



## **Application Notice and Guide for Traineeship Mobility in the 2025/2026 Academic Year within the Pannónia Scholarship**

The application form will be available online on our website from **March 20, 2025** at following link:  
<https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-traineeship-mobility-smp/>

### **General information**

Traineeship Mobility enables students at higher education institutions to spend an integrated period of traineeship in another participating country **from 1 June 2024 to 31 August 2026**.

Your traineeship abroad must last for a minimum of 60 days and must be completed at the same university, hospital, or other healthcare institution. Students may undertake multiple professional mobility traineeships abroad; however, **each individual mobility** period must last **at least 60 days** and be spent at the **same institution**.

A student may participate in mobility programs multiple times (not simultaneously); however, the total duration of all mobility periods combined must not exceed 12 months.

The traineeship must be **relevant to the student's studies**, contribute to their **academic and personal development goals**, and be **integrated into the student's study program**. The rotation can only take place in case Semmelweis University accepts the traineeship and recognizes the student's progress abroad.<sup>1</sup>

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.

### **Opportunities at Semmelweis University for the 2025/2026 Academic Year**

Scholarships can only be awarded for the following activities:

- **Full-time traineeship**, provided that the traineeship is recognized as part of the student's studies at Semmelweis University.

### **The Scholarship support**

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<sup>1</sup> English language program: <https://semmelweis.hu/registrar/medicine/rotation/>



The amount of scholarship that can be awarded under this application depends on the duration of the scholarship period, the host country. The amount of support for the **Pannonia Scholarship Program** is determined by the Ministry of Culture and Innovation.<sup>2</sup> **The source of the support depends on the available funds.** The support may not necessarily cover the actual expenses incurred!

The disbursement is made in Hungarian forints after the conclusion of the grant agreement for all types of mobility.

The specific amount of support entitled to the student will be determined after the evaluation of student applications, taking into account the available. With this application, the University can provide a maximum of 4 months of scholarship support. It is possible to carry out a longer mobility period; however, any additional days beyond 4 months will be considered non-grant days.

For mobilities exceeding the initial 4 months, it is necessary to contact the International Mobility Office in writing ([pannonia@semmelweis.hu](mailto:pannonia@semmelweis.hu)). Support for longer durations may be granted based on the availability of funds and case-by-case assessment.

For more detailed information about **participating countries**, you can find it on the NMI website.<sup>3</sup>

## Who may apply?

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

- are registered for full-time studies at Semmelweis University's Faculty of Medicine, Faculty of Pharmaceutical Sciences, Faculty of Dentistry
- are already registered, enrolled for the 2024/2025/2 academic year
- 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
- Students studying with the Stipendium Hungaricum and Diaspora Scholarships cannot participate in the program according to the Scholarship's Regulations.

Students who have previously participated in an Erasmus+ or Pannónia Scholarship study mobility program are also eligible to apply.

## The Application Process

The application process is online, and the application link will be available on the International Mobility Office's website from March 20, 2025:

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

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<sup>2</sup> <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/>

<sup>3</sup> <https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/>



After completing the online application, the **printed application form must also be submitted in person** 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/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-traineeship-mobility-smp/>

Deadlines:

- **Online Registration:**

SOP online registration for study mobility applicants: **April 22, 2025**

Applications cannot be submitted without prior registration.

- **Submission Deadline:**

After completing the online form, the system will generate an application form, which must be printed and submitted in person by **May 14, 2025, at 12:00 PM**

Submission Location: International Mobility Office; 1089 Budapest, Nagyvárad tér 4. StudentCenter

Furthermore, we are happy to answer your questions in person during office hours (every Monday and Wednesday from 09:00 to 12:00, and on Tuesdays and Thursdays from 12:30 to 14:00) or via electronic correspondence at [pannonia@semmelweis.hu](mailto:pannonia@semmelweis.hu).

Supplementary document submission is allowed only once and must be submitted within two working days. If the applicant fails to correct the error, does so improperly, or misses the deadline, the application will be rejected without further evaluation. Final deadline for supplementary document submission: May 16, 2025, at 12:00 PM.

## **Evaluation criteria, process, notification of applicants**

The University's goal 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.

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

Scholarship status will be granted to students who achieve just **over 80 points**.

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//Annahmeerkklärungen is not a prerequisite of the application.

The decision list prepared ranks successful applicants based on the scores achieved, categorized by faculties (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.

Applicants will receive written notice of the results.

The applicant may submit a written objection to the decision within three working days of receiving the notification of the application decision, citing a violation of the applicable application rules. The objection must be submitted to the International Mobility Office electronically.

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

After receiving the notification, the search for internship placement and the organization of the professional program will be carried out independently.

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 International Mobility Office immediately in writing. In the case of such a student, the application decision becomes invalid.

## **Entering into contract, report and other obligations**

### **A/ Traineeship mobility**

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

The Training Agreement can only be modified with the consent of all three parties. The Agreement must include a copy of the Letter of Acceptance/Annahmeerklärung form signed by all relevant parties.

The Grant Agreement may be modified, and the duration of the stay abroad may be extended only once.

### **B/ Joint provisions**

Following the satisfactory completion of the traineeship abroad, the host institution will provide the student with the Certificate of Attendance and Certificate of Traineeship (Training Agreement After the Mobility) in accordance with the training agreement.

### **C/ Insurance**

The health and liability insurance is obligatory in case of Traineeship Mobility.

### **D/ Scholarship payment, Grant agreement**



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. The scholarship will be transferred in Hungarian forints to the bank account provided in Neptun. The transfer of the scholarship is expected 2-3 weeks after the grant agreement has been signed by all parties.

### **E/ Reporting**

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 students are obliged to inform the International Mobility Office 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 **August 31, 2026**.

Budapest,