SOP-Online Application Guide
APPLICATION FOR TRAINEESHIP MOBILITY

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 filed 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**: Options include: Incomings, Outgoings, Students/Trainees, Teachers.
- **Exchange Programme**: Erasmus (SMP)
- **Academic year**: 2023/2024
- **Semester**: Please select

**Help guide in Hungarian**: [http://semmelweis.hu/erasmus/erasmus/talalatok-kereso/](http://semmelweis.hu/erasmus/erasmus/talalatok-kereso/)


**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**: 
- **Nationality**: Please select
- **E-mail address**: 
- **Same e-mail address for verification**: 

**Data concerning contact person in case of emergency**

- **Last name of contact person**: 
- **Address**: 
- **City**: 
- **Country**: 
- **Postal code**: 
- **E-mail address**: 
- **Same e-mail address for verification**: 

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Note: All fields marked with (*) must be completed.
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](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.

• 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
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

<table>
<thead>
<tr>
<th>Activity</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>Nóra Seres</td>
<td>Display/Edit Application Data</td>
</tr>
<tr>
<td>Confirmation e-mail online application</td>
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<td>20.01.2014</td>
<td>Automatically generated</td>
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</tr>
<tr>
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<td>Nóra Seres</td>
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<td></td>
</tr>
<tr>
<td>Application formally checked</td>
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</tr>
<tr>
<td>Scientific and educational activities completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of scientific educational activity uploaded</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientific and educational activities checked by the coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personal data

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, so 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: Nöra
Date of birth: 26.12.1987
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

Online steps

- Online-Application: Done (20.01.2014) - Nöra Seres
- Confirmation e-mail online application: Done (20.01.2014) - Automatically generated
- Online-Registration: Done (20.01.2014) - Nöra Seres
- Personal data completed: Not done

Additional steps

- 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.

• **You have to finish this step until 24/04/2023!**
Scientific and educational activities

<table>
<thead>
<tr>
<th>Necessary steps</th>
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<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
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<td>Automatically generated</td>
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<td>Online-Registration</td>
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<td>Nina Seres</td>
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<tr>
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<td>21.01.14</td>
<td>Nina Seres</td>
<td>Complete personal data</td>
</tr>
<tr>
<td>Application formally checked</td>
<td>✓</td>
<td>21.01.14</td>
<td>Károly F. Tóth</td>
<td></td>
</tr>
<tr>
<td>Scientific and educational activities completed</td>
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<td></td>
<td></td>
<td>Complete scientific and educational activities</td>
</tr>
</tbody>
</table>

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 Diáklóri Konferencia- és Korányi Frigyes Tudományos Fórum / Scientific Students' Conference, Korányi Frigyes Scientific Forum</td>
</tr>
<tr>
<td>Helyi TDK 1 / Local URS / TDK Presentation</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>
<tr>
<td>Tudományos közlemény / Scientific articles</td>
</tr>
<tr>
<td>Nemzetközi tudományos - (nem diákkiári/hallgató) konferencián előadás, poster (1) / Presentation or poster on an International Scientific conference (1)</td>
</tr>
</tbody>
</table>

Pages can also be changed by clicking on the page numbers.
• **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.
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”
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 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Name</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Katalin F. Tóth</td>
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<td>Complete Scientific and educational activities</td>
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<tr>
<td>Certificate of scientific educational activity uploaded</td>
<td>21.01.2014</td>
<td>Nóra Seres</td>
<td>Upload the certificate of scientific educational activity</td>
</tr>
<tr>
<td>Scientific and educational activities checked by the coordinator</td>
<td>21.01.2014</td>
<td>Katalin F. Tóth</td>
<td></td>
</tr>
<tr>
<td>Application Form printed</td>
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<td></td>
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</tr>
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