

January 2019

## SEMP – Swiss European Mobility Programme (Erasmus) Staff Mobility for Training at the University of Lucerne: Regulations and Procedure

Financial support is **granted to staff (Incoming and Outgoing) of the University of Lucerne**. The Mobility Office decides on participation in the programme and financial grants to be awarded.

### Regulations Staff Mobility

	INCOMING	OUTGOING
<b>Target Group</b>	Academic and technical-administrative staff, who wish to complete a training exchange at a SEMP (Erasmus) partner university or at the University of Lucerne.	
<b>Conditions</b>	1. There exists a written bilateral agreement between the two universities involved in the exchange. 2. The staff member has to write a letter of motivation and a work plan.	
<b>Duration</b>	Minimum 2 days, maximum 2 months.	
<b>Selection Process</b>	The selection process is done by the Mobility Office of the University of Lucerne in consultation with the respective superior. Applications will be checked "sur dossier" and will be prioritised, if necessary.	
<b>Insurance</b>	The staff member is responsible for having full insurance cover (health, accident, personal liability etc.). The range of the personal insurance cover is to be checked by the staff member before the exchange (ask your superior and/ or your insurance).	
<b>Word and/ or Residence Permit</b>	The permits will be obtained by the Human Resources dept. of the University of Lucerne.	The staff member is responsible for obtaining the necessary permits in the host country.
<b>Failure to Appear for the Exchange</b>	If an exchange has to be called off or delayed due to illness (including pregnancy/ maternity), accident or other unpredictable event, the responsible departments of the respective home university decide on the continuation or the postponement of the exchange. Any expenses incurred by postponement or cancellation of the exchange have to be borne by the respective home university.	

<p><b>Allowances</b></p>	<p>The purpose of use of the granted allowances is described in the commitment agreement and comprises the following:</p> <ol style="list-style-type: none"> <li>1. Accommodation Allowances (lump sum) The accommodation costs comprise housing, meals, travel expenses on site, telecommunication costs (incl. internet), insurances and other small expenses. The Swiss State Secretariat for Education, Research and Innovation (SERI) has determined the mobility grant amount for each European country. A detailed list of the allowance rates per host country is available at the Mobility Office.</li> <li>2. Travel Expenses The effective travel costs will be reimbursed by submitting the receipts.</li> </ol>	
<p><b>Payment</b></p>	<p>No participant is entitled to a cost-effective reimbursement of expenses or the payment of the maximum sum. All payments will only be effectuated after the exchange. According to your preference stated in the commitment agreement, the disbursement will be made in Swiss Francs (CHF) and transferred to the bank account.</p>	<p>No participant is entitled to a cost-effective reimbursement of expenses or the payment of the maximum sum. All payments will only be effectuated after the exchange. According to your preference stated in the commitment agreement, the disbursement will be paid out to your payroll account in Swiss Francs (CHF).</p>

## Procedure Staff Mobility

	INCOMING	OUTGOING
<b>Application</b>	Complete application form and the „Work Plan“. Please take note that both forms are only complete with original signatures.	
<b>Application Deadline</b>	<ul style="list-style-type: none"> <li>▪ Applications are dealt with on a rolling basis and are dependant on free capacity and sufficient funds. Please contact the Mobility Office of the University of Lucerne to check whether there are funds still available.</li> <li>▪ Please forward the signed application (original) and the signed “Work Plan” (original) to: <i>Mobility Office, Frohburgstrasse 3, P.O. Box 4466, CH-6002 Lucerne (it is recommended that you make copies of all documents).</i></li> <li>▪ Applications cannot be adjourned to the following year, i.e. a new application has to be filed.</li> </ul>	
<b>Confirmation of Participation</b>	<ul style="list-style-type: none"> <li>▪ The Mobility Office issues a confirmation of participation in the program and the commitment agreement.</li> <li>▪ The Mobility Office sends a copy of the confirmation to the partner university, to the respective department and Human Resources of the University of Lucerne.</li> </ul>	
<b>Final Report</b>	<ul style="list-style-type: none"> <li>▪ Complete the final report</li> <li>▪ After the exchange, the final report is to be filed and submitted to the Mobility Office.</li> </ul>	
<b>Reimbursement of Expenses</b>	<ul style="list-style-type: none"> <li>▪ After the exchange, the accommodation allowances (lump sum) and the effective travel expenses will be transferred to the indicated bank account. Apart from the effective travel expenses, no other expenses will be reimbursed.</li> <li>▪ There will be no final billing (if problems do occur, the teaching staff member will be contacted).</li> </ul>	
<b>Closure</b>	All documents will be filed within the Human Resources dept.	