



## **Application Notice and Guide of Erasmus+ Student Mobility Study Scholarship for 2023/2024 academic year**

***The application shall be conducted on-line via International Mobility Office's website from  
13/02/2023***

**<https://semmelweis.hu/erasmus/en/outgoing-students/student-mobility-of-studies-sms/application-for-study-mobility/>**

Semmelweis University is pleased to announce its Erasmus+ scholarships for the 2023/2024 academic year.

Please note that this information is only applicable to students at the Faculties of Dentistry, Medicine and Pharmacy. Students of Faculty of Health Sciences are asked to contact their respective Erasmus departmental coordinator.

Faculty of Health Sciences: Nóra Oltvölgyi, [erasmus.etk@se-etk.hu](mailto:erasmus.etk@se-etk.hu)

### **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 non-formal 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. General information**

Student mobility for studies, the centrepiece of the Erasmus+ programme, enables students at higher education institutions to spend an integrated period of study **from 2 months up to 6 months** at partner institutions.

In the framework of study mobility under ERASMUS+ program, the exchange of students takes place on the basis of an agreement between higher education institutions. The University may apply for support for the European Union in Brussels through bilateral agreements with partner institutions, with the assistance of TEMPUS Public Foundation (so-called National Agency). The EU supports all student exchange



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programs -established in a bilateral agreement that meets the content and form of the pre-established requirements- with scholarships and resources to cover administrative costs.

Website of TEMPUS Public Foundation (National Office) Erasmus+ page:

<https://erasmusplusz.hu/>

Erasmus+ website of European Committee:

<https://ec.europa.eu/programmes/erasmus-plus/>

Hungary was able to join ERASMUS as a full-fledged partner in 1997, supporting the mobility of higher education students from EU countries. The University later joined to SOCRATES / ERASMUS + action-2 from July 2000, then to Lifelong Learning Program (LLP) from 2007, and finally to the Erasmus+ program from 2014. The specific **objectives of the ERASMUS + program** in the field of education and training are:

- developing key competences and skills, in particular those relevant to the labor market and social cohesion; primarily through mobility for study purposes and cooperation between education and training institutions and companies
- increasing the level of quality, innovation and internationalization in education and training institutions, mainly through international cooperation, involving actors beyond the world of education and training
- supporting policy reforms and modernization of education and training systems, in particular through policy cooperation, more effective use of the Union's instruments for transparency and recognition, as well as with help of sharing good practice
- improving language teaching and learning, promoting linguistic diversity and intercultural sensitivity
- 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.

The application submitted by the University to the TEMPUS Public Foundation (hereinafter: institutional application) is about the **financial support of study mobilities** realized from **1 June 2023 to 31 July 2024**.

Under the ERASMUS + Study mobility, outgoing students can spend at least 2 months at a partner European university. A student may participate in mobility programs provided by the Erasmus + program



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**more than once**, but the total duration of the mobility may not exceed **24 months** in case of undivided training.

Study mobility may only take place if the studies abroad are accepted by Semmelweis University and included in the student's progress at home.

In case of positive evaluation of the application, the student will be given the opportunity to travel- as specified in this call for applications- with condition of the acceptance of his / her studies with both domestic and foreign universities.

The ERASMUS+ program provides a **scholarship grant** for the duration of a study trip abroad, as defined in this application notice, which **partly contributes** to the costs incurred by the students (travel, accommodation, alimentation, insurance).

### 3. Erasmus+ opportunities at Semmelweis University for 2023/2024 academic year

The University has concluded exchange agreements with a number of higher education institutions throughout Europe. These incentive sites allow participation in specific training at specific institutions. The non-finalized list of eligible places is annexed to this call for proposals.

The finalized list of eligible places is expected to be published on the website of the International Mobility Office by Directorate of International Relations (hereinafter: Directorate) up until the distribution meeting.

<https://semmelweis.hu/erasmus/en/outgoing-students/student-mobility-of-studies-sms/>

**Erasmus+ scholarship may only be awarded for following activities:**

- Full-time undergraduate, vocational training, dissertation writing (but not a research activity unless part of a specific training program) leading to a recognized degree or certificate at Semmelweis University.

By submitting his / her application, the student acknowledges that obtaining the scholarship in itself does not entitle him / her to travel to a specific institution, to a specific scholarship period, or to financial support. These conditions will be defined in accordance with the ERASMUS Regulations of the University (hereinafter: the Regulations) and this call for applications.

### 4. The scholarship

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 **540-650.-€/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. **Please note that the grant might not cover all expenses arising during Erasmus mobility.**



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The **specific amount of support** to be awarded to a student may be determined after the evaluation of student applications and the evaluation of an institutional application as well as the so-called distribution meeting, taking into account the amount of support available and the amount of support determined by the European Commission, which varies from country to country.

Payment of most EU grants are transferred by bank transfer **in euros** after the conclusion of the Grant Agreement.

Taking into account the ranking of the applications, in absence of resources, the International Mobility Office may also decide that the otherwise successful applicant, although not receiving financial support, may participate in the Program as a self-financier. Following the approval of the competent head of the University, the International Mobility Office shall immediately notify the scholarship nominee in writing (even electronically) of the decision.

### 5. Who may apply for Study mobility scholarship?

Students may apply for the Erasmus+ **study** programme if they:

- are registered for full-time studies at Semmelweis University's Faculty of **Dentistry, Medicine or Pharmaceutical Sciences**
- are already registered for the **second semester** of 2022/2023 academic year and declare that they are **not suspending their student status** in this semester **for academic reasons** (illness, no fault of their own, financial, family reasons),
- will be in **active student status** with the University during the applied period (academic year 2023/2024), therefore their student status will not be suspended
- are **Hungarian citizens, permanent residents of Hungary, students with refugee status, or possess a resident's permit** for at least 6 months or **have the right to free movement** and residence by law
- have successfully completed their **first 6 semesters** (i.e. are at least 4<sup>th</sup> or 5<sup>th</sup> year students)
- **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

Students may **NOT** apply for the Erasmus+ programme if they:

- are 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> year students
- are in their final year<sup>1</sup>

### 6. The Application Process

#### SMS – Student Mobility Study

The online application system is available for Erasmus+ study program from **13.02.2023**. on the following website:

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<sup>1</sup> *Exception:* students in their 6<sup>th</sup> year at the Faculty of Medicine may apply, so long as they provide written proof of their intention to prolong their studies at Semmelweis University by an extra year.



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<https://semmelweis.hu/erasmus/en/outgoing-students/student-mobility-of-studies-sms/application-for-study-mobility/>

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.

**Following the online application, students must hand-in their application forms at International Mobility Office (Erasmus office) in person as well!**

Frequently asked questions about submitting the application can be found at the following link:

<https://semmelweis.hu/erasmus/en/outgoing-students/student-mobility-of-studies-sms/application-for-study-mobility/>

For more information, please contact the **International Mobility Office (ERASMUS)**:

**Address:** 1089 Budapest, Nagyvárad square 4., Student Center

**E-mail:** [erasmus@semmelweis.hu](mailto:erasmus@semmelweis.hu)

In person:

*Office Hours*

Monday/Wednesday: 9:00-12:00

Tuesday/Thursday: 12:30-14:00

Friday: closed

**Deadline:**

**SOP-online registration for applicants for study mobility: 26/02/2023**

**The application cannot be submitted without a registration!**

**Deadline for submitting SOP-online applications for applicants for study mobility:**

**13/03/2023. 12:00**

Students can get help from the Faculty Coordinators:

Medicine: Ms. Anikó Frittmann, [frittmann.aniko@med.semmelweis-univ.hu](mailto:frittmann.aniko@med.semmelweis-univ.hu)

Dentistry: Dr. Zsuzsanna Tóth, [toth.zsuzsanna@dent.semmelweis-univ.hu](mailto:toth.zsuzsanna@dent.semmelweis-univ.hu)

Pharmacy: Dr. Tamás Palla, [palla.tamas@pharma.semmelweis-univ.hu](mailto:palla.tamas@pharma.semmelweis-univ.hu)

Moreover, we are answering your personal questions during office hours **via phone due to current pandemic situation** (+36 1 459-1500/ 56377 extension or 56379 ext.) as well as via e-mails at [erasmus@semmelweis.hu](mailto:erasmus@semmelweis.hu)

Deficiencies may be rectified once, which must be submitted within two working days. If, during the rectification of the deficiencies, the applicant does not correct the error, does not correct it well or does it after the deadline, his / her application will be rejected without further substantive assessment.



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### ***Criteria for evaluation, evaluation of applications, notification of applicants, objection and allocation***

The University's goal is 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 in selection of winners.

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

Erasmus status will be granted to students according to the following:

**Medicine students'** applications need to reach **minimum of 100 points**

**Dentistry and Pharmacy students'** applications need to reach **minimum of 90 points**

Applications for study mobility will be **assessed** by a committee of Directorate and Faculty delegates by **16 March 2023** at the latest. The decision list drawn up by the selection board ranks the winning applicants on the basis of their score per Faculty and mobility types (hereinafter: the decision list).

The final decisions will be made by an ad hoc committee made up of faculty leaders, and presided over by the Vice-Rector for International Affairs.

A reserve list of eligible candidates who have not won the scholarship shall be established on the basis of the score obtained in the event that a winning applicant does not participate in the program due to resignation or other obstacles, or the application decision is invalid as defined in these regulations.

Applicants will receive written notice of the results by the Directorate. The allocation of placements will be determined at a separate distribution meeting.

The applicant may object the selection board's decision **in writing within three working days of receipt of the notification of the application decision**, alleging a breach of the application rule, which he submits to the Directorate to the address of the ERASMUS + Office (please refer to point 6.)

In case of the **same score on the distribution meeting, the study average decides**. Within **15** working days following the allocation, the Directorate will send the list of outgoing students to the Faculty Coordinators in writing (electronically).

**If the winning applicant does not wish to use the grant awarded to him / her, or does not wish to participate in the program despite the successful application, he / she must notify the Directorate in writing immediately! The application decision shall be invalid for this student.**

## **7. Contracting, reporting and other obligations**

### **A/ Study mobility**



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The University enters into a **Learning Agreement** with the winning student and the host institution regarding the fulfillment of the study requirements, followed by a **Grant Agreement** with the student fixing the total amount of the grant prior to the student's departure. It is possible to amend the contract or extend the period of stay abroad during the mobility **only once**, which must be requested electronically to the International Mobility Office **30 days prior the expiry of the contract**. The students need to accomplish min 15 credits at host institution, and 1 subject should be recognized by Semmelweis University.

### **In the Learning Agreement:**

- a) the host institution undertakes to provide the student with the opportunity to complete the study plan contained therein;
- b) the student undertakes to fulfill its contents;
- c) the University undertakes that, if the plan is fulfilled, the studies abroad will be fully recognized in terms of credits in accordance with the relevant regulations of the University. The study agreement can only be amended with the consent of all three parties.

### **B/ Common provisions**

Upon satisfactory completion of studies abroad, the host institution will provide the student with a Transcript of Records in accordance with the Learning Agreement. In order to acceptance of the study credits and exam results in Hungary, we draw your attention to the specifics listed in Faculty Prospectuses.

Following a successful application, a student who does not receive a scholarship grant may participate in the ERASMUS + program, provided that he / she has sufficient financial resources to cover his / her costs in the host country. The student declares in writing that the appropriate cover is available. The agreements detailed above must also be concluded in this case.

### **C/ OLS language proficiency test**

Prior to the start and end of the mobility period, the student must complete an online language competence OLS survey if the main language of study or work abroad is English, French, German, Italian, Spanish, Swedish, Danish, Czech, Polish, Dutch, Greek, Portuguese, Bulgarian, Estonian, Croatian, Latvian, Lithuanian, Romanian, Slovak, Slovenian, Finnish. Native speakers of these languages are exempted from the obligation to complete the online language proficiency survey. The participant shall immediately notify the institution if he / she is unable to complete the online survey.

### **D/ Supplementary support for students with disabilities or chronic illness**

Erasmus + students with disabilities or long-term illnesses can apply for additional financial support. The aim of the grant is to provide equal opportunities in the field of higher education for travelers with special needs in the Erasmus + program

### **E/ Social basis supplement support**



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Students participating in Erasmus + higher education study mobility have the opportunity to apply for an Erasmus + social supplement of **EUR 250 per month**. The aim of social support is to provide more equal opportunities for travelers in the field of higher education mobility in the Erasmus + program.

### F/ Individual support for green travel

Students and recent graduates who do not receive travel support can opt for green travel. In this case, they will receive a single contribution of 50 EUR as a top-up amount to the individual support and up to 4 days of additional individual support to cover travel days for a return trip, if relevant.

### G/ Scholarship payment

Under the terms of the Grant Agreement, students with a mobility period of more than **1 semester** will **receive a grant of up to max. 1 semester as pre-financing**. For the remaining mobility days, the scholarship will be paid as post-funding. Students can also request payment for these days prior the end of the mobility. The Grant Agreement have to be signed before the start of the mobility.

### H/ Insurance

Prior to the start of the study mobility, the outgoing student must indicate his / her **European Health Insurance Card number** in the Grant Agreement. The existence of this is the minimum condition for travel.

Upon completion of the studies, the student is required to 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 for the settlement of the balance of the grant. If the students' report is not submitted on time, or is not submitted properly; the amount of the grant, or a part of it is not used in accordance with the contract, he / she is **obliged to repay it to the University**.

If the student who has won the scholarship is traveling in the first half of the academic year, he / she has the possibility to **extend the ERASMUS+ status** within the given academic year, depending on the available resources. The student must inform the Faculty Coordinator and the Directorate in writing of his / her intention to extend it at least **30 working days prior the end of the scholarship period**.

With regards to the assessment of the application for an extension and the conclusion of the contract, the provisions on the examination of the original tender shall apply accordingly. The extension must directly follow the ERASMUS+ scholarship period originally planned. **The extended mobility period shall end by 31 July 2024.**

Budapest,

Dr. Béla Merkely  
Rector