



SEMP – SWISS-EUROPEAN MOBILITY PROGRAMME

FACT SHEET STAFF MOBILITY

Who?	BFH employees (administrators, teaching/research assistants, teaching/research associates, etc.)
Where?	Mobility stays for staff are possible at all universities or businesses in the ERASMUS+ Programme (EU) , a partner agreement is not necessary. Our partners
Length of stay?	Staff training: (job shadowing, workshops, courses etc.): between two days and two months , not including days of arrival and departure.
Conditions?	The mobility is approved by your BFH line manager. The International Office has been informed of the planned mobility. The mobility is approved by the partner institution. The SEMP application has been completed on MoveOn, including following documents: <ul style="list-style-type: none">• Grant Agreement, needs to be signed by partner institution (Verpflichtserklärung)• Teaching Programme, (Arbeitsprogramme)• Final Report (Schlussbericht)• Travel expenses claim (Reisekosten)
Claiming back expenses?	After your stay abroad, you will claim back your expenses in SAP (Recording Expenses / Spesenabrechnung) Costs you can claim back: <ul style="list-style-type: none">• costs for hotel/ accommodation if these were not paid directly by the Business School• travel costs if these were not paid directly by the Business School• meals according to the BFH regulations, if these were not paid directly by the Business School <i>Copies of travel documents (with travel dates visible), e.g. booking confirmation, are required for the SEMP travel expenses form. Shortest and cheapest route 2nd class / economy class.</i>



PROCESS

Discuss the mobility with your BFH line manager and put in a “Weiterbildungsantrag”	<p>https://intra.wgs.bfh.ch/Formulare_Weiterbildungen_Veranstaltungen/Forms/AllItems.aspx</p> <p>Please make sure you check the box “Dozierendemobilität”</p>
Consultation with the International Office	<p>Consult with the International Office to see what offers are available in the form of International Weeks at partner institutions, or you might have a personal invite which you would like to realize. Alternatively we are able to put you in contact with partners who are interested in exchanges with the Business School.</p> <p>Inform the IO when the mobility has been approved.</p>
Complete the SEMP forms	<p>Once your exchange abroad is approved for a particular institution, notify your International Office coordinator magdalena.boucaud@bfh.ch in order to access the SEMP grant.</p> <p>You will receive a mail from the BFH International Relations Office (IRO) with instructions on how to complete the SEMP application on our online platform MoveOn. The application consists of two steps; before your mobility and after your mobility. Should you require any assistance with completing these forms, please contact your International Office coordinator magdalena.boucaud@bfh.ch</p> <p><i>Note that the SEMP grant is always paid out to the Business School, not to you personally. You will pay upfront for your expenses and claim them back from the Business School, via SAP / Recording Expenses (Spesenabrechnung).</i></p>
Organize your stay abroad	<p>You must organize your tickets and accommodation yourself. Travel Solutions in Bern (info@travel-solutions.ch) will be able to support you with flights. Request that the invoice be sent to BFH Finanzen with your BFH line manager as a reference so that the account is paid directly by the BFH.</p> <p>The international office of the host university/institution may be able to help with recommendations and tips on accommodation. Discounts are available, via Bern University of Applied Sciences, on accommodation in Accor Hotels – contact Bern University of Applied Sciences international relations office (international@bfh.ch).</p>
After your stay abroad	<p>Claim back your expenses in SAP (Recording expenses / Spesenabrechnung) and finalize your SEMP application on Move On.</p> <p>Lastly, we would appreciate feedback about your stay abroad to help promote others to do an exchange.</p>



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CONTACT

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A – Z INFORMATION

Erasmus+	Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. Its budget of €14.7 billion will provide opportunities for over 4 million Europeans to study, train gain experience, and volunteers abroad.
Insurance	Health insurance Europe For emergency treatment abroad (accident or illness where a return to Switzerland is not possible on medical grounds), the costs up to a maximum of twice what the same treatment would have cost in Switzerland are reimbursed. Other (non-emergency) medical treatment is generally not covered by compulsory health insurance. Within the EU, compulsory basic health insurance provides sufficient cover. When travelling in the EU, it is advisable to carry the European health insurance card. Holders of this card avoid having to pay doctors' or hospital costs directly at the site of treatment. See Factsheet Insurance for more information.
International Office	The departmental international office (IO) at the Business School..
International Relations Office	The International Relations Office (IRO) is responsible for administering and supporting international matters at Bern University of Applied Sciences BFH. The funding of the SEMP mobility is administered by the IRO.
SEMP	Swiss European Mobility Programme. As of the 2014/2015 academic year, Switzerland participates indirectly in Erasmus+ as a third-party country. All agreements remain valid. Swiss institutions guarantee all benefits for incoming and outgoing students and employees. The term 'Erasmus+ programme' remains in use.