



SANTANDER GROUP
STAFF EXCHANGE PROGRAMME 2005/2006

GUIDELINES

1. GENERAL OBJECTIVE

To promote a programme of visiting administrative and academic staff within the Santander Group universities.

2. ELIGIBILITY

Academic and administrative staff of Santander Group universities.

3. MINIMUM REQUIREMENT

- Participation of lecturer for teaching assignment or research collaboration.
- Participation of administrator in learning and/or teaching a procedure or technique.

4. FINANCIAL SUPPORT

The Santander Group subventions up to 8 visits with the amount of € 500 each. This subvention is to help with travel and subsistence costs. The beneficiaries may use other sources of funding as a supplement.

5. APPLICATION PROCEDURE

Interested candidates should present their applications at the international office of the home university. Each university may propose not more than 3 candidates. These should be sent to the Santander Group Secretariat.

Applications should consist of

- a **curriculum vitae** and **supporting letter** from the home university with the summary of the programme. The curriculum should be of a maximum of 2 pages concentrating on the aspects relevant to the application.
- a **description and duration of the programme and the work proposed to be carried out** (maximum two pages) at the host university. It is important that the applicants mention the added value of their visit for both their home and host university.
- applicants should have already contacted and agreed the visit with the host university. Consequently, they should add to the application a **letter from the host university** confirming their agreement to the visit, the proposed programme and date of the visit.

The duration of the placement is at the discretion of the beneficiary and of the host university. It should take place in the period between October 2005 and September 2006.

All these documents should be presented in English or a translation should be attached.

7. SELECTION CRITERIA

Member universities presenting more than one candidate (not more than 3 in any case) should prioritise the applications according to the importance of each to the sending university.

8. DEADLINE

The deadline for the receipt of application is **September 30, 2005**

9. 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 such as accommodation.

Successful candidates must acknowledge their acceptance by means of a *letter of intent* by which they agree to implement the actions proposed in the application within the academic year in which the application was sent. If the visit does not take place within the academic year it will not be funded.

The beneficiaries are asked to write a report of the results of their visit within a month upon their return to the home university.