Swiss-European Mobility Programme – Staff with special needs

**Application for a special supplement**

Staff mobility – teaching assignments and training

Please send the completed form and all enclosures electronically to [erasmus@movetia.ch](mailto:erasmus@movetia.ch), no later than two months before you begin your stay abroad.

**Applicant institution**

Higher education institution:

Department:

Coordinator:

e-mail:

Telephone:

I hereby confirm that the information given on the form is truthful, and that the host institute of higher education is making the necessary preparations to enable the stay abroad to be conducted.

Signature of coordinator:

Place, date:

**Lecturers / higher education staff**

Staff mobility for teaching assignments (STA)

Staff mobility for training (STT)

Last name:

First name:

Higher education institution:

Address:

e-mail:

Telephone:

Host higher education institution:

STA course / STT area of activity::

Duration of stay (dd-mm-yyyy) : from       to

I hereby confirm that the information provided on this form and in the enclosed documents is truthful.

Signature of student:

Place, date:

1. **Please describe your special needs**

Please enclose a separate description of no more than one A4 page, including the following content:

* Nature of impairment?
* Effects on mobility?
* Do you need occasional or constant care?
* What medical care do you need?
* Do you need specific teaching materials?

1. **Total additional amount required**

Please enclose a detailed schedule of the necessary additional costs on a separate sheet. Please determine all costs in advance. Movetia is not able to reimburse any costs that are listed subsequently. It may also refuse to pay the full amount of costs that are disproportionately high.

Amount of the special supplement required for the full duration of the stay: CHF

1. **Do you receive financial support other than this mobility supplement?**

If so, please state from whom and what amount: CHF      .

Will this contribution will be reduced during your stay abroad? If so, what effects will this have on your stay?

1. **Enclosures**

* A medical certificate from a specialist or GP (original, no older than six months)
* Confirmation of acceptance from the host institute of higher education
* Description of special needs
* Schedule of costs
* Confirmation of the need for support, from the contact for students and staff with disabilities at the higher education institution

   