



## Swiss-European Mobility Programme<sup>1</sup> 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 submitted the grant agreement and the teaching programme/work plan on the Moveon platform.
- I have organised my travel and accommodation.

### During the stay

- I am doing the teaching or training.

### After the stay

- I have submitted my final report and the travel receipts (with travel dates) on the Moveon platform (for the attention of the BFH International Relations Office).
- I have received the financial contributions.

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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.