

Swiss Programme for Erasmus+
Swiss-European Mobility Programme SEMP

Staff Mobility for Training (STT)

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 staff mobility for training purposes (outgoing/ incoming) and is not exhaustive. For detailed information, see the SEMP Guide ¹ .
Description	Promotion of mobility activities of staff of higher education institutions who, for the purposes of further training, spend a limited period in another country.
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. – Mobility periods last between 2 and 60 (consecutive) days. The training activity must be linked to the professional development of the employee concerned and meet his/her learning and personal development needs. – Application and selection for a mobility is possible only before the start of the period to be spent abroad.
Grants	<ul style="list-style-type: none"> – Subsistence (flat-rate amounts) for the staff for every working day and/or day of travel. – Travel costs reimbursed according to actual costs or with distance calculator as basis for calculation, including potential costs for traveling with a low-emissions means of transport.
Organizational 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"> – End beneficiary higher education institution staff must be in non-tenured employment with the home institution. – Conditions are fair and transparent selection procedures and criteria. The institutions are obliged to guarantee that there are no conflicts of interest on the selection committee.
Compulsory mobility documents	1. Grant Agreement: Signed by the staff. With this document, the end beneficiary confirms to accept the funding and to use it appropriately

¹ See www.movetia.ch/iro

and, if the stay is discontinued, to 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 have been read and approved by all parties. It must be exchanged by a comprehensible record of correspondence (e-mails) between end beneficiary and host institution.

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

Inclusion - 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.
