SOP-Online Application Guide
(ERASMUS+ 2021/2022)
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 – 2021/2022**

- Link to the online registration system:
  - [https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPES08&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMS](https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPES08&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMS)

- The registration deadline is **10th of February, 2021**
- The submission deadline is **25th of February, 2021**
- The **application form**, which will be able to be printed from Mobility-online system, **need to be bought to the office personally**. This step will be equivalent to submitting the application.

**Application notice and guide to students to apply for 6th year –2021/2022**

- Link to the online registration system:
  - [https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPES08&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMS](https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=BUDAPES08&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMS)

- The registration deadline is **15th of April, 2021** (The applications can not be submitted without registration)
Application for a student exchange

All fields marked with (*) must be completed.

**Application details**

- Type of applicant: O Incomings O Outgoings (*)
- Type of person: O Students/Trainees O Teachers (*)
- Exchange Programme: Erasmus (SMP) (*)
- Exchange Programme SMP: szakmai gyakorlat O diploma utáni szakmai gyakorlat O mindkettő (*)
- Academic year: 2020/2021 (*)
- Semester: Please select (*)

Help guide in English: http://semmelweis.hu/english/education/erasmus/outgoing/
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
  – If you apply for trainee programme (SMP) just choose one. It does not matter which one.
  – Please note that you can go only the programme country to do your Erasmus+
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.

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

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

**Necessary steps**

- **Online-Application**: Done (20.01.2014)
- **Confirmation e-mail online application**: Done (20.01.2014)
- **Online-Registration**: Done (20.01.2014)
- **Personal data completed**: Not done

**Direct access via following link**

- Display/Edit Application Data
- Complete personal data
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.
You have to finish this step until 22/04/2022!
• **Scientific and educational activities**
  
  – You can upload the certificates, after you finish the questionnary.
  
  – 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 during your study at Semmelweis University.
Scientific and educational activities

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Application</td>
<td>✓</td>
<td>20.01.2014</td>
<td>Nina Szerl</td>
<td>Display/Edits Application Data</td>
</tr>
<tr>
<td>Confirmation email online application</td>
<td>✓</td>
<td>20.01.2014</td>
<td>Automatically generated</td>
<td></td>
</tr>
<tr>
<td>Online-Registration</td>
<td>✓</td>
<td>20.01.2014</td>
<td>Nina Szerl</td>
<td>Complete personal data</td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✓</td>
<td>21.01.2014</td>
<td>Nina Szerl</td>
<td></td>
</tr>
<tr>
<td>Application formally checked</td>
<td>✓</td>
<td>21.01.2014</td>
<td>Karolin F. Tróth</td>
<td>Complete scientific and educational activities</td>
</tr>
</tbody>
</table>

- Scientific and educational activities completed: []
- Certificate of scientific educational activity uploaded: []
- Scientific and educational activities checked by the coordinator: []

Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)

<table>
<thead>
<tr>
<th>Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tudományos Diákköri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum</td>
</tr>
<tr>
<td>Helyi TDK 1 / Local URS / TDK Presentation 1</td>
</tr>
<tr>
<td>OTDK / National URS / TDK Presentation</td>
</tr>
<tr>
<td>Rektorí pályamunka (1) / Rector’s competition (1)</td>
</tr>
<tr>
<td>I. helyezésre javasolt rektorí pályamunka / Rector's competition offered for first place</td>
</tr>
<tr>
<td>Tudományos közlemény / Scientific articles</td>
</tr>
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</tr>
<tr>
<td>Nemzetközi tudományos - (nem diákkiállítás/hallgató) konferencián előadás, poszter (1) / Presentation or poster on an International Scientific conference (1)</td>
</tr>
</tbody>
</table>
TOKT

• We can only give points to those activities that are proved by uploaded certificates

• About point-system:  
  https://semmelweis.hu/erasmus/en/international-scholarships/outgoing-students/faq-of-erasmus-application/

• When you finish it, click to Save, and go back to the „Reload application workflow”
At this stage, you can upload the documents
New uploaded documents
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
• 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 12th of May, 2022, 12:00, and leave in the box in front of office. Please note that we cannot accept any applications brought to us by later date.