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

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-ekt.hu

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**

<table>
<thead>
<tr>
<th>Type of applicant</th>
<th>○ Incomings ○ Outgoings *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of person</td>
<td>○ Students/Trainees ○ Teachers</td>
</tr>
<tr>
<td>Exchange Programme</td>
<td>Erasmus (SMS) *</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Exchange Programme SMS</th>
<th>○ Tanulmányi program ○ Szakmai gyakorlat (ETK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year</td>
<td>2023/2024 *</td>
</tr>
<tr>
<td>Semester</td>
<td>&lt;-- Please select --&gt;</td>
</tr>
</tbody>
</table>

**Personal data**

<table>
<thead>
<tr>
<th>Neptun code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Date of birth (dd.mm.yyyy)</td>
</tr>
<tr>
<td>Country of birth</td>
</tr>
<tr>
<td>Place of birth</td>
</tr>
<tr>
<td>Mother's maiden name/last/first name</td>
</tr>
</tbody>
</table>
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.

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

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.

<table>
<thead>
<tr>
<th>Personal details</th>
<th>Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>Seres</td>
</tr>
<tr>
<td>First name</td>
<td>Nóra</td>
</tr>
<tr>
<td>Date of birth</td>
<td>29.12.1987</td>
</tr>
<tr>
<td>Home country</td>
<td>Hungary</td>
</tr>
<tr>
<td>Home institution</td>
<td>Semmelweis University</td>
</tr>
<tr>
<td>Study field</td>
<td>Medicine</td>
</tr>
<tr>
<td>Host country</td>
<td>Austria</td>
</tr>
<tr>
<td>Host institution</td>
<td>MEDIZINISCHE UNIVERSITÄT GRAZ</td>
</tr>
<tr>
<td>Stay from</td>
<td>20.01.2014</td>
</tr>
<tr>
<td>Stay until</td>
<td>20.01.2014</td>
</tr>
</tbody>
</table>

Necessary steps | Done | Done on | Done by | Direct access via following link

- Online-Application: ✔️ 20.01.2014 Nóra Seres
- Confirmation e-mail online application: ✔️ 20.01.2014 Automatically generated
- Online-Registration: ✔️ 20.01.2014 Nóra Seres
- Personal data completed: □

Application formally checked: □
Scientific and educational activities completed: □
Certificate of scientific educational activity uploaded: □
Scientific and educational activities checked by the coordinator: □
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 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 at Semmelweis University.
Personal data

You have to finish this step until 26/02/2023!
Scientific and educational activities

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: Igen/Yes, Nem/No
- Helyi TDK 1 / Local URS / TDK Presentation 1: Igen/Yes, Nem/No
- OTDK / National URS / TDK Presentation: Igen/Yes, Nem/No
- Rektori pályamunka (1) / Rector’s competition (1): Igen/Yes, Nem/No
- I. helyezésre javasolt rektori pályamunka / Rector’s competition offered for first place: Igen/Yes, Nem/No
- Tudományos közlemény / Scientific articles: Igen/Yes, Nem/No
- Tudományos közlemény / Scientific articles: Igen/Yes, Nem/No
- Némaetlős tudományos - (nem diákkiállalkozás) konferencián előadás, poster (1) / Presentation or poster on an International Scientific conference (1): Igen/Yes, 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"
• 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 **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.