

Swiss Programme for Erasmus+
Swiss-European Mobility Programme (SEMP)

Student Mobility for Studies (SMS)

General	The following information is aimed at the International Relations Offices of Swiss higher education institutions. It includes the basic conditions for the promotion of student mobility for study purposes (outgoing/incoming) and is not exhaustive. For detailed information, see the SEMP Programme Guide ¹ .
Description	Promotion of the mobility of students who, for the purposes of study, spend a limited period at an international partner institution of their home university. Partner institutions can be located in Europe or any other country in the world.
Eligibility to apply	All officially accredited Swiss higher education institutions as well as colleges of higher education with federally recognised study and training programmes for higher education which have acquired an LLP Charter for Higher Education or a SEMP Charter and are thereby accepting the General Obligations and Official Quality Principles . Mobility is based on an inter-institutional agreement. All host institutions must be accredited with the Erasmus+ Charter ECHE or formally accept the SEMP quality principles. Applications for funding can be made once a year for mobility projects starting 1 st of June.
Conditions for the awarding of grants	<ul style="list-style-type: none"> – Mobility to or from a worldwide Programme Country – For each study cycle (Bachelor's, Master's, PhD), one or more mobility periods of at least two months up to max. 12 months in total (studies and traineeship cumulated) are possible – Application and selection for a mobility is possible only before the start of the period to be spent abroad – It is possible to extend the length of stay – Increased grant for eco-friendly travel for students travelling by a low-emissions means of transport such as train, bus, or car-pool.
Grants	<ul style="list-style-type: none"> – Lump sums for students staying abroad for one trimester/term, one semester, or longer stays.
Organisational support (OS)	<ul style="list-style-type: none"> – Lump sums for the respective higher education institution for the organisation of each mobility carried out.
Selection of participants	<ul style="list-style-type: none"> – Carried out through the home institution. Students must be regularly enrolled at a higher education institution. – Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no conflicts of interest on the selection committee.

¹ See www.movetia.ch/iro

Compulsory mobility documents

1. Declaration of Honour: Signed by the students. With this document, the end beneficiary confirms to accept the funding and to use it appropriately and, if the stay is discontinued, to make a reimbursement.
2. Learning Agreement: Agreement among students, home and host institution. Essential and integral part of the mobility, ensures accreditation of the study achievements made abroad.

The Certificate of Attendance can be used as a mobility document. Its use is, however, not compulsory. In addition, students may be required to submit a final report on their mobility experience.

Inclusion - Special needs

Higher education institutions are required to allow people with disabilities or documented health problems (physical or mental) to participate in mobility activities. For these mobilities, additional funding can be applied for.

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Student Mobility for Traineeships (SMT)

General	The following information is aimed at the International Relations Offices of Swiss higher education institutions. It includes the basic conditions for the promotion of student mobility for traineeship purposes (outgoing/incoming) and is not exhaustive. For detailed information, see the SEMP Programme Guide ¹ .
Description	Promotion of the mobility of students who, for a traineeship, spend a limited period abroad. The traineeship can take place in Europe or any other country in the world.
Eligibility to apply	All officially accredited Swiss higher education institutions as well as colleges of higher education with federally recognised study and training programmes for higher education which have acquired an LLP Charter for Higher Education or a SEMP Charter and are thereby accepting the General Obligations and Official Quality Principles . Applications for funding can be made once a year for mobility projects starting 1 st of June.
Conditions for the awarding of grants	<ul style="list-style-type: none">– Mobility to or from a Programme Country at a partner university, in a public/private company, with NGO/NPOs, etc.– For each study cycle (Bachelor's, Master's, PhD), one or more mobility period of at least two months up to max. 12 months in total (studies and traineeship cumulated)– Application and selection for a mobility is possible only before the start of the period to be spent abroad– It is possible to extend the length of stay– Outgoing only: traineeship is possible up to 12 months after graduation (it has to be completed within the 12 months after receiving the diploma)– Increased grant for eco-friendly travel for students travelling by a low-emissions means of transport such as train, bus, or car-pool.
Grants	<ul style="list-style-type: none">– Grant according to effective traineeship duration for students
Organisational support (OS)	<ul style="list-style-type: none">– Lump sums for the respective higher education institution for the organisation of each mobility carried out.
Selection of participants	<ul style="list-style-type: none">– Carried out through the home institution. Students must be regularly enrolled at a higher education institution (exception for outgoings: traineeship after graduation).– Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no conflicts of interest

¹ See www.movetia.ch/iro

on the selection committee.

Compulsory documents

1. Declaration of Honour: Signed by the students. With this document, the end beneficiary confirms to accept the funding and to use it appropriately and, if the stay is discontinued, to make a reimbursement.
2. Learning Agreement: Agreement among students, home and host institution and/or business company, etc. respectively. Essential and integral part of the mobility, ensures formal accreditation of the agreed learning outcomes and the preparation and mentoring of the students.
3. Insurance Declaration: Signed by the students. Confirmation of the existence of sufficient insurance protection abroad. Additional obligation to clarify accident and personal liability insurance with the host institution.

The Certificate of Attendance can be used as a mobility document. Its use is, however, not compulsory. In addition, students may be required to submit a final report on their mobility experience.

Special needs

Higher education institutions are required to allow people with disabilities or documented health problems (physical or mental) to participate in mobility activities. For these mobilities, additional funding can be applied for.

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Staff Mobility for Teaching Assignments (STA)

General	The following information is aimed at the International Relations Offices of Swiss higher education institutions. It includes the basic conditions for the promotion of staff mobility for teaching purposes (outgoing/ incoming) and is not exhaustive. For detailed information, see the SEMP Guide ¹ .
Description	Promotion of the mobility of lecturers who, for the purposes of teaching, spend a limited period at an international partner institution of their home institution. The partner institution may be located in Europe or worldwide.
Eligibility to apply	All officially accredited Swiss higher education institutions as well as colleges of higher education with federally recognised study and training programmes for higher education which have acquired an LLP Charter for Higher Education or a SEMP Charter and are thereby accepting the General Obligations and Official Quality Principles . Mobility is based on an inter-institutional agreement. All host institutions must be accredited with the Erasmus+ Charter ECHE or formally accept the SEMP quality principles. Applications for funding can be made once a year for mobility projects starting 1 st of June.
Conditions for the awarding of grants	<ul style="list-style-type: none"> – Mobility to or from a Programme Country worldwide. – Mobility periods last between 2 and 60 (consecutive) days and must include at least 8 teaching units in a week or shorter period. – Application and selection for a mobility is possible only before the start of the period to be spent abroad.
Grants	<ul style="list-style-type: none"> – Subsistence (Flat-rate amount) for every working day/ separate travel day. – Travel costs reimbursed according to actual costs or with distance calculator as basis for calculation, including potential costs for traveling with a low-emissions means of transport.
Organisational support (OS)	<ul style="list-style-type: none"> – Flat-rate amounts for the respective higher education institution for the organisation of each mobility carried out.
Selection of participants	<ul style="list-style-type: none"> – Higher education institution lecturers/teachers must be in an employment relationship with the home institution. – Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no

¹ See www.movetia.ch/iro

conflicts of interest on the selection committee.

Compulsory documents

1. Grant Agreement: Signed by the lecturers. With this document, the end beneficiary confirms to accept the funding and to use it appropriately and, if the stay is discontinued, to make a reimbursement.
2. Mobility Agreement: Essential and integral part of the mobility. Describes the main emphases of the content of the teaching period abroad. The document must have been read and approved by all parties. It must be exchanged by a comprehensible record of correspondence (e-mails) between end beneficiary and host institution.

The Certificate of Attendance can be used as a mobility document. Its use is, however, not compulsory. In addition, lecturers may be required to submit a final report on their mobility experience.

Inclusion - Special needs

Higher education institutions are required to allow people with disabilities or documented health problems (physical or mental) to participate in mobility activities. For these mobilities, additional funding can be applied for.

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Staff Mobility for Training (STT)

General	The following information is aimed at the International Relations Offices of Swiss higher education institutions. It includes the basic conditions for the promotion of staff mobility for training purposes (outgoing/ incoming) and is not exhaustive. For detailed information, see the SEMP Guide ¹ .
Description	Promotion of mobility activities of staff of higher education institutions who, for the purposes of further training, spend a limited period in another country.
Eligibility to apply	All officially accredited Swiss higher education institutions as well as colleges of higher education with federally recognised study and training programmes for higher education which have acquired an LLP Charter for Higher Education or a SEMP Charter and are thereby accepting the General Obligations and Official Quality Principles . Applications for funding can be made once a year for mobility projects starting 1 st of June.
Conditions for the awarding of grants	<ul style="list-style-type: none"> – Mobility to or from a Programme Country worldwide. – Mobility periods last between 2 and 60 (consecutive) days. The training activity must be linked to the professional development of the employee concerned and meet his/her learning and personal development needs. – Application and selection for a mobility is possible only before the start of the period to be spent abroad.
Grants	<ul style="list-style-type: none"> – Subsistence (flat-rate amounts) for the staff for every working day and/or day of travel. – Travel costs reimbursed according to actual costs or with distance calculator as basis for calculation, including potential costs for traveling with a low-emissions means of transport.
Organizational support (OS)	<ul style="list-style-type: none"> – Flat-rate amounts for the respective higher education institution for the organisation of each mobility carried out.
Selection of participants	<ul style="list-style-type: none"> – Higher education institution staff must be in an employment relationship with the home institution. – Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no conflicts of interest on the selection committee.
Compulsory mobility documents	<ol style="list-style-type: none"> 1. Grant Agreement: Signed by the staff. With this document, the end beneficiary confirms to accept the funding and to use it appropriately

¹ See www.movetia.ch/iro

and, if the stay is discontinued, to make a reimbursement.

2. Mobility Agreement: Essential and integral part of the mobility. Describes the main emphases of the content of the training. The document must have been read and approved by all parties. It must be exchanged by a comprehensible record of correspondence (e-mails) between end beneficiary and host institution.

The Certificate of Attendance can be used as a mobility document. Its use is, however, not compulsory. In addition, lecturers may be required to submit a final report on their mobility experience.

Inclusion - Special needs

Higher education institutions are required to allow people with disabilities or documented health problems (physical or mental) to participate in mobility activities. For these mobilities, additional funding can be applied for.
