

SOP-Online application Guide

(ERASMUS+ 2020/2021)



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

Semmelweis Egyetem | English | Eseménynaptár | Neptun | Telefonkönyv | Neptun | Hírek

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Európai Programiroda

Semmelweis Egyetem, Nemzetközi Kapcsolatok Igazgatósága

Keresés

ezen a honlapon teljes SE

2017. nov. 27. 14:46, hétfő

Erasmus+ ▾ Erasmus + hallgatói mobilitás ▾ Biztosítás Erasmus+ 30 Campus Mundi ▾ EURAXESS ▾ CEEPUS **English ▾**

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

- A Semmelweis Egyetemen is elérhető az anyai vérből történő magzati diagnosztika
- Semmelweis Budapest Award – díjátadó ünnepség
- Kiállításmegnyitó a Pető András Kar diákjainak alkotásaiból
- Pályázati felhívás – MedInProt Szinergia VIII. pályázat.
- Figyelmeztetés adathalász levelekre

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

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

Szerkesztés


◀ Vissza ▲ Fel Nyomtatás

Application for a student exchange





All fields marked with (*) must be completed.

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	2020/2021 *
Semester	<-- Please select --> *

*Help guide in <http://semmelweis.hu/erasmus/erasmus/hallgatoimobilitas/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 --> *
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 verification	<input type="text"/> *

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.



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

Cancel

Continue

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

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	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"/>			

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

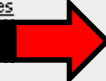
Below is your workflow - this is a list of tasks which must be completed, before, during and by the end of your exchange period. All tasks are shown in the correct order and will be checked off, as and when they have been completed. Where you need to complete a task, this can be done by clicking the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

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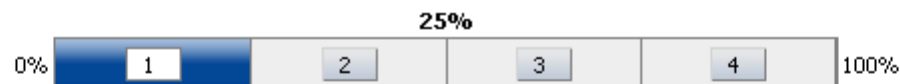
Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration	<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"/>			



- 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.

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"/>			



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








TOKT

- 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

SOP

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 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"/>			

- Now you can upload the documents.

Reload Application Workflow | Help | Logout Nóra Seres | English

MOBILITY-ONLINE

- My Application Data
- My Settings

SOP

Insert

Upload name: Upload scientific education

Owner: Seres, Nóra

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

Cancel Create

New uploaded documents

Is Egyetem MOBILITY-ONLINE

help | Logout Nóra Seres | English

SOP

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

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- 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



- MOBILITY-ONLINE
- My Application Data
- My Settings

SOP

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	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 Seressss	
Personal data completed	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	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 Seressss	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seressss	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 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.**

	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"/>			