

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

## Staff Mobility for Training (STT)

General	The following information is aimed at the International Relations Offices of Swiss university-level institutions. It includes the basic conditions for the promotion of staff mobility opportunities (IN/OUT) and is not exhaustive. For detailed information, see the Erasmus+ Programme Guide <sup>2</sup> and the SEMP Guide <sup>3</sup> .
Staff mobility for training (STT)	Promotion of the mobility of academic and administrative university staff who, for the purposes of further training, spend a limited period in another European country.
Eligibility to apply	<p>All officially accredited Swiss universities (higher education institutions) and professional colleges<sup>4</sup> which have acquired an LLP Charter for Higher Education or a SEMP Charter (Charter obligations)<sup>5</sup>.</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>
Conditions for the awarding of grants to staff	<ul style="list-style-type: none"> <li>– For mobility opportunities to or from an Erasmus+ Programme country<sup>6</sup></li> <li>– Application for a mobility opportunity possible only before the start of the period to be spent abroad</li> <li>– Mobility periods last between 2 and 60 days. Further training in the form of participation in courses, job shadowing, etc</li> </ul>
Grants and organisational support for mobilities (OM)	<ul style="list-style-type: none"> <li>– Flat-rate amounts for every working day and/or day of travel for the staff</li> <li>– Travel costs reimbursed according to actual costs or with EU distance calculator as basis for calculation. The university decides on the method of calculation, which must be the same for all mobility opportunities.</li> <li>– Flat-rate amounts for the organisation of mobility opportunities for each mobility carried out for education institution</li> </ul>
Selection of participants	<ul style="list-style-type: none"> <li>– End beneficiary university staff must be in non-tenured employment with the home university</li> <li>– 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.</li> </ul>

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/](http://ec.europa.eu/programmes/erasmus-plus/)

3 The SEMP Guide you find under: [www.movetia.ch/iro](http://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](http://www.movetia.ch/en/mob-he/application)

6 The Erasmus+ Programme countries are listed under: [ec.europa.eu/programmes/erasmus-plus/](http://ec.europa.eu/programmes/erasmus-plus/)

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### Compulsory mobility documents

1. Grant Agreement: Signed by the staff. 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. 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 person and host institution.
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.

The Certificate of Attendance can be used as a mobility document.

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### 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.

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