

Swiss-European Mobility Programme

Staff Mobility for Teaching Assignments (STA) Outgoing

Teaching staff at the University of Bern have the possibility of taking up a teaching assignment at a SEMP (Erasmus) partner university.

Conditions:

1. There is a Swiss-European Mobility (Erasmus) agreement between the University of Bern and the host university.
2. The teaching activity must be fully integrated into the host university 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 hour 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).
Daily allowance: CHF 170 per working and travelling day (Day 1-14) resp. CHF 80 (Day 15-60)

Important note: The outward journey to the mobility location and the return journey must be booked and settled via the [travel platform](#) in accordance with the traffic light system (Travel Policy) of the University of Bern. This policy also corresponds to the SEMP guidelines: As a rule, the cheapest option of public transport such as train (bus) should be chosen and preferred over flight. Together with the grant agreement (see procedure), you will receive the credit reference number and the institute number, which the participant must provide when booking. Accommodation must not be booked through this credit, as participants will be reimbursed daily allowances (and not the cost of accommodation) after the end of the mobility.

Procedure:

1. Applicants discuss and confirm their stay with the host institution and hand in a *Mobility Agreements* at UniBE International, Ms Cornelia Stuber (cornelia.stuber@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 UniBE International, Ms Cornelia Stuber (cornelia.stuber@unibe.ch):
 - a. *Final Report*
 - b. *Certificate of Attendance*
6. UniBE International transfers the amount of daily allowances to the participant's bank account.

Forms:

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