



## Application Notice and Guide

### The 2022/2023 Annual Erasmus+ Student Mobility Placement (6<sup>th</sup> year rotation) Scholarship

Semmelweis University is pleased to announce its Erasmus+ scholarship for the 2022/2023 academic year regarding traineeships. The application form will be available online on our website from **21/03/2022** at following link: <https://semmelweis.hu/erasmus/en/international-scholarships/outgoing-students/>

#### 1. What is Erasmus+?

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2021-2027. Education, training, youth and sport are key areas that support citizens in their personal and professional development. High quality, inclusive education and training, as well as informal and nonformal learning, ultimately equip young people and participants of all ages with the qualifications and skills needed for their meaningful participation in democratic society, intercultural understanding and successful transition in the labour market. Building on the success of the programme in the period 2014-2020, Erasmus+ strengthens its efforts to increase the opportunities offered to more participants and to a wider range of organisations, focusing on its qualitative impact and contributing to more inclusive and cohesive, greener and digitally fit societies.

European citizens need to be better equipped with the knowledge, skills and competences needed in a dynamically changing society that is increasingly mobile, multicultural and digital. Spending time in another country to study, to learn and to work should become the standard, and the opportunity to learn two other languages in addition to one's mother tongue should be offered to everyone. The Programme is a key component supporting the objectives of the European Education Area, the Digital Education Action Plan 2021-2027, the European Union Youth Strategy and the European Union Work Plan for Sport (2021-24).

#### 2. Overview

Student mobility for traineeship, the centerpiece of the Erasmus+ programme, enables students at higher education institutions to spend an integrated period of traineeship of between 2 months and 6 months in another participating country. The University's application to the TEMPUS Public Foundation (hereinafter referred to as the "Institutional Application") is for financial support for traineeship purposes carried out **from 1 July 2022 to 31 October 2023**.

The rotation can only take place in case Semmelweis University accepts the traineeship and recognizes the student's progress abroad.

In case of positive evaluation of application -according to this application notice and guide- the student gets the opportunity to travel abroad provided his/her **traineeship is accepted** by both sending and host institutions.



The ERASMUS + program provides scholarship grants for the duration of a traineeship abroad, as defined in this application notice, which contributes **in part** to the costs incurred by students (travel, accommodation, board, insurance).

### **3. What are the objectives of student mobility?**

- To enable students to benefit educationally, linguistically and culturally from the experience of learning in other European countries;
- To promote co-operation between institutions and to enrich the educational environment of host institutions;
- To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals.

### **4. Who may benefit?**

Students registered at a higher education institution holding an [ERASMUS University Charter](#).

### **5. For how long can students go abroad?**

Your Erasmus+ traineeship abroad should last from a minimum of **60 days**. If you would like to spend more than 6 months, you need to inform us, because it depends on the budget. You can do more Erasmus+ traineeships abroad.

### **6. What are the preconditions?**

The traineeship must be relevant for the degree-related learning and personal development needs and, wherever possible, be integrated in the study programme of the student.

The traineeship should be carried out at any organisation (hospital, health institute) in an Erasmus+ **Programme Country** (with the exception of EU institutions, bodies and agencies). [https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries\\_en](https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en)

The traineeship **must be organized on her/his own**.

Please note, that only traineeships carried out at accredited institutions can be accepted as part of the studies.



Should you have any further inquiries concerning the accreditation status of the prospective institution or have any acceptance related questions, please consult the website below or turn to your registrar for assistance.

<https://semmelweis.hu/english/education/english-language-program/english-secretariat/official-forms/general-medicine/>

## 7. What arrangements are made for the Erasmus+ students?

**Prior to their departure**, Erasmus+ students are provided with:

- A study agreement (grant agreement) covering the mobility period and signed between the student and his or her home higher education institution.
- A "Teaching Agreement" setting out the programme of traineeship to be followed, as approved by the student, the home and the host institution;  
<https://semmelweis.hu/erasmus/en/international-scholarships/outgoing-students/necessary-forms/>
- The "[ERASMUS Student Charter](#)" setting out their rights and obligations with respect to his/her period of study abroad.

## 8. The Scholarship support

The scholarship is covered by a European Union grant. Although the scholarship amount varies according to the length of the exchange programme and the chosen host country, it tends to average approximately between **620-670.-€/month**. The exact amount is decided a few months prior to the programme's commencement, and depends on the European Union scholarship amount granted for that year.<sup>1</sup>

## 9. Who may apply?

Students may apply for the Erasmus+ **traineeship** (6<sup>th</sup> year rotation) **programme** if they:

- are registered for full-time studies at Semmelweis University's Faculty of Medicine, Faculty of Pharmaceutical Sciences, Faculty of Dentistry
- are already registered for the 2021/2022/2 academic year
- possess active student status at Semmelweis University during the period of application, therefore will not interrupt their student status
- are Hungarian citizens, permanent residents of Hungary, students with refugee status, possess (or at least have issued) a resident's permit for at least 6 months OR own a **registration card in case of EU citizens**
- speak English or the language of the host country on at least an intermediate level
- possess exceptional academic and scientific abilities, participate in extracurricular activities

---

<sup>1</sup> <https://semmelweis.hu/erasmus/en/international-scholarships/outgoing-students/faq-of-erasmus-application/>



## 10. The Application Process

### **SMP- Student Mobility Placement/6<sup>th</sup> year rotation**

The online application system is available for Erasmus+ traineeship programme from 21. 03. 2022.

<https://semmelweis.hu/erasmus/en/international-scholarships/outgoing-students/>

Students who secure an Erasmus+ placement must be enrolled at Semmelweis University for the period they are to spend at the partner institution. Students continue to pay their regular tuition fee to Semmelweis University; there is no tuition fee at the receiving institution.

***Registration Deadline: 22/04/2022!***

Applications cannot be submitted without registration.

***Application Deadline: 12/05/2022., 12.00!***

For more information, please contact the International Mobility Office at: Address: 1089 Budapest, Nagyváradi square 4., StudentCentre, 1<sup>st</sup> floor. In view of the current pandemic situation, the Erasmus Office prefers to provide assistance for applicants via phone or via e-mail.

Should you have any further questions please contact the Erasmus Office via phone during office hours or via e-mail. E-mail address: [erasmus@semmelweis-univ.hu](mailto:erasmus@semmelweis-univ.hu) ; Phone: +36 1 459-1500/ 56377 or 56379.

## 11. Evaluation criteria, process, notification of applicants, plea and distribution meeting

The University's goal to ensure that its most knowledgeable, talented, and driven students be given the opportunity to participate in this programme. As such, academic, scientific and professional achievements and participation in extracurricular activities are the most important criteria for selecting the winners. It is considered a benefit if someone acquires the Letter of Acceptance of host institution. However, the acquisition of the Letter of Acceptance is not a prerequisite of the application.

The [ranking system](#) used is available on the "Scientific educational activities" form.

Erasmus status will be granted to students who achieve just over 100 points. Please note that your mother tongue does not count as language competence, therefore you cannot receive points for it!

The final decisions will be made by an ad hoc committee made up of faculty leaders no later than 31/05/2022. Applicants will receive written notice of the results.



## 12. Entering into contract, report and other obligations

### A/ Student Mobility Placement/6<sup>th</sup> year rotation

Semmelweis University concludes **Learning Agreement for Traineeships (Training Agreement)** with Student and host institution in order to ensure a transparent and efficient preparation of the exchange abroad. Later the University enters into contract, the so called **Grant Agreement** with Student, prior the departure of Student, which contains the whole grant of the mobility.

#### In Training agreement:

- a) the host country undertakes to provide the student with the opportunity to complete the traineeship plan contained in it
- b) the student undertakes to comply with the agreement
- c) the University commits itself, in case of completion of the plan, to fully recognize the traineeship abroad in accordance with relevant regulations of the University, either by credit points or by issuing a Diploma Supplement or other document. The training agreement includes a Quality Management Statement detailing the roles and responsibilities of those involved in the organization of the traineeship.

**The training agreement may only be modified with the consent of all three parties.**

### B/ Joint provisions

Following the satisfactory completion of the traineeship abroad, the host institution will provide the student with the Certificate of Attendance in accordance with the training agreement. Following successful application, the student -who does not receive a grant- will be eligible to participate in the ERASMUS + program as long as he / she has sufficient financial resources to cover his / her costs in the host country. The student shall declare the availability of adequate cover **in writing**. The agreements detailed above must be concluded this case as well.

### C/ Online Linguistic Support (OLS)

Prior to commencing and completing the mobility period, the student must complete an OLS online language competence test if the main language of traineeship abroad is English, French, German, Italian, Spanish, Swedish, Danish, Czech, Polish, Dutch, Greek, Portuguese, Bulgarian, Estonian, Croatian, Latvian, Lithuanian, Romanian, Slovak, Slovenian, Finnish - **except for native speakers of the former languages**. The participant shall immediately notify the institution if he / she is unable to complete the online survey.



### **D/ Green travel**

Participants who choose to travel by any eco-friendly option from their home country to their host country or vice versa are eligible for an additional green travel support of 50 euro. If applicable, a maximum of four travel days can also be subsidized by the daily support's amount.

### **E/ Scholarship payment (Grant)**

The student enters into a Grant agreement with the University prior to commencement of the traineeship and **receives a pre-financing of 80% of the scholarship**. Upon completion of the traineeship, the submission of an online **EU Survey, OLS and a Certificate** proving his/her completed traineeship shall be treated as a request for payment of the balance of the financial contribution and **a transfer of the remaining 20% shall be initiated**.

### **F/ Insurance**

The liability insurance is obligatory in Erasmus+ Traineeships. If your host organisation does not provide it, please make one. (<https://www.dr-walter.com/en/products/products-a-z/protrip-world-h.html>)

After completion of the traineeship, the student must submit a final report in the form and by the deadline specified in the grant agreement. The final report submitted by the student is also a request to settle the balance of the grant, as mentioned earlier. In case the student does not submit his / her report by due date, or if he / she does not use the amount of the grant in accordance with the contract, he / she shall reimburse the University.

Provided that the scholarship-winning student travels in the **first half of the academic year**, they have the opportunity to extend their ERASMUS+ status once during the academic year, **subject to availability**. The student must inform the Faculty Coordinator and the International Mobility Office of his/ her intention to extend **in writing at least 15 workdays prior the end of the scholarship period. The extended mobility period must end by 31 October 2023.**

Budapest, “ “ March 2022.

Dr. Béla Merkely  
Rector