

SOP-Online Application Guide

(ERASMUS+ 2020/2021)



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



Nemzetközi Mobilitási Iroda

SEMMELWEIS EGYETEM, NEMZETKÖZI KAPCSOLATOK IGAZGATÓSÁGA

mit keres? |

ERASMUS+ > ERASMUS + HALLGATÓI > BIZTOSÍTÁS > CAMPUS MUNDI > EURAXESS > CEEPUS > VISEGRÁDI ÖSZTÖNDÍJAK > ENGLISH >

Nyitólap / English /

OUTGOING STUDENTS

English

- ▼ Incoming Students
 - Faculty of Dentistry, Medicine and Pharmacy
 - Trainee program
- Visegrad Scholarships Program
- ▼ **Outgoing Students**
 - How to organise your study, if you win the Erasmus+
 - How to organise your trainee, if you win the Erasmus+
 - FREQUENTLY ASKED QUESTIONS REGARDING THE 6th YEAR
- Contacts
- ERASMUS Student Network (ESN)

F. Tóth Katalin

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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 to students to apply for 4th or 5th year – 2020/2021](#)

[Application notice and guide to students to apply for 6th year](#)

[Points system](#)

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

Our new address: 1089 Budapest, Nagyvárad tér 4. DiákCentrum.

Link for the SOP-online registration system:

https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPES08&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMS

Useful information:

The citizens of EEA (the citizens of Member States of the European Union – other than Hungarian citizens – and citizens of any State that is a party to the Agreement on the European Economic Area – citizens of the European Union, Switzerland, Norway, Iceland and Liechtenstein) need only the [registration certificate/form](#) for the Erasmus application.

Online application for exchange students



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 (SMP) *
Exchange Programme SMP	<input checked="" type="radio"/> szakmai gyakorlat <input type="radio"/> diploma utáni szakmai gyakorlat <input type="radio"/> mindkettő *
Academic year	2018/2019 *
Semester	<-- Please select --> *

*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/>*

Personal data

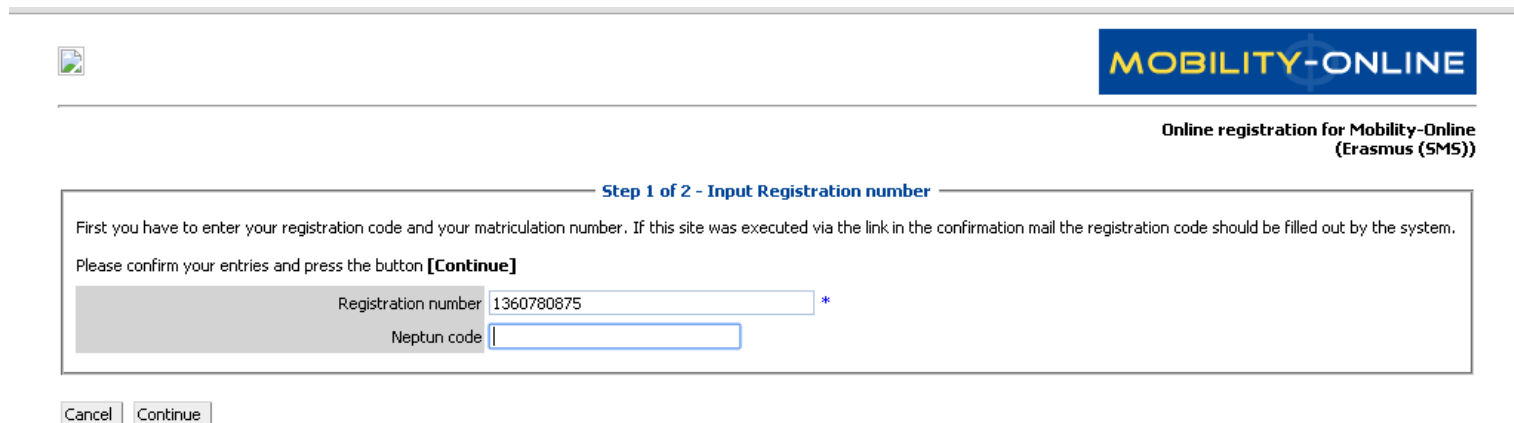
Neptun code	<input type="text"/> *
Last name	<input type="text"/> *
First name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Country of birth	<-- Please select --> *

Application Form

- Exchange Programme: please 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 only preliminary information for us, you can change your mind about it
 - The final decision will be registered by us after the distribution meeting
 - In case you cannot find the University that you would like to choose in the table of Scholarship spots 2020/2021, please contact us via e-mail at: erasmus@semmelweis-univ.hu
 - If you apply for trainee programme (SMP) just choose one. It does not matter which one

Application Form


- After sending your application, you will receive an email. Please check the end of that email as you will find a link to register.




The screenshot shows the 'MOBILITY-ONLINE' logo in the top right corner. Below it, the text reads 'Online registration for Mobility-Online (Erasmus (SMS))'. The main content area is titled 'Step 1 of 2 - Input Registration number'. It contains the following text: '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]'. There are two input fields: 'Registration number' with the value '1360780875' and a blue asterisk, and 'Neptun code' which is empty. At the bottom left, there are 'Cancel' and 'Continue' buttons.

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

Your Workflow

MOBILITY-ONLINE

Semmelweis Egyetem

MOBILITY-ONLINE

My Application Data

My Settings

Reload Application Workflow | Help | Logout

Nóra Seres

English

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	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	
Personal data completed	<input type="checkbox"/>			Complete personal data
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"/>			

Personal Data

- When you have completed your **personal data**, please write us an email. We have to check your application form. If we find everything 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 (e.g.: German language certificate, extra working hours)
 - We can give points only to those activities that you are doing at Semmelweis University.

Scientific and educational activities

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

25%



Page 1 from 4

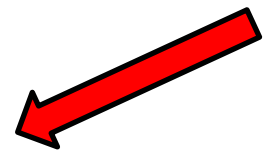
(Pages can also be changed by clicking on the page numbers)

Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)	
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	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Helyi TDK 1 / Local URS /TDK Presentation 1	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
OTDK / National URS /TDK Presentation	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Rektori pályamunka (1) / Rector's competition (1)	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
I. helyezésre javasolt rektori pályamunka / Rector's competition offered for first place	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Tudományos közlemény / Scientific articles	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Tudományos közlemény / Scientific articles	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Nemzetközi tudományos - (nem diákköri/hallgatói) konferencián előadás, poszter (1) / Presentation or poster on an International Scientific conference (1)	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No

TOKT

- We can only give points to those activities that are proved by uploaded certificates
- When you finish it, click to Save, and go back to the „Reload application workflow”

Reload Application Workflow



Help | Logout

Nóra Seres

English

- MOBILITY ONLINE
- My Application Data
- My Settings

SOP

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

Last name	<input type="text" value="Seres"/>	Study field	<input type="text" value="Medicine"/>
First name	<input type="text" value="Nóra"/>	Host country	<input type="text" value="Austria"/>
Date of birth	<input type="text" value="29.12.1987"/>	Host institution	<input type="text" value="MEDIZINISCHE UNIVERSITÄT GRAZ"/>
Home country	<input type="text" value="Hungary"/>	Stay from	<input type="text" value="20.01.2014"/>
Home institution	<input type="text" value="Semmelweis University"/>	Stay until	<input type="text" value="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	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	
Personal data completed	<input checked="" type="checkbox"/>	21.01.2014	Nóra Seres	Complete personal data
Application formally checked	<input checked="" type="checkbox"/>	21.01.2014	Katalin F.Tóth	
Scientific and educational activities completed	<input checked="" type="checkbox"/>	21.01.2014	Nóra Seres	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	<input type="checkbox"/>			Upload the certificate of scientific educat. activity
Scientific and educational activities checked by the coordinator	<input type="checkbox"/>			

- At this stage, you can upload the documents

Reload Application Workflow | Help | Logout Nóra Seres | English ▾

MOBILITY-ONLINE Insert

My Application Data
My Settings

SOP

Upload name: Upload scientific education ▾

Owner: Seres, Nóra ▾

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

Cancel Create

New uploaded documents

Is Egyetem MOBILITY-ONLINE

help | Logout Nóra Seres | English ▾

SOP

Display all ? ▾

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

Uploaded documents

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

SEMMELWEIS UNIVERSITY MOBILITY-ONLINE

Reload Application Workflow | Help | Logout Seressss Seresssss English

MOBILITY-ONLINE

- My Application Data
- My Settings

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 Seresssss	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.12.2016	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seresssss	
Personal data completed	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seresssss	Complete personal data
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 Seresssss	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seresssss	Upload the certificate of scientific educat. activity
All certificate of scientific educational activities are uploaded by student	<input type="checkbox"/>			Do You upload all asked certificate?
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 will not check your uploaded documents, if you upload them 1 day before the deadline. We will check them 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 scan it and upload the scanned version as well.
- You have to **bring the original Application Form** until **19th of February, 2020, 12:00** (end of our office hours). Please note that we cannot accept any applications brought to us by later date

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

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English

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