



## Swiss-European Mobility Programme<sup>1</sup> Mobility for training purposes in Switzerland – staff training

### Target audience:

Employees (lecturers, 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).

### Definition:

Employees from a university of an Erasmus+ Programme Country in possession of the Erasmus Charter for Higher Education (ECHE) have the opportunity to undertake staff training at Bern University of Applied Sciences, irrespective of the full-time equivalent of their employment. There are various forms of exchange, e.g. short periods of co-working, job shadowing, taking courses, participating in international weeks, etc. The goals of such stays are to gain an insight into the workings of the relevant area of work at Bern University of Applied Sciences and to reflect on and develop one's own professional activity through comparing experiences and good practices. The exchange should also serve to deepen the cooperation between the two universities.

### Conditions:

- Before leaving their home university, the employee discusses the mobility plan with the international office of the relevant department and, together with the relevant department of Bern University of Applied Sciences, completes a work plan which details the training to be undertaken at Bern University of Applied Sciences. The work plan must be signed by the home university and the relevant department of Bern University of Applied Sciences before the stay begins and submitted together with the grant agreement on the platform Moveon.
- At the end of the stay, the employee submits a final report and copies of travel documents on the platform Moveon.

### Duration and timing:

Employees can spend between two days and two months (not including days of arrival and departure) at Bern University of Applied Sciences.

### Calculating financial contributions:

Travel costs: the actual costs are reimbursed (to a maximum of CHF 600).

Day rate: CHF 170 (for stays of 2-14 days); CHF 80 (for stays of 15-60 days). If the travelling days do not fall on a working day, additional day rates are paid. Free days or weekends, i.e. work-free days, are not reimbursed. Copies of travel documents (with travel dates visible), e.g. booking confirmation, are required for reimbursement.

### Accommodation:

Arrange your accommodation in good time. The relevant BFH departmental international office may be able to help with recommendations and tips. 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](mailto:international@bfh.ch)).

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<sup>1</sup> 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.



**Contact details of BFH departmental international offices:**

Engineering and Information Technology  
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