

## Information sheet for International Relations Offices

Students, lecturers and higher education institution staff with special needs can apply for supplementary financial support to cover the additional costs that are incurred during the stay abroad because of a disability or documented health problems (physical or mental). "Additional costs" refer to comparisons with the situation at the home institution of higher education and with the costs that are incurred for a stay abroad for students, lecturers or higher education institution staff who do not have special needs.

### Application

The application for the special supplement is submitted by the Swiss International Relations Office of the higher education institution. It comprises:

- The application form
- A brief description of the special needs
- A medical certificate attesting to the type of disability or health problem, the date of diagnosis (if relevant) and the stable or progressive nature of the health condition (if relevant). It should also include, if possible, information on the impact on studies and daily life, and recommendations on the support/the measures to be taken during the mobility stay. The certificate must be valid or confirmed to be still current. It is issued by the specialist doctor or the family doctor.
- A detailed budget of the expected additional costs. It is important to establish a budget that is as complete as possible, based on price quotes, or, when quotes cannot be provided, on a realistic estimate of the costs to be expected. Expenses that are not included in the budget cannot be reimbursed at the end of the stay. If the costs announced in the budget seem disproportionate, Movetia can proceed to modify the budget.
- Confirmation of acceptance from the host institution (or the signed Learning Agreement/the Mobility Agreement approved by all parties)

The application, with all of its enclosures, must be submitted by the Swiss higher education institution electronically (Word and pdf formats) to Movetia as early as possible ahead of the planned mobility, and in all cases before the beginning of the stay. The higher education institution confirms with its signature that the application is complete and correct.

Movetia will notify the higher education institution within 30 days of whether or not the application has been successful. If the decision is positive, the higher education institution will receive an additional agreement concerning the amount of the special supplement.

### Contractual arrangement

The level of the supplement will be agreed in an additional contract (amendment) to the grant agreement for the mobility action.

### Payment of special supplement

80% of the approved special supplement will be paid by Movetia to the higher education institution no later than 30 days after signature of the additional contract. The final amount will be determined by the final settlement at the end of the stay.

### Once the stay has been completed

At the latest 60 days after the end of the stay, the higher education institution must submit the following documents to Movetia:

- Schedule of costs, using the "Declaration of actual costs" form. Only the costs listed in the application can be paid for.
- The original supporting documents/receipts must be kept by the higher education institution. Movetia reserves the right to check the supporting documents.

The underlying grant agreement defines the modalities for the payment of the second part of the funding.

### Forms and documents

- SMS/SMT application form or STA/STT application form
- Declaration of actual costs

Further information:

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