

Exchange Terms and Conditions 2019/20

For professional and research exchange organized by BMSA

We kindly ask every candidate to read through the guide below carefully before the application!

Those are able to apply who:

are the active members of the Budapest Medical Students' Association (BMSA) in the 2019/20 academic year. This means that he/she renewed his/her membership before the deadline of the application and also paid the annual dues. The duration of the BMSA membership is estimated from the September of the particular year to the September of the next year.

IMPORTANT:

- *Besides the announced opportunities of the membership entry we cannot provide more opportunities for renewing the membership.*
- *Only the candidate is responsible for renewing his/her membership before the deadline of the application. Therefore we cannot take the responsibility for this.*

Application deadline: 2019. November 8. 23:59

Course of the application:

The submission of the applications can only happen electronically via the BMSA student website. It happens the following way:

-By filling is completely the BMSA Application form

AND

- By uploading all of the documents that verify the application points to the BMSA student website.

IMPORTANT:

- *We would like to call the attention of the candidates that if the documents that verify the application points are missing then we are only able to give zero point for the particular section.*
- *Without a student status verification (active or passive) the application is invalid!*

For a valid application several things are necessary:

- **Active BMSA membership for the particular year**
- **Minimum 12 BMSA points**
- **Student status verification**

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- At least a B2 level complex English language exam OR an at least B2 level complex language exam that verifies the language proficiency of the particular country
- Signed Exchange Statement (Exchange Terms and Conditions last page (the 8th) – this one page is enough to be printed, signed and scanned)
- Completed and sent BMSA Application form

Documents that have to be attached:

1. Student status verification

This is the document with which the candidate is able to verify his/her active or passive student status in the 2019/20 fall semester.

It is necessary for the validity of the application.

It can be obtained from the year administrator of the Educational Department of the Dean's Office.

The duration of preparation: it is issued immediately.

2. Verification of the Grade Point Average

The candidate is able to verify his/her grade point average of his/her last two active semesters by his/her scholastic record.

It is necessary for the verification of the points that are comprised in the application.

It can be obtained from the year administrator of the Educational Department of the Dean's Office.

The duration of preparation: it is issued immediately.

3. Documents that verify language proficiency

The candidate is able to verify his/her English language proficiency which is necessary for the application and his/her additional language proficiencies.

It is necessary for:

- the validity of the application: English language exam (at least complex B2 level) or if this is missing then a language exam (at least complex B2 level) that verifies the language proficiency that is necessary for the particular destination.
- the verification of the points that are comprised in the application: possible additional language exams

IMPORTANT: The application is invalid without the above mentioned valid English language exam (or the language exam that verifies the language proficiency of the particular destination).

For more information on the exact language proficiency necessities visit www.ifmsa.org website Exchange Conditions.

4. Documents that verify research activity

With these documents the candidate is able to verify his/her completed research activity. It is necessary for the verification of the points that are comprised in the application. This can be:

a) TDK work verification

This certification can be obtained from the TDT office (Semmelweis Egyetem Nagyvárad téri Elméleti Tömb, 1089 Budapest, Nagyvárad tér 4. fszt.4.)

- For more information on the acquisition of the certification:

<http://tdk.semmelweis.hu/altalanosinformaciok/igazolas-a-tdk-munkarol>

Date of preparation: **The certifications can be received in the TDK office from the third working day estimated from the submission of the postulation. It is recommended not to leave the postulation of the certification for the last minute as the office receives a lot of similar certifications at this time.**

b) Verification of presentation at a professional conference (Semmelweis TDK conference; other national and international conferences)

Verification happens by the uploading of the submitted abstract

c) Verification of an article in a medical journal

Verification happens by attaching the copy of the first page of the article.

d) Verification of demonstrator job

Verification happens by obtaining a verification issued by the institution – when, where, how many semesters

The duration of preparation: it can differ depending on institutions – it is recommended to ask quite early

e) Verification of place achieved at an academic competition

Verification happens by attachment of a certification or a verification

5. Documents that verify professional activity

It is necessary for the verification of the point that are comprised in the application.

Please indicate in what type of employment you completed the particular job.

This can be:

- Verification of ambulance job
- Verification of nurse job

Verification happens by attachment of the contract or the verification issued by the employer, which validates the numbers of the working hours from the beginning of the job.



6. University public activity:

It is necessary for the verification of the points that are comprised in the application.

It can be obtained by the attachment of the copy of the verification issued by the president of the university association or his/her appointed deputy.

IMPORTANT: We would like to call every candidate's attention that in the case of the documents mentioned in 4.-6. points we are only able to accept terminated semesters when it comes to application. Therefore, the 2019/20 fall semester activities cannot be comprised in the application.

The documents that verify the application points should be uploaded to the Documents at the BMSA student website.

During the application the total score is calculated as follows:

Application points + BMSA points

For a valid application at least 12 BMSA points are necessary.

For more information on the Application points that can be gained during the application you can read the Integrated BMSA point system, which is available at the <http://semmelewis.hu/boe/> website at the Exchange / Documents.

The students' points resulting from BMSA work are monitored by the Management at the BMSA student website.

Enclosure of gained points:

The period of point collection is up to 2019. 11. 05. 23:56.

You are kindly asked to give the documents that verify the presented prevention classes and other activities to the officers of the prevention sections until at latest 2019.11. 05. 4 p.m.

Replacement of missing documents:

It is possible at any time *before the deadline of the application*. We kindly ask every candidate to be really careful when collecting and sending the necessary documents.

After the deadline, **2019.11.08.23:59**, of the application the documents mentioned in points 4.-6. can not be replaced anymore.

IMPORTANT:

- **The documents mentioned in points 1.-3. and the signed Exchange Statement CANNOT be replaced after the deadline of the application.**
- **During appeal we cannot accept any complaint regarding missing documents – we reject appeals resulting from this kind of issue.**

Announcement of application ranking:

The evaluation of the application usually happens at the first weekend after the deadline of the application. The announcement of the ranking can be expected to take place on **2019.11.10.**

Appeal:

After the evaluation of the applications we provide opportunity for appeal. In this case we allow the candidate to inspect his/her application and to discuss the applied point system.

Days appointed for appeal: 2019.11. 11-12.

We inform every candidate in email on the exact location and time of the appeal. During the appeal the replacement of the missing documents is not possible.

Professional and research exchange spot distribution ceremony:

The date of the distribution ceremony is **2019. November 13.** At the ceremony the order of students choosing their country is determined by the final total score.

We would like to call every candidate's attention that during the ceremony students choose and win a country. The students completing exchange are distributed into cities by the host country. Budapest Medical Students' Association is not assigned to complete this job, therefore it cannot be taken responsible for it.

IMPORTANT:

- *Only one spot can be gained at the ceremony.*
- *If the student would like to participate at more exchange then he/she can apply at the additional application.*

Additional application:

We announce an additional application for the remained and cancelled places after the spot distribution ceremony in Budapest. This additional application takes place not much after the date of the ceremony.

If there are remained places even after this then the places are distributed at a national additional application. At here all of the remained exchange places of the four Hungarian organizations are announced and every member of the four university organizations are able to apply for these places.

During the Budapest and the national additional applications, the students are ranked by the BMSA (DOE, POE, SZOE) points, and they can gain their chosen exchange places based on these points.

Non-attendance of the spot distribution ceremony:

If a student cannot participate at the spot distribution ceremony due to any reason, he/she can appoint someone to represent him/her when it comes to choosing the country.

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Conditions regarding the representation:

- Filled authorization statement that has to be sent to the leoout_budapest@humsirc.hu email address until **at latest 2019.11.12. 23:59!**
- The appointed representative **has to meet** the person who is responsible for the Travelling professional exchange on the day of the classification ceremony. This meeting has to take place before the classification ceremony and the appointed representative has to have the authorization statement with him/her.
- When the name of the candidate is heard, the appointed candidate can choose a country for the candidate. **The exchange contract is only valid if the appointed representative pays the bilateral fee, which is 20 000 Ft, in cash and also the deposit which is 5 000 Ft.** These payment have to take place right after the classification ceremony.

If and candidate obtained a country, then he/she has to pay the following prices:

- **Deposit (The payment is also necessary in case of a bilateral and unilateral exchange): 5000 Ft**
This money is returned if the IFMSA Certificate is presented after the exchange and the travelogue on the exchange is handed in.
- **Bilateral fee in case of bilateral exchange: 40 000 Ft**
The student pays this money to BMSA, which is used for the supplies of the foreign exchange students coming to Budapest. Similarly, the student travelling from Hungary is supplied by the bilateral fee paid by the medical students of the particular country.
- **Unilateral fee in case of a unilateral exchange:**
If an candidate chooses a country with which there is a unilateral contract, then he/she must pay a unilateral fee determined by the host country. This price has to be paid in when and how the host country determines it.

For more information visit the <http://www.ifmsa.org> Exchange Conditions.

Date of payment:

- Deposit: right after the classification ceremony in cash.
- Bilateral fee:
 - first installment: 20 000 Ft, right after the spot distribution ceremony on the site in cash
 - second installment: 20 000 Ft, until 2020. January 31. 23:59 by transferring it to the account of BMSA

IMPORTANT:

If the payment does not take place until the certain deadline, the application is not valid anymore. The paid **deposit** is returned by the organization if the exchange is cancelled due to any reason. Moreover the money is returned if the IFMSA Certificate is presented after the exchange and the travelogue on the exchange is handed in.

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When can the gained exchange take place?

If your place is not for a particular month, then you can complete your exchange at any time between 2019. April 1. and 2020. March 31. For more information on the host period of the certain cities, read the Exchange Conditions at the IFMSA website.

Cancellation:

If the exchange does not happen due to any reason then the already paid participation fee has to be used for the support of BMSA, it cannot be returned to the student. The zeroed points, resulting from the choice of exchange place, can be only returned to the student if the exchange is cancelled by the IFMSA, the host country or BMSA.

Note:

We would like to call every candidate's attention that by obtaining an exchange place, the student has an opportunity for participating at an exchange *in one particular country*.

The designation of the *exact place, date and hospital department/project* of the exchange is the job of the National Exchange Officer (NEO) in case of professional exchange or it is the job of the National Officer on Research Exchange (NORE) in case of research exchange. Therefore the modification of this does not belong to the scope of the Budapest Medical Students' Association (BMSA) and we cannot take responsibility and guarantee for this.

In case of an obtained application the student is responsible for obtaining the documents that are specified in the exchange conditions of the host country and these documents have to be given to the host country. If this does not take place then the application becomes invalid.

Every duty and cost regarding travelling, occurring insurances and visa is the burden of the student.

During the completion of the process of the application we can provide guidance and help but when it comes to obtaining and sending the documents that are asked by the host country and also **the sending of the Application Form (AF) is completely the responsibility and duty of the student.**

We would like to call the attention that the earlier the AF is sent, the more chance it gives when it comes to obtaining the preferred city.



Exchange Statement

I pronounce that the data and documents presented in the application correspond to reality. When handing in the application, I provided every document and certification that is necessary for the evaluation of the application and also for the distribution of the exchange places. Furthermore I provided the organizers of the exchange with these documents and certifications in accordance with the Exchange Terms and Conditions.

By signing this statement I vouch that I have read and accepted the Exchange Terms and Conditions and the Point System of the Exchange of the Budapest Medical Students' Association.

Date:

Name

Sign

I understand that if I win a spot this year and I would like to participate in this application for the exchange spots in the future, I need to show my IFMSA Certificate, which can be earned during the exchange. In case of the missing Certificate I will be replaced back by 5 places in the rank list automatically.

Date:

Name

Sign