

SOP-Online Application Guide



Traineeship mobility application

<https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-traineeship-mobility-smp/>

or

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

1. Consultation before application

We kindly ask you to read the entire call for applications.

CALL FOR APPLICATION

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. Experience reports can also provide assistance in making your choice. You can even change the preferences indicated on the application form later.

EXPERIENCE REPORT

The list of **participating countries** in the program can be found in the call for applications.

3. Online registration

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

Registration period: **2 April 2024 – 19 April 2024**

Application platform

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	2024/2025 *
Semester	<-- Please select --> *

Personal data

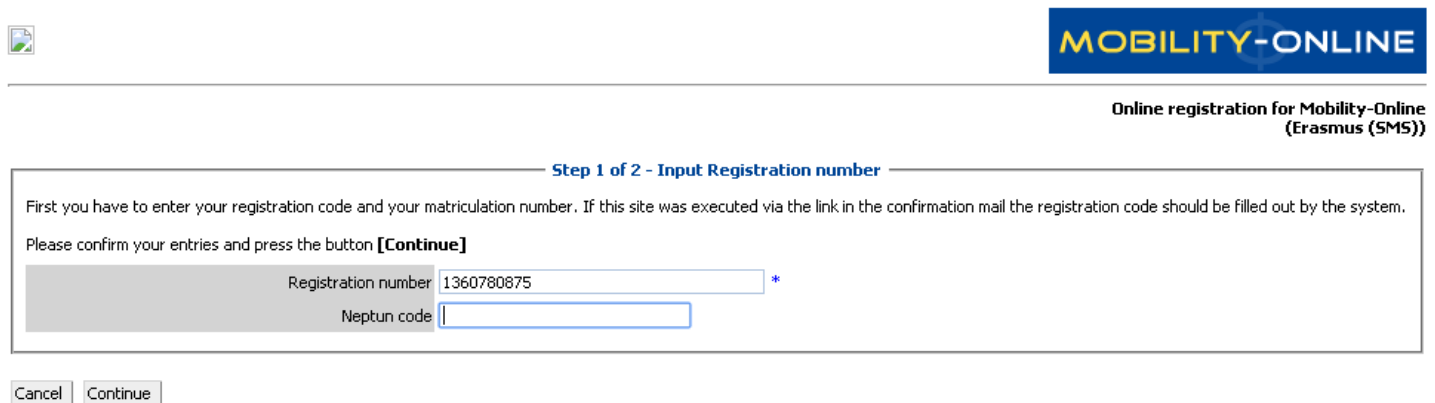
Neptun code	<input type="text"/> *
Last name	<input type="text"/> *
First name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Country of birth	<-- Please select --> *
Place of birth	<input type="text"/> *
Mother's 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"/> *

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: For dentistry, pharmacy, and medical training, it is "Graduate (Master - Medicine-Dentistry-Pharmacy)".
- Planned country of host institution: **PLANNED**, it is only preliminary information for us, you can change your mind about it
 - Please select only one country if you do not have a hosting institution.
 - Refer to the Call for Applications for the list of participating countries.

Next step: Registration

- 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 (SM5))'. The main heading for the form is 'Step 1 of 2 - Input Registration number'. The instructions state: '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 blue asterisk, and 'Neptun code' which is empty. At the bottom, there are 'Cancel' and 'Continue' buttons.

- Following you give your **password**, you will receive a new **email**. During this time you can **log in**.
 - If it doesn't accept the password on the first try, please try again. If after three attempts it still doesn't allow access, send an email.

Your Application Workflow

Semmelweis Egyetem
MOBILITY-ONLINE

Reload Application Workflow | Help | Logout
Nóra Seres
English ▼

MOBILITY-ONLINE

- 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: <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 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"/>			

Next step: Complete personal data

SOP SOP SOP

Semmelweis Egyetem MOBILITY-ONLINE

Reload Application Workflow | Help | Logout Nóra Seres English ▾

MOBILITY-ONLINE ◀

- My Application Data
- My Settings

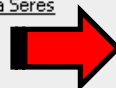
Show application work-flow

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"/>			



Next step: Complete 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.
- The completion of "Completed Personal Data" is required by **April 19, 2024**.
- Next step: **Complete scientific and educational activities**

Next step: Scientific and educational activities

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

- We can only give points to those activities that are proved by uploaded certificates
- We can give points only to those activities that you are doing at Semmelweis University or extracurricular activities during university studies.
- You can upload the certificates, after you finish the questionnaire.
- Point system, asked certificates:
<https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-student-mobility/>
- It can be modified after saving (it is not necessary to fill out the entire form at once).
 - Modification: "Forward to update"
- When you finish it, click to „Save”, and go back to the „Reload application workflow” (see next page)
- **Next step: Upload the certificates**

Reload Application Workflow

Help | Logout

Nóra Seres

English

MOBILITY ONLINE

My Application Data

My Settings

Personal details

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

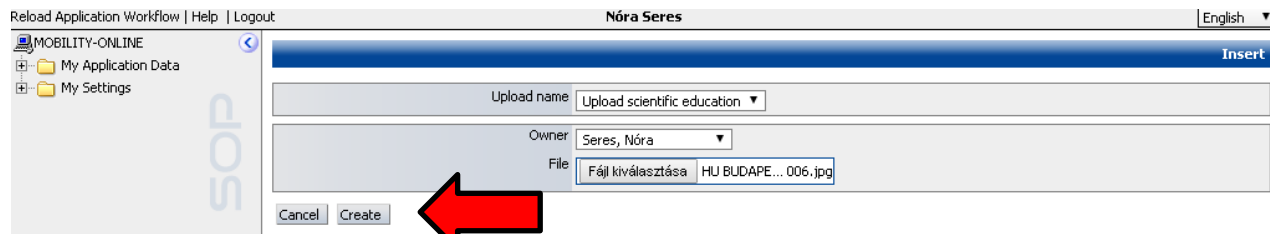
Last name	Seres	Study field	Medicine
First name	Nóra	Host country	Austria
Date of birth	29.12.1987	Host institution	MEDIZINISCHE UNIVERSITÄT GRAZ
Home country	Hungary	Stay from	20.01.2014
Home institution	Semmelweis University	Stay until	20.01.2014

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 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"/>			

- Next step: Upload the certificates

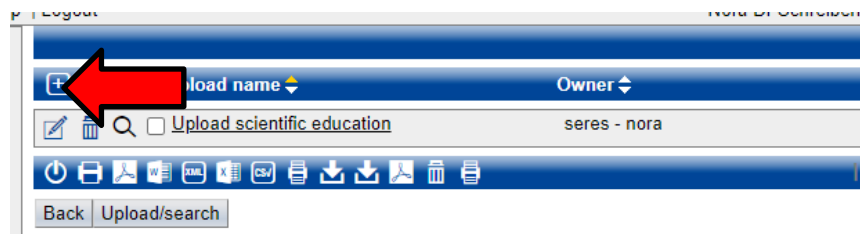
Next step: Upload the certificates

- At this stage, you can upload documents, certificates.
- Please name the uploaded documents (e.g.: German language certificate, extra working hours)
- You can upload the certificates one by one.
- Do not forget to upload your student status certificate, and registration card/residence permit/Hungarian address card



The screenshot shows the 'MOBILITY-ONLINE' application interface. The user is logged in as 'Nóra Seres'. The interface includes a navigation menu on the left with 'My Application Data' and 'My Settings'. The main area is a form for uploading a document. The 'Upload name' field is set to 'Upload scientific education'. The 'Owner' dropdown is set to 'Seres, Nóra'. The 'File' field shows a selected file named 'Fájl kiválasztása HU BUDAPE... 006.jpg'. There are 'Cancel' and 'Create' buttons at the bottom of the form. A red arrow points to the 'Create' button.

- How to upload a new certificate?



The screenshot shows the 'MOBILITY-ONLINE' application interface displaying a list of uploaded documents. The list has columns for 'Upload name' and 'Owner'. The first entry is 'Upload scientific education' with the owner 'seres - nora'. A red arrow points to the '+' icon in the top left corner of the list, indicating the option to add a new document. Below the list are 'Back' and 'Upload/search' buttons.

- Next step: Finalize upload

Next step: Finalize Upload

- When you finished uploading all certificates, you need to click „Have you uploaded all asked certificates?“ and pipe the check box
- After that please do not change anything in your application. If you need to modify something, please send us an email!
- We will check now your application.
 - It may take one or two days. Only after this can you proceed to the **next step (Finish your application)**.

SEMMELWEIS UNIVERSITY MOBILITY-ONLINE

Reload Application Workflow | Help | Logout Seresssss 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 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	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
All certificate of scientific educational activities are uploaded by student	<input type="checkbox"/>			Do You upload all asked certificate?

Next step: Finish your application

- Now you are able to print out **Application Form** („Print application form”)

✔	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	<input type="checkbox"/>			▶ Print Application Form
	Application Form uploaded	<input type="checkbox"/>			

- Please **sign it**, scan it and upload the scanned version into the system. (Your signature is enough)
- You have to **bring the original Application Form** until **17th of May, 2024, 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