

## **FACTSHEET SEMP**

### **Information for partner institutions outside Switzerland and their students regarding the Swiss European Mobility Programme (Swiss interim arrangements for Erasmus+ Programme) 2019/20**

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 exchange students and staff from partner universities of the Erasmus+ Programme Countries (listed in tables on page 2 and 5). Incoming and outgoing students (studies and traineeships) and staff (teaching assignments 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.

This factsheet describes the Swiss European Mobility Programme's arrangements for incoming student mobility at the ZHAW School of Management and Law.

#### **1. MOBILITY GRANT REQUIREMENTS**

Exchanges between universities arranged under the SEMP interim solution 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.

Applications for a SEMP exchange should be made using the Mobility-Online tool, which also handles most of the administration and processing of mobility exchanges at the ZHAW.

#### **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.
- Incoming trainees after graduation do not qualify for grant payments.

## 2.2. Grant payments

The monthly grants are designed to contribute towards covering the additional costs which students 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.
- 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.

| Country where partner institution is located   | Student mobility grants for study (per month)   |
|--|---|
| DK, FI, IS, IE, LI, LU, NO, SE, UK   | CHF 380*<br>1 semester = CHF 380 x 5 = CHF 1,900<br>2 semester = CHF 380 x 10 = CHF 3,800 |
| AT, BE, BG, CY, CZ, DE, EE, EL, ES, FR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR | CHF 440*<br>1 semester = CHF 440 x 5 = CHF 2,200<br>2 semester = CHF 440 x 10 = CHF 4,400 |

\*1 semester equals 5 months, 2 semesters equal 10 months, **regardless of arrival or departure date**

## 2.3. Recognition of the student mobility and required documentation

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

- 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 to the Learning Agreement for Studies must be agreed on by all parties in writing and documented 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).

|                       | <b>Documents required for student mobility for studies</b>   |
|-----------------------|--|
| <b>Before arrival</b> | <ul style="list-style-type: none"><li>- Learning Agreement for Studies</li><li>- Grant Agreement</li><li>- Insurance Declaration</li></ul> |
| <b>After return</b>   | <ul style="list-style-type: none"><li>- Final report</li><li>- Transcript of Records</li><li>- Certificate of Attendance</li></ul>         |

#### **2.4. Duration of the stay abroad**

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

#### **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 usually paid in two instalments:
  - The first instalment (60% of the total grant) is paid to the student's bank account during the first month of the study placement or traineeship at the latest.
  - The final instalment (40% of the total grant) is usually paid shortly before the end of the study placement.

The International Office of the ZHAW SML informs the Incomings about the deadlines to hand in the required documents.