



## Guidelines for administrative staff mobility programme

Please, note that all documents marked \* should be sent on-line/via e-mail (.doc) and also via ordinary post (originals)

**1. November-1<sup>st</sup> December.** Member universities willing to participate in that particular call send to the Secretariat of the CGU:

- a) [Letter of Endorsement\\*](#)
- b) [Offer form\\*/s](#) with the posts/s they offer (1 form per offer)

**1<sup>st</sup> week January:** All offers are shown at CGU website  
[See offers 2005](#)

**2. January.** Staff members of those CGU universities participating in the programme send their applications to the coordinator at their home institution. Before sending their applications, staff members should verify that their home institution (and CGU member) is participating in that particular call. The following documents are relevant for this second step:

- [Participant Universities and coordinators 2005](#)
- [Application form 2005\\*](#)

Coordinators at each participant university collect all applications from own staff members. They should select a maximum of 3 applications and send them to the Secretariat of the Compostela Group before 31<sup>st</sup> January.

**3. February.** The steering group meets for the selection of applicants and the awarding of grants.

**1<sup>st</sup> week March:** The list of selected applicants is shown at CGU website  
[See selected candidates 2005](#)

**4. March – October** (excluding July and August). Mobilities take place

**5.** Participant staff members should forward a [report\\*](#) to their home coordinator **within 10 days after the end of their mobility.**

**6.** Coordinators should write a [report\\*](#) on the mobility flow at their university. They send this report together with the ones received (see point 5.) to the Secretariat of the Compostela Group **within 10 days after the end of the latest mobility related to his/her university.** The Secretariat will transfer the corresponding **grants to universities only upon reception of these documents.**