

Guidelines

Movetia International Programme and Swiss Programme for Erasmus+ Key Action 2: Cooperation Partnerships

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1 International Cooperation

1.1 Basic principles

The funding of cooperation projects is a federal measure to **ensure and improve the quality of Swiss education**¹. The programme funds projects in all areas of education: School education, vocational training, higher education and higher vocational education, adult education and extracurricular youth work.

Promotion of international cooperation between Swiss and foreign educational institutions and actors in the form of **cooperation projects** allows for the **development of new knowledge and new practices, and also enables greater exchange of experiences**.

These guidelines apply to two funding instruments that are available to Swiss institutions via Movetia:

1. **‘Movetia International Programme’**

The ‘Movetia International Programme’ funds international cooperation projects clearly add value to the quality of Swiss education. The Swiss institution is responsible for project management and the programme supports projects with partner institutions in Europe and beyond.

The applicant Swiss institution and Movetia conclude a funding agreement. The Swiss institution is also responsible for coordinating with foreign and any other Swiss partners and for the quality assurance of the project.

2. **‘Swiss Programme for Erasmus+ Key Action 2: Cooperation Partnerships’²**

Swiss institutions can participate in ‘Cooperation Partnerships’ of the European Erasmus+ programme as official or associated partners. In both cases, Swiss project lead is excluded. Official participations of Swiss partners in the European programme are not affected by the here presented guidelines. In this case, funding is provided by European funds and is subject to the conditions of the European programme.

If a Swiss institution is to participate in an Erasmus+ project as an associated partner, the Swiss participation can be financed by Movetia as part of the Swiss Erasmus+ programme. The Swiss project can **only** be funded in conjunction with an EU project via Movetia, whereby the Swiss project application must be submitted to Movetia in **parallel**, i.e. in the same application round of the same year. In the event of a positive funding decision for the EU project, the Swiss application will be evaluated and a funding agreement will be concluded between the Swiss institution and Movetia. It should be noted that the regulations of the Swiss Erasmus+ programme may differ from those of the European Erasmus+ programme. When implementing the project, it is necessary to ensure coherence between the Swiss participation and the European project activities and results. As an associated partner, the Swiss institution does not receive funding from the Erasmus+ programme, but from Movetia.

Both funding instruments are subject to the Ordinance on International Cooperation and Mobility in Education (VIZMB).

¹ The term ‘education’ hereinafter refers to both formal and informal education, e.g. including youth work.

² These guidelines are not relevant for other funding lines of the Swiss Erasmus+ Key Action 2 programme (Alliances for Innovation, Centres of Vocational Excellence, European Universities, etc.). If you are interested in applying for these funding lines, please contact Movetia (international@movetia.ch).

1.2 Funding objectives

The following outcome objectives are relevant for the cooperation programmes:

Institutional networks and communication³

- To establish new international partnerships or strengthen existing international partnerships (establishing international networks and building capacity)
- To establish or strengthen Swiss partnerships, including partnerships between language regions (capacity building in Switzerland for international educational cooperations)
- To provide opportunities for the transnational exchange of knowledge and experience between institutions regarding shared challenges
- To institutionally establish (new) forms of international cooperation
- To ensure that Swiss employees and experts have the necessary skills and networks to develop international educational cooperations at their institutions

Development of educational offers

- To increase the quality of work, activities and practices amongst the institutions involved;
- To implement innovative approaches in the field of education at the institutions involved:
 - o To implement new forms of learning and teaching, in particular establishing international classrooms (e.g. working on projects in international teams, international language tandems, distance learning, transdisciplinary learning)
 - o To develop new organisational practices and structures, e.g. to promote inclusion, interdisciplinarity and transdisciplinarity, and diversity (e.g. practices to support underrepresented target groups in the fields of education and youth work, digital lessons, recognising non-formal and informal learning, support during educational and professional transitions, sustainable schools)
 - o To make exchange and mobility formats more environmentally friendly, to ensure equal opportunities and access to exchange and mobility, and to optimally use digital forms of cooperation

Strengthening and further development of the quality and competitiveness of the Swiss educational system, including youth work

- To increase visibility and strengthen the position and reputation of the involved institutions or educational offers
- To develop joint (quality) standards
- To set national or international standards/benchmarks
- To increase visibility and strengthen the position and reputation of the Swiss educational system (e.g. Swiss degrees)

In addition, the projects should also contribute to the following broader objectives:

- To establish awareness of different realities and perspectives as well as intercultural and global competence, including amongst staff at educational institutions
- In addition to intercultural and global competence, to build additional skills among participants (e.g. in the areas of foreign languages, mathematics, use of digital technologies, entrepreneurial thinking and approaches) for the job market and for being a member of society
- To increase mobility numbers (within cooperations and, as a result, outside of cooperations as well over the long term)

The projects funded by the programmes can emphasize different objectives (depending on the needs of the institutions and organisations) and do not need to contribute to every outcome objective.

³ This objective focuses on educational sectors and institutions that are not yet internationally networked or only very marginally so compared to other players in the Swiss education system.

1.3 How is an international partnership formed?

International partnerships can be formed in various ways. Professional contacts and networks (e.g. via international professional/interest groups, international or foreign trade events) are helpful. It is important to establish which institutions in which educational sector are exploring interesting approaches and developing solutions to common challenges. National and international events can provide information about relevant institutions and international trade magazines can be a source of inspiration.

Movetia also finances '[Preparatory visits](#)'. These visits are intended to meet potential partner institutions in person and discuss possible joint activities on site or work on a project outline straight away. Movetia grants a lump sum to cover travel and accommodation costs.

2 Project Conception

2.1 Project types

‘Cooperation projects’ involve institutions in Switzerland working together with institutions abroad. The focus here is on the development of institutions and their activities and offerings, rather than on developing the skills of individuals.

Expertise and experience are exchanged in international networks in order to develop innovative approaches in education, from which all participating institutions and in particular the Swiss educational sector benefit. The participating institutions jointly develop innovative concepts, methods and instruments and exchange best practices and make use of synergies.

Projects should strive for an impact on at least one of the following levels:

- Institution/organisation, or
- Education and training programmes, or
- Local, regional, national or international education/youth work ecosystem.

The specific structure and design of the individual cooperation projects should be aligned with the needs of the institutions or the educational area. The cooperation can be used, for example, to assess the standards and performance of the home institution with other institutions, to make qualified decisions on institutional development, address common themes or challenges, and even to work together to develop new practices or products.

Possible activities to be carried out together during projects:

- Exchanging knowledge about and experiences with a certain topic that affects the respective institutions, the respective educational area or extracurricular youth work
- Developing, further developing or testing out learning modules or educational units (to be used nationally or transnationally) that, ideally, can also be implemented after the conclusion of the project
- Creating products that are relevant to the institution or the educational area and disseminating or embedding the products amongst the corresponding actor groups

The ‘Movetia international programme’ does not specify a **thematic focus** for projects. Cooperation partnerships within the Erasmus+ programme, however, are dependent on the transversal or sector-specific political priorities of the European Erasmus+ programme (see [Erasmus+ Programme Guide 2024](#)).

Projects should be aligned with the general funding objectives and be relevant to the Swiss education system. The orientation towards the federal and cantonal education policy goals is encouraged and is positively evaluated.

You can find more information about national political priorities for education [here](#) and for youth work [here \(German, French and Italian only\)](#). For more information about the joint federal and cantonal educational policy goals, click [here \(German and French only\)](#).

Mobilities and **stays abroad** can be organised as part of a cooperation project, but do not have to be. In many cases, these activities are helpful in terms of networking and working on project results. It is important to bear in mind that mobilities and stays abroad should **not only** have a positive effect on the individuals involved in the sense of expanding their skills, but must also serve to achieve the project objectives. If no mobilities are planned, we recommend that you provide good reasons for this in your application.

Projects within the framework of development cooperation that focus on the transfer of Swiss expertise abroad are not eligible for funding.

2.2 Applications

Applications are submitted by a Swiss institution.

As part of the **'Movetia International Programme'**, the Swiss institution applies for funding for the entire project (for both Swiss and foreign institutions). The application presents the project as a whole.

When applying for associated participation in a **cooperation partnership under the Erasmus+ programme**, the Swiss institution applies for funding for its own participation in the project. Furthermore, the application must clearly emphasise how the Swiss institution is involved in the overall Erasmus+ project and the various activities of that project. The benefits of Swiss participation in the project for the Swiss education landscape must also be explained in the Swiss application. Submitting only a copy of the EU application is not sufficient.

Swiss participation in the project must be mentioned in the European project application. The Erasmus+ application must be submitted together with the Swiss sub-project application to Movetia, as well as a clear invitation to participate from the coordinating European institution.

The Swiss application must in any case be submitted to the same educational level to which the European application was submitted (school education, vocational education and training, higher education and higher vocational education and training, youth work, adult education). If it is unclear for the coordinating institution which educational level the project is to be assigned to, it is recommended to contact the responsible national agency. Normally, the subject matter and the objectives of the project determine the educational level to which it belongs.

The responsible project managers at Movetia are happy to answer any questions or offer feedback on project ideas. The earlier you contact Movetia, the better the chances that we will be able to respond to your inquiry.

2.3 Applicant institution

The cooperation programmes are aimed at public and private institutions of school education, vocational education and training, higher education and higher vocational education and training, adult education and extracurricular youth work, as well as institutions that work across multiple areas or transversally (e.g. career guidance centres, municipal or cantonal administrations, chambers of commerce).

Any employees of the applicant Swiss institution may implement a project – including those who were hired as part of the project for which the institution is requesting funding – as can persons who have volunteered for this institution over a longer period of time: Teaching staff from all subjects and disciplines, management staff, youth workers, vocational and adult educators, module leaders, librarians, educational data specialists, career counsellors, cantonal exchange officers and cantonal employees, etc.

In order to ensure that the projects are institutionally incorporated, the funding must be officially applied for by the management of the respective institution or by the person responsible for allocating the pledged personal contributions (e.g. head of department, head of office, school management member, etc.).

A project must be submitted by a Swiss institution, whereby the institution can also represent a Swiss consortium. Individuals are not authorised to apply for funding.

As part of the **Movetia International Programme**, the Swiss institution submits the application on behalf of all institutions involved in the project.

Swiss participation in a **cooperation partnership under the Erasmus+ programme** is subject to the condition that it cannot take over project lead (project coordination). This is carried out by the European partner organisation. It submits the Erasmus+ application for funding the cooperation partnership to the relevant national agency in its country or to the European Education and Culture Executive Agency in Brussels. The institution based in Switzerland submits its own parallel application to Movetia.

2.4 Partner institutions

Movetia International Programme

The **'Movetia International Programme'** is open to partnerships with institutions **worldwide (Europe and beyond)** that are active in the field of education and extracurricular youth work or carry out transversal activities across different educational sectors.

As a rule, when it comes to the composition of the Swiss institutions involved in the project, participants must ensure that the project offers sufficient value for the involved Swiss institutions or the Swiss educational system. Traditional development aid projects will not be funded.

The project must involve applicant institution in Switzerland and at least one foreign institution (from inside or outside of Europe). There is no maximum number of Swiss or foreign partner institutions. One or more cooperation agreements must be submitted together with the application. The cooperation agreements must outline how the involved institutions will contribute to the project. During the evaluation process, projects in which foreign partners mostly finance themselves will be given priority.

Cooperation partnerships within the framework of the Swiss Erasmus+ programme

In order for a cooperation partnership to be submitted at EU level, the partner institutions must comply with the basic Erasmus+ regulations. For partner institutions in a cooperation partnership, this means that the Erasmus+ application must be submitted by at least three organisations from three Erasmus+ programme countries. Swiss participation (whether as associated or full partners) cannot be counted here. All partner institutions in the EU application must also be included in the application for Swiss funding.

In the rare event that several Swiss associated partners participate in the same Erasmus+ project, each institution must submit an individual funding application to Movetia.

2.5 Application deadlines

Movetia International Programme

The **current application deadlines** are published on the [Movetia website](#). Applications are generally due in spring (end of March). However, Movetia reserves the right to launch a further call for applications or set a further deadline.

The Swiss institution submitting the application will receive the funding decision within approximately 3 months of the application deadline, usually at the end of June/beginning of July.

Cooperation partnerships within the framework of the Swiss Erasmus+ programme

Applications for associated participation in a 'Cooperation Partnership' must always be submitted together with the relevant application in the EU. This means that the application for the Swiss partner must be submitted in **parallel**, i.e. in the same application round of the same year as the European application. The Swiss application, for example, cannot be submitted one year later than the EU application. Since the final European application must also be submitted for the Swiss application, the Swiss application deadline is generally **2 weeks after the European deadline** (exact dates will be published on the website).

As a rule, the coordinating institution receives a **funding decision** from the national agency responsible for Erasmus+ in its country around four months after the application deadline. The Swiss applicant must inform Movetia of the decision in any case. Only in the event of a positive decision will Movetia review the Swiss institution's application. The Swiss institution receives the funding decision from Movetia after a further 30-60 days.

If the application for funding for Swiss participation is rejected by the responsible European national agency and the funding applied for by the European partner institutions is approved, the Swiss partner institution can subsequently submit an application to Movetia as an associated partner for the project in question (**application deadline: no later than 1 month after the negative EU funding decision**).

2.6 Project start and duration

Projects within the framework of the **‘Movetia International Programme’** may not exceed a duration of **24 months**. The project start must take place between **1 August** and **31 December** of the application year. If another deadline is defined, the additional information will be communicated at a later date.

After the funding period has elapsed, a new application may be submitted, provided it is a newly conceived project or a further development of an existing project. The current regulations at the time of submission of the new project or follow-up project apply.

Cooperation partnerships under the Swiss Erasmus+ programme can last between a minimum of 12 and a maximum of 36 months, depending on the objectives of the project and the planned activities. The **project duration** and **start date** must match the dates of the European project application.

2.7 Application form and documents

Applications are submitted as follows:

- ‘Movetia International Programme’: Movetia application platform ([my.movetia](https://my.movetia.ch); the applicant institution must create an account).
- ‘Erasmus+ cooperation partnerships’: By email; application forms are available on the website.

Only complete applications that have been submitted before the deadline will be evaluated. A complete application consists of:

- **An online application or application form by e-mail ;**

plus the following documents, attached separately:

- **A sworn declaration**, signed by the legal representative of the coordinating organisation
- **Cooperation agreement:**
 - o ‘Movetia International Programme’: **Current cooperation agreement with each partner institution or current cooperation agreement between all partner institutions**, signed by all parties;
 - o ‘Erasmus+ cooperation partnerships’: **Participation invitation from the coordinating European institution;**
- Exclusively for institutions under private law: **Excerpt from the commercial register or statutes of the association, most recent annual accounts, most recent AGM minutes for associations, audit report**
- Exclusively for Erasmus+ programme cooperation partnerships: **Complete EU project application including budget and activity plan**
- **Bank details form**
- **Legal entity form for private institution or public-sector institution** (not applicable for projects that are submitted by tertiary level institutions)
- Detailed **project planning**
- Detailed **overview of the budget**

For cooperation projects under the Swiss Erasmus+ programme, the positive (**grant award notification**) and the negative decision must also be submitted to Movetia upon receipt.

Documents and templates can be found on [my.movetia](https://my.movetia.ch) and on our website.

2.8 Funding criteria

Movetia formally reviews the applications, evaluates them on the basis of the criteria set out below and submits them to the State Secretariat for Education, Research and Innovation (SERI) for a final decision.

2.8.1 Exclusion criteria

A project can only be funded through one funding instrument – either through the international programme or through the cooperation partnerships under the Swiss Erasmus+ programme. Double

funding is not possible. The project must also not already be funded with an Erasmus+ cooperation grant.

However, the project may be supplemented with funding for mobility from the Swiss Programme for Erasmus+.

Moreover, the following projects will not be funded:

- Projects that promote racist, xenophobic, antisemitic ideas or discrimination against minorities
- Projects with connections to extremist organisations in terms of content or organisation
- Projects that incite or glorify violence
- Projects that are carried out by cults or cult-like organisations

The following projects/types of activities will not be funded:

- Meetings of organisations held in accordance with those organisations' statutes
- Political assemblies in the sense of regular, partisan political events
- Spiritual activities
- Tournaments and for-profit festivals
- Exchange activities that could be labelled as tourism
- For-profit activities

2.8.2 Evaluation and selection criteria (eligibility criteria)

The evaluation criteria are divided into four categories. The Swiss application submitted to Movetia for participation as an associated partner in an Erasmus + cooperation partnership will be evaluated in all categories, in particular with regard to the extent to which the project idea and the planned project results are related to the Swiss education landscape. Although references to the EU application can be made, these should not predominate or be copied from it.

Evaluation category	Assessment
Project relevance (30%)	<p>The evaluation will determine the extent to which:</p> <ul style="list-style-type: none">- the project objectives are aligned with the needs of the applicant institution, its own sector or the Swiss education system;- the project is relevant in terms of the programme's objectives (programme objectives: see above);- the project is relevant in terms of Switzerland's education/youth policy goals;- the project offers added value to the Swiss educational system in one or more of the following areas:<ul style="list-style-type: none">o Institutions from different language regions in Switzerland are involved in the projecto Institutions at different educational levels or different educational fields are involved in the project (e.g. primary schools and youth organisations)o The project can serve as a model or 'lighthouse'.
Quality of the project concept and implementation (20%)	<p>The evaluation will determine the extent to which:</p> <ul style="list-style-type: none">- the project objectives are clearly defined and their achievability is plausibly presented;- there are compelling links between the project objectives, activities and products;- the project plan (schedule, responsibilities, etc.) is compelling;- the cost-benefit ratio of the project seems justified overall.
Project team and agreement (20%)	<p>The evaluation will determine the extent to which:</p>

- the composition of the project team (participating institutions and persons) seems convincing and reasonable with regard to the achievement of the objectives;
- the level of detail of the cooperation agreement is appropriate and convincing;
- the actors involved want to work together as equal partners.

Impact and results (30%)

The evaluation will determine the extent to which:

- a convincing dissemination plan during and after the project describes the activities planned and for which target groups
- profitable effects on the institutions involved, Switzerland or other relevant areas are convincingly described and to what extent these can be expected (e.g. further international activities, informed decisions, integration of results into regular work...)
- logical measurement criteria are defined to evaluate the quality of the project.

Projects from all areas are selected on the basis of the results of the application evaluation.

Only projects that do not pursue commercial purposes will be considered for funding. Should the sums applied for exceed the available funds, further aspects will be taken into account, such as:

- Newcomer
- Type of institution and language region
- The degree of commercialisation of the institution, whereby non-commercial institutions and organisations will be prioritised
- For the Movetia International Programme: The amount of funds coming in from foreign institutions

2.9 Financing principles

Movetia covers **up to 60%** of the total costs of the project or of the Swiss participation in the project. The **institutions involved in the project** contribute **at least 40%** in the form of own/third-party funding. Own funds are funds provided by the participating institutions themselves. Institutions involved in the project can claim personal contributions, including unpaid volunteer work, as long as they contribute to achieving one or more of the project objectives and are proportional.

Third-party funds are funds that are obtained from another source. These must be reported separately.

It is possible to combine funding from Movetia with federal funding, if these funds will be used to finance **different** activities.

Staff, travel and other material costs that are directly connected to the project are eligible because they are considered necessary to carry out project activities. However, not all costs are eligible for funding. Only costs that are considered necessary and appropriate, are directly related to the project activities, and are covered by the Swiss and partner institutions can be included in a final invoice. These are costs that are proportionate with the project in question and therefore can be attributed to the project in the cost analysis.

Staff and travel costs are limited to a maximum amount based on the [Ordinance on International Cooperation and Mobility in Education](#) (VIZMB). Staff costs will be credited, up to a maximum of CHF 800 per person per day. The gross wages actually paid to the employees for the time spent on the project and the employer's contributions actually paid are eligible. These should be appropriate to the respective institutional context. No additional overhead costs may be requested beyond these costs. A maximum of CHF 500 can be credited for travel within Europe and up to CHF 1300 for travel outside Europe. Only reasonable transport costs actually incurred are creditable.

Costs that fall under basic equipment for institutions or are covered by financial compensation from other involved institutions are not eligible.

In order to be reimbursed, all costs must be incurred during the contractual duration of the project.

2.10 Funding contributions and amounts

Movetia aims to make the application process, the evaluation of submitted applications and the awarding of grants flexible, accessible and transparent. The funding amounts that can be applied for are predefined as follows:

- CHF 15,000
- CHF 30,000
- CHF 60,000
- CHF 100,000 (does not apply to applications for higher education and higher vocational education and training under the Movetia International Programme)
- CHF 150,000 (does not apply to applications for higher education and higher vocational education and training under the Movetia International Programme)

The applicant institution must describe the objectives, activities and intended outcomes of the project in the project proposal. Projects are to be organised in 'work packages' (WP). The work packages 'Project Management' and 'Dissemination' are mandatory. The 'Project Management' work package may comprise a maximum of 20% of the total amount requested from Movetia. It includes the costs for communication with project partners, time planning, quality assurance and financial management as well as the costs for project meetings that are not dedicated to learning or teaching activities or the dissemination of project results to people outside the project. Further work packages can be freely defined (e.g. WP Network meetings, WP Preparation of Guidelines, etc.).

The description of the work packages must include the objectives and expected outcomes, the measures and activities, the responsibilities and the milestones as well as their duration. Furthermore, indicators⁴ intended to monitor the quality of implementation and the achievement of the targets set are also required.

The financial resources required are specified for each work package (budget based on expected actual costs, broken down into personnel costs, travel costs and other material costs). The total costs of the project or Swiss participation should be reported (e.g. including own and third-party funds).

In the case of **cooperation partnerships under the Erasmus+ programme**, the funds applied for must be **proportionate** to the funds applied for by the European project partners. It is also advisable to orientate yourself on the number and content of the work packages of the Erasmus+ application.

2.11 Eligible costs

Experience has shown that the following activities generate relevant costs for cooperation projects and therefore could be relevant in terms of budget:

- **Project management and implementation**
Project management: e.g. project planning, bookkeeping, reporting, coordination, internal and external communication, participation in cross-border project meetings, including preparation and follow-up.
Smaller project implementation activities: e.g. virtual exchange, local project activities such as project work with the class/group involved, youth activities, organisation and mentoring for learning and training activities.
- **Working on project results**
Development of new practices or products, e.g. curricula, pedagogical materials, materials for youth work, open educational resources, IT tools, analyses, studies, further development of an educational sector or youth area, toolbox for internationalisation strategies, etc.
- **Networking and dissemination activities**
Networking with actors who are not directly involved in the project, disseminating the results of the project, PR work, etc.; e.g. venue costs, catering, promotional materials.
This category may not include: guest lectures at externally organised conferences.

⁴ Quantitative indicators are measurable information on quantities, facts that can be verified mathematically (e.g. number of participants in activities, public events related to the objectives and outcomes of the project, percentages of students who think their competences have improved, teachers who think their teaching competences have improved significantly, etc.). Qualitative indicators describe events, reasons, causes, impacts and experiences (e.g. satisfaction level of participating institutions, improved competences in teaching specific competences, positive feedback from end-user groups and experts, etc.). Quantitative and qualitative indicators complement each other.

- **Mobility (travel and lodging)**
For travel times of up to six hours, train travel is preferred as a rule; in terms of air travel, direct flights are preferred as a rule.
- **Measures for environmentally friendly project implementation** (see [tips for greener mobility](#))
- **Measures for equal-opportunity project implementation** (supporting participants with special needs: see e.g. [here](#))

All costs must comply with the financing principles (see section 2.9).

2.12 Conclusion of contract

In the event of a positive funding decision, a contract between Movetia and the Swiss project organiser will be submitted for signature. The timing and frequency of reporting and the modalities for the disbursement of funding will also be communicated.

The implementation of the project is key. Funds will be paid out in full when all of the activities of a work package or project are completed and when the quality of the work is satisfactory. The quality criteria must be defined in the application. If activities are not carried out, only partially carried out, or if the quality is not satisfactory, the funding amount may be reduced accordingly.

3 Project Implementation

3.1 Reporting during the course of the project

Project managers are contractually obliged to report to Movetia.

Only selected projects, e.g. of longer duration, with higher funding amounts or depending on the organisation's level of experience, must provide **interim reporting** in the form of a written report. The interim report must account for the project activities both in terms of content and financially. Scheduling is specified individually in the contract.

For **cooperation projects under the Erasmus+ programme**, interim reporting is also dependent on the decision of the relevant European agency. If the EU agency requests an interim report, the Swiss interim report must be submitted no later than 1 month after the EU interim report. The EU interim report must also be submitted.

Movetia reserves the right to replace or supplement the interim report with an on-site inspection in certain cases.

3.2 Monitoring visits

As stipulated in the funding agreement, Movetia occasionally carries out monitoring visits. The purpose of these monitoring visits is to gain a better insight into project implementation and to be able to respond to questions and concerns. Sometimes both content-related and financial aspects are examined. The designated contact person for the project is contacted at least 30 days before the visit and informed about the nature of the monitoring visit. Following the visit, the project managers receive a report on which they can comment. This report will be considered when the final report is reviewed.

In the event of a monitoring visit, which includes a financial audit, a more detailed examination of the activity records takes place. In this case, the original supporting documents are checked on site in accordance with the required project documentation (see 3.3.).

3.3 Documentation of project progress and results

The project managers are contractually obliged to keep appropriate accounts for the entire duration of the project, documenting income and expenditure within the framework of the project.

All project and results documentation must be retained for 10 years after completion of the project. The following original documents must be retained (see [Financial audit: Documentation to be submitted](#)):

- Receipts for travel and accommodations
- Proof of staff costs
- Invoices for material costs charged to the project

Costs incurred in other currencies must be converted into Swiss francs at the monthly average rate set by the Swiss National Bank and [published on its website](#). The monthly average rate refers to the month in which the payments were made.

3.4 Promotion and dissemination

It is expected that the project results will be made available to the relevant media and stakeholder groups and that all publications (reports, photos, etc.) will be sent to Movetia. The Movetia website and the newsletter may also be used for dissemination purposes. In order to ensure the visibility of the Movetia International Programme and the Swiss Erasmus+ programme, project managers are contractually obliged to make reference to the financial support provided by Movetia in publications relating to the project. The logo must be used for this purpose. It can be downloaded from the [Movetia website](#) or requested by sending an email to info@movetia.ch.

3.5 Request for amendment of the agreement

In principle, changes to the project must not jeopardise the agreed project objectives. The official form may only be used to request changes that result in an amendment to the agreement. This includes the following cases:

- Change in the project duration
- Change in the legal form of the beneficiary
- Change of contact persons (project management/finance)
- Change of legal representative(s)
- Change in financial information
- Change of partner institution
- Change of consortium partners
- Others, such as fund transfers between work packages

The 'Request for Amendment of Agreement' form provided for this purpose must be used. It can be downloaded from the [Movetia website](#).

It should be noted that an extension of the project can only be granted in rare exceptional cases and after consultation with Movetia.

No amendment is required for minor changes relating to project implementation. It is recommended that Movetia be informed of such changes by email to ensure that they can be made as part of the approved funding and they do not result in an unexpected reduction of the budget following the review of the final report.

3.6 Tips for a greener mobility

Movetia provides project managers and participants with a [Greener Mobility Kit](#) for stays abroad. It may seem contradictory to promote mobility and environmental sustainability at the same time, but it is possible to aim for more environmentally friendly mobility.

3.7 Special needs

Movetia supports the participation of people with special needs in exchange and mobility. There are various obstacles to the participation of people with disabilities or chronic physical or mental illness. In order to make it possible to overcome these obstacles and help people with special needs to take part, Movetia examines and reimburses the additional costs incurred in accordance with costs deemed eligible (cf. General Terms and Conditions).

Eligible costs for persons with special needs can only be reimbursed through Swiss institutions with approved projects. With or after submission of the original project application, requirements to cover additional costs incurred by persons with special needs can be submitted with the final report at the latest. The term 'additional costs' refers to the comparison with the costs incurred by participants without special needs.

The notification of requirements must be sent to info@movetia.ch and will be reviewed by the responsible department within 30 days.

Movetia can reduce disproportionately high costs in favour of a less expensive option which can still be reasonably expected of participants. Payment of 80% of the contribution will be made within 30 days of confirmation to the account specified in the project's funding agreement (not a private account). The final settlement of account and reimbursement will be made once the project has been concluded according to the actual costs calculated on the basis of the statements and receipts submitted in the final report.

4 Project Completion

4.1 Reporting after project completion

Project managers are contractually obliged to report to Movetia. They must submit a final report no later than 60 days after the contractual completion of the project, in which both the content and financial aspects of the project activities are accounted for.

As part of the **Movetia International Programme**, reporting refers to the overall project. If a Swiss institution participates in a **cooperation project under the Erasmus+** programme, however, the focus is placed on the activities of the Swiss partner.

The final instalment, or repayment, will be determined and the quality of the project evaluated on the basis of the content and financial report.

The content reporting is based on the project activities and results presented in the application, with particular emphasis on reporting on any deviations from the implementation and achievement of the project objectives.

In order for the full funding amount to be paid out, all activities must be carried out in full in accordance with the quality criteria described in the application. If one or more activities was not completed or only partially completed, or is determined to be unsatisfactory during the quality evaluation, the amount of funding can be reduced accordingly.

The financial report must include the actual costs incurred for the project. No receipts need to be submitted; receipts are only checked in the event of a financial audit (see section 4.3).

4.2 Documentation and receipts to be submitted

In addition to the final report form, the following documentation must also be submitted:

- All publications related to the project, including project results described in the application
- Invoices for costs incurred in the context of special needs support.
- If applicable, official final report of the European project

4.3 Financial audits

Some projects are subject to financial audits **once the project is completed**. The applicant institution is obliged to submit the entire project-related accounts, including any contractually agreed minimum own contributions. All accounting documentation must be retained physically or digitally for **10 years** after project completion.

The following original documents must be submitted in the event of a financial audit (for details, see [Financial audit: Documentation to be submitted](#)):

- Receipts for travel and accommodations
- Proof of staff costs
- Invoices for material costs charged to the project

Costs incurred in other currencies must be converted into Swiss francs at the monthly average rate set by the Swiss National Bank and [published on its website](#). The monthly average rate refers to the month in which the payments were made.

5 Further Information and Support

Further information can be found on our website www.movetia.ch.

Furthermore, information about complementary funding offers available in 2024 for international exchange and mobility activities is also available on our website. The following may be of particular interest to you:

- [Swiss Programme for Erasmus+](#):
Mobility projects worldwide (under Swiss management)