

Swiss Programme for Erasmus+  
Swiss-European Mobility Programme SEMP

## 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 <sup>1</sup> .
Description	Promotion of the mobility of lecturers who, for the purposes of teaching, spend a limited period at a 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 <a href="#">General Obligations and Official Quality Principles</a> . 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 <sup>st</sup> of June.
Conditions for the awarding of grants	<ul style="list-style-type: none"> <li>– Mobility to or from a <a href="#">programme country</a>.</li> <li>– Mobility periods last between 2 and 60 (consecutive) days and must include at least 8 teaching units in a week or shorter period.</li> <li>– Application and selection for a mobility is possible only before the start of the period to be spent abroad.</li> </ul>
Grants	<ul style="list-style-type: none"> <li>– Subsistence (Flat-rate amount) for every working day/ separate travel day.</li> <li>– 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.</li> </ul>
Organisational support (OS)	<ul style="list-style-type: none"> <li>– Flat-rate amounts for the respective higher education institution for the organisation of each mobility carried out.</li> </ul>
Selection of participants	<ul style="list-style-type: none"> <li>– End beneficiary higher education institution lecturers/teachers must be in non-tenured employment with the home institution.</li> <li>– Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no</li> </ul>

<sup>1</sup> See [www.movetia.ch/iro](http://www.movetia.ch/iro)

conflicts of interest on the selection committee.

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**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.

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**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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