



International Pharmaceutical Students' Federation

Since 1949 | Students today, pharmacists tomorrow.

Applying Guidelines for SEP Students

Q | www.ipsf.org

Established in 1949, IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical science students and recent graduates that promotes improved public health through the provision of information, education, networking, and a range of publications and professional activities.

📍 Andries Bickerweg 5, 2517 JP The Hague, the Netherlands

☎ Tel +31703021992 | Fax +31703021999

@ ipsf@ipsf.org

/IPSForg

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IPSF



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INTRODUCTION

Dear Student,

Welcome to IPSF's Student Exchange Program (SEP)!

We are happy that you have decided to apply for an exchange. To do so, you have to follow a certain procedure, which will be explained to you in this document. Read it carefully. For any questions, the Student Exchange Officer (SEO) or Local Exchange Officer (LEO) of your home association will be happy to answer your questions! Make sure to also check the [FAQs on the IPSF website](#).

SEP is the International Pharmaceutical Students' Federation's (IPSF's) largest project, offering professional pharmacy internships globally. Every year, about a thousand students around the world are given the opportunity to experience pharmacy practice in more than 60 different countries.

The project has been successfully running since 1952 and the IPSF Chairperson of Student Exchange (ChP of SE), alongside the Student Exchange Committee (SEC) are responsible for the organization and smooth running of SEP worldwide. The IPSF member organizations organize the exchanges by finding host sites where the students are trained. The programme runs throughout the year (winter and summer versions), but the majority of the exchanges take place between May and September. The length is usually 2 weeks, but can be up to 3 months, with a minimum of 40 working hours per exchange. The possible host sites include: community pharmacy; hospital pharmacy; clinical pharmacy; pharmaceutical industry and research at university.

During the exchange, participants can share and develop pharmaceutical knowledge and skills. At the same time, this is a unique opportunity to experience new cultures, try different food, meet friends, learn a new language, visit beautiful places, and enjoy your vacations by enriching yourself in different ways.

For more information on the rules and regulations that govern IPSF's SEP, please check the IPSF Official Documents on the IPSF website ([link](#)), under Domestic Rules - SEP Regulations, from page 68 until page 78. Moreover, in addition to these regulations, your home association will have additional regulations and rules that govern the programme internally. So, make sure you ask your home SEO or LEO about these regulations.

We hope that was clear and that you are ready to know more specific details on how to apply for IPSF's Student Exchange Programme!

Good luck and we hope you have a successful exchange!



CONDITIONS TO PARTICIPATE IN SEP

MEMBERSHIP

For students to participate in SEP, they have to be either members of member organizations of IPSF or they have to be an Individual Member (IM) for the whole time while participating in SEP.

NOTE: Each association 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 by the association in the previous SEP year. So, it is possible that there are more students applying in your association than there are AFs available. In this case, the SEO will establish a **pre-selection process** which regulates which students will get these AFs and hence get to experience SEP overseas. How this works exactly is different from one association to another so contact your SEO or LEO to know more about how the procedure works and how many AFs are available this year, etc. **Remember, in order to participate in SEP you have to be selected by your SEO.**

SEP FEE

According to IPSF SEP Regulations, every student has to pay a SEP fee of **42 Euro** to participate in SEP. If you are not placed on the database (more about this later), 18 Euro will be returned to you and 24 Euro will be paid to the Federation. Please bear in mind that if you cancel your exchange after being placed on the database (for any reason including visa refusal) you will not be entitled to get that 18 EUR back.

NOTE: Please note that SEP fees vary from association to another. Your association may charge up to 126 Euro in order for you to participate in SEP. This additional fee is either for the explicit purpose of decreasing the expenses of hosting the association's incoming exchange students or as a security deposit that will be refunded after the completion of your exchange. In case it is a security deposit, once your SEP is successfully completed and all conditions stated by your home association are met, you will receive the amount of security deposit back. Check with your SEO or LEO on how the fees will work in your association.

DEADLINES

Generally, if you want to apply for SEP it is best to start as soon as possible to allow enough time for all of the necessary procedures to be done. Deadlines are different for each association, therefore it is crucial to check emails and follow social media of your home association to know the deadline for when to apply.

NOTE: If you are not sure where to find information about the deadline for applying for SEP in your home association, please contact your home SEO or LEO. If you do not know who your home SEO or LEO are, try to reach out to any member from your home association's board in order to direct you to the SEO or LEO.



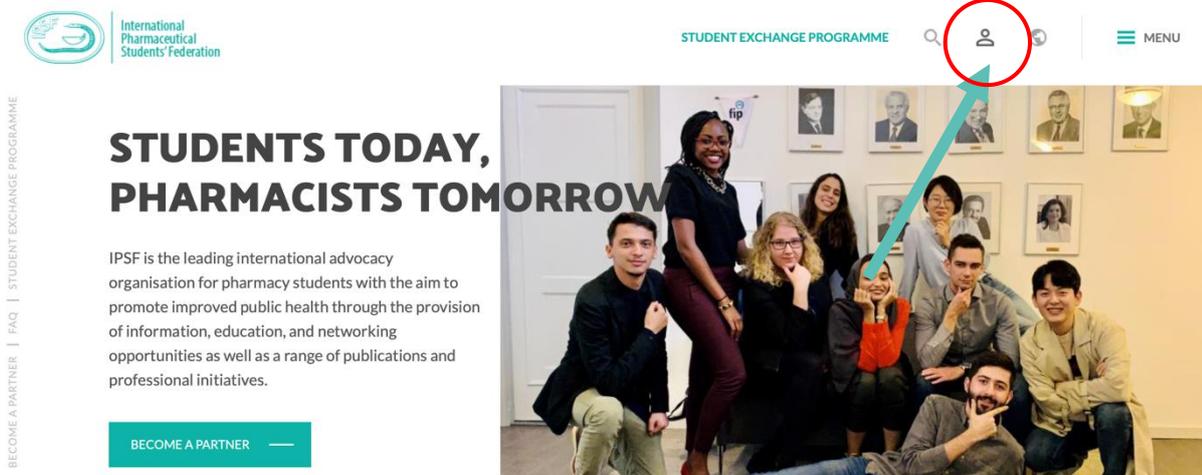
APPLYING, STEP BY STEP

After you are selected to participate in SEP by your SEO and you have paid your SEP fee, you need to create an **account on the SEP database** (<https://www.ipsf.org/student-exchange-programme>) and fill out an application form (see below how this works exactly).

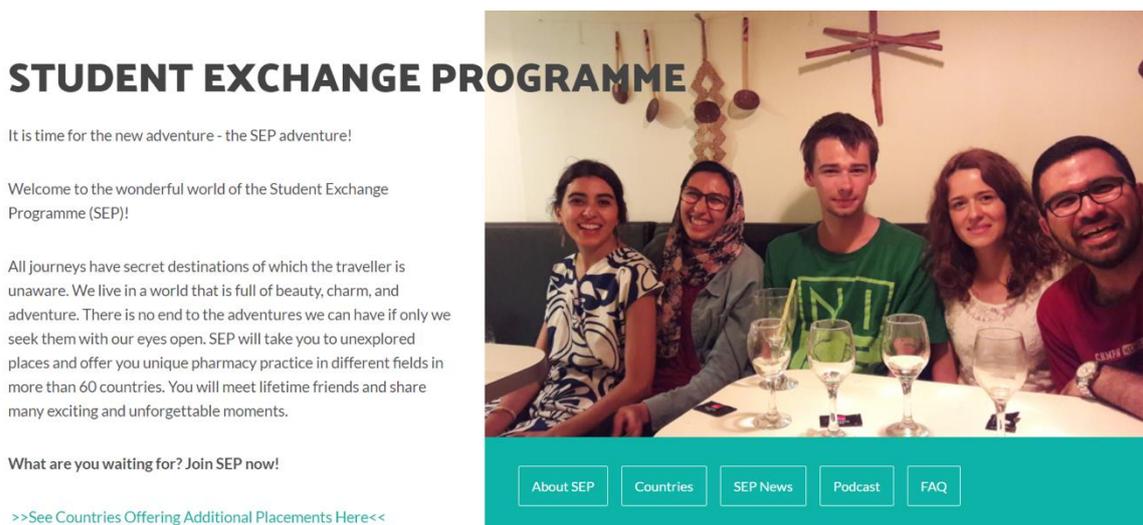
A) REGISTRATION/ CREATING YOUR ACCOUNT

1. Go to [ipsf.org](https://www.ipsf.org) and EITHER click on the login icon (screenshot A) **or** you can register after clicking on “STUDENT EXCHANGE PROGRAMME” (the blue font in screenshot A) and selecting “REGISTER NOW” (screenshot B).

Screenshot A:



Screenshot B:





2. Choose the option "CREATE AN ACCOUNT" on the green window named SEP Database.

The image shows a login page with two forms. The left form is titled "CP / SEO" and has fields for "Emailaddress" and "Password", a "Forgot password?" link, and a "LOGIN" button. The right form is titled "SEP DATABASE" and has a "New at IPSF? Create an account" link, fields for "Emailaddress" and "Password", a "Forgot password?" link, and a "LOGIN" button. A dashed arrow points from the "Create an account" link in the "SEP DATABASE" form to the "CP / SEO" form. Below the forms is a "BACK TO IPSF.ORG" link.

3. Fill your personal information and choose your home association.

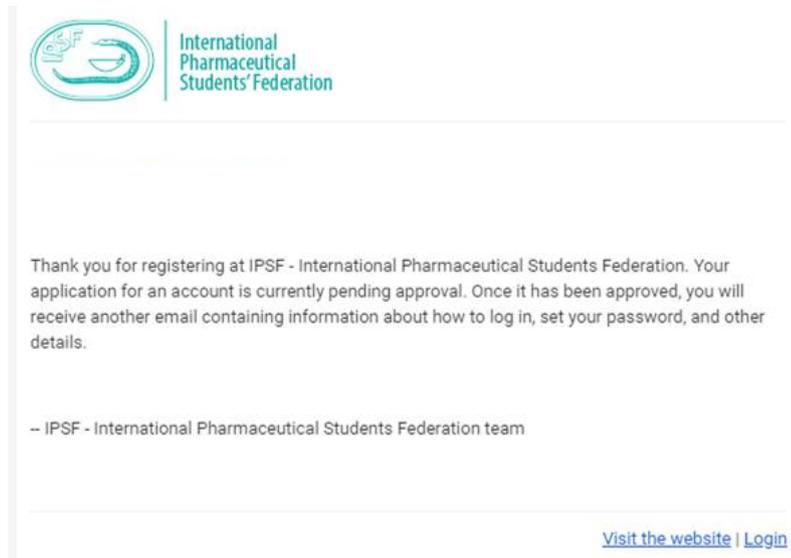
NOTE: It is possible that your country has more than one association participating in SEP. If you are not sure what abbreviation your association has, please check with your home SEO or LEO.

NOTE: For email address, it is recommended to use a gmail account.

The image shows a "CREATE AN ACCOUNT" form with the following fields: "Email address *" and "Secondary email address", "Upload your profile picture (min 270x240)" with a "FILE" button, "- Select your association -" dropdown, "First name *", "Middle name", and "Last name *", "Skype username *", and "Facebook profile url *", and a large text area for "Other contact information". A "REGISTER NOW" button is at the bottom right.

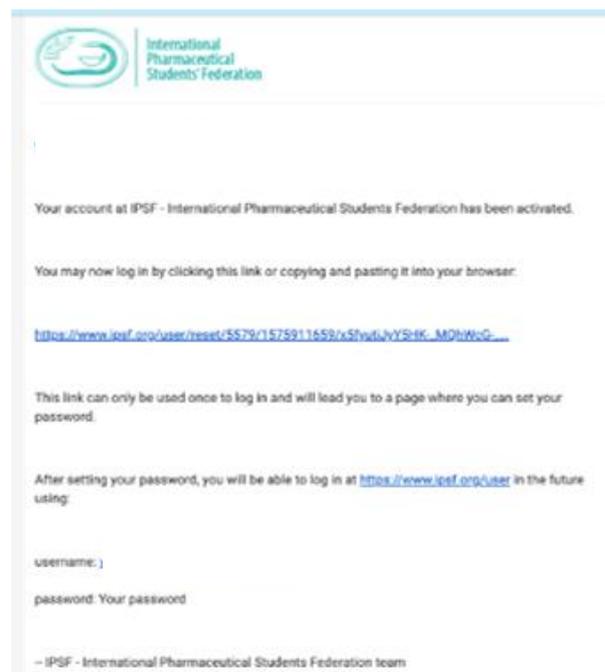


4. After you are done, submit the form by clicking on "REGISTER NOW". You will receive the confirmation email that you have registered. After the approval from your home SEO, you will be able to access your account.



5. Once your home SEO approves your account, you will receive an email with a link to set your password and to upload your photo. Please remember this link can be **used only once**. After you set your password, you can now use your email and password to log in to the SEP database.

NOTE: Sometimes emails received from the database tend to be moved to spam, therefore make sure to check out your spam folder!



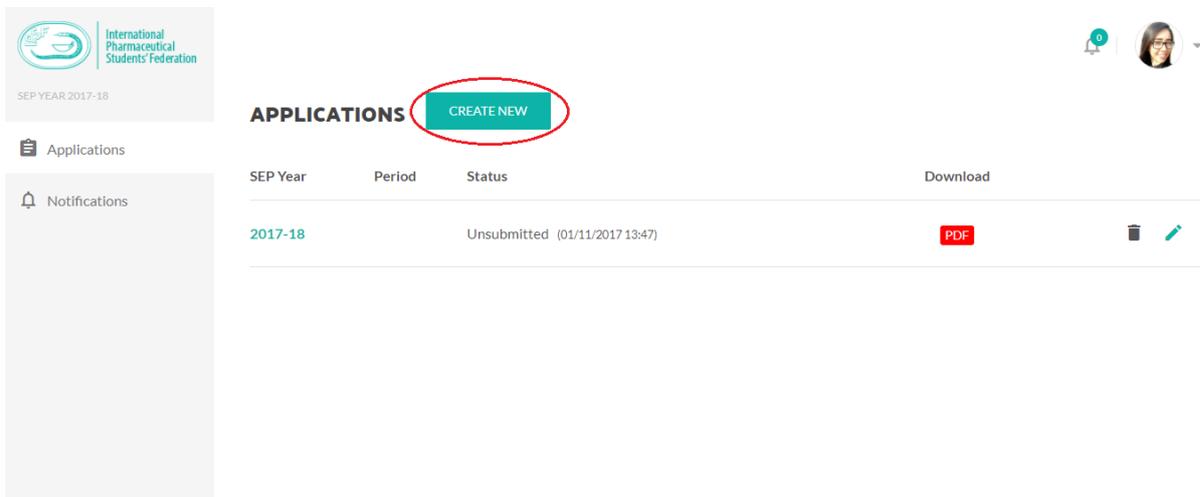


TIP: Your Photo

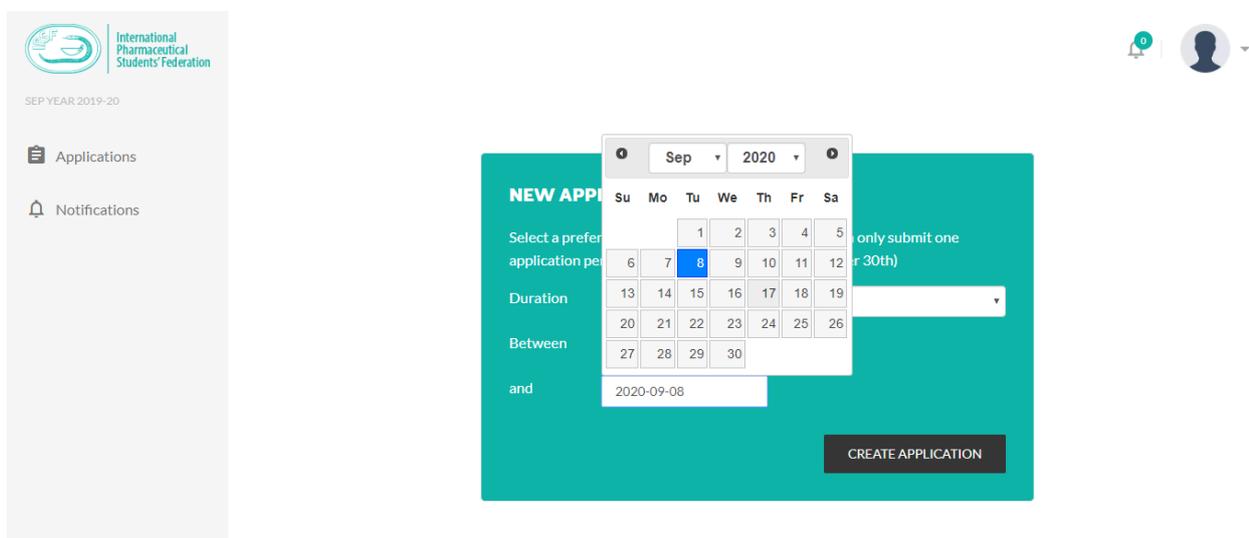
It is optional to upload a photo on the database. However, if you upload a photo, choose a picture which is professional. The best is a portrait with a smooth background.

B) CREATING THE APPLICATION FORM (AF)

1. Login to your SEP account.
2. Select "CREATE NEW" under the tab "Applications". The application form will pop up.



3. You will be asked to choose the preferred duration and period of exchange. Please make sure to **choose the correct year**. (If you are applying before January and want to do Summer SEP, which is after March, click on the arrow to select the year when SEP will happen.) After you are done you can click on "CREATE APPLICATION".





C) FILLING IN THE AF

The AF is structured as follows:

- **Personal Information** - You will be required to fill in these fields: Title, first name, last name, contact information, date of birth, passport number etc., emergency contact information and any additional information. If you have any health conditions, allergies or food restrictions please state them in this part for host SEO to know and to be prepared beforehand.
- **Education & Experience** - State your education, languages that you speak, work experience, extracurricular activities/volunteering work and memberships.

NOTE: Please focus on your experience and skills that are related to SEP and your potential placements.

- **Application** - Here you can re-state your preferred duration of exchange, choose 3 preferred associations for exchange (by order of interest), your preferred field of work, write your motivation to do SEP (in the section "Interest in SEP", this serves as your motivation letter, so make sure to pay extra attention to this part) and upload any necessary documents (certificates of language proof or health conditions or anything else needed by any of the hosts that was mentioned in selection procedures in the association's public profile). You can upload these documents in .pdf, .odt, .docx or .doc format.

NOTES:

- Before choosing your associations, make sure you do your research by visiting the associations' public profiles on the database ([link](#)).
- **Do not choose IMOI**, Netherlands as host association. IMOI stands for Individual Members of IPSF and serves only for IMs that are applying for SEP.
- When choosing a field of work and period of exchange try to be as flexible as possible. The more open your options are the higher your chance to be chosen and placed.
- When uploading any documents to the database make sure that they are saved with English characters only, in other words, the name of the document should only be in English characters.

TIP: Writing your motivation for SEP (in the section "Interest in SEP")

It is very important that your motivation is of brilliant quality! Hosts choose the students by only reading your application form including your motivation, so you want to convince them right away that you are a passionate and motivated individual which the host absolutely needs in his workplace. Write with a healthy portion of self-confidence!

In this section, you explain to the host why you chose to do SEP in the first place, what are your expectations, and what you plan to do with the gained experience (and remember that hosts of three different associations and countries and different fields of work could see your motivation letter).



The hosts are looking for students that are highly motivated and the motivation starts by having a really good personal reason for your application.

- Do not start with addressing the reader as “SEO” or “Exchange Committee” as the AF is usually also read by the host not only SEO. Please use a more general way of addressing.
- Write a maximum of 500 words
- Try to write in a clear English and double check for any spelling and grammar errors
- Be creative; There might be much more reasons for motivation than you think in the first moment
- As you are choosing more than one country, try to avoid mentioning any of them in motivation.

Remember that all the information you give in your AF has to be correct and accurate and that by submitting this AF you agree to the **Waiver of Liability**, which you have to read carefully! This can be found in the appendix of this document.

The screenshot shows the application form interface for the International Pharmaceutical Students' Federation (IPSF). The header includes the IPSF logo and the text "International Pharmaceutical Students' Federation". The current session is for the "SEP YEAR 2019-20" and is dated "05/12/2020 - 09/08/2020 (2019-20)". The form is divided into three sections: "1. Personal information", "2. Education & Experience", and "3. Application". The "Personal information" section is active and contains the following fields:

- Title: Ms (dropdown menu)
- First name: Applying student
- Last name: Name
- Email address: applyingstudentname@gmail.com
- Nationality: Netherlands (dropdown menu)
- Association: Individual Members of IPSF (dropdown menu)
- Passport number (ID number in Europe): xxx

On the right side, there is a "CHANGELOG" section with the following entries:

- 29/12/2019 - Edited
- 29/12/2019 - Created

Below the changelog is a profile picture placeholder and the following information:

- Home association: Netherlands, IMOI
- SEP year: 2019-20

At the top right of the form, there are icons for a notification bell and a user profile.



After saving your AF for the first time, you can see your application under the tab "APPLICATIONS". Then you can "view" (eye icon) and "edit" (pen icon) your AF.

Your AF passes through these statuses:

- **UNSUBMITTED** - Nobody but you can see your AF. You can keep doing 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** – Your home SEO can see your AF too. They can unsubmit the AF (status -> UNSUBMITTED) if not satisfactory or they can approve it (status -> APPROVED). For approval, your home SEO/LEO of your home association will request that you sign and send **Waiver of Liability** (WoL). This can be found in the appendix of this document.
- **APPROVED** - The three SEOs of the associations 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 to it. (Also, you and your home SEO will no longer be able to make any changes to the AF)

Please note that you should **not initiate** contact with the SEOs of your 3 preferred associations or any other SEO, this should be done by your **home SEO**.

SELECTION PROCESS

Below you can find an explanation of each status after the approval by your home SEO.

For Winter SEP (from October to March)

- **INTERESTED** – The host SEO is interested in hosting you. The other two host SEOs can still see your AF and you can have more than one SEO interested in your AF.
- **NOT INTERESTED** – If your AF is not compatible with the association's conditions of exchange, it will be marked as "NOT INTERESTED" by the relevant host SEO.
- **PLACED** – If exchange conditions are agreed upon with host SEO, your AF will be marked as "PLACED". Only one SEO can mark the AF as Placed and the other two host SEOs cannot see your AF anymore.

For Summer SEP (April to September):

- **INTERESTED** – After 15th January, host SEOs are starting their selection process, if your AF is marked as "INTERESTED" the host SEO is interested in hosting you. The other two host SEOs can still see your AF and you can have more than one SEO interested in your AF.



- **NOT INTERESTED** – If your AF is not compatible with the association's conditions of exchange, it will be marked as "NOT INTERESTED" by the relevant host SEO.
- **RESERVED** – If the basic details regarding exchange conditions are agreed upon with host SEO (such as the field of practice, and the period of exchange, etc.) they will mark your AF as "RESERVED" after the 1st of March. Only one SEO can mark the AF as Reserved and the other two host SEOs cannot see your AF anymore. You should then start discussing and eventually agree with the host SEO on the rest of the conditions of the exchange. After agreeing on all the details, the SEO will then place you (status -> **PLACED**) or un-reserve your AF (status -> NOT INTERESTED). The AF gets marked as "NOT INTERESTED" when the host SEO decides that they cannot host you and they will un-reserve your application.

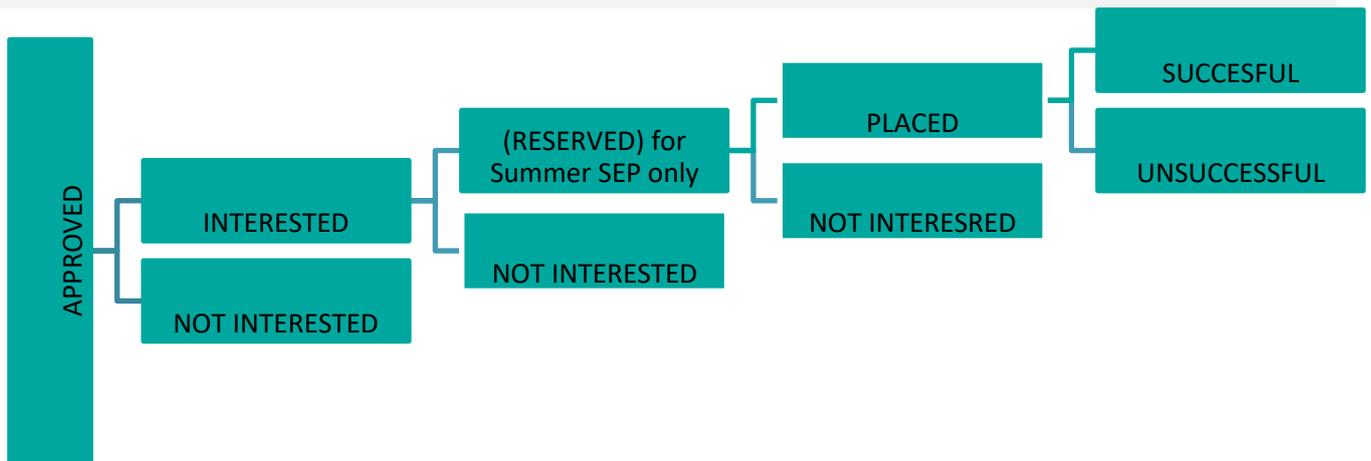
NOTES:

- After 30 days, if the host SEO didn't take any action (neither "PLACED" nor marked as "NOT INTERESTED", the AF *automatically* gets unreserved and will be back at square one. If the host SEO still wishes to continue making the arrangements with you, they can choose to reserve your AF again.
- On the 1st of March, if your AF is marked as "INTERESTED", it will be automatically marked as "RESERVED" by the highest ranking association in your AF's preferences.
- **PLACED** – If exchange conditions are agreed upon with host SEO your AF will be marked as "PLACED". Only one SEO can mark the AF as Placed and the other two host SEOs cannot see your AF anymore.

To all (Winter AND Summer SEP):

- **SUCCESSFUL** - Your exchange was a success, everything took place according to the conditions agreed between you and the host or host SEO prior to the exchange (a minimum 40 hours of internship should be completed during your exchange). Now you can fill out an Evaluation Form (EF) in the SEP database. After this, you get your certificate for successful participation of 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, follow-up will be conducted by the Chairperson of Student Exchange, SEC and home SEO regarding the situation.

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.



AFTER SEP

EVALUATION FORM

As mentioned previously, after you come back home and your AF is marked as “SUCCESSFUL”, you need to complete an **Evaluation Form (EF)**. To access the EF, you will need to sign in to your account on the database, go to your application form and the EF should be available to be filled in. With the EF, you evaluate the application process of SEP, the host SEO, your SEP internship, social and educational programme, accommodation, etc.

CERTIFICATE

After submitting the EF, you should receive the certificate from your host SEO within 30 days. If you don't receive it within 30 days, please contact your home SEO or LEO.

YOUNG RESEARCHER'S FORUM – YRF

In case you have finished your exchange in a research placement and would like to share your experience, we have just the place for: Young Researchers' Forum (YRF).

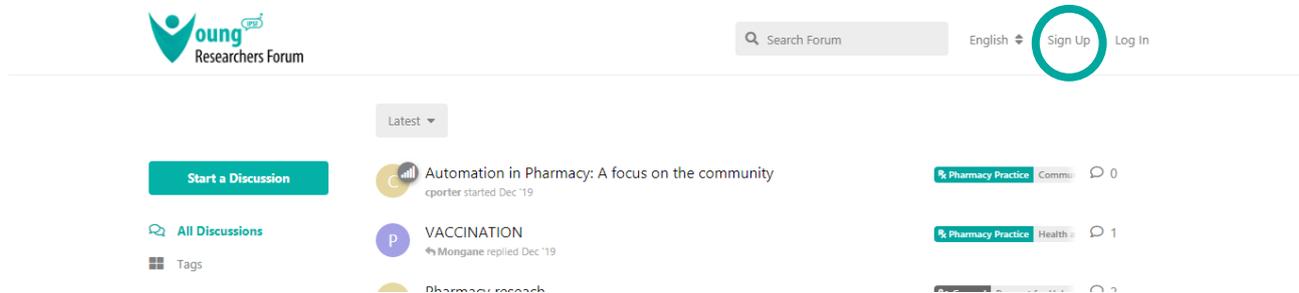
So what is it?

YRF is an online learning and research community designed by IPSF for pharmacy and pharmaceutical sciences students globally. It has an aim of promoting researching, networking and collaboration in the Pharmacy Practice and Pharmaceutical Science among members. The activities of the platform are measured by the degree of interactions and research outputs developed by registered members of the forum.

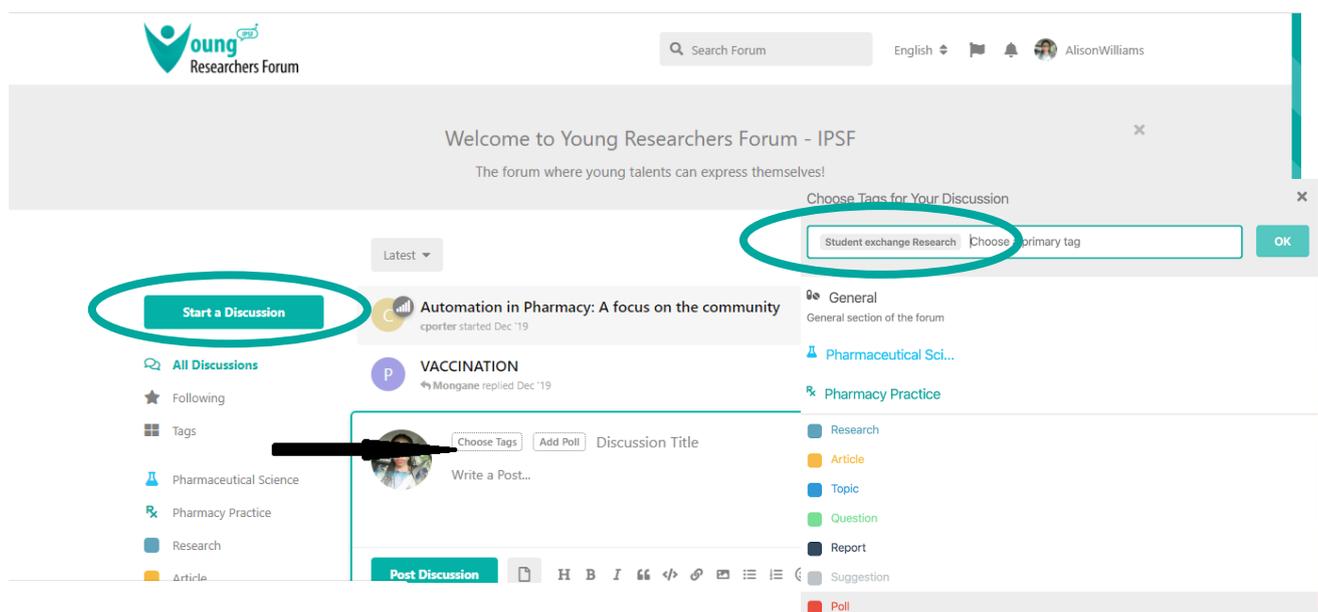


You can access the forum on this [link](#).

1. To be able to contribute to the forum you have to sign up.



2. After confirming your email, you can log in to your account and start sharing your SEP research experience by clicking on the “Start a Discussion” button.
3. You can choose many tags to label your content. Please choose the Student Exchange Research tag when writing about your SEP experience.



4. Write about your SEP research experience and share it with others.
5. Once you are done, your involvement doesn't have to end there. You can contribute and write as many articles you want (under any tags), also check out other students' and recent graduates' work too and network with them.



SEP PREPARATIONS

VISA

In case you will need a visa, you can ask for an Invitation Letter from the host SEO after being "PLACED" on the database. Make sure to contact the respective embassy and get all the needed documents ready.

NOTE: It is **not** the responsibility of the host SEO to contact the corresponding embassy after sending the invitation letter to ensure that it was successfully received, and that all necessary information has been provided. It is ultimately your responsibility to arrange for your own visa to the host country.

DOCUMENTS

Some associations require additional documents such as a copy of vaccination, health certificate etc. Make sure to read the public profile of your chosen association to be prepared. If they were not mentioned, check with your host SEO and follow their instructions to get them ready.

NOTE: If you had to sign any contract prior to the exchange or the host asks you to bring any additional documents, do not forget to bring them along.

INSURANCE

Some associations have mandatory travel insurance or insurance of liability. Nevertheless, it is highly advisable for all students going on SEP to be adequately insured, even if the host association does not require that.

CULTURAL AWARENESS

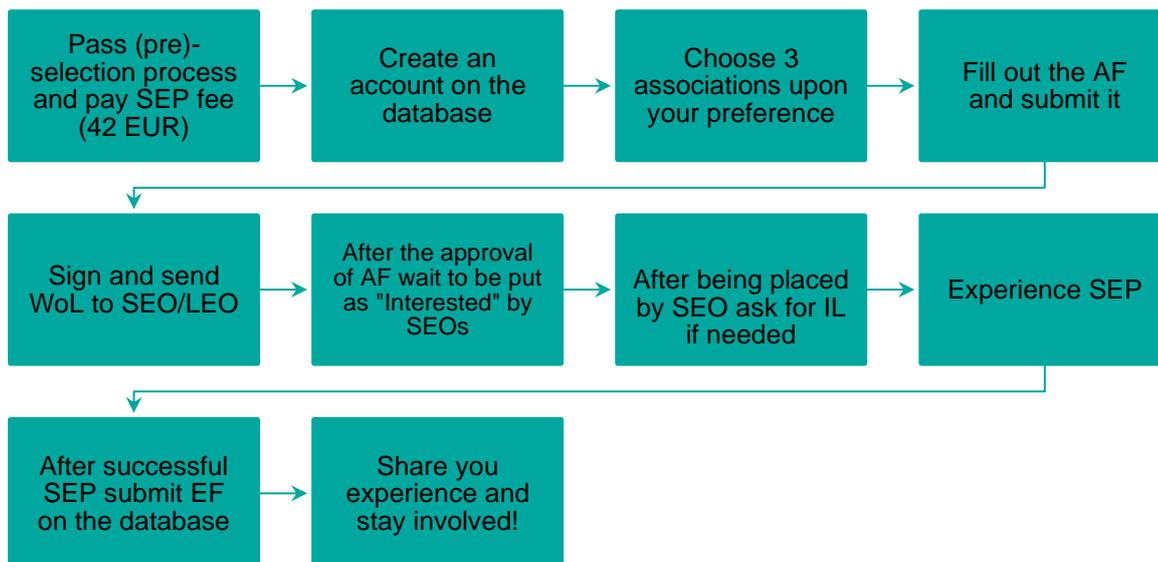
Going on SEP is an amazing experience that can enrich you in many ways. Before going on SEP make sure to learn more about local customs, some basic phrases in the native language, etc. Bear in mind that you are representing your country and association.

SUMMARY

1. Pass (pre)- selection process of your home association and pay IPSF SEP fees.
2. Create an account on the SEP database.
3. After your account is confirmed by SEO, you will receive an email to login to your account and to set your password.
4. Create and fill out the AF.
5. If you would like to, edit your application.
6. Submit your application and sign the Waiver of Liability (WoL).
7. Check the status of your AF frequently during the whole SEP year.



8. If your AF is reserved, stay in contact with the host SEO, agree on the conditions of the exchange and wait for your AF to be placed on the SEP database.
9. After being placed, ask for an Invitation Letter, if needed, from your host SEO.
10. Enjoy your exchange with IPSF's SEP!
11. After completion of your SEP, fill the EF.
12. Share your SEP experience with your peers and keep being involved in IPSF



CLOSING WORDS

If you follow these guidelines, there is nothing in your way to prevent you from having a perfect application for 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 finished your application. So don't avoid the work, it's a more than a worthy investment!



LIST OF ABBREVIATIONS USED

IPSF – International Pharmaceutical Students' Federation
SEP – Student Exchange Programme
ChP of SE – Chairperson of Student Exchange
SEC – Student Exchange Committee
SEO - Student Exchange Officer
LEO – Local Exchange Officer
IM - Individual Member
IMOI – Individual Member of IPSF
AF – Application Form
EF – Evaluation Form
WoL – Waiver of Liability
YRF – Young Researchers Forum



APPENDIX

Waiver of Liability

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

I. Participation

- I have voluntarily agree to participate in the Student Exchange Programme provided by the International Pharmaceutical Students' Federation (IPSF) and my home association.
- I understand that I have to pay the Student Exchange Programme fee of 42 euros plus any other previously approved amount that the home association has determined.
- I am aware that I may not have a guaranteed Student Exchange Programme place despite paying the Student Exchange Programme fee. In this case, only 18 euros from the 42 euros will be returned to me.
- I fully understand that IPSF is not responsible for determining the aspects of the exchange.
- I agree to fully comply with the conditions outlined by the host association and the host pharmacist/pharmacy/organization.
- 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 the Student Exchange Programme the following year.
- I am fully responsible for organizing my own travel visa to the host country.

II. Own risk

- I am participating in the IPSF Student Exchange Programme at my own risk.
- IPSF or the Host Association will not be held responsible for any kind of real or spiritual damages
- 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

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

IV. 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 aforementioned agreement

By submitting my Application Form in the Student Exchange Programme Database, and by signing this waiver, I acknowledge that I am submitting my information to IPSF, who will use it to communicate with me regarding this program. I hereby agree to comply to all of the above conditions as stated in this Waiver of Liability.



Applicant Signature

Date

Home SEO Signature

Date

Host SEO Signature

Date