

## Swiss Programme for Erasmus+

# Funding criteria for preparatory visits

## 1 Swiss Programme for Erasmus+

Subject to application of the present funding criteria and within the scope of the funds approved by the Foundation Board, Movetia provides financial support to Swiss institutions for the purposes of carrying out a preparatory visit.

Movetia decides whether or not funding is forthcoming, taking into consideration the present funding criteria.

## 2 Preparatory visits

The aims of preparatory visits are to make contact with potential project partners and to define content, objectives, methods and working steps in the planned project.

The preparatory visit must be undertaken with a view to getting off the ground either a mobility project in the framework of the Swiss Programme for Erasmus+ planned by the applicant Swiss institution, or a Swiss participation in an Erasmus+ cooperation project (associated or official participation).

The preparatory visit can take place only in an Erasmus+ programme country or in Switzerland.

A maximum of one (1) preparatory visit per project idea can be carried out with the same partner.

For tertiary-level institutions: only preparatory visits within the framework of Erasmus+ cooperation projects (associated or official participation) qualify for funding. This excludes colleges of higher education, which can also carry out visits in preparation for mobility projects for federally recognised higher education and training programmes.

In the field of school education, vocational education and training and higher education, only applications from institutions are accepted.

## 3 Application for grants

### 3.1 Application for funding contributions and enclosures

The funding application contains

- the objectives striven for by the person / institution applying,
- the added value of a preparatory visit as compared to written, electronic or telephonic communication,
- the programme of the visit.

For the purposes of processing the application for a funding contribution, the following documents must be submitted electronically:

- Complete form entitled “Application for a funding contribution for preparatory visits“

- Invitation letter from the partner institution.

### 3.2 Application deadline

The complete documents must be submitted to Movetia at least one month before the start of the preparatory visit.

Once an application for funding for a project has been submitted, no preparatory visit can take place for that project.

## 4 Grants for preparatory visit

Flat-rate amount for travel costs and subsistence costs of CHF 800.00 / per person.

The grants are paid out in Swiss francs. Funding is provided for a maximum of one person per institution. In justified exceptional cases, two people from the same institution may carry out a visit together. Costs of the preparatory visit that are not covered are to be borne by the person / institution applying.

No private accounts are accepted in the field of vocational education and training and tertiary level.

## 5 Payment of the grant by Movetia

The grant is paid out after the preparatory visit has been carried out and following electronic submission of the final report and of the confirmation of participation of the partner institution.

The final report must be submitted to Movetia one month at the latest following conclusion of the preparatory visit.

In the event of late, incomplete or insufficient submission, Movetia reserves the right not to pay out the grant or to pay out only part of it.

If the person / institution applying contravenes the funding criteria or the stipulations of the letter from Movetia in which the grant is awarded, Movetia expressly reserves the right to revoke the awarding of the grant. The same applies in the case of incorrect information given in the funding application or in the statement of account (incl. final report and enclosures). No grant will be given if the preparatory visit is already being financed by another funding instrument of the Swiss Confederation. In such cases, grants already paid out must be repaid at the first request.