



SANTANDER GROUP ERASMUS PROGRAMME FOR ADMINISTRATIVE STAFF 2008-2009

1. GENERAL OBJECTIVE

The purpose of this project is to provide opportunities for administrative staff mobility under the ERASMUS Framework in order to enhance work placement and cross cultural experiences by means of one or two weeks work exchanges among the Santander Group Universities. No financial support from the Santander Group is needed since the participants will benefit from the Erasmus Grants. A Steering Committee will be nominated by the Executive Committee for the implementation and co-ordination of the project.

2. ELIGIBILITY

Santander Group Universities willing to participate must submit an **Offer Form** (one form per offer) with the post/s offered. Concerned Universities may sign Erasmus Bilateral Agreements whenever necessary. **Important: only Universities which offer posts can participate in this project.**

3. REQUIREMENTS

A minimum of **2** and a maximum of **5 offers** should be submitted by the participating institution.

4. APPLICATION PROCEDURE

The SG Secretariat will announce the **list of offers** in a catalogue on the web and a call for applications will be opened. Interested candidates should present their applications electronically to the SG Secretariat.

Applications in English should consist of:

- **A Curriculum Vitae** and a **supporting letter** from the home university. The curriculum should be of a maximum of 2 pages concentrating on the aspects relevant to the application.



- **An application letter** describing the goals of the placement and the added value of their visit for both their home and host university.

The duration of the placement will last 1 or 2 weeks at the discretion of the beneficiary and of the host university. It should take place in the period between **September 2008** and **June 2009**.

5. SELECTION CRITERIA

The Steering Committee appointed by the Santander Group will decide on the distribution of the offers available.

6. DEADLINE

The deadline for the receipt of applications is **30th October 2008**. Information, about vacant placements still available after the expiration of the deadline, will be further disseminated to Santander members.

7. RESULTS

The applicants are informed in writing of the success/failure of their application. The partner universities are responsible for the agreement of practical aspects of the exchange.

Selected staff members forward the **Report Form within 15 days after the end of mobility** to the Santander Group Secretariat.

The Steering Group will evaluate the mobility carried out and the whole process in general in **September 2009**.