

SOP-Online Application Guide



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

<https://semmelweis.hu/erasmus/en/outgoing-students/outgoing-student-mobility-of-traineeship-smp/application-for-traineeship-mobility-abroad/>

ERASMUS+ > STIPENDIUM HUNGARICUM > HUNGARIAN DIASPORA SCHOLARSHIP > VSLO > CONTACT

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APPLICATION FOR TRINEESHIP MOBILITY

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 Schreiberiné

Institutional Erasmus+ coordinator

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erasmus@semmelweis.hu

Office Hours

1089 Budapest, Nagyvárad tér 4.
Diákcentrum

Monday-Wednesday 9 a.m. – 12 p.m.
Tuesday-Thursday 12:30 p.m. – 2 p.m.

1. Consultation before application

In order to ensure that students are able to prepare their application properly, the Erasmus+ Institutional Coordinator in cooperation with the faculty coordinators holds an informational and consultation session before the application period.

CALL FOR APPLICATIONS

2. Choosing your field of practice and destination

If you want to apply for a traineeship mobility, think it over, what type of practice you would like to do and in which country. Contact the **institutional coordinator** in writing, indicating your preferred country. She can put you in touch with students who have already done traineeship mobility abroad.

3. Online registration

The first step of the application procedure is the **online registration** in the so-called SOP system.

Registration period: **27 March 2023 – 24 April 2023**

IMPORTANT!

Registration must be completed by the deadline, otherwise the application will not be considered.

ONLINE REGISTRATION

Application for a student exchange



All fields marked with (*) must be completed.

Application details

Type of applicant	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
Exchange Programme	Erasmus (SMP) * ⓘ
Exchange Programme SMP	<input checked="" type="radio"/> szakmai gyakorlat <input type="radio"/> diploma utáni szakmai gyakorlat <input type="radio"/> mindkettő * ⓘ
Academic year	2023/2024 *
Semester	<-- Please select --> *

*Help guide in <http://semmelweis.hu/erasmus/erasmus/hallgatoi-mobilitas/gyik-a-palyazat-benyujtasahoz/>
Help guide in English: <http://semmelweis.hu/english/education/erasmus/outgoing/>*

Personal data

Neptun code	<input type="text"/> * ⓘ
Last name	<input type="text"/> *
First name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Country of birth	<-- Please select --> *
Place of birth	<input type="text"/> *
Mother's maiden name / last; first name	<input type="text"/> *
Nationality	<-- Please select --> *
E-mail address	<input type="text"/> * ⓘ
Same e-mail address for verification	<input type="text"/> *

Data concerning contact person in case of emergency

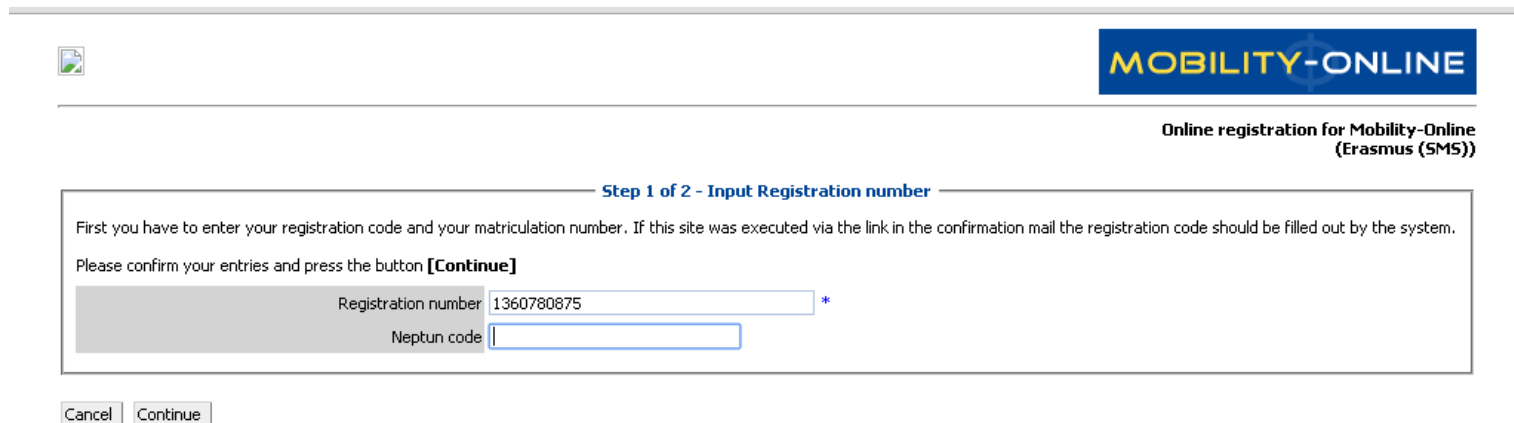
Last name of contact person	<input type="text"/> *
	<input type="text"/> *

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+ (<https://semmelweis.hu/erasmus/en/outgoing-students/outgoing-student-mobility-of-traineeship-smp/>)

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.



The screenshot shows the 'MOBILITY-ONLINE' logo in the top right corner. Below it, the text reads 'Online registration for Mobility-Online (Erasmus (SMS))'. The main content area is titled 'Step 1 of 2 - Input Registration number'. It contains the following text: '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]'. There are two input fields: 'Registration number' with the value '1360780875' and a red asterisk, and 'Neptun code' which is empty. At the bottom left, there are 'Cancel' and 'Continue' buttons.

- Following you give your password, you will receive a new email. During this time you can log in. Please try it 3 times, if the system does not accept your password, let us know via email: erasmus@semmelweis.hu

Your Workflow



MOBILITY-ONLINE

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 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

SOP SOP SOP

Semmelweis Egyetem **MOBILITY-ONLINE**

Reload Application Workflow | Help | Logout **Nóra Seres** English

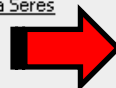
Show application work-flow

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Personal details **Erasmus (SMS) - Outgoing - 2014/2015 - Autumn 2014**

Last name	Seres	Study field	Medicine
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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.

• **You have to finish this step until 24/04/2023!**

Scientific and educational activities

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"/>			

25%



Page 1 from 4

(Pages can also be changed by clicking on the page numbers)

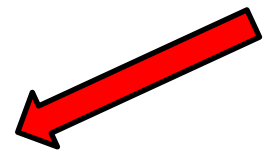
Tudományos és oktatási tevékenység (max. 70 pont) / Academic achievements (max. 70 points)	
Tudományos Diákköri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum	<input type="radio"/> Igen/Yes <input type="radio"/> Nem/No
Helyi TDK 1 / 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

- **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 during your study at Semmelweis University.

TOKT

- We can only give points to those activities that are proved by uploaded certificates
- About point-system:
<https://semmelweis.hu/erasmus/en/outgoing-students/outgoing-student-mobility-of-traineeship-smp/application-for-traineeship-mobility-abroad/>
- 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

SOP

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

Last name	<input type="text" value="Seres"/>	Study field	<input type="text" value="Medicine"/>
First name	<input type="text" value="Nóra"/>	Host country	<input type="text" value="Austria"/>
Date of birth	<input type="text" value="29.12.1987"/>	Host institution	<input type="text" value="MEDIZINISCHE UNIVERSITÄT GRAZ"/>
Home country	<input type="text" value="Hungary"/>	Stay from	<input type="text" value="20.01.2014"/>
Home institution	<input type="text" value="Semmelweis University"/>	Stay until	<input type="text" value="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 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

SOP

Insert

Upload name: Upload scientific education

Owner: Seres, Nóra

File: Fájf kiválasztása | HU BUDAPE... 006.jpg

Cancel Create

New uploaded documents

Is Egyetem MOBILITY-ONLINE

help | Logout Nóra Seres | English

SOP

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

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	Seressss	Degree Programme	Medicine - AOK
First name	Seressss	Planned country of host instituion (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	Seressss 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	Seressss Seresssss	
Personal data completed	<input checked="" type="checkbox"/>	20.12.2016	Seressss 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	Seressss Seresssss	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	<input checked="" type="checkbox"/>	20.12.2016	Seressss Seresssss	Upload the certificate of scientific educat. activity
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 **15th of May, 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 educat. 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"/>			