

# SOP-Online application

(ERASMUS+ 2017/2018)



http://semmelweis.hu/erasmus/english/outgoing/



## Európai Programiroda

Semmelweis Egyetem

Keresés

ezen a honlapon  teljes SE

2016. dec. 20. 15:22, kedd

### English

▶ Incoming Students

▶ **Outgoing Students**

How to organise your study, if you win the Erasmus+

How to organise your trainee, if you win the Erasmus+

Contacts

ERASMUS Student Network (ESN)

### Semmelweis Hírek

- ▶ Millárdos működési támogatást nyert el a Klinikai Központ
- ▶ 37 nyertes projekt, több mint 14 milliárd forint – sikeres pályázati évet zárt az egyetem
- ▶ Dr. Pacher Pál, a Farmakológiai és Farmakoterápiás Intézet tudományos tanácsadója is felkerült a legtovább idézett kutatók listájára
- ▶ Beszámoló a Szenátus decemberi üléséről
- ▶ A depresszióhoz vezető gondolkodásmódot befolyásoló gént azonosítottak a NAP program keretében

Nyitólap » English » Outgoing Students

Betűméret: A A A

## Outgoing Students

Erasmus+ is the new EU programme for Education, Training, Youth and Sport for 2014-2020, starting in January 2015. **Please find all the necessary information at the links below.**

[Application notice and guide](#)

[Points system](#)

[Help guide with the SOP online application](#)

[Szerkesztés](#)



## Application for a student exchange

All fields marked with a (\*) must be filled in.

### Application details

Type of applicant	<input type="radio"/> Incomings	<input checked="" type="radio"/> Outgoings	*
Type of person	<input checked="" type="radio"/> Students	<input type="radio"/> Teachers	*
Exchange Programme	Erasmus (SMS)	▼	* ⓘ
Academic year	2014/2015	▼	* ⓘ
Semester	<-- Please select -->	▼	*

### Personal data

Neptun code	<input type="text"/>	* ⓘ	
Last name	<input type="text"/>	*	
First name	<input type="text"/>	*	
Gender	<input type="radio"/> Male	<input type="radio"/> Female	*
Date of birth (dd.mm.yyyy)	<input type="text"/>	*	
Country of birth	<-- Please select -->	▼	*
Place of birth	<input type="text"/>	*	
Mother's maiden name / last; first name	<input type="text"/>	*	
Nationality	<-- Please select -->	▼	*
E-mail address	<input type="text"/>	* ⓘ	
Same E-Mail-address for check	<input type="text"/>	*	


### Data concerning contact person in case of emergency

Last name of contact person	<input type="text"/>	*
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# Application Form

- Exchange Programme: you have to check what is written here
  - SMS: Student Mobility for Studies (You can apply for the 4th, 5th year)
  - SMP: Student Mobility Placement (You can apply for the 6th year)
- Number of academic years so far: in which you are studying **now**
- Level of Study: just choose one of them
- Planned country of host institution: PLANNED, it is information for us
  - The final decision will be registered by us after the distribution meeting
  - If you don't find the University what you would like to choose however it is in the table of Scholarship spots 2017/2018, please write us
  - If you apply for trainee programme (SMP) just choose one. It does not matter which one

# Application Form

- Send application  You will receive an email. In the end of email you find a link to register.

**Step 1 of 2 - Input Registration number**

First you have to enter your registration code and your matriculation number. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Registration number  \*

Neptun code

- After you give your password, you will receive a new email. During this time you can log in.
- You have to finish this step until 10th of February, 2017.

# Your Workflow

- MOBILITY-ONLINE
- My Application Data
- My Settings

SOP  
SOP  
SOP

## Show application work-flow

Below is your workflow - this is a list of tasks which must be completed, before, during and by the end of your exchange period. All tasks are shown in the correct order and will be checked off, as and when they have been completed. Where you need to complete a task, this can be done by clicking the link on the right side of the screen.

### Personal details

Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014

Last name	Seres	Study field	Medicine
First name	Nóra	Host country	Austria
Date of birth	29.12.1987	Host institution	MEDIZINISCHE UNIVERSITÄT GRAZ
Home country	Hungary	Stay from	20.01.2014
Home institution	Semmelweis University	Stay until	20.01.2014

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Display/Edit Application Data</a>
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	
Personal data completed	<input type="checkbox"/>			<a href="#">Complete personal data</a>
Application formally checked	<input type="checkbox"/>			
Scientific and educational activities completed	<input type="checkbox"/>			
Certificate of scientific educational activity uploaded	<input type="checkbox"/>			
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			

# Next steps

Semmelweis Egyetem
MOBILITY-ONLINE

Reload Application Workflow | Help | Logout
Nóra Seres
English

MOBILITY-ONLINE

- + My Application Data
- + My Settings

Show application work-flow

Below is your workflow - this is a list of tasks which must be completed, before, during and by the end of your exchange period. All tasks are shown in the correct order and will be checked off, as and when they have been completed. Where you need to complete a task, this can be done by clicking the link on the right side of the screen.

**Personal details** Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014

Last name: Seres	Study field: Medicine
First name: Nóra	Host country: Austria
Date of birth: 29.12.1987	Host institution: MEDIZINISCHE UNIVERSITÄT GRAZ
Home country: Hungary	Stay from: 20.01.2014
Home institution: Semmelweis University	Stay until: 20.01.2014

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	<a href="#">Display/Edit Application Data</a>
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Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	
Personal data completed	<input type="checkbox"/>			<a href="#">Complete personal data</a>
Application formally checked	<input type="checkbox"/>			
Scientific and educational activities completed	<input type="checkbox"/>			
Certificate of scientific educational activity uploaded	<input type="checkbox"/>			
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			

SOP



- When you complete your personal data, please write us an email about it. We have to check your application form. If everything is okay, we will allow you to continue your application.
- Scientific and educational activities
  - You can upload the certificates, after you finish the questionnaire.
  - Please name the uploaded documents (for example German language certificate, extra working hours)
  - We can give points only those activities what you are doing at the Semmewleis Universty.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Display/Edit Application Data</a>
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	
Personal data completed	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Complete personal data</a>
Application formally checked	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Katalin F.Tóth</a>	
Scientific and educational activities completed	<input type="checkbox"/>			<a href="#">Complete Scientific and educational activities</a>
Certificate of scientific educational activity uploaded	<input type="checkbox"/>			
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			

25%



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*(Pages can also be changed by clicking on the page numbers)*

### Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)








#### Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)

- Tudományos Diákköri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum  Igen/Yes  Nem/No
- Helyi TDK 1 / Local URS /TDK Presentation 1  Igen/Yes  Nem/No
- OTDK / National URS /TDK Presentation  Igen/Yes  Nem/No
- Rektori pályamunka (1) / Rector's competition (1)  Igen/Yes  Nem/No
- I. helyezésre javasolt rektori pályamunka / Rector's competition offerd for first place  Igen/Yes  Nem/No
- Tudományos közlemény / Scientific articles  Igen/Yes  Nem/No
- Tudományos közlemény / Scientific articles  Igen/Yes  Nem/No
- Nemzetközi tudományos - (nem diákköri/hallgatói) konferencián előadás, poszter (1) / Presentation or poster on an International Scientific conference (1)  Igen/Yes  Nem/No

# TOKT

- We can accept only those points to what you upload the certificates
- When you finish it, click to Save, and go back to the „Reload application workflow”

Personal details		Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014	
Last name	Seres	Study field	Medicine
First name	Nóra	Host country	Austria
Date of birth	29.12.1987	Host institution	MEDIZINISCHE UNIVERSITÄT GRAZ
Home country	Hungary	Stay from	20.01.2014
Home institution	Semmelweis University	Stay until	20.01.2014

Necessary steps	Done	Done on	Done by	Direct access via following link
 Online-Application	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Display/Edit Application Data</a>
 Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
 Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	<a href="#">Nóra Seres</a>	
 Personal data completed	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Complete personal data</a>
 Application formally checked	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Katalin F.Tóth</a>	
 Scientific and educational activities completed	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Nóra Seres</a>	<a href="#">Complete Scientific and educational activities</a>
 Certificate of scientific educational activity uploaded	<input type="checkbox"/>			<a href="#">Upload the certificate of scientific educat. activity</a>
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			

- Now you can upload the documents.

Reload Application Workflow | Help | Logout Nóra Seres | English

MOBILITY-ONLINE

- My Application Data
- My Settings

Insert

Upload name: Upload scientific education

Owner: Seres, Nóra

File: Fájlf kiválasztása | HU BUDAPE... 006.jpg

Cancel Create

# New uploaded documents

Is Egyetem MOBILITY-ONLINE

help | Logout Nóra Seres | English

Display all ?

Icon	Upload name	Owner	Filename	Description	Created by	Created
	Upload scientific education	Seres - Nóra	HU BUDAPE508 I BOLOGNA01 med 006.jpg		norci26	Jan

- After you upload one document, you should click again to the „upload the certificate of scientific..” in „Reload the application workflow”
  - Small icon in the edge (See previous slide)
- When you upload all certificates, you need to click the „Do you have upload all asked certificate?”, and pipe the check box



- MOBILITY-ONLINE
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**Application workflow**

**Applicant details**

Last name	Seressss	Degree Programme	Medicine - AOK
First name	Seressss	Planned country of host instituion (1. choice)	Denmark
Date of birth (dd.mm.yyyy)	29/12/1987	Planned host institution (1. choice)	ARHUS01 - AARHUS UNIVERSITET
Country of the home institution	Hungary	Planned stay from (1. choice)	16/12/2016
Home institution	BUDAPES08 - Semmelweis University	Planned stay to (1. choice)	31/12/2016

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	<a href="#">Display/Edit Application Data</a>
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.12.2016	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	
Personal data completed	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	<a href="#">Complete personal data</a>
Application formally checked	<input checked="" type="checkbox"/>	20.12.2016	Katalin F.Tóth	
Scientific and educational activities completed	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	<a href="#">Complete Scientific and educational activities</a>
Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	<a href="#">Upload the certificate of scientific educat. activity</a>
All certificate of scientific educational activities are uploaded by student	<input type="checkbox"/>			<a href="#">Do You upload all asked certificate?</a>
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Application Form uploaded	<input type="checkbox"/>			

- Click to „Create”
- We won't check your uploaded documents, if you upload them 1 day before the deadline. We will check only later.

- You will receive a new email.
- You have to print out the Application Form („Print application form”), and you have to sign it. You have to scanned it and upload the scanned version.
- You have to bring the original Application Form until 22nd of February, 2017, 12:00 (end of our office hours). We can not accept that application what you bring us later than this time.

	Application formally checked	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Katalin F. Tóth</a>	
	Scientific and educational activities completed	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Nóra Seres</a>	▶ <a href="#">Complete Scientific and educational activities</a>
	Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Nóra Seres</a>	▶ <a href="#">Upload the certificate of scientific educat. activity</a>
	Scientific and educational activities checked by the coordinator	<input checked="" type="checkbox"/>	21.01.2014	<a href="#">Katalin F. Tóth</a>	
	Application Form printed	<input type="checkbox"/>			▶ <a href="#">Print Application Form</a>
	Application Form uploaded	<input type="checkbox"/>			