

Information sheet for International Relations Offices

Students, lecturers and higher education staff with special needs can apply for supplementary financial support to cover the additional, disability-related costs that are incurred during a stay abroad. "Additional costs" refer to comparisons with the situation at the domestic institute of higher education and with the costs that are incurred for a stay abroad for students, lecturers or higher education staff who do not have special needs.

Application

The application for the special supplement is submitted by the Swiss International Relations Office of the higher education institution. It comprises:

- The application form
- An original medical certificate from a specialist or GP, which is no older than six months (see medical certificate checklist).
- Schedule of the disability-related additional costs (please determine all costs in advance. Movetia is not able to reimburse any costs that are claimed subsequently. It also reserves the right to refuse to pay the full amount of costs that are disproportionately high).
- A brief description of the special needs
- Confirmation of acceptance from the host institute of higher education
- Confirmation of the need for support, from the contact for students and staff with disabilities of the home higher education institution.

The application, with all of its enclosures, must be submitted by the higher education institution electronically (Word and pdf formats) to Movetia two months prior to the beginning of the stay at the latest. The higher education institution confirms with its signature that the application is complete and correct.

Movetia will notify the higher education institution within 30 days of whether or not the application has been successful. If the decision is positive, the higher education institution will receive an additional agreement concerning the amount of the special supplement.

Contractual arrangement

The level of the supplement will be agreed in an additional contract (amendment) to the grant agreement for the mobility action.

Payment of special supplement

80% of the approved special supplement will be paid by Movetia to the higher education institution no later than 30 days after signature of the additional contract. The final amount will be determined by the final settlement at the end of the stay.

Once the stay has been completed

At the latest 60 days after the end of the stay, the higher education institution must submit the following documents to Movetia:

- A report on the stay abroad (additional to the regular study/staff final report, focusing on the person's special needs and the local circumstances, free text up to a maximum of two A4 pages)
- Schedule of costs, using the "Declaration of actual costs" form. Only the costs listed in the application can be paid.
- The original supporting documents must be kept by the higher education institution. Movetia reserves the right to check the supporting documents.

The underlying grant agreement for the mobility action governs the handling of the final report and any payment of the second tranche of funding.

Forms and documents

- SMS/SMT application form
- STA/STT application form
- Higher education institution information sheet
- Declaration of actual costs
- Medical certificate checklist

Further information:

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