



Application Notice and Guide

The 2024/2025 Annual Student Mobility Placement Scholarship

Semmelweis University is pleased to announce a scholarship for the 2024/2025 academic year regarding traineeships. The application form will be available online on our website from **12/06/2024** at following link: <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-traineeship-mobility-smp/> and <https://semmelweis.hu/erasmus/en/outgoing-students/outgoing-student-mobility-of-traineeship-smp/>

1. Overview

Student mobility for traineeship enables students at higher education institutions to spend an integrated period of traineeship in another participating country **from 1 July 2024 to 31 July 2025**.

The rotation can only take place in case Semmelweis University accepts the traineeship and recognizes the student's progress abroad.

In case of positive evaluation of application -according to this application notice and guide- the student gets the opportunity to travel abroad provided his/her **traineeship is accepted** by both sending and host institutions.

The mobility program provides scholarship grants for the duration of a traineeship abroad, as defined in this application notice, which contributes **in part** to the costs incurred by students (travel, accommodation, board, insurance).

2. What are the objectives of student mobility?

- To enable students to benefit educationally, linguistically and culturally from the experience of learning in other countries;
- To promote co-operation between institutions and to enrich the educational environment of host institutions;
- To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals.

3. Who may benefit?

Students who meet all of the following criteria simultaneously are eligible to apply:

- are enrolled in undergraduate programs on the regular track at the **Faculty of Medicine, Faculty of Pharmaceutical Sciences, or Faculty of Dentistry** of Semmelweis University,
- are enrolled for the **second semester of the 2023/2024** academic year or declare that they will not suspend their student status for academic reasons during this semester,



- will be in **active student status with the University during the application period**, meaning their student status will not be suspended,
- have at least an intermediate level of proficiency in English or the language of the target country, have outstanding academic, scientific, or public activities.

4. What are the preconditions?

The traineeship must be relevant for the degree-related learning and personal development needs and, wherever possible, be integrated in the study programme of the student.

Your traineeship abroad should last from a **minimum of 60 days and** must be **spent in the same hospital/receiving institution**. The maximum duration is 12 months.

The traineeship **must be organized on her/his own**.

Please note, that only traineeships carried out at accredited institutions can be accepted as part of the studies. Should you have any further inquiries concerning the accreditation status of the prospective institution or have any acceptance related questions, please consult the website below or turn to your registrar for assistance. <https://semmelweis.hu/registrar/medicine/rotation/>

5. What arrangements are made for the students?

Prior to their departure, scholarship students are provided with:

- A grant agreement covering the mobility period and signed between the student and his or her home higher education institution.
- A "Training Agreement" setting out the programme of traineeship to be followed, as approved by the student, the home and the host institution.

6. The Scholarship support

The amount of scholarship that can be awarded under this application depends on the duration of the scholarship period, the host country, and the type of scholarship. The amount of support for the **Pannonia Scholarship Program** is determined by the Secretariat responsible for Innovation and Higher Education of the Ministry of Culture.¹ The support may not necessarily cover the actual expenses incurred!

In the case of the **Pannonia Scholarship Program**, disbursement is made in **Hungarian forints** after the conclusion of the grant agreement.

The specific amount of support entitled to the student will be determined after the evaluation of student applications and institutional applications, taking into account the available. With this application, the University can provide a maximum of 3 months of scholarship support. For longer mobilities, it is necessary to contact the International Mobility Office in writing (pannonia@semmelweis.hu) and, taking

¹ <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/>



into account the available funds, support for longer durations may be possible based on individual assessment.

Considering the application ranking, in the event of a lack of funds, the NKI may decide that an otherwise successful applicant, although not receiving financial support, may participate in the Program as a self-financed participant. Upon approval by the University's competent authority, the NKI will promptly notify the scholarship recipient in writing (even electronically) of its decision.

For more detailed information about **participating countries**, you can find it on the NMI website, where the support amounts are also listed.

7. Who may apply?

Students may apply for the **traineeship programme** if they:

- are registered for full-time studies at Semmelweis University's Faculty of Medicine, Faculty of Pharmaceutical Sciences, Faculty of Dentistry
- are already registered for the 2023/2024/2 academic year
- possess active student status at Semmelweis University during the period of application, therefore will not interrupt their student status
- are Hungarian citizens, permanent residents of Hungary, students with refugee status, possess (or at least have issued) a resident's permit for at least 6 months OR own a **registration card in case of EU citizens**
- speak English or the language of the host country on at least an intermediate level
- possess exceptional academic and scientific abilities, participate in extracurricular activities
- Students studying with the Stipendium Hungaricum and Diaspora Scholarships cannot participate in the program according to the Scholarship's Regulations.

8. The Application Process

SMP- Student Mobility Placement²

The online application system is available for traineeship programme from 12. 06. 2024.

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

- Students who secure a placement program must be enrolled at Semmelweis University for the period they are to spend at the partner organisation. Students continue to pay their regular tuition fee to Semmelweis University.

² For example rotations, summer practices (if it is more than 2 months)



- After completing the online application, the **application form must be uploaded to the mobility online platform** by the specified deadline.
- Frequently asked technical questions regarding the submission of the application can be found at the following link: <https://semmelweis.hu/erasmus/hallgatoi-mobilitas/szakmai-gyakorlat-smp/palyazas-menete-szakmai-gyakorlatra/>

Registration Deadline: 26/06/2024!

Applications cannot be submitted without registration.

Application Deadline: 12/07/2024., 12.00!

Should you have any further questions please contact the International Mobility Office in person or via e-mail. E-mail address: pannonia@semmelweis.hu ; Phone: +36 1 459-1500/ 56377 or 56379.

9. Evaluation criteria, process, notification of applicants

The University's goal is to ensure that its most knowledgeable, talented, and driven students be given the opportunity to participate in this programme. As such, academic, scientific and professional achievements and participation in extracurricular activities are the most important criteria for selecting the winners.

It is considered a benefit if someone acquires the Letter of Acceptance of host institution until the application deadline. However, the acquisition of the Letter of Acceptance is not a prerequisite of the application.

The [ranking system](#) can be seen at the International Mobility Office's website.

Scholarship status will be granted to students who achieve just **over 100 points**. Please note that your mother tongue does not count as language competence, therefore you cannot receive points for it!

The decision list prepared by the evaluating committee ranks successful applicants based on the scores achieved, categorized by department (hereinafter referred to as the "decision list"). From the applicants who meet the application requirements but do not receive a scholarship, a reserve list must be established based on the scores achieved. This reserve list serves in case a winning applicant withdraws or encounters any other obstacle preventing participation in the program, or if the application decision becomes invalid according to the regulations outlined herein.

The final decisions will be made by an ad hoc committee made up of faculty leaders no later than 31/07/2024. Applicants will receive written notice of the results.

If the winning applicant does not wish to avail themselves of the awarded support or, despite a successful application, does not intend to participate in the program, they are obliged to inform the NKI immediately in writing (pannonia@semmelweis.hu). In the case of such a student, the application decision becomes invalid.



10. Entering into contract, report and other obligations

A/ Student Mobility Placement

Semmelweis University concludes **Training Agreement** with Student and host institution in order to ensure a transparent and efficient preparation of the exchange abroad. Later the University enters into contract, the so called **Grant Agreement** with Student, prior the departure of Student, which contains the whole grant of the mobility.

In Training agreement:

- a) the host country undertakes to provide the student with the opportunity to complete the traineeship plan contained in it
- b) the student undertakes to comply with the agreement
- c) the University commits itself, in case of completion of the plan, to fully recognize the traineeship abroad in accordance with relevant regulations of the University, either by credit points or by issuing a Diploma Supplement or other document. The training agreement includes a Quality Management Statement detailing the roles and responsibilities of those involved in the organization of the traineeship.

The training agreement may only be modified with the consent of all three parties.

B/ Joint provisions

Following the satisfactory completion of the traineeship abroad, the host institution will provide the student with the Certificate of Attendance in accordance with the training agreement. Following successful application, the student -who does not receive a grant- will be eligible to participate in the program as long as he / she has sufficient financial resources to cover his / her costs in the host country. The student shall declare the availability of adequate cover **in writing**. The agreements detailed above must be concluded this case as well.

C/ Insurance

The liability insurance is obligatory in Traineeships. If your host organisation does not provide it, please make one.

D/ Scholarship payment (Grant)

The student enters into a Grant agreement with the University prior to commencement of the traineeship and **receives a pre-financing of 80% of the scholarship**.

After completion of the traineeship, the student must submit a final report in the form and by the deadline specified in the grant agreement. The final report submitted by the student is also a request to settle the



balance of the grant. In case the student does not submit his / her report by due date, or if he / she does not use the amount of the grant in accordance with the contract, he / she shall reimburse the University.

Depending on the available resources, it is possible to extend the mobility once during the duration of the scholarship. The student is obliged to inform the NKI in writing about their intention to extend at least 30 working days before the end of the scholarship period. The evaluation of the extension request and the contract signing should follow the procedures outlined in the original application assessment. The extension must directly follow the originally planned scholarship period. The extended mobility period must end by **July 31, 2025**.

Budapest,.