

Swiss funding within the framework of Swiss-European Mobility Programme (SEMP)<sup>1</sup>

## 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 Erasmus+ and SEMP Programme Guides <sup>2</sup> .
Staff Mobility for Training (STT)	Promotion of the mobility of academic and administrative higher education institution staff who, for the purposes of further training, spend a limited period in another European 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 <sup>3</sup> .  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 to staff	<ul style="list-style-type: none"> <li>– Mobility to or from a <a href="#">Swiss Programme for Erasmus+ Country</a></li> <li>– Mobility periods last between 2 and 60 days. Further training in the form of participation in courses, job shadowing, etc.</li> <li>– Application and selection for a mobility possible only before the start of the period to be spent abroad</li> </ul>
Grants and organizational funds	<ul style="list-style-type: none"> <li>– Flat-rate amounts for the staff for every working day and/or day of travel</li> <li>– 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</li> <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 staff 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 conflicts of interest on the selection committee.</li> </ul>
Compulsory mobility documents	1. Grant Agreement: Signed by the staff. 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.

1 SEMP is part of the Swiss Programme for Erasmus+.  
2 See [ec.europa.eu/programmes/erasmus-plus/](http://ec.europa.eu/programmes/erasmus-plus/) and [www.movetia.ch/iro](http://www.movetia.ch/iro)  
3 [SEMP General Obligations and Quality Principles](#)

2. Mobility Agreement: Essential and integral part of the mobility. Describes the main emphases of the content of the training. 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.

---