengthen our bonds with the State, civil law institutions, the enterprises and, most especially, with college degree educational institutions, be national of foreign.	Yes	1 week	From 1 st May to 30 th November 2017	English, Spanish	Pick up from the airport and transportation from the hotel to	Rosa Ana Rojas Montoya Academic Office of Institutional Affairs rarojas@pucp.pe +51 162 62 168 www.pucp.edu.pe
Peru	Pontificia Universidad Católica del Perú	26/02	Accounting Office-Unit of Management and Innovation (Oficina de Contabilidad- Sección de Gestión e Innovación)	To centralize the financial flow of the University by executing policies, norms, laws, regulations, systems and procedures necessary to guarantee the accuracy and security in the registry of the economic and financial operations of our institution.	Yes	1 or 2 weeks	From 1 st April to 27 th July 2017	English, Spanish, Portuguese	Pick-up service from and to airport, daily transport from hotel to PUCP. Sightseeing tour in Lima.	Katherine Tuesta Head of the Unit of Accounting Management and Innovation Tuesta.k@pucp.edu.pe +51 6262000
Peru	Universidad de Piura	28/01	Library	Administration of the Institutional Repository 'PIRHUA', manage the electronic resources of the university, cataloguing of bibliographic and non-bibliographic materials and training of undergraduate and graduate students and teachers	Yes	2 weeks	From 15 th March to 15 th November 2017	English, Spanish	--	Natalia Manrique Library Natalia.manrique@udep.pe +51 121 39 600 ext.



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
				in the use of library resources.						2178 http://udep.edu.pe/
Poland	Adam Mickiewicz University in Poznan	16/01	International Office	Becoming familiar with examples of best practices applied towards incoming international students, dealing with registration procedures in the Erasmus Office.	Yes	1 week	From 7 th to 12 th May 2017	English, German, Russian	Sightseeing tour and concert of classical music.	Joanna Janas International Office joannaj@amu.edu.pl +48 61 829 4434 www.international.amu.edu.pl
Poland	Adam Mickiewicz University in Poznan	16/02	Organizational and Legal Department	It is responsible for governing of organizational processes, preparation of documents connected with integrity of internal legal system (internal legal acts), internal organization structure cohesion, disciplinary responsibility of teaching staff, internal elections, awards for teaching staff.	Yes	1-2 weeks	From 1 st March to 30 th June 2017	English	Pick up service, assistance during stay (also after working hours)	Aleksandra Bochenska Organizational and Legal Department olaboch@amu.edu.pl +48 61 829 4424 www.amu.edu.pl
Poland	Adam Mickiewicz University in Poznan	16/03	The European Programmes Office	Becoming familiar with financing procedures related to research in the educational European Programmes.	Yes	1 week	From 4 th to 8 th September 2017	English, German, Russian	Sightseeing tour in Poznan	Magdalena Tomaszewska Head of the European Programmes Office magdatom@amu.edu.pl +48 61829 4055 www.amu.edu.pl
Poland	Adam Mickiewicz University in Poznan	16/04	Careers Service- Adam Mickiewicz University in Poznan	Careers Service offers advice and assistance for the students and graduates in choosing the career path. Our tasks: -Giving information about labour market, preferences and requirements of employers and about the knowledge and skills of students and graduates; -Collecting, classification and dissemination of offers for jobs, internships and establishing and administering databases of students and graduates	Yes	1 week	From 10 th February to 14 th December 2017	English, Polish	We offer our help in all organizational issues	Joanna Koczorowska Careers Service Joanna.koczorowska@amu.edu.pl +48 61 829 25 11 www.biurokarier.amu.edu.pl



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				seeking jobs; -Providing information about the companies in the region, their qualifying procedures and recruitment plans and assisting employers in finding right candidates for positions in their companies; -Organising trainings, workshops, meetings with employers; -Organising various events (e.g. career fairs); -Supporting students and graduates during individual consultations; -Participating in various external projects.						
Poland	Adam Mickiewicz University in Poznan	16/05	Faculty of Political Science and Journalism (International Office, European Programmes Office, Careers)	Department of Information and Promotion at the Faculty of Political Science and Journalism: -Organises workshops for secondary schools; -Develops marketing strategy of our Faculty; -Organises events for students and future students; -Creates promotion materials and advertisements.	Yes	1 week	From 8 th to 14 th May 2017	English	--	Marcin Pera Faculty of Political Science and Journalism Marcin.pera@amu.edu.pl +48 61 829 65 51 https://wnpid.amu.edu.pl
Poland	Adam Mickiewicz University in Poznan	16/06	International Office, European Programmes, Careers	Meetings and formalising the work of administrative staff	Yes	From 1 to 2 weeks	From 13 rd March to 12 th April 2017	English, Polish	Sightseeing Possibility of participation in classes in English	Joanna Janas International Office joannaj@amu.edu.pl +48 61 829 4434 www.international.amu.edu.pl
Slovakia	Pan-European University	21/01	Department for International Affairs	Implementation of Erasmus+ programme –bilateral inter-institutional agreements, incoming and outgoing students, mobility of staff, administrative and financial reporting to the National Agency and the European Commission. Organisation of international events, coordination of international visits and international activities at faculties.	Yes	1 week	From April to 15 th December 2017 (best to be arranged directly with the mobility participant)	English, German	Pick up from/to the Vienna Intl. Airport will be provided	Slavomir Rudenko Director for International Affairs, Rectorate slavomir.rudenko@paneurouni.com +421 2 48208807



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				Guidance of internationally managed projects, memberships in networks and international marketing. In regard to the specific scope of the Compostela Group of Universities the Pan-European University is actively involved in the new Erasmus+ Credit Mobility Programme. The STELLA mobility participant may be strongly and specifically involved into this activity, in order to pursue the bilateral relationships with the country/university of origin of the mobility participant.						http://www.paneurouni.com
Spain	Universidad de Málaga	34/01	Service of International Relations and Cooperation	Main activities will be oriented to learn and share experiences and new practices and techniques involved in application and management of international relations and all the related mobility procedures as well.	Yes	1 week	From May to June 2017	English, Spanish	--	Susana Cabrera Yeto Service of International Relations and Cooperation vrinternational@uma.es +34 952 1373 49 www.uma.es
Spain	Universidad Politécnica de Cartagena	27/01	International Office	The main tasks of the International Office are coordination and management of educational activities and Programmes within an international framework.	Yes	1 week	From April to July 2017	English, Spanish, French	--	Beatriz Marín Noriega International Office relint@upct.es +34 968 32 59 70 www.upct.es
Spain	Universidad Politécnica de Madrid	05/01	International Relations Office	European programmes coordination: Students exchanges ; Lecturers and professors exchanges ; Bilateral agreements database; Preparation of courses for international students; Languages programme; Participation in international associations; International accounting relative to Europe, Latin America, Worldwide and cooperation office; Computer projects and computer	Yes	1 week	From May to June 2017	English, Spanish	Non	Alberto Almendra Vice-rectorate for Academic Strategy and Internationalization International.europe@upm.es +34 91 3363660 www.upm.es



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				programmes for the international relations; They also will be able to know: Exchange and European programmes; General and specific agreements with foreign institutions; cooperation with developing countries.						
Spain	Universidad Politécnica de Madrid	05/02	International Relations Office	Programmes coordination with Latin America: Students exchanges; Lecturers and professors exchanges; General and specific agreements database; Participation in international associations; International accounting relative to Europe, Latin America, Worldwide and cooperation office; Computer projects and computer programmes for the international relations; They also will be able to know: Exchange and European programmes; General and specific agreements with foreign institutions; Cooperation with developing countries.	Yes	1 week	From May to June 2017	English, Spanish	Non	Alberto Almendra Vice-rectorate for Academic Strategy and Internationalization International.europe@upm.es +34 91 3363660 www.upm.es
Spain	Universidad Politécnica de Madrid	05/03	International Relations Office	Office for Cooperation for Development: Cooperation projects; Cooperation scholar-ships; International accounting relative to Europe, Latin America, Worldwide and cooperation office; Computer projects and computer programmes for the international relations; They also will be able to know: Exchange and European Programmes; General and specific agreements with foreign institutions; Cooperation with developing countries	Yes	1 week	From May to June 2017	English, Spanish	Non	Alberto Almendra Vice-rectorate for Academic Strategy and Internationalization International.europe@upm.es +34 91 3363660 www.upm.es
Spain	Universidad Politécnica de Madrid	05/04	ETSIDI- Department of Mechanic Engineering, Chemistry and Design	To know and perform the installation practices network, laboratories, department computer, and graphics: Settings, methods of work, maintenance, etc. Only for non-academic staff.	Yes	1 week	From May to June 2017	English, Spanish	Non	Alberto Almendra Vice-rectorate for Academic Strategy and Internationalization International.europe@upm.es



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			<i>(Departamento de Ingeniería Mecánica, Química y Diseño)</i>							+34 91 3363660 www.upm.es
Spain	Universidad Rey Juan Carlos	24/01	International Affairs	Attendance to the International Week. The aim is to provide an informative, collaborative and enriching experience to both guest and home staff and to share ideas and best practices related to internationalization in education. It is open to any staff working at an international service of a higher education institution.	Yes	1 week	From 24 th to 28 th April 2017	English	--	María Soledad Carretero International Relations Soledad.carretero@urjc.es +34 914887071 www.urjc.es
Spain	Universidade da Coruña	18/01	Library of the Faculty of Educational Studies	Management resources for education, investigation, study and culture: Books, journals, database. The tools: The catalogue, information literacy. The structure of the library service in the UDC.	--	1 week	From March to August 2017	English, Spanish, Galician; We understand Portuguese; A little bit of German	--	María Gutiérrez Calvete Librarian Head Library of the Faculty of Educational Studies María.gutierrez@udc.gal +34 981 167000 ext. 4609 www.education.udc.es
Spain	Universidade da Coruña	18/02	Computing and Communications Service	Corporate website development and administration (Opencms). Application development in .Net and Java. Official statistics: Data warehouse, official statistics indicators, rankings.	Yes	1 week	From March to December 2017	English, Spanish, Galician	--	Justo Antonio Álvarez Prieto Information and Statistics Area in Computing and Communications Service seife@udc.es +34 881 015 658 http://www.udc.es/seife
Spain	Universidade	18/03	International	This office is in charge of the university	Yes	1 or 2	From March to	English,	--	Ana López Pampín



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	da Coruña		Relations Office	participation in European and worldwide projects and programmes of interest to our university community. Its function is to inform, coordinate and advise the university community about the different international programmes and also to prepare and do the follow-up of all international agreements and mobility.		weeks	15 th December 2017	Spanish		International Relations Office iro@udc.es +34 881 01 19 56
Spain	Universidade da Coruña	18/04	Library Service. Unit for Information and Reference (Servicio de Biblioteca. Sección de Información y Referencia)	Updating of the information on the Library's website; Dissemination of information sources; User training; Centralized bibliographic information service. <i>(Actualización de la información de la página web de la Biblioteca; Difusión de las fuentes de información; Formación de usuarios; Servicio centralizado de información bibliográfica.)</i>	Yes	2 weeks	From March to October 2017	English, Spanish, Francés (French)	--	Pedro Incio Piñeiro Library's Service. Unit for Information and Reference pinciop@udc.es +981 1670 50 www.udc.es/biblioteca
Spain	Universidade da Coruña	18/05	Office of Cooperation and Volunteering	The Office of Cooperation and Volunteering (OCV), under the Vice-chancellorship for Internationalization and Cooperation, has two offices on the campus of Elviña (A Coruña) and Esteiro (Ferrol). It is a founding member of the Galician Network of University Cooperation for Development (RGUD), along with the other two Galician universities. Volunteering, Education and Cooperation for Development, Service-learning and training are the cornerstones of the work of the OCV. The defence of human rights, social justice and the promotion of cultural diversity form the foundation of its mission.	Yes	1 week	From 2 nd to 31 st October	Spanish, Galician	--	Vanessa Míguez Martín Office of Cooperation and Volunteering ocvfer@udc.es +34 881 013677 http://www.udc.es/ocv



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Spain	Universidade da Coruña	18/06	Library of Faculty of Computer Sciences	Bibliographical and documentary help for students and teachers.	Yes	1 week	From 19 th to 23 rd June 2017	English, Spanish	--	María Teresa Rodríguez-Facal Library Manager. Faculty of Computer Science Library Teresa.rodriguez.facal@udc.es +34 881011287 https://www.udc.es/biblioteca.fic/
Spain	Universidade de Vigo	12/01	Accounting, budget Service	We register all the operation of execution of budget and manage the treasury, as well as the costs accounting.	Yes	1 week	From April to September 2017	English, Spanish, French/Français	--	Maria Dolores Ojea Troncoso Accounting, Budget and Treasury Service xscontab@uvigo.es +34 986 81 35 68
Spain	Universidade de Vigo	12/02	Unit for Analysis and Programmes (Unidad de Análisis y programas)	Unit responsible for the Integrated Information System, the Transparency Portal, providing the statistical data of the University and the quality processes in the field of management. <i>(Unidad responsable del Sistema integrado de información, del Portal de transparencia, de proporcionar los datos estadísticos de la Universidad y de los procesos de calidad en el ámbito de gestión.)</i>	--	2 weeks	From March to June 2017	Spanish	--	Rosa Graña Coordinadora Unidad de Análisis y Programas Coordinadora.uap@uvigo.es +986 81 86 40 http://www.uvigo.gal/uvigo_gal/administracion/analises-
Spain	Universitat de Lleida	03/01	International Relations Office	Mobility Programmes, Agreements, Visiting Students, Administration, Research and Teaching	Yes	1 or 2 weeks	From March to July or from	English, Spanish,	To be agreed upon request	Eva Moscatel Giró International Relations



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				Staff.			September to November 2017	Catalan, French, Italian, Portuguese		Office ori@int.udl.cat +34 973 003530
Spain	Universitat de Lleida	03/02	University of Lleida Foundation	-To coordinate the relationship between companies and public entities wishing to establish relationships with the University of Lleida. -To promote and to formalize research, development and innovation contracts between the University of Lleida and public, private, third sector entities or natural persons. -To promote and to project the UdL at the international framework. -To organise and to manage conferences, symposia, round tables, seminars and courses.	Yes	2 weeks	From March to May 2017	English, Spanish, Catalan	--	Joan Estany-Illa Managing Director University of Lleida Foundation Fundacio.direccio@udl.cat +34 973 00 35 28 http://www.fundacio.udl.cat
Spain	Universitat de València	08/01	International Relations and Cooperation Office	-To increase the internationalization of the University of València. -To foster the participation of the university community in exchange programmes, and facilitate integration of foreign students. (Erasmus+, International Exchange Programme and National Exchange Programme). -To coordinate Immersion courses in Spanish language and culture to groups of North American students). -To promote the participation of the University of València in international networks and institutions. -To offer support to the Confucius Institute. -To oversee cooperation and development projects at the University of València and in calls by other institutions such as: The Valencian Government, the Ministry of Foreign Affairs and Cooperation (MAEC), the Spanish Agency for International	Yes	1 week	From March to May 2017	English, Spanish	--	Amparo Villén Hueso International Relations and Cooperation Office amparo.villen@uv.es +34 96 386 44 98 www.uv.es/relint



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				Development Cooperation (AECI), the European Agency for Education, Audio visual and Culture (AECEA) within the Erasmus+ programme. -To manage calls for grants and financial support that the University of València 0.7 Commission approves each year. This entity manages the application of 0.7% of the institute's budget for cooperation and development.						
Spain	Universitat Jaume I (Castellón)	25/01	Cooperation for Development and Solidarity Office (Cooperación al Desarrollo y Solidaridad – OCDS-)	Coordination and management of the following university fields of work: University cooperation for development, solidarity and volunteering, resources on psychosocial aspects of emergencies and disasters, migrations and interculturality.	No	1 week	From March to May 2017	English, Spanish, German and Italian	--	Carmen Lázaro Guillamón Cooperation for Development and Solidarity Office carmen.lazaro@uji.es +34 964 729390 http://www.uji.es/CA/serveis/ocds/
Spain	Universitat Jaume I (Castellón)	25/02	International Relations Office	Administrative management of outgoing and incoming: -Students on exchange study programmes; -Lecturers on teaching mobility programmes. Administrative management of outgoing administrative and service staff on training mobility programmes. Administrative management of financial aid for incoming students. Administrative management of Short-term academic programmes (study abroad programmes) tailored to the needs of foreign student groups.	No	1 week	From March to May 2017	English, Spanish	--	Mercedes Sanz Gil International Relations Office sanzg@uji.es +34 964387075 https://www.uji.es/serveis/ori/
Spain	Universitat Jaume I (Castellón)	25/03	Technical Unit of Harmonization (Unitat Tècnica)	UTH is a coordination academic service. This service coordinates procedures of modification and accreditation of official studies (bachelor's and	No	1 week	From May to June, or from September to	Spanish	--	Joaquín Beltrán Arandes Unitat Tècnica



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			d'Harmonització (UTH)	master degrees). Other activities: Review of official information of official studies (web, course syllabus), coordination with planning and students service.			November 2017			d'Harmonització uth@uji.es +34 964 729128 http://www.uji.es/estudis/eees/
Spain	University of Cadiz	14/01	International Office	Management of International Cooperation Projects. Geographical area: Ibero-America/Europe. Economic advice and grant management.	Yes	1 week	From March to 1 st December 2017	English, Spanish, Portuguese	--	Hortensia Caro International Office Hortensia.caro@uca.es +34 956015759 www.uca.es
Spain	University of Las Palmas de Gran Canaria	10/01	University Centre for Development Cooperation (CUCID)	The main activities of the CUCID are: To promote volunteer actions supporting the university community and the Canary youth population; To increase education and awareness in the Cooperation Development field within the Canary population; To contribute to the improvement of and participation in of Development Cooperation projects in developing countries organized from the Canary Islands; To promote the relations between the various entities involved in Development Cooperation within the region.	Yes	1 week	From 8 th to 26 th May 2017	English, Spanish	Health insurance	Sergio Romeo-Malanda Vice-rectorate of Internationalization and Cooperation dirint@ulpgc.es +34 928 45 74 15 www.ulpgc.es
Spain	University of Las Palmas de Gran Canaria	10/02	Office of International Relations	The Office of International Relations is a mobility support unit that develops and maintains International education programmes for students, faculty and staff. The Office of Study Abroad: -Provides a comprehensive range of student services throughout the processes of recruitment, advising, programme selection, application, enrolment, pre-departure orientation, completion of the overseas programme, and the granting of academic credit; -Manages the University's affiliations with selected	Yes	1 week	From 8 th to 26 th May 2017	English, Spanish	Health insurance	Sergio Romeo-Malanda Vice-rectorate of Internationalization and Cooperation dirint@ulpgc.es +34 928 45 74 15 www.ulpgc.es



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				foreign institutions and provides academic services to international students supported through exchange agreements; -Assists students in financing overseas study through scholarships and financial aid (such as Erasmus+).						
Spain	University of Santiago de Compostela	15/01	International Relations Office	-Mobility programmes (students, staff, scholars) from and to Europe as well as to and from non-EU countries with an average of 1200 incoming flows per year; -Projects unit: writes, coordinates and develops international and cooperation projects such as EM action or TEMPUS; -Study abroad unit: It deals with institutional marketing and awareness, in charge of coordinate the international recruitment of students; -Bilateral agreements unit: It deals with all kind of institutional agreements in which the USC is partner, either on the international field, research or local agreements.	Yes	1 week	From 6 th June to 15 th December 2017 (only in the lesson period)	Spanish	--	Enrique López Veloso International Relations Service international@usc.es +34 881 8 12840 http://www.usc.es/gl/perfis/internacional
Spain	University of Santiago de Compostela	15/02	Vice-gerency of University Campus of Lugo	-Government of the Lugo University Campus: Coordinator, Research and Services rectors; -Government of the Lugo University Campus, competences and activities: Staff management office, economic management office, general register, architectural office, sport activities management; -Centralized administrative services: University Information Office (PIU); Entry to university students, registration, records, titles (UXA). International Relations Office (SRE); University	Yes	1 week	From October to November 2017	Spanish	--	José Luis Cruz Torres Manager of University Campus of Lugo Governance and Management of University Campus Head vicexer@si.usc.es +34 982 82 35 55 http://www.usc.es/gl/goberno/xerencia/lugo/i



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				Integration Service (SEPIU); -CACTUS where the research activity of the Lugo University Campus is developed.						index.html
Spain	University of Santiago de Compostela	15/03	University Library	Acquisitions management, information literacy, documental preservation, institutional repository and other issues relates to management of an academic library system.	Yes	1 week	From March to April 2017	English, Spanish	--	María Isabel Casal Reyes Library Services Head University Library Mabela.casal@usc.es +34 881 81 1087 http://www.usc.es/gl/servizos/biblioteca
Spain	University of Santiago de Compostela	15/04	Area of Quality and Improvement of Procedures	To design and implement the Internal Quality Assurance System (SGIC) and to promote activities already developed to guarantee teaching quality.	Yes	1 week	From May to June 2017	Spanish	--	Pilar Martínez García Head of the Area Quality Area Maripilar.martinez@usc.es +34 881 8 11324 http://www.usc.es/gl/servizos/calidade/index.html
Spain	University of Santiago de Compostela	15/05	Management Service of I+D activities	Management of financing for R&D activities of USC research. Management of contracts with companies and public institutions. Register, reports and justifications, of the economic grants	Yes	1 week	From 1 st April to 31 st May 2017	English, Spanish	--	Xosé Antón Freire Ramos Management Service of I+D Activities (Research Vice-rectorate) Xoseanton.freire@usc.es



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										+34 881 8 16222 http://imaisd.usc.es/
Spain	University of Santiago de Compostela	15/06	Publications and Scientific Exchange Service (SPIC)	The University Press of Santiago de Compostela (SPIC) publishes, distributes and exchanges books and doctoral dissertations which are the results of the research carried out by our university instructors, as well as scientific journals of various disciplines.	Yes	1 week	From April to July 2017	Spanish	--	Juan L. Blanco-Valdés Publications and Scientific Exchange Service Head Publications and Scientific Exchange Service (SPIC) Juanluis.blanco@usc.es +34 881 8 12392 http://www.usc.es/gl/servizos/publications/index2.html
Spain	University of Santiago de Compostela	15/07	Economic Management Service	Public and private recruitment management, University patrimony management, economic advisory in the university	Yes	1 week	From 1 st July to 30 th July 2017	Spanish	--	Francisco Carracedo Doce Economic Management Head Economic Management Service Francisco.carracedo@usc.es +34 881 8 11268 http://www.usc.es/gl/servizos/sxe/
Spain	University of Santiago de Compostela	15/08	Academic Management Services	Management of students' admission, permanency, management undergraduate, master's and doctorate degrees in the Santiago de Compostela University.	Yes	1 week	From 1 st April to 30 th May 2017	Spanish	--	José Luis Braña Rey Academic Services Head Academic Management Services sga@usc.es +34 881 8 14537



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										http://www.usc.es/gl/servizos/sxa/index.html
Spain	University of Santiago de Compostela	15/09	Work Risk Prevention and Health Control Service	Identification and assessment of occupational hazards. Security protection measures. Work Health. Emergencies. Safety and health information and training.	Yes	1 week	From June to July 2017	Spanish	--	Juan Oreiro Formoso Work Risk Prevention and Health Control Head Work Risk Prevention and Health Control Service Juan.oreiro@usc.es +34 881 8 33330 http://www.usc.es/gl/servizos/sprl/index.html
Spain	University of Santiago de Compostela	15/10	Press Office and Information Service	These department is responsible for the management of media relations and internal and external communication and information for the three sectors of the University Community	Yes	1 week	From March to 15 th December 2017	English, Spanish	--	Luis Celeiro Álvarez Press Office and Information Service l.celeiro@usc.es +34 881 8 11074 http://www.usc.es/gl/servizos/comunicacion/
Spain	University of Santiago de Compostela	15/11	Press Office and Information Service	These department is responsible for the management of media relations and internal and external communication and information for the three sectors of the University Community	Yes	1 week	From March to 15 th December 2017	English, Spanish	--	Luis Celeiro Álvarez Press Office and Information Service l.celeiro@usc.es +34 881 8 11074 http://www.usc.es/gl/servizos/comunicacion/
Spain	University of the Basque Country	06/01	International Relations unit of the Faculty of Chemistry	Procedures for international student mobility at the faculty (mobility agreements, transcript of records issues, etc.).	Yes	1 week	From 1 st April to 15 th December 2017	English, Spanish, Basque	--	Maria Paulis Faculty of Chemistry- International Relations Unit Quimicas.internacional



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										@ehu.eus +34 943 018481 http://www.ehu.eus/es/web/kimika-zientziak
Spain	University of the Basque Country	06/02	International Relations unit of the Faculty of Economics and Business	Cooperation within mobility programmes enables the students and academic staff to acquire valuable experience at foreign educational institutions and to enrich their knowledge. In this respect, the Faculty has established several international university agreements and we aim to create new partnerships for future cooperation. During the visit, we would show the way we work and manage the international relations at the Faculty: Meetings with the students, information points, formalities, applications, etc. Our strengths and added value will be exposed so that our University is attractive to other institutions and new cooperation opportunities are created, such as new agreements or internship opportunities for students.	Yes	1 week	From March to 15 th December 2017 (except July and August)	English, Spanish	--	Gurutze Intxaurburu Faculty of Economics and Business- International Relations Unit guru.intxaurburu@ehu.eus +34 943 018352 https://www.ehu.eus/es/web/enpresa-donostia/home
Spain	University of the Basque Country	06/03	Quality and Institutional Assessment Service	Monitoring and accreditation of qualifications. We train, support and advice technical, administrative and management teams of faculties, centres and services of UPV/EHU in quality systems. We design and produce projects' evaluation and quality management tools, providing training programmes for their development and implementation.	Yes	1 week	From 11 th to 22 nd September 2017	Spanish, Basque	--	Alfonso Davalillo Quality and Institutional Assessment Service calidad@ehu.eus +34 956012248 http://www.ehu.es/es/web/keiz/home
Spain	University of the Basque Country	06/04	Accounting Service-Budget accounting unit	This service deals mainly with tax matters of the University. Besides, it deals with the recording in accounts of: The expenses of central services and all the revenues/income of the University.	Yes	1 week	From 8 th May to 12 th May 2017 (The candidate and the contact person at	Spanish, Basque	--	Arantza Jauregui Campo Accounting Service a.jauregui@ehu.eus +34 946012012



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							UPV/EHU could agree on other dates)			
Spain	University of the Basque Country	06/05	General Management of the Faculty of Engineering of Bilbao	Management and administration of the Faculty of Engineering of Bilbao, supporting the Dean of the Faculty and his/her team. We organize the services offered to our Engineering students, we collaborate with Engineering enterprises and we have several mobility agreements with international universities.	Yes	1 week	From 1 st to 25 th October 2017	Spanish	--	Begoña Gutiérrez Faculty of Engineering of Bilbao-Management Mariabegona.gutierrez@ehu.eus 94 601 4017 +34 688 673 768
Spain	University of Zaragoza	20/01	Administrative Office Diploma in Mindfulness	Coordination and registration process for students, coordination with teaching staff.	Yes	1 week	From March to November 2017	Spanish	--	Francisco Beltrán Lloris Rectorate relint@unizar.es +34 976 762052
Sweden	Karlstad University	07/01	Department of Language, Literature and Intercultural Studies	Course administration, course planning and other administrative duties at the department, which is a department highly engaged in International Cooperation.	Yes	1 week	From March to June or from September to November 2017 (suitable week upon agreement)	English, Swedish	Accommodation to intercontinental mobility	Carina Eriksson Executive Office, International Relations carina.eriksson@kau.se +46 54 700 2151 www.kau.se/en
Sweden	Karlstad University	07/02	Student Service Centre (including visits to different units at the dep.)	Student Service Centre-Study and Career Counsellor/s Office, Student Health, International Office (student-and staff exchange programmes, etc.). Welcome Centre, Admission's Office, and Degree Office.	Yes	1 week	From March to June or from September to November 2017 (suitable week upon agreement)	English, Swedish	Accommodation to intercontinental mobility	Carina Eriksson Executive Office, International Relations carina.eriksson@kau.se +46 54 700 2151 www.kau.se/en
United States of America	CONAHEC	01/01	CONAHEC	CONAHEC advises and connects institutions interested in establishing or strengthening academic collaborative programs within the North American region and beyond.	Yes (6 nights)	1 week	From March to 15 th December 2017	English, Spanish	Two meals per day	Gabriela Valdez CONAHEC-Office of Global Initiatives gvaldez@email.arizona



CGU STELLA FOR STAFF 2017
INTERCONTINENTAL STAFF MOBILITY PROGRAMME



Country	Institution	Id Offer	Name of department open to mobility	Description of activities	Accommodation	Number of weeks	Dates proposed for mobility	Working languages	Other contributions	Coordinator of the department
										edu +1520621-7761 www.conahec.org
United States of America	University of Arizona	02/01	Department of Latin American Collaborations	This department focuses on the University of Arizona's Latin America Collaborations.	Yes (6 nights)	1 week	From March to 15 th December 2017	English, Spanish	Two meals per day	Gabriela Valdez CONAHEC-Office of Global Initiatives gvaldez@email.arizona.edu +1520621-7761 www.arizona.edu



III. List of coordinators

Country	Institution	Name	Position	Department	Street	Zip code	City	e-mail	Tel.
Brazil	UNESP- Universidade Estadual Paulista 'Julio de Mesquita Filho'	Lana Glatt	International Mobility Coordinator	International Office	Rua Quirino de Andrade, 215	01049 010	Sao Paulo	lglatt@reitoria.unesp.br	+55 11 5627 0663
Czech Republic	Masaryk University	Martin Vasek	Head of Division for Mobility	Centre for International Cooperation	Komenskeho nam. 2	60200	Brno	vasek@czs.muni.cz	+42 054 94 97 785
Dominican Republic	INTEC-Instituto Tecnológico de Santo Domingo	María Luisa Ferrand Estepan	Coordinator	Institutional Mobility Programme	Avenida de los Próceres, Los Jardines del Norte	10602	Santo Domingo	movilidad@intec.edu.do	+1 809 567 9271, ext. 395/422
Germany	Philipps- Universität Marburg	Christina Bohle	Head of European Office	International Office	Deutschhausstr. 11-13	35032	Marburg	christina.bohle@uni-marburg.de	+49 6421 28 26 226
Germany	Universität Regensburg	Marianne Sedlmeier	Director of the International Office	International Office	Universitätsstr. 31	+34 976 762052	Regensburg	marianne.seldmeier@ur.de	+49 941 943 2373
Italy	Università Kore di Enna	Marinella Muscarà	KIRO Coordinator	KIRO (Kore International Relations Office)	Cittadella Universitaria	94100	Enna	koro@unikore.it	+39 0935 536342
Mexico	CETYS Universidad	Gabriela Rivera	Associate Dean	International Affairs	Calzada Cetys	21259	Mexicalli	gabriela.rivera@cetys.mx	+52 686 56 73 700, ext. 1117
Mexico	ITESM-Instituto Tecnológico y de Estudios Superiores de Monterrey	María Gómez	Europe Region Director	DITEC	Carrer de Jordi Girona, 1- 3	08034	Barcelona	marigome@itesm.mx	+34 93 413 7441
Mexico	Universidad de Guadalajara	Miguel Ángel Sigala Gómez	International Programs Coordinator	Internationalization and Cooperation Office	López Cotilla 1043	44100	Guadalajara	miguelangel@cgci.udg.mx	+52 33 3630 9890
Mexico	Universidad de La Salle, A.C.	Joan Landeros	Director	Centre for International Education, La Salle	Benjamin Franklin, 47	06140	Mexico City	joan.landeros@ulsa.mx	+52 555 278 95 08
Mexico	Universidad de	Daniela Rodríguez	Director of Agreements	International Programmes	Av. Ignacio Morones	66238	San Pedro	daniela.rodriguez@udem.edu.m	+52 81 82 15 4191



Country	Institution	Name	Position	Department	Street	Zip code	City	e-mail	Tel.
	Monterrey		and Communication		Prieto 4500 Pte.			x	
Mexico	Universidad del Caribe	Patricia Bolio Gutiérrez	Head of Department	International Affairs/Vinculación Internacional	SM. 78, Mza. 1, Lote 1, Esquina Fraccionamiento Tabachines	77528	Cancun	pbolio@unicaribe.mx	+01 998 881 4400
Mexico	Universidad Popular Autónoma del Estado de Puebla	Rosina Ramirez Vurovich	Director of Talent Management	General Direction of Human Resources	21 sur 1103	72410	Puebla	rosina.ramirez@upaep.mx	+52 222 22 99 40, ext. 7829
Peru	Pontificia Universidad Católica del Perú	María de los Ángeles Fernández Flecha	Head of the Faculty Internationalization Division	Academic Office of Institutional Affairs	Av. Universitaria 1801, San Miguel	32	Lima	mfernandez@pucp.pe	+51 162 62 169
Peru	Universidad de Piura	Sofía Wong	Director of International Cooperation and Networks	Executive Direction of International Affairs	Pasaje Mártir José Olaya 162	18	Lima	sofia.wong@udep.pe	+51 1 213 9600, ext. 2168
Poland	Adam Mickiewicz University in Poznan	Joanna Janas	Educational Advisor	International Office	Wieniawskiego, 1	61 712	Poznan	joannaj@amu.edu.pl	+48 61 829 4434
Slovakia	Pan-European University	Slavomir Rudenko	Director for International Affairs	Directorate for International Affairs	Tomasikova 20	82102	Bratislava	slavomir.rudenko@paneurouni.com	+42 124 820 88 07
Spain	Universidad de Málaga	Susana Cabrera Yeto	Vice-president for International Affairs	Service of International Relations and Cooperation	Boulevard Louis Pasteur, 35 Aulario "Rosa de Gálvez »	29071	Málaga	vrinternational@uma.es	+34 952 13 7349
Spain	Universidad Politécnica de Cartagena	Beatriz Marín Noriega	Head of International Office	International Relations	C/ Angel, 32	30202	Cartagena	bea.marin@rec.upct.es	+34 968 32 59 70
Spain	Universidad Politécnica de Madrid	Alberto Almendra	Deputy Vice-rector for Internationalization and EU Programmes	Vice-rectorate for Academic Strategy and Internationalization	Pso. Juan XXIII, 11	28040	Madrid	International.europe@upm.es	+34 91 33 63 64
Spain	Universidad Rey Juan Carlos	Pablo T. Salvadores Alonso	Head of Service	International Relations	Tulipán, s/n	28933	Móstoles	pablo.salvadores@urjc.es	+34 91 488 8289
Spain	Universidade da Coruña	Ana Pérez Ramos	Stella Programme Coordinator	International Relations Office	Edificio Apoio ao Estudo – Campus Esteiro	15403	Ferrol	riferrol@udc.es	+34 881 01 36 34
Spain	Universidade de	Eva Garea Oya	Senior Technician for	International Office	Campus Universitario,	36310	Vigo	Ori1@uvigo.es	+34 986 81 39 54



Country	Institution	Name	Position	Department	Street	Zip code	City	e-mail	Tel.
	Vigo		International Relations		Edificio Miralles				
Spain	Universitat de Lleida	Eva Moscatel Giró	International Relations Officer	International Relations Office	Jaume II, 67 Ed. Annex 2n Pis	25001	Lleida	ori@int.udl.cat	+34 973 00 35 30
Spain	Universitat de València	Amparo Villén Hueso	Senior International Officer	International Relations and Cooperation Office	Plaza Cisneros, 4	46010	Valencia	amparo.villen@uv.es	+34 96 386 44 98
Spain	Universitat Jaume I (Castellón)	Inmaculada Fortanet	Vice-rector for Internationalization, Cooperation and Multilingualism	Office of the Vice-rector for Internationalization, Cooperation and Multilingualism	Av. Vicent Sos Baynat, s/n	12071	Castellón	vicim@uji.es	+34 964 72 90 37
Spain	University of Cadiz	Hortensia Caro Sánchez	Administrative International Relations	International Relations Office	Paseo Carlos III, 3-2º, Edificio Constitución 1812	11003	Cádiz	hortensia.caro@uca.es	+34 956 01 57 59
Spain	University of Las Palmas de Gran Canaria	Sergio Romeo-Malanda	Director of Internationalization	Vice-rectorate of Internationalization and Cooperation	c/ Juan de Quesada, 30	35001	Las Palmas de Gran Canaria	dirint@ulpgc.es	+34 928 45 74 15
Spain	University of Santiago de Compostela	Pilar Martínez García	Head of Area of Quality and Improvement of Procedures	Area of Quality and Improvement of Procedures	Casa da Balconada, rúa Nova, 6	15786	Santiago de Compostela	Mariapilar.martinez@usc.es	+34 881 811 324
Spain	University of the Basque Country	Nuria Arregi Guridi	International Projects Officer	International Relations Office	Elhuyar, 1, Centro Ignacio Mª Barriola, 1ª planta	20018	Donostia/San Sebastián	Projects.international@ehu.eus	+34 943 01 89 86
Spain	University of Zaragoza	Regina Lazaro Gistau	Vice-Rector for International Relations and Development Cooperation	Rectorate	Pedro Cerbuna, 12	50009	Zaragoza	relint@unizar.es	+34 976 762052
Sweden	Karlstad University	Carina Eriksson	Director, International Relations	International Office, Student Service Centre	Universitetsgatan, 2	651 88	Karlstad	carina.eriksson@kau.se	+46 54 700 2151
United States of America	CONAHEC	Gabriela Valdez	Programme Manager	CONAHEC, University of Arizona	220 W 6 th St	85701	Tucson	gvaldez@email.arizona.edu	+15 206 26 59 22
United States of America	University of Arizona	Gabriela Valdez	Programme Manager	CONAHEC, University of Arizona	220 W 6 th St	85701	Tucson	gvaldez@email.arizona.edu	+15 206 26 59 22



IV. Application of the staff to the programme

Application process is opened from 12th December 2016 to 20th February 2017.

The non-academic staff of the universities endorsed to the STELLA for Staff 2017, who are included in the pay roll system of the university (labour contract, between 19 September 2016 and 15 December 2017 at least), who have high knowledge of the working language of the wanted host department, and whose role at home university is related to managerial and administrative tasks, can apply for mobility.

Staff who participated in previous editions are accepted in the current edition. Nevertheless, new applicants shall be given priority.

Application submission process - two types:

a) Application process for European mobility (European staff willing to move to a European university):

For this mobility, note that the STELLA programme only acts as a promoter of the offers available at the CGU European member universities. The staff do not need to fill in any Application Form. They are suggested to do the following:

- 1) To contact the coordinator of the wanted host university to see if the host university would accept the mobility;
- 2) To contact the coordinator of the home university to see if there is any opened Erasmus+ call (or other programme).

b) Application process for Intercontinental mobility (staff willing to move to another continent):

- The staff of the CGU member universities must fill in, sign and send the **Annex I - Application Form** (hardcopy) before 13rd February 2017*¹ to the coordinator of their home university. The home coordinator must gather all the applications, select a maximum of two applicants and send them (scanned version) before 20 February 2017 to the CGU Secretariat at lucia.castro@usc.es, indicating the order of preference (that is who is the 1st candidate and who is the 2nd candidate).
- The staff of the CGU mutual networks members must fill in, sign and send the **Annex I - Application Form** (hardcopy), before 13rd February 2017*¹, to the coordinator of their home university.

**¹ The Coordinators of the participating universities are free to establish at their home institution deadlines previous to those marked with an asterisk, as long as it does not affect to the development of the general coordination of the call.*

Then, that home coordinator must gather all the applications, select a maximum of two applicants and send them to the coordinator at the Secretariat of the network, indicating the order of preference (that is who is the 1st candidate and who is the 2nd candidate).



Finally, the coordinator at the Secretariat of the network must send to the CGU Secretariat (lucia.castro@usc.es) and by 20th February 2017, the list of universities and their corresponding selection of candidates (1st candidate and 2nd candidate per university).

Note that applicants must indicate in the Application Form three different departments to be visited, and by order of preference. Those three departments must be equivalent to the home department. Otherwise, the applicants can be excluded from the selection process.

In case the applicants do not find in the list of offers enough equivalent departments, it must be indicated in the Application Form.

In case the applicants are only interested in one unique offer or university, they must inform the home coordinator and assume the lack of possibilities to get mobility. If those applicants are finally pre-selected by the home coordinator and their Application Form is sent to the CGU Secretariat as one of the candidates for mobility, the home coordinator must send written communication to the CGU Secretariat informing about the reasons why the applicant have only indicated one department in their Application Form and stating that the applicant will assume the lack of possibilities to get the mobility.

The submission is finished as soon as the CGU Secretariat confirms to the sender the reception of the hardcopies by email.

Important: Universities and staff must be aware that this programme is governed by the Spanish law and that the CGU STELLA for Staff mobility grants might be subject to withholding taxes depending on the beneficiary's residence place and on the countries involved in the mobility.

Further and detailed information available at the handbook of guidelines of the STELLA for Staff 2017.