

International  
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# STEP by step guideline

How to apply for SEP



Student Exchange  
Programme





## Step-by-Step Guideline How to apply for SEP



## Student Exchange Programme

# Intro *duction*

Dear Student:

## Welcome to the Student Exchange Program!

The procedure you have to follow in order to apply for SEP will be explained to you in this document. Read it carefully and in order to clarify some of your doubts please check the FAQ Section on SEP Website: [www.sep.ipsf.org](http://www.sep.ipsf.org). Do not forget that the Student Exchange Officer (SEO) or the Local Student Exchange Officer (LEO) of your home country will be available and glad to answer your questions! Don't hesitate and contact them for further information.

SEP is an activity of the International Pharmaceutical Students' Federation IPSF. Responsible for the organization of SEP is the Chairperson of Student Exchange. The Student Exchange Committee, consisting of 10 members, supports the Chairperson in her or his work. How SEP has to be run, is written in the SEP Domestic Rules. However, to these rules may be added national regulations of your home association. So make sure you ask your home SEO or LEO about those regulations.

But now, how does SEP work exactly? Firstly, it is organized in two levels: The national and the international one.

## The national level

Each country gets a certain amount of application forms (AF) which can be used by their students. The amount depends on the number of students that were hosted the year before. So it's possible, that there are more students applying in your country than there are AF's available. In this case, the SEO has established a pre-selection process which regulates which students may apply in the international level. How this works exactly is different from country to country. Contact your SEO or LEO about how the procedure works, how many AF's are available this year and so on.

## The international level:

After you have passed through the pre-selection process, you need to create an account on the SEP database ([www.sep.ipsf.org](http://www.sep.ipsf.org)) and fill out an application form (see below how this works exactly). Here you can state three countries where you would like to go to.

# AF status

How the application works in the international level can be seen by looking at the status of your Application Form. There are the following possibilities, ordered chronologically:

Status of AF	What it means...
None	Nobody but you can see your AF. You can keep doing changes in it. You can submit the AF (status -> Submitted).
Submitted	The SEO of your home country can see your AF too. He can't change anything in it. The SEO can unsubmit the AF (status -> None) or can approve it (status -> Approved). For approval you need to pay the SEP fee (see below).
Approved	The three SEOs of the countries you are applying for (host SEOs) can see your AF too. They can give your AF to potential host pharmacists in their country. They can't make changes in it. Anyone of the three host SEOs can reserve your AF (status -> Reserved).
Reserved	When one of the host SEOs is willing to host you and is organizing details of the exchange as for example accommodation, the other two hosts can't see you AF anymore. You should discuss and eventually agree with the host SEO on the conditions of the exchange. He can place you (status -> Placed) or unreserve <sup>2</sup> your AF (status -> Approved).
Placed	The host SEO who reserved you now guarantees you to host you. You and the host SEO have agreed on the conditions of the exchange. After the exchange, the host SEO can define the exchange as successful (status -> Successful) or unsuccessful (status -> Unsuccessful).

Successful	Your exchange was a success, everything took place according to the conditions <sup>3</sup> (e.g. a minimum 15 working hours per week or 60 per exchange). You now can fill out an evaluation form on the SEP database. After this, you get your certificate for the exchange.
Unsuccessful	Your exchange didn't work out because you or the host SEO didn't stick to the agreed conditions. You will not get a certificate for the exchange. Furthermore, punishments for or from your home association may be the consequence. <sup>4</sup>

<sup>1</sup> The SEO of your country with first priority can see your AF right away. The SEO of your country with second priority can see your AF one week later, third priority two weeks later.

<sup>2</sup> The AF gets unreserved automatically after 30 days if the host SEO didn't take any action.

<sup>3</sup> According to the SEP Domestic rules, agreements between you and the host or host SEO previous to exchange have to be fulfilled. Contact your home SEO/LOE for further information.

<sup>4</sup> According to the SEP Domestic Rules and national regulations. Contact your home SEO/LEO for further information.

**Remember to check the status of your AF frequently throughout the SEP year so that you are aware at which step of the process you currently are. To help you doing so, you will get confirmation emails about changes in the status sent to you stated email address.**



For participating in SEP every student has to pay a fee of 42 Euro. From this 42 Euro, 24 go to the IPSF Budget. If you get placed, 18 Euro are given to your home association. If you are not placed, you get 18 Euro back from your home association.

Your association might have introduced additional fees on the national level. However, those fees are not allowed to be more than three times the SEP fee and have to be kept at a minimum.

# The data- base

## Registration, Filling Out of the AF and Submission

Here is detailed information about how register on the database and how to fill out your AF:

### First Step: Registration

Go to [www.sep.ipsf.org](http://www.sep.ipsf.org). Click on "Apply for Student Exchange Programme" and fill in your username, password, full name, email address and further contact data. Make sure you select your right home association. If you are not sure, ask you home SEO or LEO. Please don't select "IPSF Student Exchange Committee (SEC)" as your association since SEC is not available for general students' use. At the end, click on "create my account".

Your home SEO will be informed about your registration and has to confirm the creation of the account. Once this is done, you can login to your account with your username and password.

### Second Step: Filling out of the AF

Login to your SEP account. Select "New application" under the tab "Applications". The application form will pop up. It is structured as follows:

**Personal Information:** Type in your date of birth, contact data etc.

**Miscellaneous:** State an emergency contact, some medical information, the university you are at and which languages you speak

**Documents:** Upload your CV, ML and optional a photo. Upload documents in .pdf, .odt, .docx or .doc format!

**Application:** Select you two preferred fields of work, indicate the period in which you would like to do your exchange, state a deadline by which you would like to be placed and choose your three preferred host associations.

After saving your AF the first time, you can see your application under the tab "Applications". Then you can "view" and "edit" your AF.



### Third Step: Submission

If everything is all right, “submit” your AF so that your home SEO can see it. Note that you can’t cannot edit your AF as soon as you have submitted it, unless your home SEO unsubmitted it.

Remember that all the information you give in your AF has to be true and that by submitting you agree to the waiver of liability of SEP, which you have to read carefully! You can find it in the appendix of this document.

### Forth Step: Evaluation Form

After you come back home and your AF is marked as successful, you need to complete Evaluation Form (EF). To access the Evaluation Form, you will need to go to the SEP website ([sep.ipsf.org](http://sep.ipsf.org)) and click ‘Applications’. EF should be associated with the application that you have submitted for SEP. There should be an icon that says ‘Evaluate’



Take in consideration that if the country for which you are applying requests visa, the responsibility of applying for visa and all the costs are on your own. However in order to make the process easier and smoother you can ask an Invitation Letter from your host SEO.

This letter must state all the detailed information regarding your SEP placement: Address of the accommodation, type and address where the internship takes place and any other information requested by the embassy.

The Invitation Letter will be sent to you by email once you will be “reserved” or “placed” and already in contact with the host SEO.

# Tips

It is very important that your CV and Motivation Letter are of brilliant quality! Hosts chose the students by only reading those documents, so you want to convince them right here that you are a very nice and capable employee which the host absolutely needs in his company. Write with a healthy portion of self-confidence!

## The CV

The "Curriculum Vitae", shortly called CV, gives your potential host pharmacist a brief overview of you and what you did so far. It should not be longer than two pages. Here are some points that should be covered:

**Personal Information:** Name, gender, nationality, address, contact information with email-address and phone number, date of birth, civil status...

**Education:** List the schools and universities you have been attending when and where with the principle subjects and the degrees you have achieved. Start with the most recent ones. Try to avoid empty periods of times as for example gap years. If you did a gap year, tell what you did during this year in a way that might be interesting for the host.

**Working Experience:** If you have been working already, state when and where.

Also, explain shortly what you did and what your responsibilities were. Start with the most recent ones.

**Language Skills:** List which languages you learned. State what kind of course it was, how long it took and when it took place. Also list possible stays abroad for learning a certain language. Start with your best language.

**Social Skills:** Teamwork, communication and leading skills etc. Explain why and where you achieved those skills.

**Computer Skills:** List what you are able to use properly on the computer and possible courses you took. Start with your best skills.

**Artistic Skills:** You also might indicate skills like dancing or playing instruments.

**Other Skills:** List any other skills you have, especially those who are important for your exchange.

**Hobbies:** You might as well tell about your hobbies. The most interesting

ones are those where you take some responsibility or you get involved with social or political field. Good examples are leading scouts or working in your home association of pharmaceutical students.

**References:** Some hosts are happy if they could ask someone who knows you about his or her opinion about you. Examples are former teachers or employers. Remember to choose persons of which you know for sure that they think of you in a very good way, however are not too close to you for example your relatives. Also, they should be able to communicate in English.

**City, date and signature**

## The motivation letter

In this letter, you explain the host why you chose to do SEP in the first place, why you chose his field of work and maybe also why you chose his country (but remember that hosts of three different countries and different fields of work could see your motivation letter). The hosts are looking for students who are highly motivated and the motivation starts by having a really good personal reason for your application. Don't write more than one page.

- Open the letter for example with "Dear Sir or Madame".
- Write in several paragraphs
- Try to write in a clear and fluent language

Remember that you write a certain CV for a **certain field of work**. In a community pharmacy, hosts ask for other skills than in research, so highlight the especially your skills that are suitable for certain hosts.

- Avoid spelling and grammar errors, even if English is not your first language
- Be creative: There might be much more reasons for motivation than you think in the first moment
- End the letter for example with "yours sincerely" and your name
- As for the CV, remember that you write your letter to a specific group of hosts with certain interests.

## Your photo

It is optional to upload a photo on the database. However, if you upload a photo, choose one that you really like. Best is a portrait with a smooth background.



# Closing *words*

If you follow those guidelines, there is nothing in your way for a **perfect application to SEP**. It might look like a lot of work, however this is only the formal part of SEP. **The real SEP experience is waiting for you out there all over the world once you have achieved with your application.** So don't avoid the work, it's a more than worthy investment!

# Appendix

## **Appendix 1: Waiver of Liability**

**This is a binding waiver of liability agreement, which should be read carefully and in its entirety.**

### I. Participation

1. I have voluntarily agreed to participate in the Student Exchange Programme (SEP) provided by the International Pharmaceutical Students' Federation (IPSF) and my home association.
2. I understand that I have to pay the SEP fee of 42 euros or another amount that the home association has determined.
3. I am aware that I may not have a guaranteed SEP place despite paying the SEP fee. In this case, only 18 Euros from the 42 Euros will be returned to me.
4. I fully understand that IPSF is not responsible for determining the aspects of the exchange.
5. I agree to fully comply with the conditions outlined by the host association and the host pharmacist/pharmacy/organization.
6. I am aware that if I do not comply with the conditions of the exchange, my application will be deemed 'unsuccessful' and I may be banned from participating in SEP the following year.
7. I am fully responsible for organizing my own travel visa to the host country.

### II. Own risk

1. I am participating in the IPSF Student Exchange Programme at my own risk.
2. IPSF will not be held responsible for any kind of real or spiritual damages.
3. I understand that IPSF cannot be held responsible for damage to, loss or theft of my personal belongings during my stay abroad for the exchange.

### III. Health

1. I am personally responsible for any costs of any (para)medical services I may need during my stay abroad for the exchange.
2. I am fully responsible for any damages, accidents or injury I may cause during the length of my exchange.
3. IPSF will not be held responsible for any kind of damages, accidents or injury I may cause.

#### VI. Applicable law and competent court

I agree to the fact that the agreement between IPSF and myself regarding the exchange programme, including this waiver of liability, shall be governed by Dutch law and that the Dutch courts shall be exclusively competent regarding legal issues of any kind concerning the afore mentioned agreement.

By submitting my Application Form in the SEP Database, I hereby agree to comply to all the above conditions as stated in this Waiver of Liability.



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