



Call for Applications and Guide for Short-Term Study Mobility Program (Conference)

Application submissions are via email

1. General Information

Semmelweis University's application to the TEMPUS Public Foundation (hereinafter referred to as the institutional application) is aimed at providing financial support for short study trips for undergraduate students actively participating in conferences. This support is available for the period between **July 1, 2024, and August 31, 2026**.

Short-term study mobility may include participation in conferences (or professional events, academic competitions) if such participation actively contributes to the **professional content or organization** of the conference. For instance, the mobility participant may give a **presentation or lead a workshop** during the conference. The activity must be related to the student's field of study, **provide relevant and valuable knowledge for their academic progress**, and be **recognizable as part of their studies**. Sole attendance at conferences as a passive participant is not eligible for support.

Students participating in short-term study programs for **active participation in conferences** can apply for support for a **minimum of 2 days and a maximum of 30 days**. Students may engage in multiple mobility programs abroad; however, the total duration of mobility cannot exceed **12 months per academic cycle**.

All periods of study abroad must form an integral part of the student's academic program in any academic cycle aimed at obtaining a **degree**. Short-term study mobility is only possible if the activities performed abroad are **recognized 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 defined in this call for applications. This support partially contributes to covering the students' expenses, such as travel costs, accommodation, subsistence, and insurance.

By submitting their application, the student acknowledges that winning the scholarship alone does not entitle them to travel to a specific institution, a specific scholarship duration, or additional financial support.

2. Scholarship Support

The amount of 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.**

In the case of the Pannonia Scholarship Program, the payment is made in Hungarian Forints within 3-4 weeks after the conclusion of the grant agreement.

The exact scholarship amount the student is entitled to will be determined after the evaluation of student applications and the institutional application.

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



3. Eligibility for Short-Term Study Mobility (Conference)?

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

- They are enrolled in a full-time undergraduate program at one of the faculties of Semmelweis University.
- They have completed at least **one semester** in a bachelor's or undivided program; for master's and doctoral programs, mobility can be applied for from the **first semester**.
- They have an **active student status** at the time of application submission, or they declare that their student status is temporarily suspended for non-academic reasons during the current semester.
- They declare that 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 they live in Hungary as refugees, asylum seekers, beneficiaries of subsidiary protection, immigrants, or permanent residents, or they are entitled to free movement and residence under the law.
- They possess at least an **intermediate-level proficiency** in English or the language of the host country.
- They demonstrate **outstanding academic, scientific, or community engagement activities**.

4. Jelentkezés

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

The email should include the following information:

1. Applicant's name:
2. Neptun code:
3. Faculty, year:
4. Name/organizer of the conference:
5. Date of the conference:
6. Location of the conference (country, city):
7. Title of the presentation/poster:

The following documents must be attached to the email:

- Proof of active participation in the conference:
 - This may include an official email from the conference organizers confirming the acceptance of your abstract, or a highlighted section of the conference program that includes your presentation.
- Proof of student status.
- Declaration that the student will maintain active student status during the mobility period.
- Confirmation that the activities performed abroad will be recognized as part of the student's academic progress.
- Certificates of academic, scientific, or community engagement activities (see the scoring system).

Applicants are kindly requested to submit their applications at least 1.5 months prior to the conference to allow sufficient time for the necessary administrative steps for the mobility program to be implemented.

For inquiries, personal questions can be addressed during office hours (Monday, Wednesday: 9:00 AM–12:00 PM; Tuesday, Thursday: 12:30 PM–2:00 PM) or electronically via email at pannonia@semmelweis.hu .

Deadlines:

The submission deadline for application is continuous (until funds are exhausted).

Applicants are kindly requested to submit their applications at least 2 months prior to the conference to allow sufficient time for the necessary administrative steps for the mobility program to be implemented.

For inquiries, personal questions can be addressed during office hours (Monday, Wednesday: 9:00 AM–12:00 PM; Tuesday, Thursday: 12:30 PM–2:00 PM) or electronically via email at pannonia@semmelweis.hu .



Supplementation: One supplementation opportunity is allowed, which must be submitted 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 for the short-term, study-oriented student mobility program that are submitted in full will be evaluated within **10 working days** after submission.

Applicants will be notified of the evaluation results by the **NKI (International Mobility Office)** in writing, including via electronic means.

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 **NKI**, either addressed to the International Mobility Office or via electronic means.

The appeal must include the information necessary to identify the application in question, as well as the **specific action or omission** being contested.

Following this, the organization of the short-term student mobility program will be carried out independently.

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 **NKI** 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 **study agreement** with the successful student and the host institution regarding the fulfillment of academic requirements, followed by a **grant agreement** specifying the full amount of support, before the student's departure.

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

The study agreement can only be modified with the consent of **all three parties**. A statement of recognition is an integral part of the learning agreement.

B/ General Provisions

After the satisfactory completion of the mobility program, the host institution will issue a document confirming the mobility program, in accordance with the study agreement.

A student who successfully applies but does not receive a scholarship may still participate in the mobility program, provided they have sufficient **financial resources** to cover the costs incurred in the host country. The student must provide a **written declaration** confirming the availability of adequate funds. The agreements detailed above must also be signed in such cases.

C/ Insurance

Before the mobility program begins, the student is required to obtain **health insurance** and **liability insurance**.



D/ Scholarship Payment

Before starting the mobility program, the student must sign a **grant agreement** with the University. Following this, the student will receive **100% of the scholarship amount as an advance payment** transferred to the bank account specified in the Neptun system.

E/ Reporting

After completing the short-term, study-oriented 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 also serves as a request for the settlement of the scholarship balance.

If the student fails to submit the report by the deadline or submits an incomplete report, or if the scholarship funds are not used according to the agreement, the student is obliged to **repay the funds** to the University.

Depending on the availability of resources, the student may extend their mobility program **once** during the application period. The student must notify the NKI 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 contract signing must follow the same rules as the original application. The extension must immediately follow the initially planned scholarship period, and the extended mobility period must end by **August 31, 2026**.

Budapest,