

Swiss-European Mobility Programme

Staff Mobility for Teaching Assignments (STA) Incoming

Teaching staff from partner universities can be invited to take up a teaching assignment at the University of Bern.

Conditions:

1. There is a Swiss-European Mobility (Erasmus) agreement between the home university and the University of Bern
2. The teaching activity must be fully integrated into the University of Bern course programme and last between 2 days to maximal 60 days. The minimum 2 days must be consecutive.
3. The teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). For combined mobility (teaching and training), the minimum number of lessons is reduced from 8 to 4. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.
4. Participants must hand in a *Mobility Agreement*, *Grant Agreement*, *Certificate of Attendance* and *Final Report* to UniBE International.

Financial Refund:

Travel costs: Effective costs by receipts (max. 500 CHF) for outward and return trip (one time) in economy class/2nd class. The travel guidelines (traffic light system) of the University of Bern also apply to incoming mobilities. The guidelines can be found under "Leaflets and Forms" on this website.

Daily allowance: CHF 170 per working and travelling day (Day 1-14) resp. CHF 80 (Day 15-60)

Procedure:

1. Applicants discuss and confirm their stay with the host institute at the University of Bern and hand in a *Mobility Agreements* at UniBE International, Ms Cornelia Stuber (cornelia.stuber@int.unibe.ch).
2. Upon approval of the application UniBE International confirms the financing in a *Grant Agreement*. The participant returns the signed *Agreement* to UniBE International **before** the start of the mobility.
3. During the mobility the participant has the dates of the stay confirmed in a *Certificate of Attendance*.
4. After the stay the participant fills in the *Final Report*.
5. Within 4 weeks after the training the participant hands in the following documents at the International Office, Ms Cornelia Stuber (cornelia.stuber@unibe.ch):
 - a. *Final Report*
 - b. *Certificate of Attendance*
 - c. *Receipts of travel expenses*
6. UniBE International transfers the refund to the participant's bank account.

Forms:

The forms *Mobility Agreement*, *Certificate of Attendance* und *Final Report* are available on our website at https://www.unibe.ch/studies/mobility/staff/teaching_staff_exchange/incoming/index_eng.html

Deadlines:

Applications can be handed in anytime and will be treated on a „first come, first serve“ basis.

Questions?

Please contact Ms Cornelia Stuber (cornelia.stuber@unibe.ch), Tel. +41 31 684 34 95

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