

IPSF



GUIDELINES FOR APPLYING EXCHANGE STUDENTS*

*This document is a part of SEO Training Manual, created by IPSF Student Exchange Committee

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Step 1

Contact your national Student Exchange Officer (SEO) or Local Student Exchange Officer (LEO) to find out what kind of pre-selection procedure your students association has. The SEO or LEO is the only one who you are in touch with.

Do not contact countries on your own! If you don't know who is your SEO or LEO, please contact current ChairPerson of Student Exchange via email (sep@ipsf.org).

After having been selected for participating in SEP you will submit an online application form. Please read these instructions carefully before filling in the application form.

A) Starting an Online Application Form (AF)

- Your SEO will give you the link where you can start the application by giving your email address.
- You will receive an e-mail with a link to your application form.

B) How to Fill in the Application Form

The AF must be submitted in English. There are 4 pages in the AF. After submitting the first page, your AF is in the system. Think of your answers in advance and be relatively quick with filling in the AF when you are online – the application form might expire if you stay on one page too long. Take the following things into special consideration:

Page 1: Personal Information

Your country and/or association

Make sure you choose the right association in case there are more in your country.

Date of birth and other dates

Make sure you write all dates in this order: day/month/year!
Also keep in mind to write name and surname with first capital letter.

Phone, mobile and fax numbers

Make sure you include the international country code!

Passport number

This is the number of your passport, not your identity card or student ID or any other ID!

Emergency Contact

The emergency contact is someone who can be contacted in the case of any unfortunate event during the exchange. Check whether this person would be contactable during your exchange.

E-mail address

This is a must – the database needs it!
If in the meantime contact mail is changed, inform your SEO.

Page 2: Applicant's experience

Speciality

If it is possible to take different kinds of pharmaceutical courses in your country, please specify it here. Otherwise you can type "Pharmacy". You have an opportunity to explain in more detail in the section "**Are you specialised in some field of pharmacy?**"

Language skills

Write your language skills: speaking, understanding, writing, and reading. Do not forget your mother language!

Page 3: Desired exchange

Select countries

Here you can select 1–3 countries you would like to go to. If you want to go to only 1–2 countries, you leave some fields empty.

The exchange student has to choose three countries where they would like to do the exchange. **No order of preference is taken into account!**

You can view the Country Information site and a table where you can see statistics about chances to be placed in each association:

<http://www.exchangesystem.org/ipsf/public/countries.php?t=2>

Field of work

You can give 2 preferences – select from the list. You can repeat the same option if you wish to work in some specific field. To increase your chance to be placed, you are asked if you would accept any other type of work. If you have special wishes, you can specify that, as well.

Desired period of training

Indicate the dates when you are able to go for an exchange. The length of your exchange can be shorter than the period you are available. Make sure you write all dates in this order: day/month/year.

Deadline of confirmation

Write the deadline by which you need to be informed about your placement. If you are not reserved or placed when this deadline passes, you do not have to accept an offered host site anymore! When the deadline passes you will be informed by email. At this moment you can choose either to postpone your deadline or to cancel your application. If you cancel your application, you are considered not placed and your SEP fee will be refunded.

Desired length of training

Indicate the length of your exchange. The length can be 1–3 months. You can also choose to accept a shorter exchange placement than what you would prefer.

Terms and conditions

You must read, understand and accept the IPSF Student Exchange Programme liability waiver. You have to tick the box before you are able to continue!

Page 4: AF finished

On this page you will get your student ID. Write it down! You still have to submit your CV and motivation letter. You can do that immediately or later in the Student Login. When you submit your CV and motivation letter, you will see all information in the AF itself! CHECK that all information in the AF is CORRECT!

Log out

After finishing your application, log out!

C) Confirmation emails

In each step of your application procedure, you will get a confirmation e-mail to the email account you indicated in the application:

- After submitting your AF → Write down your student ID and password!
- After submitting your CV and motivation letter
- After being approved by your home SEO → You are ready to be placed!
- After being placed
- After the exchange to fill in an evaluation form
- If you are not placed by your deadline of confirmation
- If you are not placed by the last date you were available to go for IPSF SEP
- If your AF is removed from the system for some reason or if the host SEO confirms that your exchange was unsuccessful (you didn't accept the offered host site).

D) Student Login

After filling in an application form the student will get the username and the password by email with their login name and password to the students' site of the Student Exchange Database.

<http://www.exchangesystem.org/ipsf/student/login.php>

NOTE: the Database is sensitive for capital letters!

On this page you can check at any time what the status of your application is: Approved, Not Approved, Reserved, Placed, Successful/Unsuccessful. As long as your application is still Not Approved, you can change your application form. Here you can also submit your CV and motivation letter, upload your picture, postpone your deadline of confirmation or cancel your application. When you are reserved, you can see the host SEO's email address only in the Student Login section.

E) Submitting the CV and the motivation letter

This is your chance to convince a host to pick you. Make sure you answer properly! It is **STRONGLY** recommended to write the answers in advance and only copy your answers when you are online.

NOTE: your session online expires in a short time so if you take a look at the questions there for the first time online, you will probably run out of time!

Here are some tips what to write to each section:

Education

Add separate entries for each relevant course you have completed, starting with the most recent.

- Dates (from – to)
- Name and Type of Organisation Providing Education and Training
- Principle Subjects /Occupational Skills Covered
- Title of Qualification Awarded
- Level in National Classification (if appropriate)

Work experience

Add separate entries for each relevant post occupied, starting with the most recent

- Dates (from – to)
- Name and Address of Employer
- Type of Business or Sector
- Occupation or Position Held
- Main Activities and Responsibilities

Skills/qualities

Write about your special skills, for example

- SOCIAL SKILLS AND COMPETENCES
- Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential
- ORGANIZATIONAL SKILLS AND COMPETENCES
- Coordination and administration of people, projects and budgets; at work, in voluntary work and at home
- TECHNICAL SKILLS AND COMPETENCES
- With computers, specific kinds of equipment, machinery, etc.

Additional experience/Hobby

Write here about your possible other non-pharmaceutical interests and experiences.

Miscellaneous

Include here any other information that may be relevant, such as references, etc.

Motivation Letter

Why should you represent your country abroad? What makes you a good applicant?

Why do you apply?

What can you bring back to your country's pharmacy students /young pharmacists after having a successful exchange?

What are your personal learning objectives?

The Chairperson of Student Exchange will contact you after the deadline of application and tell you whether you can participate in SEP this year. If you can, a member of the Student Exchange Committee will look for a place for you.

F) Picture

- student can upload picture either from student login site or after submitting the CV and ML
- picture can be in .gif .jpeg .jpg or .bmp format, maximum size: 50 kilobytes per picture
- student can update picture
- Keep in mind that proper and decent photo will be seen by 3 different SEOs and future employer!

G) Instructions for the Participant's Evaluation Form

- After successful exchange the participant must submit a complete evaluation form to SEP Database no later than 3 months after exchange.
- The evaluation form must be filled in in English.
- The Chairperson will post the certificate to the student no later than two months after receiving the evaluation form.