

Swiss-European Mobility Programme SEMP: official quality principles

SEMP is the Swiss mobility programme for higher education.

Applications for SEMP-funding can be filed by all officially accredited Swiss higher education institutions or colleges of higher institutions with federally recognised higher education and training programmes that have successfully applied for the SEMP Quality Certificate (SEMP Charter), or that have been granted a Charter for Higher Education (ECHE). The charter provides the qualitative framework for the funding of mobility activities via SEMP.

International partner institutions of Swiss SEMP-Institutions

International institutions are eligible as partner institutions if they offer officially recognized degrees of higher education and qualify as a higher education institution according to the legal and institutional framework of their country.

As a prerequisite for the funding of mobility activities within SEMP, all participating institutions in Switzerland and abroad must agree to and comply with the programme's general quality principles. Partner institutions with a European Charter for Higher Education (ECHE) commit to these principles via their charter. Partner institutions without a European Charter for Higher Education (ECHE) must explicitly agree to the general obligations and quality principles listed below.

The obligations and principles that Swiss higher education institutions with ECHE or SEMP charters and their international partner institutions agree to and comply with are the following:

General obligations and quality principles

General aspects

- Promote and provide visibility for mobility activities
- Implement all Student Mobility for Studies (SMS) and Staff Mobility for Teaching Assignments (STA) within the framework of valid interinstitutional agreements
- Not charge any fees for classes/lessons, matriculation, examination or for access to laboratory and library facilities for incoming participants. Small fees for insurances, student associations, and the use of miscellaneous material are admissible, at the same conditions applicable to local students
- Guarantee equal academic treatment of local and incoming students and insure the integration of incoming participants into the institution's everyday life
- Respect in full the principles of non-discrimination and promote and ensure equal access as well as equal opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Provide a fair, transparent and well documented selection process that insures equal treatment between all eligible mobility candidates

Recognition

- Describe the recognition procedure transparently and make it accessible in advance
- Ensure unreserved and transparent recognition of learning outcomes (via ECTS or equivalent) of study mobility, and where possible, of traineeships, that have been agreed upon in the binding Learning Agreement and that have been successfully achieved

- Provide incoming students and their sending institutions with transcripts of records, free of charge and in good time, at the end of or shortly after their mobility period. The transcripts should be issued in English or in the language of the sending institution and provide a full, accurate and timely record of the participants' achievements
- Further the promotion and recognition of mobility activities for higher education institution staff

Preparation and follow-up

- Offer general support for mobile participants (staff and students of higher education institutions) as well as appropriate advice and mentoring arrangements
- Publish and update information on courses (content, level, scope, language) in good time so as to make it transparently accessible to all parties
- Prepare and sign Declarations of Honour (Student Mobility), as well as Grant Agreements (Staff Mobility), before the start of the mobility period
- Ensure that student and staff mobility is based on a Learning Agreement for students and a Mobility Agreement for staff validated in advance between the sending and receiving institutions (or companies) and the mobile participants. In the case of student mobility, the validation can also take place shortly after the beginning of the mobility, at the latest
- Ensure that outgoing participants are well prepared for their mobility abroad and support them in the acquisition of the necessary language skills
- Provide support with visa and insurance procedures (particularly relevant for traineeships) as well as with accommodation arrangements. Inform the participants in case they are not automatically covered by their insurance for their stay
- Raise awareness about sustainable travel options (Student and Staff Mobility)