



SEMP – SWISS-EUROPEAN MOBILITY PROGRAMME

FACT SHEET TEACHING MOBILITY

Who?	BFH lecturers
Where?	<p>Teaching exchange is possible at all universities in the ERASMUS+ Programme, provided that a partner agreement is in place →</p> <p>Our partners</p> <p>Please feel free to recommend potential partners from your network if these are not on our list.</p>
Length of stay?	<p>Lecturers can teach at an Erasmus partner university for between two days and two months (not including days of arrival and departure). The minimum duration is eight teaching hours per week.</p> <p><i>If your host can't provide eight hours of teaching, it is possible to do a mixed mobility Teaching & Staff Training. In this case you will apply for SEMP funding Staff Training.</i></p>
Conditions?	<p>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.</p> <p>The SEMP application has been completed on MoveOn, including following documents:</p> <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?	<p>After your stay abroad, you will claim back your expenses in SAP (Recording Expenses / Spesenabrechnung)</p> <p>Costs you can claim back:</p> <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 <p><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></p>



PROCESS

<p>Discuss the mobility with your BFH line manager and put in a “Weiterbildungsantrag”</p>	<p>https://intra.wgs.bfh.ch/Formulare_Weiterbildungen_Veranstaltungen/Forms/AllItems.aspx</p> <p>Please make sure you check the box “Dozierendemobilität”</p>
<p>Consultation with the International Office</p>	<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>
<p>Complete the SEMP forms</p>	<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>
<p>Organize your stay abroad</p>	<p>You must organize your tickets and accommodation yourself.</p> <p>Travel Solutions in Bern (info@travel-solutions.ch) will be able to support you with flights and hotel vouchers. You can 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 Business School.</p> <p>The international office of the host university/institution may be able to help with recommendations and tips on accommodation. The BFH does have discounts available, with Accor Hotels – contact the International Relations Office (international@bfh.ch) for further information.</p>
<p>During your stay abroad</p>	<p>Besides the regular programme you are attending, it is expected that you organise an introduction session where you can promote the BFH Business School. You will be provided with a promotional presentation, please contact the International Office. We can also provide you with BFH gadgets.</p>
<p>After your stay abroad</p>	<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>



Bern University
of Applied Sciences

CONTACT

International Office H101	Magdalena Boucaud Academic Advisor and Project Coordinator	international.bfh@bfh.ch magdalena.boucaud@bfh.ch +41-31-848 4407
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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.