



Swiss-European Mobility Programme SEMP¹ Mobility for teaching assignments and training purposes in Switzerland – staff teaching and staff training

Target audience:

Lecturers and employees (administrators, teaching/research assistants, teaching/research associates, etc.) from a university of an Erasmus+ Programme Country in possession of the Erasmus Charter for Higher Education (ECHE).

Checklist

Before the stay

- My SEMP teaching or training is supported by the head of the relevant degree programme or head of the relevant department of Bern University of Applied Sciences (BFH).
- I have discussed my SEMP teaching or training with the international office of the relevant BFH department in good time.
- My BFH department has assigned me a contact person for my stay or I already know my contact person.
- I have drawn up a teaching programme or work plan together with my BFH department.
- My home university, my BFH department and I have signed the teaching programme or work plan.
- I have signed the grant agreement and the teaching programme/work plan and had them signed by the home and host institution.
- I have organised my travel and accommodation.

During the stay

- I am doing the teaching or training.

After the stay

- I have completed the form on the Moveon platform, uploaded all the required documents and submitted (sent) the form.
- I have received the financial contributions.

¹ 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.