SOP-Online application Guide
(ERASMUS+ 2020/2021)
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

New application deadline for SMP:

- 1st of May, 2017: finish the Online System
- 2nd of May, 2017 12:00: bring us the printed application form and (if you have) the letter of acceptance to our Office

Link for the SOP-online registration system:
https://www.service.4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPE508&ksz_bew_art=OUT&ksz_bew_per=5&aust_prog=SMS
Application for a student exchange

All fields marked with (*) must be completed.

**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, minősítő
- **Academic year**: 2020/2021
- **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
- **Place of birth**: *
- **Mother's maiden name / last, first name**: *
- **Nationality**: Please select
- **E-mail address**: *?
- **Same e-mail address for verification**: *

**Data concerning contact person in case of emergency**
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
  – If you cannot find the University that you would like to choose however it is in the table of Scholarship spots, please contact 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.
•After you give your password, you will receive a new email. During this time you can log in.
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**

- **Last name**: Seres
- **First name**: Nóra
- **Date of birth**: 29.12.1987
- **Home country**: Hungary
- **Home institution**: Semmelweis University

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

- **Study Field**: Medicine
- **Host country**: Austria
- **Host institution**: MEDIZINISCHE UNIVERSITÄT GRAZ
- **Stay from**: 20.01.2014
- **Stay until**: 20.01.2014

**Necessary steps**

1. **Online-Application**
   - **Done**: Yes
   - **Done on**: 20.01.2014
   - **Done by**: Nóra Seres
   - **Direct access via following link**: Display/Edit Application Data

2. **Confirmation e-mail online application**
   - **Done**: Yes
   - **Done on**: 20.01.2014
   - **Done by**: Automatically generated

3. **Online-Registration**
   - **Done**: Yes
   - **Done on**: 20.01.2014
   - **Done by**: Nóra Seres

4. **Personal data completed**
   - **Done**: No

**Additional tasks**

- Application formally checked
- Scientific and educational activities completed
- Certificate of scientific educational activity uploaded
- Scientific and educational activities checked by the coordinator
You have to finish this step until **5th of April, 2020!**
• 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 (e.g.: German language certificate, extra working hours, etc.)
  – We can get points for only those activities that you have done/are doing at the Semmelweis University.
### Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)

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<thead>
<tr>
<th>Description</th>
<th>Igen/Yes</th>
<th>Nem/No</th>
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<tr>
<td>Tudományos Diákköri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum</td>
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<td>Helyi TDK 1 / Local URS / TDK Presentation 1</td>
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<td>OTDK / National URS / TDK Presentation</td>
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<td>Rektori pályamunka (1) / Rector’s competition (1)</td>
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<td>I. helyezésre javaslott rektori pályamunka / Rector’s competition for first place</td>
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<td>Tudományos közlemény / Scientific articles</td>
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<td>Tudományos közlemény / Scientific articles</td>
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<td>Nemzetközi tudományos - (nem diákko/kellgató) konferencián előadás, poszer (1) / Presentation or poster on an International Scientific conference (1)</td>
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• We can only give points to those activities to which you have uploaded the certificates
• When you finish this step, click to „Save” and go back to the „Reload application workflow” page
• 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 „Do you have upload all asked certificate?”, and pipe the check box
• Click to „Create”
• We will not 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 scan it and upload the scanned version to Mobility-online.

• You have to bring the original Application Form until **30th of April, 2020, 12:00** (end of our office hours). **We cannot accept those applications that you bring us later than this date.**