**A yellow and blue pill with blue text

AI-generated content may be incorrect.**

**OFFICIAL GUIDELINES**

Student Exchange Programme Official Application Guidelines

**Office:** Student Exchange Officer

**1.0 Purpose**

Student Exchange Programme (SEP) is the largest project of the International Pharmaceutical Students’ Federation (IPSF), offering professional pharmacy internships globally. Every year, about a thousand students worldwide can experience pharmacy practice in more than 80 different countries. The EMUPSS Student Exchange Office directly oversees outgoing students' selection, registration, and application.

All IPSF members from all the member organizations and Individual Members (IM) can participate in SEP. The programme runs throughout the year (winter and summer), but most exchanges take place between May and September. The duration of the exchanges is usually between 2 weeks to 3 months, with a minimum of 40 hours per exchange at a host site. Possible host sites include community pharmacy; hospital pharmacy; clinical pharmacy; pharmaceutical industry and research at university.

This guideline explains the required procedures and preparations for the SEP application.

**2.0 Scope**

Applicable to:

**2.1 Personnel**

All EMUPSS members

**3.0 Overview of Application Procedures**

* Contact your home Student Exchange Officer (SEO) or Local Exchange Officer (LEO) for more information about the SEP before applying.
* Apply and pass the pre-selection process.
* Register on the IPSF SEP database after passing the pre-selection process.
* Pay the registration fee and create an account in the IPSF database.
* Once your home SEO confirms your account, fill out the Application Form (AF) in the database.
* Inform your home SEO and edit your application before submitting the Application Form (AF), Curriculum Vitae (CV), and Motivational Letter (ML).
* Submit the Waiver of Liability (WoL) form.
* Check the status of your Application Form (AF) frequently in the database.
* If your AF is reserved, contact the host SEO, agree on the exchange conditions, and wait for your AF to be placed on the SEP database.
* Enjoy your exchange with SEP!

**4.0 Exchange Period**

Summer SEP

April – September

Winter SEP

November – March

**5.0 Pre-Selection**

Submit your **Curriculum Vitae (CV)** and **Motivational Letter (ML)** to SEO by filling in the registration Google forms before the preselection deadline. Attend and pass a pre-selection interview if you are shortlisted.

***Caution: Do not proceed with the following steps if you do not pass the pre-selection AND interview.***

**6.0 IPSF Database Registration Guidelines**

**Part 1: Online Registration**

* Go to [ipsf.org](https://www.ipsf.org/student-exchange-programme) > STUDENT EXCHANGE PROGRAMME.
* Click on “REGISTER NOW’ and fill in your details.
* Put “EMUPSS” as your home association **(DO NOT click “IPSF Individual Members”).**
* Inform your home SEO after you have filled out the details.
* Your home SEO will be informed about your registration and approve the account creation.
* Once this is done, you can log in to your account.

**Part 2: Filling out the Application Form (AF)**

* Login to your SEP account.
* Select “**CREATE NEW**” under the tab “**APPLICATIONS**.”
* Fill in your details in the application form.
* Personal details, education, experience, preferred exchange period, the interested field of work, and select the top 3 countries for exchange. (Upload your CV and ML)
* Sign the Waiver of Liability (WoL) form and submit it to the EMUPSS Student Exchange Officer via email at [emupss.seo24@gmail.com](mailto:emupss.seo24@gmail.com).
* WoL form link: [IPSF Waiver of Liability](https://drive.google.com/file/d/1SQh5jhrQ2Y9D-W8prOkw4reRI4_v3dwd/view?usp=drive_link)

**Part 3: Submission of Materials**

* Click the “SUBMIT” button to allow the SEO to view your AF. Once submitted, you cannot edit it unless your home SEO un-submits or edits it.
* Inform your SEO regarding the submission of AF, and they will screen it through your AF before handing it out to other SEOs.
* Your host SEO will inform you once you are listed.

**Part 4: Evaluation Form**

* Once you have returned from the SEP, your AF will be marked as **“SUCCESSFUL.”**
* Complete your evaluation form (EF) through your SEP account.
* The SEOs may request an article on your SEP experience.
* A certificate will be given to every successful SEP.

**NB: You can also** [**click here**](https://docs.google.com/presentation/d/1ThxvFbXJlkqvCmEd6x_6n_wgZTmPcUEB/edit?usp=drive_link&ouid=100604968798044859788&rtpof=true&sd=true) **for a step-by-step process😊**

**7.0 Status of your SEP Application**

* **UNSUBMITTED -** Nobody but you can see your AF. You can keep making changes in it. When you are done and ready, you can submit the AF (status -> SUBMITTED). Please note that you can’t edit your AF after you have submitted it unless your home SEO un-submits or edits it directly.
* **SUBMITTED** – Home SEO can view your AF. The SEO can un-submit the AF if you need to make any changes to your AF **(status → UNSUBMITTED)** or can approve it **(status → APPROVED).** For approval, you need to pay the **IPSF Database Registration Fee.**
* **APPROVED—**The three SEOs of the countries you are applying for can see your AF and give it to potential host pharmacists in their country. Any three host SEOs can mark yourAF as reserved **(status → RESERVED).**
* **RESERVED** – If the host SEO decides to host you, the other two hosts can’t see your AF anymore. They can mark AF as RESERVED after the AF has been submitted. You should discuss and agree with the host SEO on the exchange conditions. They can place you **(status -> PLACED)** or unreserve your AF (**status → NOT INTERESTED).**
* **SUCCESSFUL** – Your exchange was successful and met the conditions for SEP (e.g., a **minimum of 40 hours per exchange**). Fill out an evaluation form in the SEP database and get a certificate for your 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, follow-up will be conducted by the Chairperson of Student Exchange, SEC and home SEO regarding the situation

*\*The AF gets marked as* ***“NOT INTERESTED****” when the host SEO decides they cannot host you and unreserve your application. Also, after 30 days, if the host SEO doesn’t take any action, AF automatically gets unreserved. If the host SEO still wishes to continue planning with you, he/she can reserve your application again.*

*\*According to the SEP Domestic rules, agreements between you and the host or host SEO must be fulfilled before the exchange. Contact your home SEO/LEO for further information.*

**Note: 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 are currently at. To help you do so, you will get notification emails about changes in the status sent to your stated email address.**