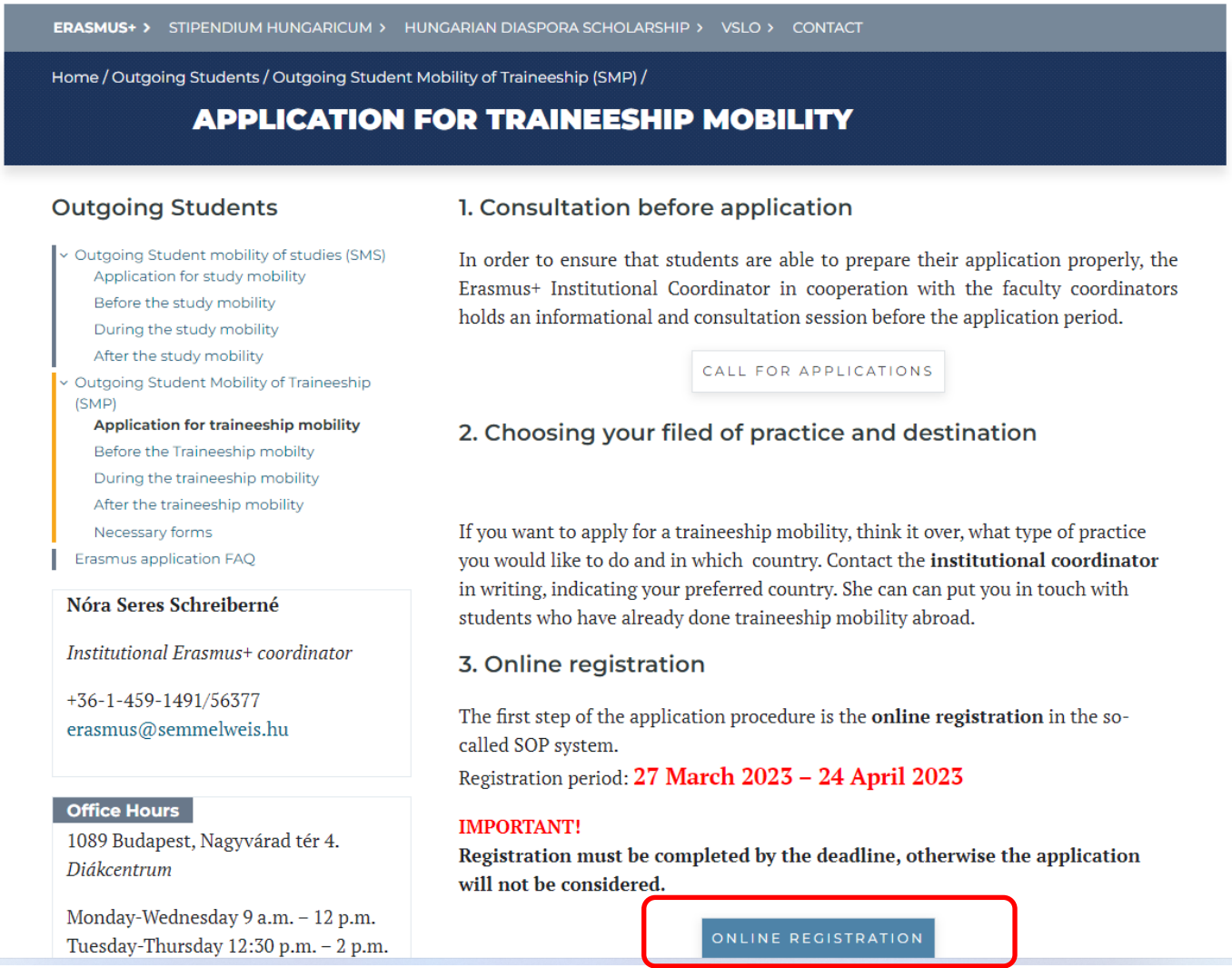
SOP-Online Application Guide

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/



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 (SMP) *
Exchange Programme SMP	● szakmai gyakorlat ○ diploma utáni szakmai gyakorlat ○ mindkettő *
Academic year	2023/2024 *
	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/*
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	*
Nationality	<-- Please select --> *
E-mail address	*
Same e-mail address for verification	*

Data concerning contact person in case of emergency

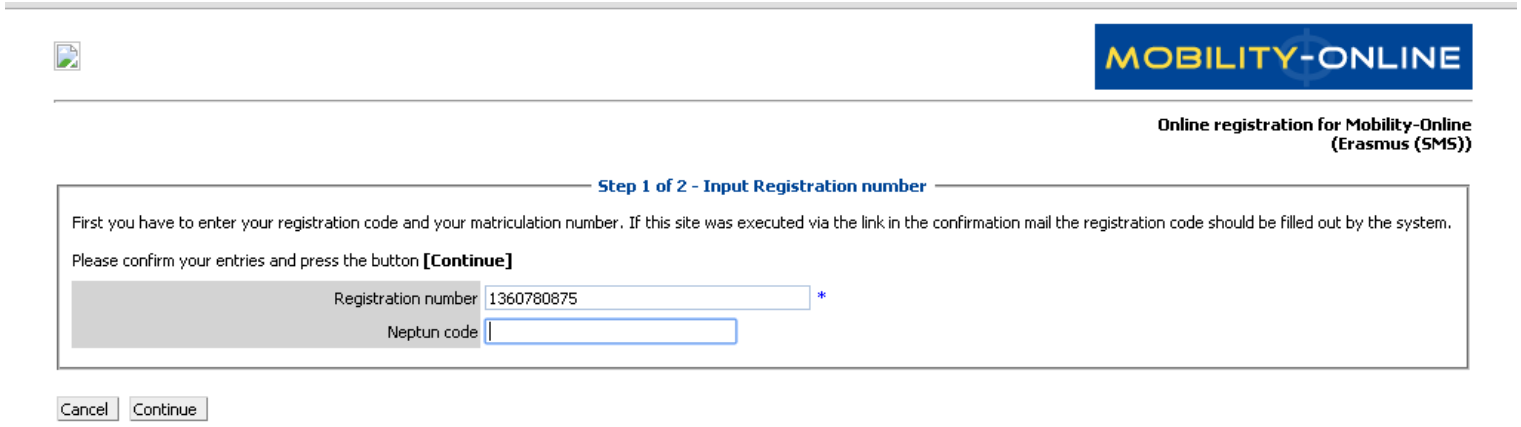
Last name of contact person	*

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 studing **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/)

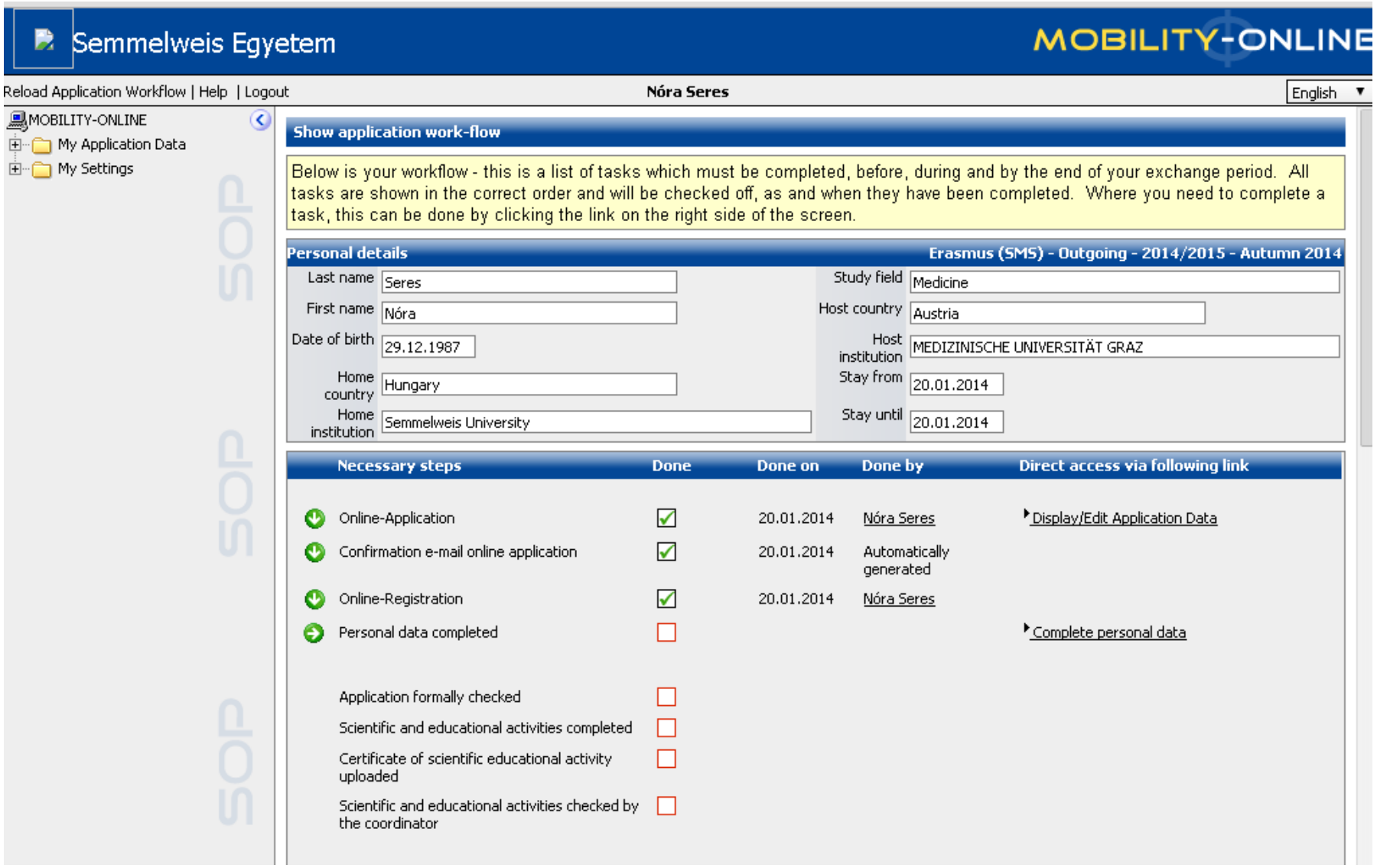
Application Form

- After sending your application, you will receive an email. Please check the end of that email as you will find a link to register.

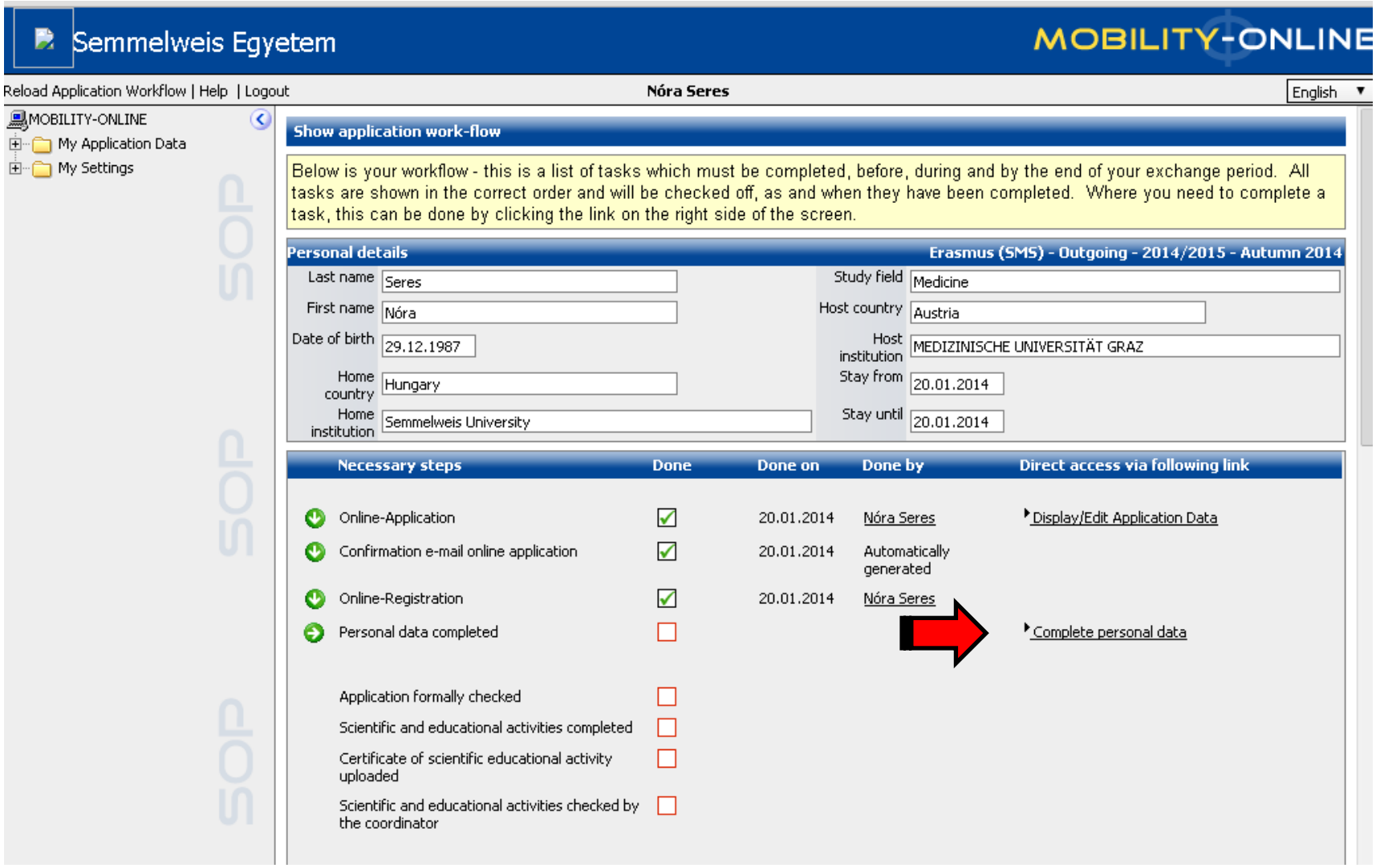


•Following you give your password, you will receive a new email. During this time you can log in. Please try it 3 times, if the system does not accept your password, let us know via email: erasmus@semmelweis.hu

Your Workflow



Personal data

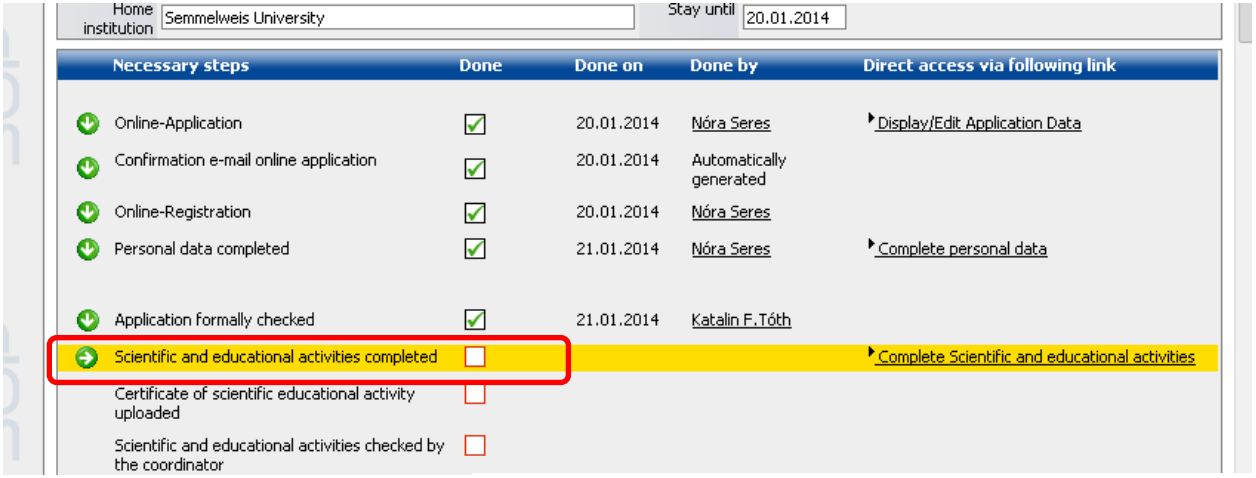


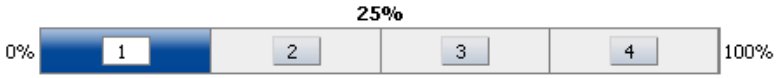
Personal Data

- 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





Page 1 from 4

(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 documtents (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.

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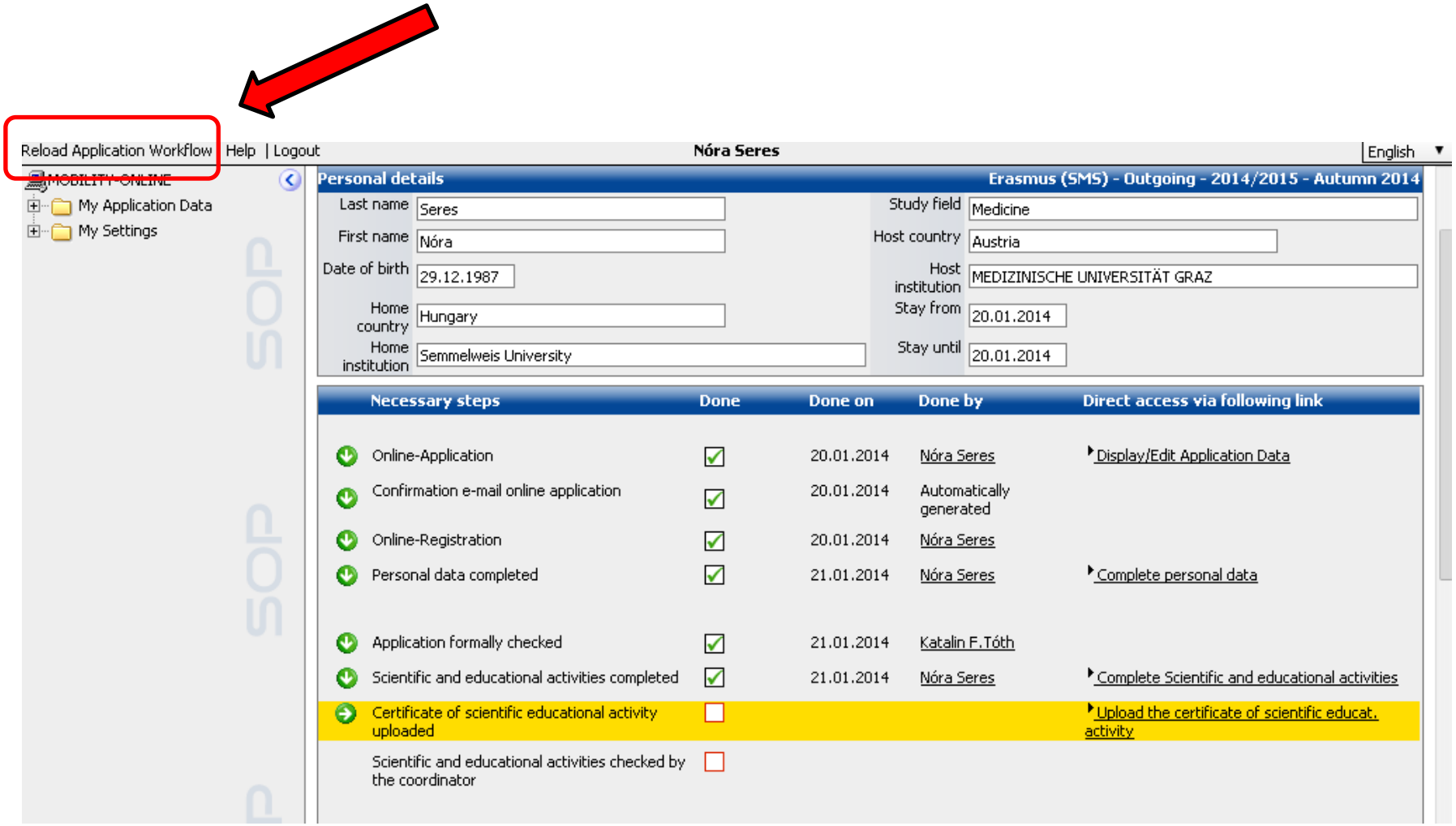
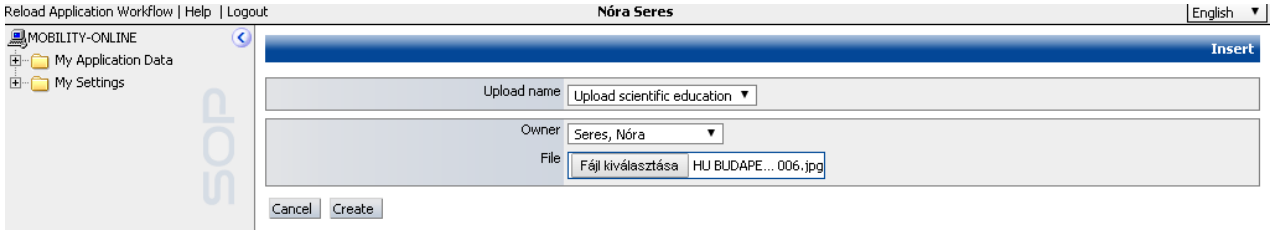
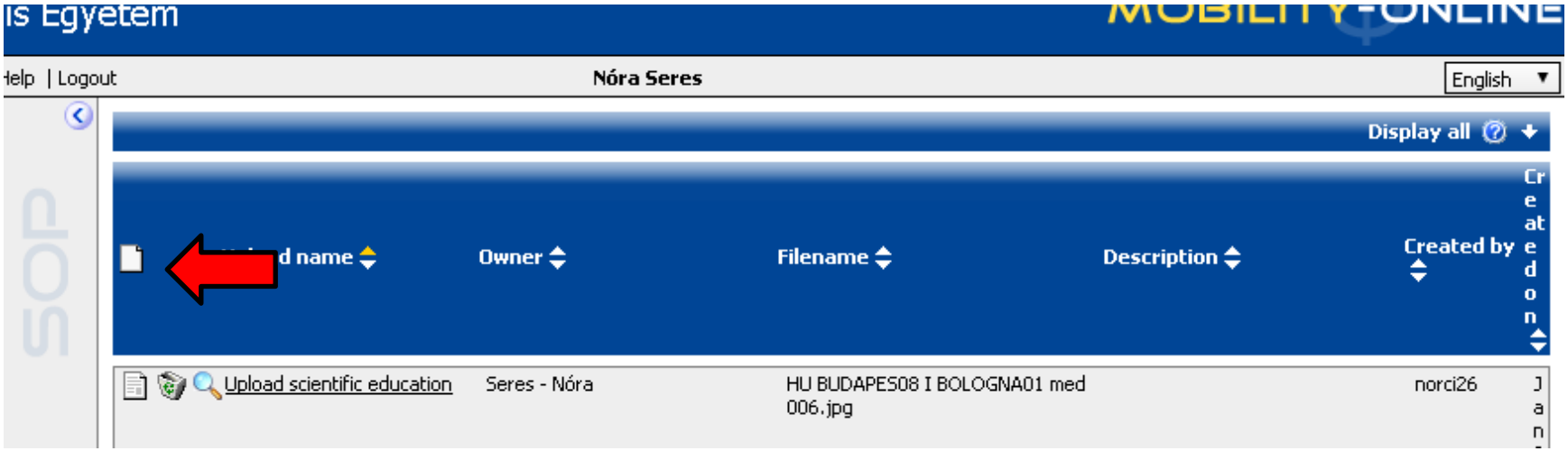
- We can only give points to those activities that are proved by uploaded certificates
- About point-system: https://semmelweis.hu/erasmus/en/outgoing-students/outgoing-student-mobility-of-traineeship-smp/application-for-traineeship-mobility-abroad/
- When you finish it, click to Save, and go back to the „Reload application workflow”



- At this stage, you can upload the documents

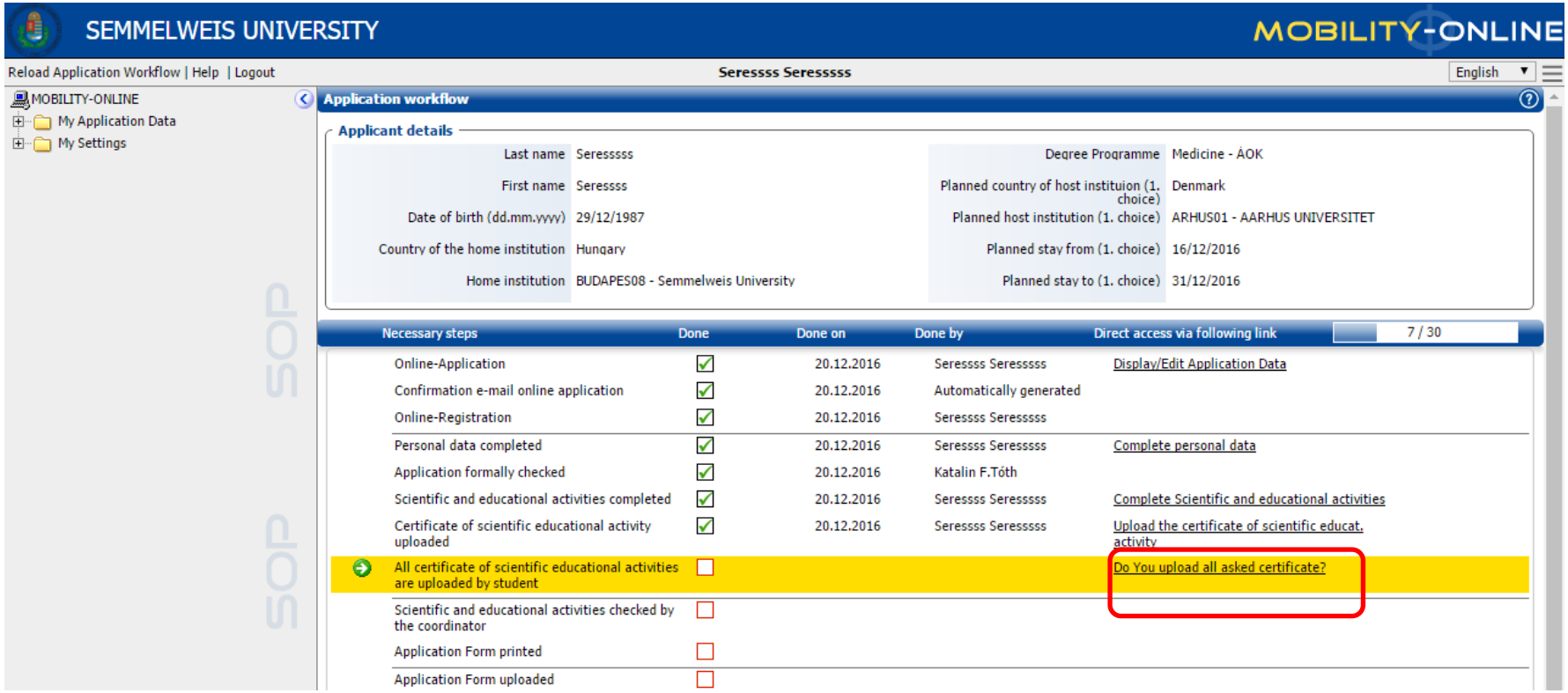


New uploaded documents



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

Application formally checked	☑	21.01.2014	Katalin F.Tóth	
Scientific and educational activities completed	☑	21.01.2014	Nóra Seres	Complete Scientific and educational activities
Certificate of scientific educational activity uploaded	☑	21.01.2014	Nóra Seres	Upload the certificate of scientific educat. activity
Scientific and educational activities checked by the coordinator	☑	21.01.2014	Katalin F.Tóth	
Application Form printed	☐			Print Application Form
Application Form uploaded	☐			