

Swiss-European Mobility Programme

Staff Mobility for Training (STT) Incoming

Staff Mobility for Training allows short stays to academic and non-academic staff (management, administration and teaching personnel) from European universities for the purposes of further education (e.g. job-shadowing, seminars, workshops) at the University of Bern.

The goal of such a stay is to gain insight into one's own area of operation at another institution, as well as the acquisition of practical skills for professional occupation and development through the exchange of experience and good practices.

The participation at conferences cannot be financed.

Conditions:

1. The training lasts between minimum 2 days, maximum 60 days (without interrupt).
2. A Mobility Agreement is agreed upon before the stay (in accord with the host institution and superiors).
3. 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) 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 hand in a *Mobility Agreement* 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 training the participant has the dates of the stay confirmed in a *Certificate of Attendance*.
4. After the training 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*
 - 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: https://www.unibe.ch/studies/mobility/staff/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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