Swiss-European Mobility Programme – Student Mobility for Studies

Declaration of Honour

between

[name of Swiss institution in charge of the mobility]

[official address]

and

[first and last name of student]

[private address]

Both parties agree that the following documents:

* Learning Agreement for Studies or Study Plan
* Final Report
* Certificate of Attendance

are an integral part of this declaration.

Details of student (“Beneficiary”[[1]](#footnote-1))

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank details:**

Bank (or state “postal account”): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number (bank or postal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the name of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of study period

Host institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective start of study courses – without introductory events/days – (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective end of study courses – without exam session – (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept the grant in the amount of **CHF** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [[2]](#footnote-2),

which will be provided to me by the Swiss Confederation represented by the State Secretariat for Education, Research and Innovation (SERI) and the agency Movetia via the Swiss institution in charge of the mobility and undertake to:

* only use the funding to cover the travel, living expenses and language preparation costs I incur in connection with the planned study trip abroad,
* agree the enclosed programme of study (**Learning Agreement for Studies** (or **Study Plan** for worldwide mobility)) with my home and host universities before the start of the mobility. I am also aware that any changes to the programme of study originally agreed must be documented in an updated “Learning Agreement for Studies” (or Study Plan for worldwide mobility),
* provide my home institution with a **Certificate of Attendance** confirming completion of the study programme and the exact dates of the stay. This certificate should be issued at the end of the stay abroad,
* write a report about studying at the host institution (F**inal Report**) using the enclosed template,
* repay part or all of the grant if I do not start the stay abroad or return early, or if I breach the obligations stated in this declaration.

A pre-financing payment shall be made by the Swiss institution to the student representing \_\_\_\_\_\_ % [between 70% and 100%] of the grant stated above:

* within 30 calendar days of signing this agreement
* [or] shortly before the start or the start date of the mobility period [or upon receipt of confirmation of arrival at the host institution by the Beneficiary].

Should the Beneficiary fail to provide the supporting documents in time, according to the home institution’s timeline, a later payment of the pre-financing can be accepted in exceptional cases.

If the payment is lower than 100% of the maximum grant amount, the Swiss institution shall make the balance payment:

[either/or]

* following the submission of the student’s Final Report which can be considered as the beneficiary’s request for payment
* shortly before the end of the mobility period.

**Green Travel Top-Up for more environmentally-friendly travel**

I wish to obtain additional funding: Yes [ ]  No [ ]

If I tick the “Yes” box, I accept the financial incentive of CHF 100 and I undertake to:

* use this sum to subsidise a means of transport causing lower CO2 emissions than the airplane for my return trip (to travel to my host country and return to my country of origin),
* present proof of purchase of the travel ticket(s),
* return all or part of the aid if I do not carry out my stay abroad, if I interrupt it or if I breach the obligations indicated here.

The flat rate of CHF 100 is paid in accordance with the rules set out by the Swiss institution responsible for the mobility.

The Beneficiary notes that the institution will process his/her personal data and the data generated during the stay abroad for mobility purposes. The Beneficiary gives his/her consent for the institutions to exchange these data where necessary. In addition, he/she acknowledges that the institution is required to forward the aforementioned data to the Swiss National Agency Movetia, to ensure proper implementation of the Swiss-European Mobility Programme SEMP. Movetia is mandated by the Swiss government to implement the SEMP.

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Beneficiary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This document uses gender-neutral language. [↑](#footnote-ref-1)
2. The duration of the study courses determines the grant amount. A grant can be paid, provided that the Beneficiary physically moves from the home institution to the host institution abroad. In the case of “blended mobility” (i.e. where part of the semester takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are awarded in the case of virtual-only mobility. [↑](#footnote-ref-2)