

SWISS-EUROPEAN MOBILITY PROGRAMME (SEMP) 2020/21

Information for the ZHAW's European partners

On behalf of the Swiss Federal Council and in collaboration with the Swiss agency for exchange and mobility, the State Secretariat for Education, Research and Innovation (SERI) has been running the **Swiss-European Mobility Programme (SEMP)** since the 2014/15 academic year.

The SEMP programme provides national funding to support mobility of students and staff. Incoming and outgoing students (studies and traineeships) and staff (teaching and training) are eligible to receive financial support. This document describes the procedures for implementing incoming mobility at the ZHAW as host university in the framework of the SEMP programme. The provisions below are subject to any changes caused by the COVID-19 situation, some of which may occur at short notice.

1. MOBILITY GRANT REQUIREMENTS

Exchanges between universities (both for student mobility for studies SMS and staff mobility for teaching STA) arranged under the SEMP programme require an inter-institutional agreement between the two partner universities concerned. This can take the form of an Erasmus+ or SEMP agreement and can be valid for a number of years. When the agreement expires, it must be extended or updated. No inter-institutional agreement is required for an incoming STA from companies.

Applications for a SEMP exchange as well as further processing of mobility exchanges at the ZHAW are to be made using Mobility-Online.

2. STUDENT MOBILITY

2.1. Participant selection

The following conditions apply to students wishing to participate in the SEMP programme:

- Incoming students must be enrolled on a regular basis at a partner university.
- Traineeships for incoming students are eligible for funding if the application is processed through the ZHAW (even if the traineeship is completed not at the ZHAW itself, but at a company in Switzerland).



- If an incoming traineeship does not take place at the ZHAW, the host institution/ company is responsible for the content of the traineeship and signs the Learning Agreement for Traineeships.
- Incoming trainees after graduation do not qualify for grant payments.
- Incoming students writing their bachelor's or master's thesis at the ZHAW as part of an exchange programme are also eligible to receive funding.
- Incoming doctoral students may complete an SMS or SMT at the ZHAW, provided they are enrolled at a partner university.

2.2. Grant payments

The grant payments are designed to contribute towards covering the additional costs that incur as a result of staying in Switzerland. The following conditions apply:

- For student mobility for studies (SMS), five monthly grant payments (one semester) or ten monthly grant payments (two semesters) will be paid out as a lump sum. For traineeships (SMT), grant payments are calculated on the basis of the actual number of months the student stays in Switzerland for his or her traineeship. An additional monthly grant payment will be paid for partial months (from day one).
- Students are required to sign a Grant Agreement before arriving. If they do not submit this in time or fail to comply with the terms under Section 2.3, they may be required to repay their grant in part or in full.
- Grant payment amounts are listed in the table below.

Table 1. INCOMING grant payments

| Home country | Student mobility for studies (SMS) (per month) | Student mobility for traineeship (SMT) (per month) |
|--|--|---|
| DK, FI, IE, IS, LI, LU, NO, SE, UK* | CHF 380 1 semester = 380 x 5 = CHF 1900 2 semester = 380 x 10 = CHF 3800 | CHF 440 |
| AT, BE, BG, CY, CZ, DE, EE, EL, ES, FR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, RS, SI, SK, TR | CHF 440 1 semester = 440 x 5 = CHF 2200 2 semester = 440 x 10 = CHF 4400 | |

* Brexit has no impact on the eligibility criteria for 2020/21.



2.3. Recognition of the student mobility and required documentation

For a student's stay abroad to qualify for recognition, the following conditions must be met:

Student mobility for studies (SMS)

- Prior to the start of the mobility, the home university must verify that the planned study programme described in the **Learning Agreement for Studies** is viable and that it can be recognised by the home university.
- The **Learning Agreement for Studies** must be signed by the home university, the ZHAW and the student **prior to the start** of the mobility.
- Any changes must be agreed on by all parties as soon as possible.
- Once the mobility at the ZHAW is completed, the student will receive a **Transcript of Records** corresponding to the Learning Agreement for Studies.
- On completion of their mobility, students are required to submit a final report to the ZHAW (within two weeks after the completion of mobility).

Student mobility for traineeship (SMT)

- Prior to the start of the traineeship, the home university must verify that the planned traineeship documented in the **Learning Agreement for Traineeships** is viable, is described in detail and can be recognised by the home university.
- The **Learning Agreement for Traineeships** must be signed by the home university, the host organisation and the student prior to the start of the traineeship. It must also include the Quality Commitment.
- Any changes to the Learning Agreement for Studies must be agreed on by all parties in writing and documented as soon as possible.
- Once the student has completed his or her traineeship, he or she may request a **Certificate of Attendance**.



On completion of their mobility, students are required to submit a final report to the ZHAW (within two weeks after the completion of mobility).

Table 2. Documents required for student mobility

| | Student mobility for studies (SMS) | Student mobility for traineeship (SMT) |
|-----------------------|--|---|
| Before arrival | Learning Agreement for Studies Grant Agreement | Learning Agreement for Traineeships Grant Agreement Insurance Declaration |
| After return | Final report Transcript of Records Certificate of Attendance | Final report Certificate of Attendance (certificate of employment) |

2.4. Duration of the stay abroad

- The minimum duration of a student mobility for studies (SMS) is three months.
- The minimum duration of a student mobility for traineeship (SMT) is two months.
- Students may participate in one or more student mobility for studies or traineeship per cycle of study (bachelor's degree, master's degree, doctorate). The maximum duration is 12 months per cycle of study.

2.5. Additional provisions

During their mobility, students remain enrolled at their home university and do not pay any tuition fees to the ZHAW.

2.6. Grant payments

Grants are paid in Swiss francs in two instalments:

- The first instalment (60% of the grant) is paid during the first month of the mobility or traineeship.
- The final instalment (40% of the grant) is paid shortly before the end of the mobility or traineeship.



3. STAFF MOBILITY

3.1. Participant selection

The following conditions apply to staff wishing to participate in the SEMP programme:

- They must be employed at a partner university (this includes research associates/ assistants pursuing a mobility assignment as part of their dissertation).
- If they have been invited to teach at the ZHAW, they can be employed by a company outside Switzerland.

3.2. Grant payments

These grant payments comprise:

- Flat-rate per day for all travel and working days (for hotel accommodation, meals and local transport).
- Actual travel costs incurred (up to CHF 600 per mobility assignment).

Table 3. Grant payments for incoming STAFF MOBILITY

| Home country | Mobility grant payments for teaching (STA) & training (STT) |
|---|---|
| AT, BE, BG, CY, CZ, DE, DK, EE, EL, ES, FI, FR, HR, HU, IE, IS, IT, LI, LT, LU, LV, MK, MT, NL, NO, PL, PT, RO, RS, SE, SI, SK, TR, UK* | per day: CHF 170 (Days 1 - 14) CHF 80 (Days 15 - 60) |
| | Actual travel costs up to a maximum of CHF 600 |

* Brexit has no impact on the eligibility criteria for 2020/21.

3.3. Programme details for staff mobility and required documentation

- A bilateral agreement is mandatory for a STA (exception: STA incoming from *companies*, see 3.1.).
- A **Mobility Agreement** (teaching programme for STA teaching assignments and work programmes for STT training assignments) must be agreed with the ZHAW by email or letter prior to departure.
- The **Grant Agreement** must also be signed prior to departure.



- SEMP grants can be awarded for teaching assignments lasting a minimum of two consecutive days and a maximum of two months (60 days). Travel days qualify for the per day allowance even if they fall on a weekend. A maximum of two travel days may be calculated (one day before the start of the mobility assignment and one day after it has been completed). Other weekends are not taken into account when calculating the duration of the visit.
- A mobility grant for a teaching assignment is only possible for at least eight hours of teaching per week (five days or less).
- If teaching is combined with training during the stay in Switzerland, the minimum number of hours is reduced to four hours of teaching per week (or for shorter durations).
- Incoming staff members may participate in conferences in Switzerland under the following conditions:
 - o The topic of the conference is closely related to internationalisation at the tertiary level.
 - o The conference promotes strengthening and further developing mobility programmes and cooperation projects in Europe.
- The documents required for processing staff mobility assignments are listed below.

Table 4. Documents required for incoming STAFF MOBILITY

| | Teaching assignments (STA) | Training (STT) |
|-----------------------|---|---|
| Before arrival | Mobility Agreement for Teaching Assignments (teaching programme) Grant Agreement | Mobility Agreement for Training (work programme) Grant Agreement |
| After return | Final report | Final report |

3.4. Expense claim

Expenses can be claimed after the mobility assignment has ended and after the final report has been submitted, together with the receipts for expenses and travel costs. Expenses are paid in Swiss francs to the incoming staff member's bank account.