

SOP-Online Application Guide



OUTGOING STUDENT MOBILITY OF STUDIES (SMS)

Outgoing Students

▼ Outgoing Student mobility of studies (SMS)

Application for study mobility

Before the study mobility

During the study mobility

After the study mobility

▼ Outgoing Student Mobility of Traineeship (SMP)

Application for traineeship mobility

Before the Traineeship mobility

During the traineeship mobility

After the traineeship mobility

Necessary forms

Erasmus application FAQ

Nóra Seres Schreiberne

Institutional Erasmus+ coordinator

+36-1-459-1491/56377

Undergraduate students with active student status at the Faculty of Medicine, the Faculty of Dentistry and the Faculty of Pharmaceutical Sciences can apply for the Erasmus+ study program. The study program can be combined with the traineeship program which is a great opportunity to gain work experience.

Students of the Faculty of Health Sciences should contact the faculty's coordinator, **Nóra Rózsa-Oltvölgyi** at erasmus.etk@se-etk.hu

APPLICATION

BEFORE THE MOBILITY

DURING THE MOBILITY

AFTER THE MOBILITY

Who can apply?

Students applying for the Erasmus + student mobility program should:

- be a **full-time undergraduate student** at Semmelweis University's Faculty of Medicine, Faculty of Dentistry or the Faculty of Pharmaceutical Sciences, and **have an active student status** during the period of application

Application for a student exchange



All fields marked with (*) must be completed.

Application details

Type of applicant ☐ Incomings ☒ Outgoings *

Type of person ☒ Students/Trainees ☐ Teachers *

Exchange Programme Erasmus (SMS) *

Help guide in Hungarian (SOP online jelentkezés): <http://semmelweis.hu/erasmus/erasmus/hallgatoi-mobilitas/gyik-a-palyazat-benyujtasahoz/>

Help guide in English: <http://semmelweis.hu/erasmus/english/outgoing/>

Exchange Programme SMS ☒ Tanulmányi program ☐ Szakmai gyakorlat (ETK) * ?

Academic year 2023/2024 *

Semester <-- Please select --> *

Personal data

Neptun code *

Last name *

First name *

Gender ☐ Male ☐ Female *

Date of birth (dd.mm.yyyy) *

Country of birth <-- Please select --> *

Place of birth *



Mother's maiden name / last, first name *

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
 - The final decision will be registered by us after the distribution meeting
 - In case you cannot find the University that you would like to choose in the table of Scholarship spots, please contact us via e-mail at: erasmus@semmelweis.hu
 - If you apply for trainee programme (SMP) just choose one. It does not matter which one

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.



Online registration for Mobility-Online
(Erasmus (SMS))

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	<input type="text" value="1360780875"/>	*
Neptun code	<input type="text"/>	

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

Your Workflow

MOBILITY-ONLINE

Semmelweis Egyetem

MOBILITY-ONLINE

Reload Application Workflow | Help | Logout

Nóra Seres

English

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"/>			

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.
- **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)
 - We can give points only to those activities that you are doing at Semmelweis University.

Personal data

MOBILITY-ONLINE

Semmelweis Egyetem

MOBILITY-ONLINE

Reload Application Workflow | Help | Logout

Nóra Seres

English

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.

Personal details

Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014

Last nameSeres

First nameNóra

Date of birth29.12.1987

Home countryHungary

Home institutionSemmelweis University

Study fieldMedicine

Host countryAustria

Host institutionMEDIZINISCHE UNIVERSITÄT GRAZ

Stay from20.01.2014

Stay until20.01.2014

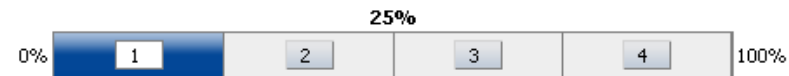
Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	20.01.2014	Nóra Seres	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20.01.2014	Automatically generated	
Online-Registration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

•You have to finish this step until 26/02/2023!

Scientific and educational activities

Home institution: Stay until:

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

TOKT

- We can only give points to those activities that are proved by uploaded certificates
- When you finish it, click to Save, and go back to the „Reload application workflow”

Reload Application Workflow

Help | Logout

Nóra Seres

English ▼

MOBILITY ONLINE

My Application Data

My Settings

Personal details

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

Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 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"/>			

- At this stage, you can upload the documents

Reload Application Workflow | Help | Logout

Nóra Seres English ▼

MOBILITY-ONLINE

- My Application Data
- My Settings

Insert

Upload name: Upload scientific education ▼

Owner: Seres, Nóra ▼

File: HU BUDAPE... 006.jpg

Cancel Create

New uploaded documents

Is Egyetem MOBILITY-ONLINE

help | Logout Nóra Seres English ▼

	Upload name ▼	Owner ▼	Filename ▼	Description ▼	Created by ▼	Created on ▼
	 Upload scientific education	Seres - Nóra	HU BUDAPE508 I BOLOGNA01 med 006.jpg		norci26	Jan 26

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

SEMMELWEIS UNIVERSITY

MOBILITY-ONLINE

[Reload Application Workflow](#) | [Help](#) | [Logout](#)

Seressss Seresssss

English

MOBILITY-ONLINE

- My Application Data
- My Settings

Application workflow

Applicant details

Last name	Seresssss	Degree Programme	Medicine - AOK
First name	Seresssss	Planned country of host institution (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	Seresssss Seresssss	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	Seresssss Seresssss	
Personal data completed	<input checked="" type="checkbox"/>	20.12.2016	Seresssss Seresssss	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	Seresssss Seresssss	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	20.12.2016	Seresssss Seresssss	Upload the certificate of scientific educat. activity
<input checked="" type="checkbox"/> 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 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 **13th of March, 2023, 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

	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 educational 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"/>			