

Swiss funding within the framework of Swiss-European Mobility Programme (SEMP)¹

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 Erasmus+ and SEMP Programme Guides ² .
Student Mobility for Traineeships (SMT)	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	<p>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 Charter³.</p> <p>Applications for funding can be made once a year for mobility projects starting 1st of June.</p>
Conditions for the awarding of grants to students	<ul style="list-style-type: none"> – Mobility to or from a Swiss Programme for Erasmus+ Country or worldwide (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) – Application and selection for a mobility possible only before the start of the period to be spent abroad – It is possible to extend the length of stay – Outgoing only: traineeship up to a max. of 12 months after graduation possible – Green Travel top-up for students travelling by a low-emissions means of transport such as train, bus, or car-pool
Grants and organizational funds	<ul style="list-style-type: none"> – Flat-rate amounts for students according to actual duration of traineeship – 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"> – Carried out through the home institution. Students must be 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 on the selection committee.

1 SEMP is part of the Swiss Programme for Erasmus+

2 See ec.europa.eu/programmes/erasmus-plus/ and www.movetia.ch/iro

3 [SEMP General Obligations and Quality Principles](#)

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 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. Final Report: Duty of the end beneficiary to submit report to the home institution after the end of the period spent abroad. Provides information about the quality and experiences and is used for statistical purposes. Own format must contain all information requested in the Movetia template.
4. Insurance Declaration: Signed by the students. Confirmation of the existence of sufficient insurance protection. Additional obligation to clarify accident and personal liability insurance with the host institution.

The Certificate of Attendance can be used as a mobility document.

Special needs

Higher education institutions must ensure that people with physical, psychological or health difficulties can also take part. For this, additional funding can be applied for.
