

Swiss European Mobility Programme

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**Information for partner institutions outside Switzerland and their  
students and staff regarding the Swiss European Mobility  
Programme (SEMP) 2016/17  
(Swiss interim arrangements for Erasmus+ Programme)**

**Swiss interim arrangements for Erasmus+**

On the instructions of the Swiss Federal Council and in collaboration with the ch-Foundation for Federal Co-operation, the State Secretariat for Education, Research and Innovation (SERI) has developed a Swiss European Mobility Programme, as an interim solution for the Erasmus+ Programme in Switzerland for the 2014/15, 2015/16 and for the 2016/17 academic year. Full association by Switzerland with the Erasmus+ Programme remains the objective.

Under this interim solution, national funding provided by Switzerland will be used to support mobility and partnership projects on an interim basis. As part of Key Action 1 (in German, "Leitaktion 1") of this interim solution, **this funding will provide financial support to both outgoing and incoming students and staff.**

This factsheet describes the Swiss European Mobility Programme's arrangements for incoming students and staff to the ZHAW.

**A. Mobility grants for incoming students to the ZHAW  
(for study or placements)**

**1. Grants**

Country where partner institution is located	Student mobility grants for study (per month)	Student mobility grants for placements (per month)
AT, DK, FI, FR, IE, IT, LI, NO, SE, UK	CHF 360*	CHF 420
BE, BG, CY, CZ, DE, EE, EL, ES, HR, HU, IS, LT, LU, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	CHF 420*	CHF 420

\*1 semester equal for 5 months, 2 semesters' equal for 10 months

**2. Grant conditions and payment of grant**

Exchanges can be arranged only with students from a partner institution with which the ZHAW has entered into an inter-institutional agreement which relates either to Erasmus+ or to the Swiss European Mobility Programme. In most cases, these latter agreements have adopted the rules governing Erasmus+.



**Duration:** The minimum duration of an exchange for study purposes is 3 months, while the minimum duration of an internship-placement exchange is 2 months. In both cases, the maximum duration of an exchange is 12 months.

On each level (bachelor, master, PhD) it is possible to stay up to 12 month; a combination of study and internship-placement will be supported.

**Payment:** Students will receive their grants in Swiss Francs after they start their studies or placements in Switzerland. Payment will be made to the student's bank account, either in Switzerland or abroad.

The grants will be paid in two instalments. The first instalment will be paid during the first month of studies or placement. The remainder of the grant will be paid no earlier than the end of the first 3-month period.

The calculation of the payment (for studies) will be done per semester:

1 semester = total of 1'800/2'100 chf (according to the home country) and for

2 semesters = total 3'600/4'200 chf (according to the home country).

The calculation for internships remains unchanged per month.

**Bank details:** Students must send details of their bank account, including the IBAN number and BIC/SWIFT number and the respective home address, to the International Office of the department of the ZHAW with which the exchange is taking place. This information should be supplied in the Declaration of Obligation document (in German, „Verpflichtungserklärung“).

It is recommended to open a bank account in Switzerland to avoid losses by bank fees and currency exchange.

### 3. Incoming students are required to submit the following documents:

#### a. For study exchanges

*Before commencing studies, and no later than:*.....

- Declaration of Obligation (in German, "Verpflichtungserklärung")
- Learning Agreement

*On completion of studies, and no later than:*.....

- Final report (in German, „Schlussbericht“)
- Transcript of records (the relevant ZHAW department will issue this)
- Certificate of Attendance<sup>1</sup>

#### b. Internship placement

*Before commencing placement, and no later than:*.....

- Declaration of Obligation (in German, "Verpflichtungserklärung")
- Learning Agreement for Traineeships

*On completion of placement, and no later than:*.....

- Final report
- Transcript of Work (the relevant ZHAW department will issue this)
- Certificate of Attendance<sup>1</sup>

<sup>1</sup> optional



## B. Mobility grants for incoming staff

### 1. Grants

Country where partner institution is located	Mobility grant for teaching / research staff (per diem)
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, SE, SI, SK, TR, UK	CHF 170 (1-14 day) CHF 80 (15 -60 day)
Travel costs (effective) up to a maximum of CHF 600	

### 2. Grant conditions and payment of grant

Exchanges can be arranged only with staff from a partner institution with which the ZHAW has entered into an inter-institutional agreement which relates either to Erasmus+ or to the Swiss European Mobility Programme. In most cases, these latter agreements have adopted the rules governing Erasmus+. The minimum duration of an exchange visit is 2 days (for teaching a minimum of 8h/week are required, this also applies for a 2 days visit) and the maximum duration is 60 days. These exchange visits can relate to either teaching or continuing education.

Payment of the per diem grant and travel costs will be made on arrival in Switzerland. Travel costs of effective up to CHF 600 will be reimbursed on presentation of receipts. Payment will be made to the visitor's bank account, either in Switzerland or abroad.

Visiting staff must send details of their bank account, including the IBAN number and BIC/SWIFT number and their own home address, to the International Office of the department of the ZHAW with which the exchange is taking place. This information should be supplied in the Mobility Agreement document.

### 3. Visiting staff are required to submit the following documents:

*Before commencing the exchange visit, and no later than:*.....

- Grant Agreement
- Mobility Agreement

*On completion of exchange visit, and no later than:*.....

- Final report
- Certificate of Attendance<sup>1</sup> (the relevant ZHAW department will issue this)

<sup>1</sup> optional