

Swiss Programme for Erasmus+
Swiss-European Mobility Programme SEMP

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 SEMP Programme Guide ¹ .
Description	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 and are thereby accepting the General Obligations and Official Quality Principles . Applications for funding can be made once a year for mobility projects starting 1 st of June.
Conditions for the awarding of grants	<ul style="list-style-type: none"> – Mobility to or from a Programme Country 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 is possible only before the start of the period to be spent abroad – It is possible to extend the length of stay – Outgoing only: traineeship is possible up to 12 months after graduation (it has to be completed within the 12 months) – Grant for eco-friendly travel for students travelling by a low-emissions means of transport such as train, bus, or car-pool
Grants	<ul style="list-style-type: none"> – Flat-rate amounts for students according to actual duration of traineeship
Organisational support (OS)	<ul style="list-style-type: none"> – Flat-rate amounts for the respective higher education institution for the organisation of each mobility carried out.
Selection of participants	<ul style="list-style-type: none"> – 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

¹ See www.movetia.ch/iro

on the selection committee.

Compulsory 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. Insurance Declaration: Signed by the students. Confirmation of the existence of sufficient insurance protection abroad. 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 are required to allow people with disabilities or documented health problems (physical or mental) to participate in mobility activities. For these mobilities, additional funding can be applied for.
