

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

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 Erasmus+ and SEMP Programme Guides².

Staff Mobility for Teaching Assignments (STA) Promotion of the mobility of lecturers who, for the purposes of teaching, spend a limited period at a European partner institution of their home institution.

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 Charter³. Mobility is based on an inter-institutional agreement. All European host institutions must be accredited with the Erasmus+ Charter ECHE.

Applications for funding can be made once a year for mobility projects starting 1st of June.

Conditions for the awarding of grants to lecturers

- Mobility to or from a [Swiss Programme for Erasmus+ Country](#)
- Mobility periods last between 2 and 60 days and must include at least 8 teaching units in a week or shorter period. For every further day's stay beyond a week (5 or 7 days), the minimum number of hours for each additional day is calculated as follows: 8 hours/number of days in first week (5 or 7 days) × number of additional days.
- Application and selection for a mobility possible only before the start of the period to be spent abroad

Grants and organizational funds

- Flat-rate amounts for the lecturers for every working day/or day of travel
- Travel costs reimbursed according to actual costs or with EU distance calculator as basis for calculation, including potential costs for traveling with a low-emissions means of transport. The Swiss higher education institution decides on the method of calculation, which must be the same for every mobility.
- Flat-rate amounts for the respective higher education institution for the organisation of each mobility carried out

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](#)

Selection of participants

- End beneficiary higher education institution lecturers/teachers must be in non-tenured employment 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.
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Compulsory mobility 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 be exchanged by a comprehensible record of correspondence (e-mails) between end beneficiary and host institution.
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.

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.
