

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

Student Mobility for Traineeships (SMT)

<p>General</p>	<p>The following information is aimed at the International Relations Offices of Swiss university-level institutions. It includes the basic conditions for the promotion of student mobility opportunities for traineeship purposes (IN/OUT) and is not exhaustive. For detailed information, see the <u>Erasmus+ Programme Guide</u>² and the <u>SEMP Guide</u>³.</p>
<p>Student mobility for traineeships (SMT)</p>	<p>Promotion of the mobility of students who, for a traineeship, spend a limited period in another European country.</p>
<p>Eligibility to apply</p>	<p>All officially accredited Swiss universities (higher education institutions) and professional colleges⁴ which have acquired an LLP Charter for Higher Education or a SEMP Charter (<u>Charter obligations</u>)⁵.</p> <p>Applications for funding can be made once a year for mobility projects from 1st June until 30th September of the following year.</p>
<p>Conditions for the awarding of grants to students</p>	<ul style="list-style-type: none"> – For mobility opportunities to or from an <u>Erasmus+ Programme country</u>⁶ (at partner university, in a public/private concern, with NGO/NPOs, etc.) – For each cycle of studies (Bachelor's, Master's, PhD), one or more mobility opportunity(-ies) of at least 2 months up to max. 12 months in total (studies and traineeship) – Application for a mobility opportunity possible only before the start of the period to be spent abroad – Outgoing only: traineeship up to a max. of 12 months after graduating possible – It is possible to extend the length of stay
<p>Grants and organisational support for mobilities (OM)</p>	<ul style="list-style-type: none"> – Flat-rate amounts according to actual duration (in months) for students – Flat-rate amounts for the organisation of mobility opportunities for each mobility carried out for education institution
<p>Selection of participants</p>	<ul style="list-style-type: none"> – Carried out through the home university. Students must be enrolled at a Swiss university in the normal way (exception traineeship after graduating) – Conditions are fair and transparent selection procedures and criteria. The universities are obliged to guarantee that there are no conflicts of interest on the selection committee.

1 SEMP is part of the Swiss Programme for Erasmus+ 2018–2020.

2 You find the Programme Guide under: ec.europa.eu/programmes/erasmus-plus/

3 The SEMP Guide you find under: www.movetia.ch/iro

4 Universities (higher education institutions) and professional colleges are tertiary-level A and B institutions, which are collectively referred as "universities" hereafter.

5 You find the Charter obligations under: www.movetia.ch/en/mob-he/application

6 The Erasmus+ Programme countries are listed under: ec.europa.eu/programmes/erasmus-plus/

Compulsory mobility documents

1. Declaration of Honour: Signed by the students. With this document, the end beneficiary confirms that he/she has received the funding and will use it appropriately and, if the stay is discontinued, will make a reimbursement.
2. Learning Agreement for Traineeships: Agreement among students, home and host university/institution and/or business concern, etc. respectively. Essential and integral part of the mobility, ensures formal accreditation of the agreed learning outcomes and the preparation and mentoring of the trainees.
3. Final Report: Duty of the end beneficiaries to submit report to the home university 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

Universities must ensure that people with physical, psychological or health difficulties can also take part. For this, additional funding can be applied for.
