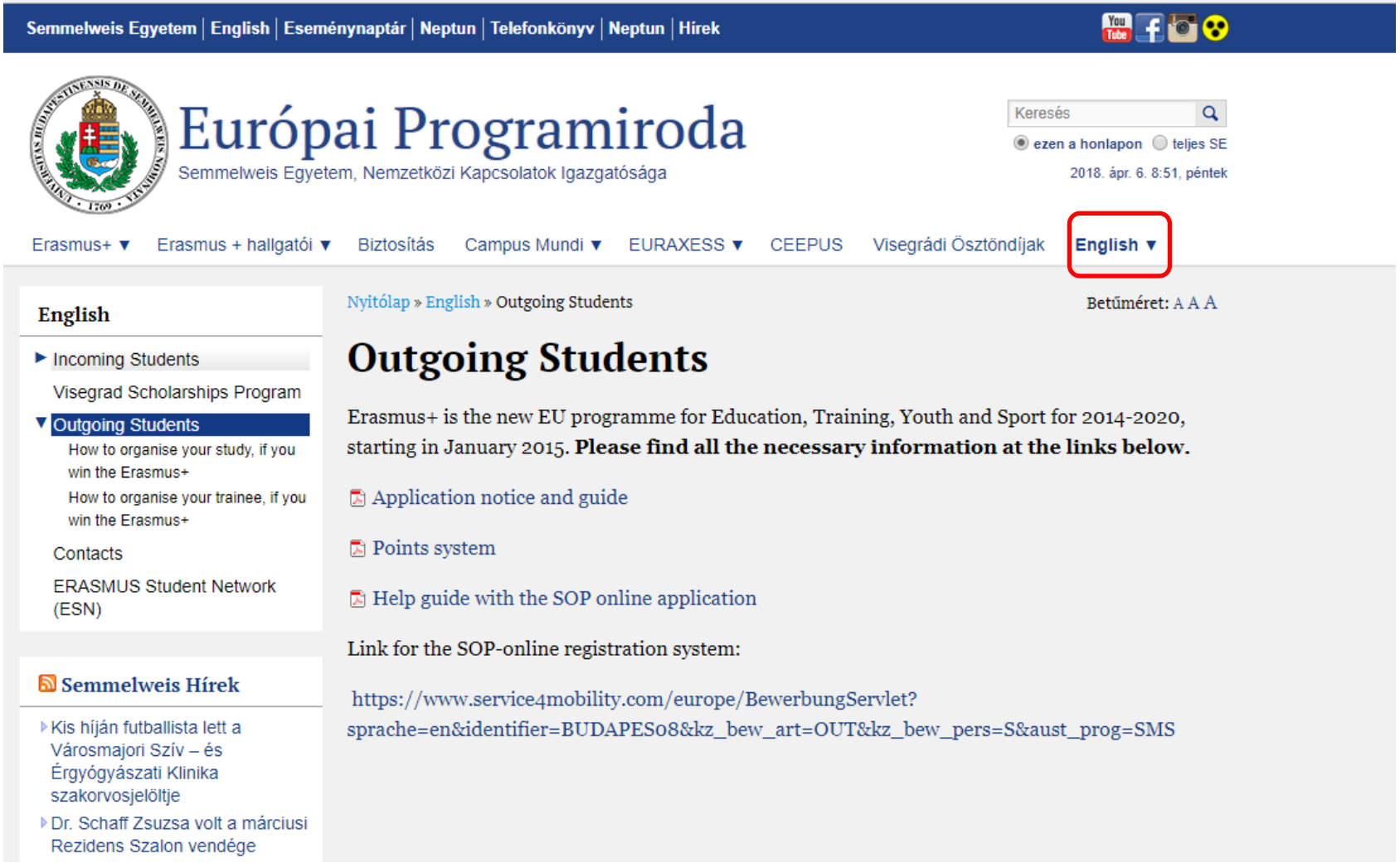
SOP-Online application

(ERASMUS+ 2018/2019)

MOBILITY-ONLINE

SOP | software | organisation | projektmanagement

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



Online application for exchange students

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

Application details

Type of applicant	○ Incomings ◉ Outgoings *
Type of person	◉ Students ○ Teachers *
Exchange Programme	Erasmus (SMP) *
Exchange Programme SMP	◉ szakmai gyakorlat ○ diploma utáni szakmai gyakorlat ○ mindkettő *
Academic year	2018/2019 *
	Help guide in http://semmelweis.hu/erasmus/erasmus/hallgatoi-mobilitas/gyik-a-palyazat-benyujtasahoz/ *Help guide in English: http://semmelweis.hu/english/education/erasmus/outgoing/*
Semester	<-- Please select --> *

Personal data

Neptun code	*
Last name	*
First name	*
Gender	○ Male ○ Female *
Date of birth (dd.mm.yyyy)	*
Country of birth	<-- Please select --> *

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 studing **now**
- Level of Study: just choose one of them
- Planned country of host institution: PLANNED, it is information for us
  - The final decesion 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 2018/2019, 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.

MOBILITY-ONLINE

Online registration for Mobility-Online (Erasmus (SMS))

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.

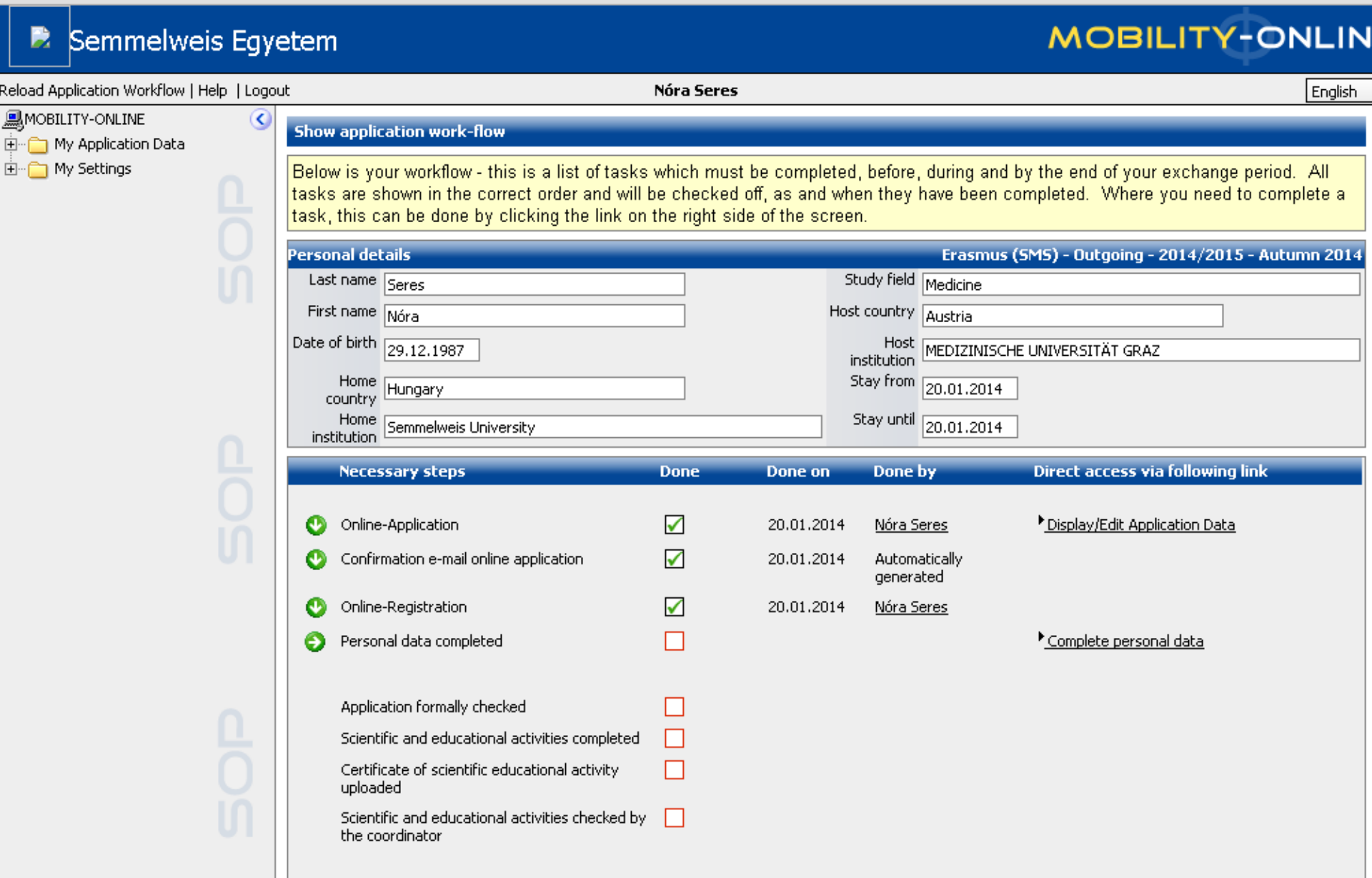
Please confirm your entries and press the button **[Continue]**

Registration number	1360780875 *
Neptun code	

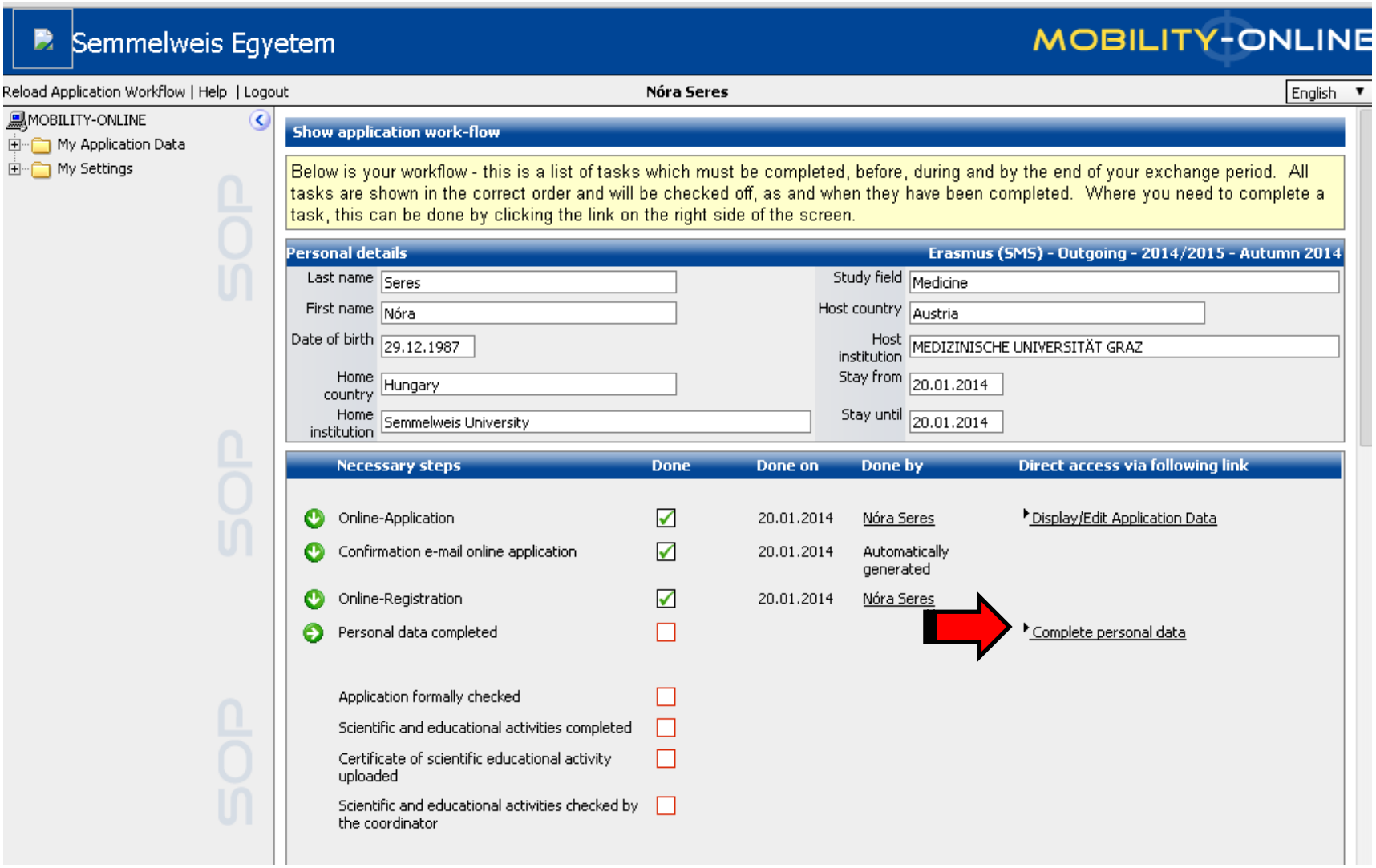
Cancel Continue

- After you give your password, you will receive a new email. During this time you can log in.

Your Workflow



Next steps



- You have to finish this step until 13th of April, 2018.

- 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 questionary.
  - Please name the uploaded documtents (for example German language certificate, extra working hours)
  - We can give points only those activities what you are doing at the Semmewleis Universty.

Home institution: Semmelweis University | Stay until: 20.01.2014

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

25%

0% 1 2 3 4 100%

Page 1 from 4

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

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

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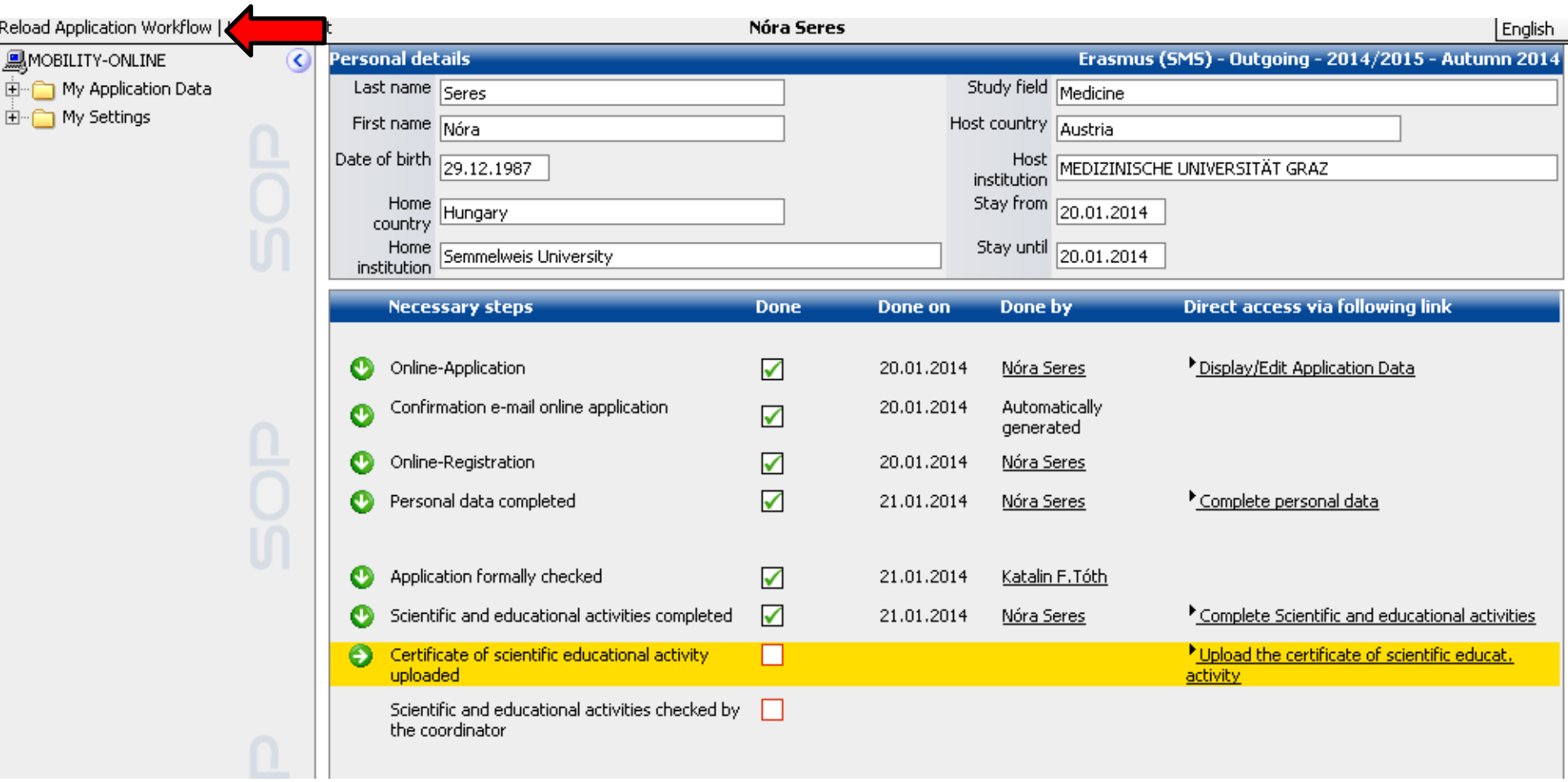
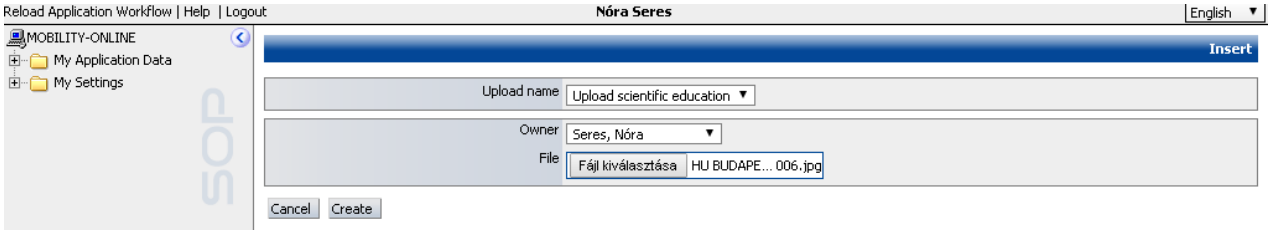
Tudományos Diákköri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum	○ Igen/Yes	◉ Nem/No
Helyi TDK 1 / Local URS /TDK Presentation 1	○ Igen/Yes	◉ Nem/No
OTDK / National URS /TDK Presentation	○ Igen/Yes	◉ Nem/No
Rektori pályamunka (1) / 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

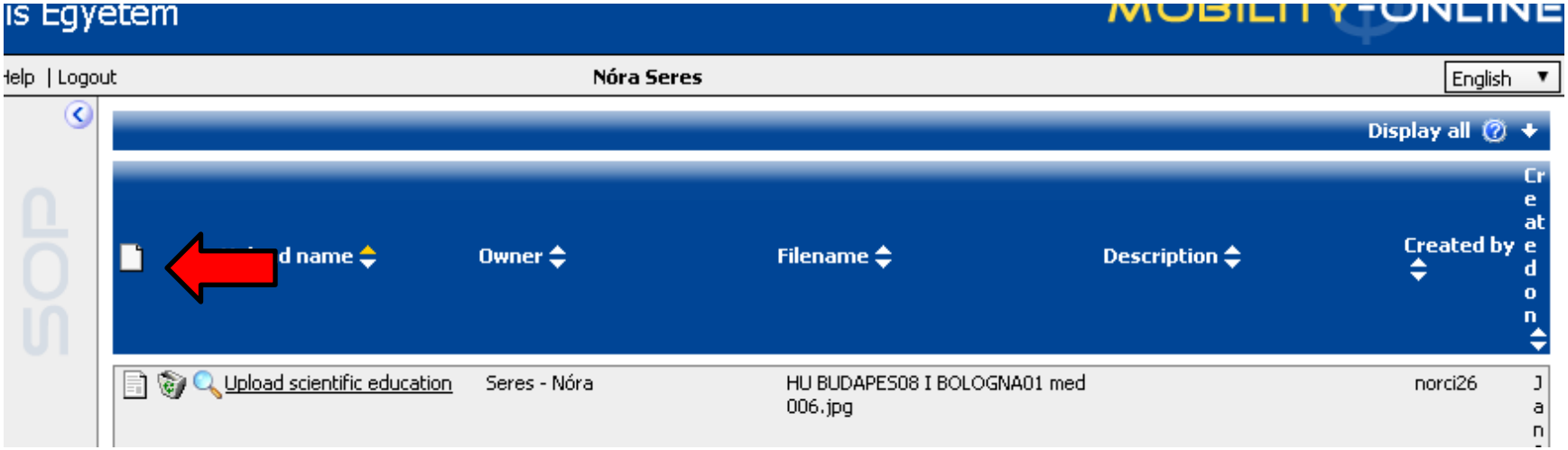
- We can accept only those points to what you upload the certificates
- When you finish it, click to Save, and go back to the „Reload application workflow”



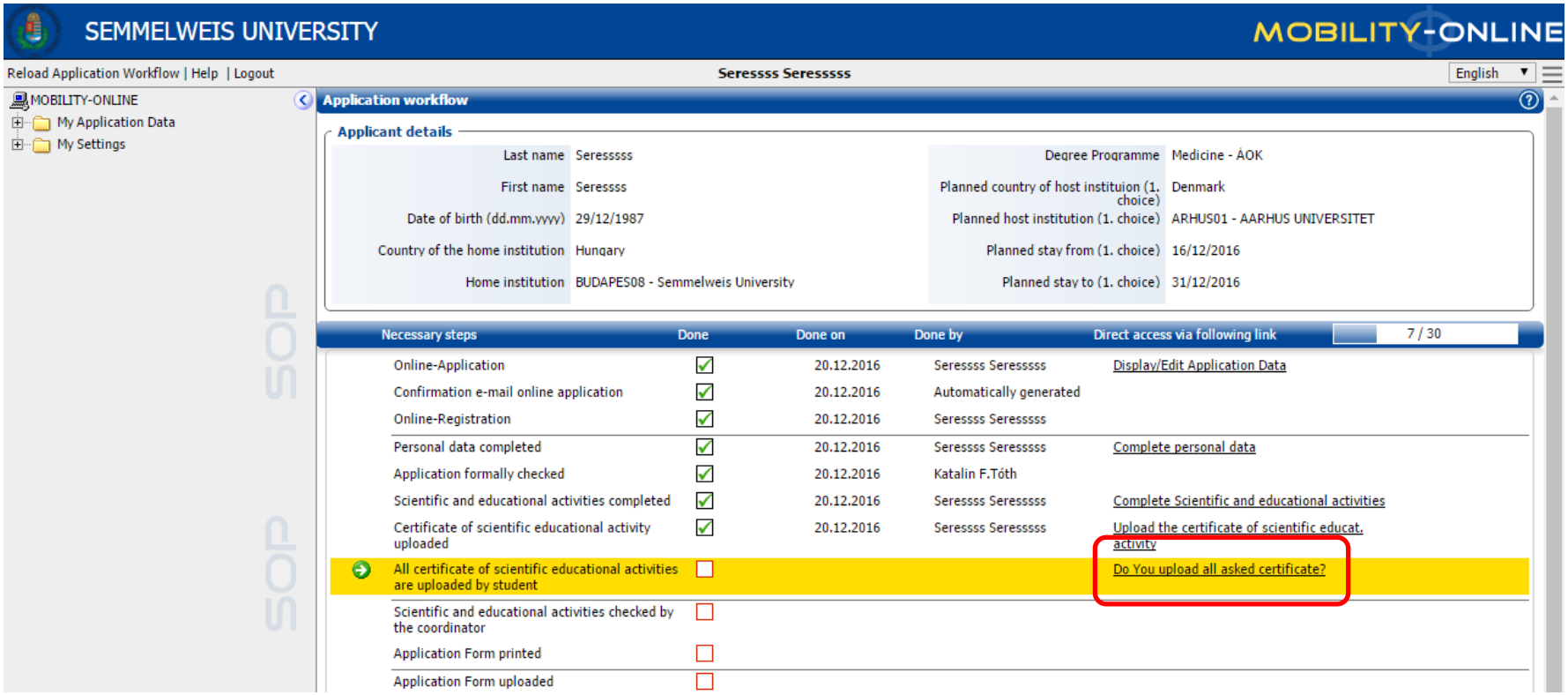
- Now you can upload the documents.



New uploaded documents



- 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



- 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 2nd of May, 2018, 12:00 (end of our office hours). We can not accept that application what you bring us later than this time.