



Call for Applications and Guidelines for **Short-** and **Long-Term** **Student Mobility for Research** for the Academic Year 2024–2025

1. General Information

The university's application submitted to the TEMPUS Public Foundation (hereinafter referred to as the institutional application) concerns financial support for study trips under the Pannónia Scholarship Program aimed at research, which will take place *from 1 July 2024 to 31 July 2025*.

This call for applications is aimed at two types of research mobility, with the same application conditions but differing in duration:

1. **Long-term research mobility** (minimum 2 months, maximum 3 months)
2. **Short-term research mobility** (minimum 2 days, maximum 30 days)

Students may participate in multiple other types of Pannónia mobility programs abroad, but they must ensure that the maximum time spent on mobility does not exceed 12 months per training cycle.

The program provides **scholarship support** during the period of the trip, as specified in this call for applications, which partially contributes to covering students' incurred costs (travel expenses, accommodation, meals, insurance).

Every study period abroad must be part of the student's academic program aimed at obtaining a degree within any study cycle. Mobility can only take place if the university recognizes the activities conducted abroad and credits them towards the student's progress based on the university's regulations.

2. Scholarship Support

The amount of scholarship that can be obtained through this application depends on the length and type of scholarship period, as well as the host country. The amount of support for the **Pannónia Scholarship Programme**¹ is determined by the State Secretariat for Innovation and Higher Education at the Ministry of Culture and Innovation. The support does not necessarily cover the actual incurred costs.

For the **Pannónia Scholarship Programme**, the disbursement of support will be in **Hungarian Forints** within 3-4 weeks after the support contract is signed.

The determination of the specific support amount due to the student will occur after the evaluation of student applications and the institutional application.

3. Who Can Apply for **Research Mobility**?

Applications can be submitted by students who simultaneously meet all the following criteria:

- They are enrolled in the full-time program at Semmelweis University.

¹ Amount of scholarship: <https://semmelweis.hu/erasmus/pannonia-osztondijprogram/>



- Students participating in master's, or undivided training are eligible to submit applications for this call.²

- Applicants in undivided training must have completed at least 7 semesters, while those in other training programs must have completed at least 2 semesters at the time of application.

- They have an active student status at the time of application.

- They will have active student status with the university during the applied period, meaning they do not suspend their student status.

- They are Hungarian citizens or live in Hungary as refugees, asylum seekers, accepted individuals, immigrants, or residents, or they have the right to free movement and residence according to law.

- They have at least intermediate proficiency in English or the language of the host country.

- They have outstanding academic, scientific, and community activities.

- They possess a supporting statement signed by their thesis advisor.

4. Application Process

Applications can be submitted **continuously** for the time interval specified in point 1, and it is recommended to submit the application at least 2 months before the planned start of mobility.

The application process takes place **in two steps**:

1. Documents to be submitted via email to pannonia@semmelweis.hu:

- Valid proof of student status at the time of submission.

- A supporting statement signed by the applicant's thesis advisor.

- An acceptance statement received from the research site (specifying the student, the location, and the time interval).³

2. As a confirmation, the applicant will receive the link to the online platform where they can indicate extracurricular and scientific activities and upload related documents.

The submission of the application becomes final upon signing the Application Form printed from the online platform and submitting it to the Directorate of International Relations at the email address above.

Supplementation is allowed on one occasion and must be submitted within two working days following the notification. If the applicant does not correct the deficiency properly or within the deadline, their application will be rejected without further substantive evaluation.

In the case of student mobility for research at non-higher education institution, no prior framework agreement is required between the sending higher education institution and the receiving institution/company. (**Important**: if going to a university for research purposes, it is required to have an inter-institutional agreement between the two institutions.)

For the list of countries participating in mobility, see <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/>.

5. Evaluation Criteria, Application Review, Notification of Applicants, Objections

² The Doctoral School is responsible for managing the application process for students participating in the doctoral program.

³ The organization of the research-oriented student mobility program is carried out independently.



The university aims to involve the most talented and capable students in mobility; therefore, academic results, scientific, professional, and community activities, as well as language proficiency, are decisive in selecting the applicants. Preference is given to applicants whose mobility is aimed at institutions abroad that are ranked in the top 250 in the Times Higher Education or Quacquarelli Symonds international university rankings.

The evaluation criteria for applications can be viewed on the International Mobility Office's website: <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-traineeship-mobility-smp/>.

Applications that are fully submitted will be evaluated within two weeks, and the Mobility Office will **notify** the applicant **in writing** (including electronically) about the results.

The applicant may submit a written **objection** against the decision of the evaluation committee within three working days following the receipt of the notification about the application decision, *citing a violation of the rules regarding the application*. The objection must be submitted to the Directorate of International Relations at the address of the International Mobility Office or electronically.

The objection must include the necessary data to identify the application in question, as well as the contested action or omission.

If the successful applicant does not wish to use the awarded support or, despite the successful application, does not want to participate in the program, they are obliged to immediately notify the Directorate of International Relations in writing. In such a case, the application decision becomes invalid for that student.

6. Contract Signing, Reporting, and Other Obligations

A. Mobility Agreement

The university will enter into a **mobility agreement** with the winning student and the receiving institution regarding the fulfilment of requirements, followed by a **grant agreement** that specifies the total amount of support before the student's departure. **Modifications to the contract** or extensions of the stay abroad can be requested during mobility and must be submitted electronically to the International Mobility Office 30 days before the expiration of the contract.

A successful implementation of the mobility requires that **the activities conducted abroad be accepted** by Semmelweis University.

The mobility agreement related to research mobility must specify the planned activities and desired outcomes during the mobility.

In the mobility agreement:

- a) The receiving institution undertakes to ensure that the student is given the opportunity to fulfil the plan outlined therein.
- b) The student undertakes to fulfil the obligations outlined therein.



c) The university undertakes to recognize the activities carried out abroad in accordance with the relevant regulations of the university, following the evaluation of the submitted applications, provided that the plan is fulfilled.

The academic agreement can only be modified with the consent of all three parties. The training agreement includes **a statement of support from the thesis advisor regarding the preliminary acceptance of the research activities in Hungary.**

B. Insurance

Before starting the mobility, the outgoing participant must **take out health and liability insurance.**

C. Grant Disbursement

The student must sign a grant agreement with the university before starting the research mobility, after which they will receive **80% of the scholarship amount as an advance payment** for **long-term mobility**, while for short-term mobility, they will receive 100% as an advance payment.

After completing the mobility program, the student is required to submit a final report in the form and within the deadline specified in the grant agreement. The final report submitted by the student also serves as a request to settle the remaining balance of the support.

After the mobility is completed, the receiving institution will provide the student with **documentation certifying the mobility**, according to the mobility agreement.

After the scholarship period, the student **must prepare a research report** detailing the activities and results of the mobility period. This report will be accepted by the student's thesis advisor and the head of the relevant department/institute.

If the student does not submit the report on time or correctly, or if they do not use the scholarship amount or any part of it in accordance with the contract, they are obliged to repay it to the university.

For personal inquiries, we are available during **office hours** (on Monday and Wednesday from 09:00 am to 12:00 pm, on Tuesday and Thursday from 12:30 pm to 2:00 pm). You can contact us **by email** at pannonia@semmelweis.hu .

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