

Swiss-European Mobility Programme

Staff Mobility for Training (STT) Outgoing

Staff Mobility for Training allows short stays at European institutions (not necessarily universities) to academic and non-academic staff (management, administration and teaching personnel) for the purposes of further education (e.g. job-shadowing, seminars, workshops).

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).
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 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*
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 at https://www.unibe.ch/studies/mobility/staff/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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