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 Erasmus+ and SEMP Programme Guides².

Student Mobility for Studies (SMS)

Promotion of the mobility of students who, for the purposes of study, spend a limited period at a 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. Mobility is based on an inter-institutional agreement. All European host institutions must be accredited with the Erasmus+ Charter ECHE, and host institutions worldwide must agree to the SEMP General Obligations and Quality Principles.

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

Conditions for the awarding of grants to students

- Mobility to or from a Swiss Programme for Erasmus+ Country (or worldwide)
- 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
- 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

- Flat-rate amounts for students staying abroad for one trimester/term, one semester, or longer stays
- Flat-rate amounts for the higher education institution for the organisation of each mobility carried out

Selection of participants

- Carried out through the home institution. Students must be 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.

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1  SEMP is part of the Swiss Programme for Erasmus+.
2  See ec.europa.eu/programmes/erasmus-plus/ and 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.

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.
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**
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\(^3\).

Applications for funding can be made once a year for mobility projects starting 1\(^{st}\) of June.

**Conditions for the awarding of grants to students**
- 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**
- 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**
- 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.

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

**Staff Mobility for Teaching Assignments (STA)**

<table>
<thead>
<tr>
<th>General</th>
<th>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 Guides(^2).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Mobility for Teaching Assignments (STA)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Eligibility to apply</strong></td>
<td>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(^3). 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 1(\text{st}) of June.</td>
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</table>
| **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: \(8 \text{ hours} \times \text{number of days in first week (5 or 7 days)} \times \text{number of additional days}\).  
- 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 |

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\(^1\) 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.

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

**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 Guides².

### 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 Charter³.

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

### Conditions for the awarding of grants to staff

- Mobility to or from a [Swiss Programme for Erasmus+ Country](#)
- Mobility periods last between 2 and 60 days. Further training in the form of participation in courses, job shadowing, etc.
- 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 staff for every working day and/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

### Selection of participants

- End beneficiary higher education institution staff 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.

### 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.

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¹ SEMP is part of the Swiss Programme for Erasmus+.
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.

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