



International
Pharmaceutical
Students' Federation
Since 1949

IPSF Development Fund 2016-2017 Student Exchange Programme Grant (SEP Grant) Call for Applications

The IPSF Development Fund and Student Exchange Committees are delighted to announce the timeline for applications for the Student Exchange Programme Grant (SEP Grant).

The Student Exchange Programme gives, to more than 900 students worldwide, the opportunity of performing an extra-curricular internship in a member country of IPSF, by choosing from a range of different pharmaceutical areas such as community, hospital, industry, research and other internships in non-governmental organizations.

These internships also enable cultural exchange between pharmacy students around the world by sharing knowledge and experiences.

The accompanying information should be read in conjunction with the official application form and the decision-making committees will only consider properly completed applications submitted with the required information and documents. The last date for receipt of applications will be the **15th of May 2017 11:59PM GMT+0**

AIM

The aim of this grant is to promote the goals of the Federation by financially supporting members to participate in the IPSF Student Exchange Programme irrespective of their financial circumstances.

GRANT COVERAGE AND CRITERIA

Eligible candidates must be currently studying for their pharmacy undergraduate degree (first pharmacy degree) or recent graduate of their first pharmacy degree (up to four years after the date of their graduation). An applicant may be an IPSF member through an IPSF Member Organization (Full Member or Member in Association) or as an Individual Member (currently undergraduate or recent graduate of their first pharmacy degree).

For applicants who participate in **Winter SEP** (October-March), they may only apply for the grant after their Student Exchange Application Form (AF) is either marked **PLACED** or **SUCCESSFUL** in the SEP database (<http://sep.ipsf.org>).

For applicants who participate in **Summer SEP** (April-September), they may only apply for the grant after their Student Exchange Application Form (AF) is marked **PLACED** in the SEP database (<http://sep.ipsf.org>).



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The SEP Grant may cover part of the travel expenses (bus, train or flight tickets) from the applicant's home country to the country in which the exchange occurs and the SEP fee.

The maximum monetary value of the grant may be 1000 Euro and if the actual costs incurred are less than the awarded grant, only the amount of the actual costs will be paid.

The grant will be paid only after completion of the exchange and submission of the required documents. In addition the applicant's student exchange fee will be returned to the respective member organisation or to the applicant in the case of an individual member.

The total number of grants awarded will be decided after the deadline for submitting the applications, will be dependent on the total number of quality applications received and on the grant budget available.

APPLICATION PROCESS

An application must contain the following documents in English, all in PDF format:

- SEP Grant application form completed (including motivational letter)
- Letter of support from an authority figure from the student's Faculty/University (Dean, Vice Dean, Professor) **OR** from the president of the student's association;
- Proof of the applicant's income and outcome stating the average monthly salary per member of the family (the original document and the one in English)
- Proof of received studentships/scholarships, stating the amount of money received per month/per year, if applicable (the original document and the one in English).
- Proof of pay check/job salary, stating the amount of money received per month/per year, if applicable (if an applicant has a part-time/fulltime job) (the original document and the one in English)

All the financial documents in English must be validated (signed) by an authority figure from the student's Faculty/University (Dean, Vice Dean, Professor) **OR** by the Contact Person (CP) of the student's association.



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Priority will be given to the following applicants:

- Who are in their last year of studies
- Who did not receive a SEP Grant before
- Who send a very detailed and transparent application
- Who have a very well structured motivation letter with valid arguments

Special attention will be given to the ratio of the income of the applicant/country of the applicant and the necessary money for SEP.

ADDITIONAL NOTES

Please make sure that you choose your country of destination in such a way that you do not definitely require a grant to do SEP. We think it is better to do SEP in a more affordable country than to rely on an SEP grant. Many people apply for an SEP grant and unfortunately we cannot provide a grant for everyone.

We understand that not all of you are native English speakers and we will take this into consideration. Please make sure to use the full range of resources on the internet (google translate, bing translate, duolingo, Wikipedia) or to ask one of your friends that speaks English better to check your applications

DECISION

All applications will be considered by the Development Fund and the Student Exchange Committees. Successful applicants will be notified by the Development Fund Co-ordinator and the IPSF Chairperson of Student Exchange by the **15th of June 2017, 11:59PM GMT +0.**



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SUBMISSION OF APPLICATIONS

Applicants should follow the guidance and instructions as stated in the official application form and only applications submitted on the official form will be accepted. Applicants should submit an electronic version of the application form. An electronic application form enables the decision-making committees begin the decision process as early as possible.

The complete application should be e-mailed with the subject [SEP Grant_name_Association_Country] to the Development Fund Co-ordinator

(df@ipsf.org) AND the IPSF Chairperson of Student Exchange (sep@ipsf.org) until **15th of May 2017 11:59PM GMT+0.**

Applications that haven't been sent both to Development Fund Coordinator and Chairperson of Student Exchange won't be included in the selection process.

Kind regards and good luck with your application,

Ms. Petra Orlic

Chairperson of Student Exchange 2016-2017
sep@ipsf.org

Mian Zhang

Development Fund Coordinator 2016 - 2017
df@ipsf.org

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