



Call for **Additional** Application For Short-Term, Study Mobility Program Support

Applications must be submitted via email.

1. General Information

The University's application to the TEMPUS Public Foundation (hereinafter: institutional application) pertains to financial support for **short-term student mobility program** carried out between **July 1, 2024, and August 31, 2026**.

As part of the short-term student mobility program, students may spend a **minimum of 2 days and a maximum of 30 days** at a university, hospital, or other healthcare institution. Students may participate in multiple mobility programs abroad; however, the total duration of mobility must not exceed **12 months per academic cycle**.

Each period of study abroad must form an integral part of the student's academic program aimed at obtaining a **degree** in any academic cycle. Short-term student mobility can only take place if the activities performed abroad are **approved by the University** and are included in the student's academic progress in accordance with the University's regulations.

The program provides **scholarship support** for the period abroad, as specified in this call for applications.

2. Scholarship Support

The amount of the scholarship available under this application depends on the **length of the scholarship period** and the **host country**. The support amount for the Pannonia Scholarship Program is determined by the **Secretariat for Innovation and Higher Education** under the Ministry of Culture and Innovation.¹ **The scholarship may not necessarily cover the actual costs incurred.**

For the Pannonia Scholarship Program, payment is made in **Hungarian Forints** within **2-3 weeks** after the grant agreement is signed.

The exact amount of support the student is entitled to will be determined after the evaluation of both student applications.

3. Who is Eligible to Apply for Short-Term Student Mobility?

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

- They are enrolled in the **2024/2025 academic year** as **6th-year students** in a full-time undergraduate program at Semmelweis University
- They hold **active student status** at the time of application submission.
- They will maintain **active student status** with the University during the applied period and will not suspend their student status.
- They are Hungarian citizens or reside in Hungary as refugees, asylum seekers, beneficiaries of subsidiary protection, immigrants, or permanent residents, or are entitled to free movement and residence under the law.
- They have at least an **intermediate-level proficiency** in English or the language of the host country.
- They have demonstrated **outstanding academic, scientific, or community engagement activities**.

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



4. Application

Applications must be submitted via email to pannonia@semmelweis.hu.

The **email** must **include** the following information:

1. Applicant's name
2. Neptun code
3. Faculty and year of study
4. Name of the host institution, country
5. Applied mobility period

The **following documents must be attached to the email**:

- Letter of Acceptance
- Proof of student status (Student status certificate)

Deadlines:

Applications are accepted on a rolling basis.

Applicants are requested to submit their applications **at least 1 month** before the mobility period to allow sufficient time for the necessary administrative steps to be completed.

If applying for multiple mobilities, please submit separate applications for each.

For questions, inquiries can be made in person during office hours (Monday, Wednesday: 09:00–12:00, Tuesday, Thursday: 12:30–14:00) or electronically via email at pannonia@semmelweis.hu.

Supplementation may only be submitted once and must be provided within two working days. If the applicant fails to correct the issue, does so inadequately, or misses the deadline, the application will be rejected without further evaluation.

5. Evaluation of Applications, Notification of Applicants, and Appeals

Applications submitted for the short-term student mobility program will be evaluated within **3 working days** after submission.

Applicants will be notified of the evaluation results in writing (including electronically) by the International Mobility Office.

Applicants may file a written **appeal** against the decision of the evaluation committee within three working days of receiving the notification of the decision, citing a violation of the application rules. Appeals should be submitted to the International Mobility Office, either addressed to the International Mobility Office or electronically. The appeal must include information necessary to identify the application in question, as well as the specific action or omission being contested.

Following this, the **participant** will **independently organize** the short-term student mobility program.

If a successful applicant decides not to utilize the awarded support or does not wish to participate in the program despite a successful application, they must notify the International Mobility Office in writing without delay. In such cases, the decision regarding the application will become null and void for that applicant.

6. Contract Conclusion, Reporting, and Other Obligations

A/ Study Mobility



The University will sign a **learning agreement** with the successful student and the host institution concerning the fulfillment of academic requirements. Following this, a **grant agreement** specifying the full amount of support will be concluded with the student before their departure.

The agreement can be modified, or the duration of the stay extended, **only once** during the mobility period. Requests for changes must be submitted electronically to the International Mobility Office **at least 30 days before** the expiration of the agreement. The successful completion of the mobility program requires that the activities completed at the host institution are recognized by Semmelweis University.

The study agreement includes the following obligations:

- a) The host institution agrees to provide the student with the opportunity to fulfill the study plan outlined in the agreement.
- b) The student agrees to fulfill the requirements specified in the agreement.
- c) The University agrees to recognize the studies completed abroad, upon successful completion and evaluation of the submitted request, as credits in accordance with the University's regulations.

The study agreement may only be modified with the consent of **all three parties**. The learning agreement includes a copy of the **Letter of Acceptance** signed by all parties.

B/ Grant Agreement

Before starting the mobility program, the student must sign a **grant agreement** with the University in person.

C/ Insurance

Before the mobility program begins, the student must obtain **health insurance** and **liability insurance**.

D/ Scholarship Payment

Following the signing of the grant agreement, the scholarship amount will be paid in full within 2–3 weeks through the Neptun system.

E/ Reporting

After completing the short-term student mobility program, the student is required to submit a final report in the form and by the deadline specified in the grant agreement. The final report also serves as a request for the settlement of the scholarship balance.

If the student fails to submit the report by the deadline, submits an incomplete report, or misuses the scholarship funds, they must repay the University.

Depending on the availability of resources, the student may **extend** their mobility program once during the application period, while adhering to the rules regarding the duration of mobility. The student must notify the International Mobility Office of their intention to extend the program in writing at least 30 working days before the scholarship period expires. The evaluation of the extension request and the contract signing will follow the same rules as the original application. The extension must immediately follow the initially planned scholarship period. The extended mobility period must end by August 31, 2026.

Budapest,