



association suisse des étudiant•e•x•s en pharmacie  
schweizerischer pharmaziestudierenden verein  
associazione svizzera de\* student\* di farmacia



Dear students,

I am very pleased that you are interested in the Student Exchange Program, welcome to the SEP family!

This step can be a great help in your pharmaceutical career and your personal development, so make the most out of it. Also have fun and look forward to representing Swiss pharmacy students abroad, gaining new experiences and making new friends from all over the world!

Be sure to read this brochure for all general information about IPSF, SEP, how to fill out an application form and other important information.

If you have any questions or need further information, please do not hesitate to contact me:



Carrie-Anne Kelly  
SEO – Student Exchange Officer

[seo.switzerland@asep.ch](mailto:seo.switzerland@asep.ch)

## What is SEP?

The Student Exchange Program (SEP) is the largest project of the International Pharmaceutical Students' Federation (IPSF) which offers professional internships in all areas of pharmacy. Every year, more than 900 students from all over the world have the opportunity to discover pharmacy in different countries. The IPSF has member organisations in over 100 countries. To see the countries participating in SEP, have a look at <https://sep.ipsf.org/sep-countries>.

The IPSF member organisations organise the exchanges by finding host sites where the students are trained. The program runs throughout the year (winter and summer version), but most exchanges take place between May and September.

The length is between 2 weeks and 3 months with a minimum of 40 working hours per exchange. Possible host sites include:

- Community pharmacy
- Hospital pharmacy
- Clinical pharmacy
- Wholesale pharmacy
- Pharmaceutical industry
- Academic research
- Government or private health agencies



The host may also provide accommodation, board and/or pocket money in addition to the training site in order to help the applicant.





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## Selection Process

SEP is organised on two levels: the national and the international one.

### National level

For every SEP year, each country gets a quota for the number of application forms (AF) they can approve on the SEP database of students who are interested in doing SEP. This quota depends on the number of students that were hosted by the association in the previous SEP year.

As it is possible that more students apply for SEP than the quota allows, the SEP team has established a preselection process to decide which students can apply on the international level. It consists of a [google form](https://forms.gle/TXaew7g4yqiRaLXg6) (<https://forms.gle/TXaew7g4yqiRaLXg6>) where you have to answer basic questions about yourself, but also have to upload your CV and describe your motivation for participating in SEP. Our preselection criteria include:

- Evaluation of the CV and the motivation
- Participation in asepf/IPSF in the past
- Year of study
- Experience in the desired field
- Language knowledge of the country of choice
- Etc.



## International level

After you have been chosen during the preselection, you need to [create an account](https://sep.ipsf.org/user/register) on the SEP database (<https://sep.ipsf.org/user/register>) and fill out the application form (AF). We can help you with this and give you feedback.

The status of your AF shows you how your application is going. The following statuses are possible, ordered chronologically:

- **NONE:** Nobody but you can see your AF. You can do changes in it and then submit it (status -> SUBMITTED).
- **SUBMITTED:** The SEO of your home organisation can see your AF, too, but can't change anything. He/She can unsubmit the AF (status -> NONE), e.g. if changes are necessary, or approve it (status -> APPROVED). For approval, **you need to pay the SEP fee (see below)**.
- **APPROVED:** The SEOs of the countries you are applying for can see your AF, but also can't change anything. They give your AF to potential hosts in their country. Any of the three possible host SEOs can mark your AF as reserved (status -> RESERVED). However, they can also mark you as NOT INTERESTED if they can't offer you a placement.
- **RESERVED:** One of the host SEOs wants to host you and is organising the details of the exchange, for example the accommodation. The other two possible host SEOs can't see your AF anymore. You should discuss and agree with the host SEO on the conditions of exchange. Make sure to do this early enough for the visa process! The host SEO can place you (status -> PLACED) or unreserve your AF (status -> NOT INTERESTED)





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- **NOT INTERESTED:** The associations that marked you as NOT INTERESTED cannot place you anymore. If all your three countries of choice can't offer you placement, you still have a chance in the AF reallocation programme, so that you can go to countries that still have vacant placements. In this case, our SEP team will get in contact with you.
- **PLACED:** Congratulations, you have secured a placement! Make sure to prepare well for your exchange, to hand in all needed documents on time and keep in touch with both your home and your host SEO.
- **SUCCESSFUL:** Your exchange was a success, and everything took place according to the conditions (e.g. > 40h per exchange). Fill out the evaluation form in the SEP database. After this, you get your SEP certificate.
- **UNSUCCESSFUL:** Your exchange didn't work out because you or the host SEP didn't stick to the agreed conditions. You will not receive a SEP certificate for the exchange. Furthermore, punishments for or from your home association may be the consequence.

Remember to frequently check your AF status throughout the SEP year so that you are aware at which step of the process you currently are. You will also get emails about status changes.



## SEP fee

To get your security deposit back, you need to:

- Successfully complete your SEP
- Submit the Evaluation Form in the SEP database
- Send us a report (or something comparable) about your SEP experience

### What to pay:

Asep/ IPSF fee: 100 chf

Security deposit: 30 chf





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## SEP Database

### Registration

Go to <https://sep.ipsf.org/user/register> and use your **university email** address as your first email. Make sure you select the correct home association (for Switzerland, this is **asep**). Also, uploading a professional profile picture can help you get a placement.

After you created your account, your home SEO will be informed about your registration and has to confirm the creation of the account. Once it has been approved, you will receive another email with information about your login and password.

CREATE AN ACCOUNT

Email address \*      Secondary email address

Upload your profile picture (max. 270x240)      FILE

- Select your association -

First name \*      Middle name      Last name \*

Skype username \*      Facebook profile url \*

Other contact information

REGISTER NOW



## Filling out the AF

Login to your SEP account. Select “CREATE NEW” under the tab “APPLICATIONS”. The application form will pop up. It is structured as follows:

- Personal information: name, passport number, emergency contact etc.
- Education & Experience: pharmacy education, languages, work experience, extracurricular activities/volunteering, memberships....
- Application: preferred duration and time of exchange, three preferred associations for exchange, preferred field of work, motivation for SEP, further documents. When choosing the countries, make sure you meet the requirements on their country's page!

After saving your AF for the first time, you can see your application under the tab “APPLICATIONS”. Then you can “view” and “edit” your AF.

### Submission

If everything is complete, “submit” your AF so that your home SEO can see the AF. Note that you can't edit the AF once you have submitted it unless your home SEO unsubmitted it.

Remember that all the **information** given in your AF **must be true** and that by submitting, you agree to the conditions set in the **Waiver of Liability** (WoL) of SEP, so read it carefully.







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The WoL has to be signed by you, the home SEO and the host SEO once you have been placed.

**Student Exchange Programme Waiver of Liability**

The Waiver of Liability is required for all student exchanges and should be signed by the student, the home Student Exchange Officer, and the host Student Exchange Officer. If there is a failure to sign the waiver, the Federation will not be held accountable for any legal liability of the participating organisations. This is a binding waiver of liability agreement which should be read carefully and in its entirety.

**Participation:**

1. I have voluntarily agreed to participate in the Student Exchange Programme provided by the International Pharmaceutical Students' Federation ("the Federation") and my home organisation.
2. I understand that I must pay the Student Exchange Programme fee of 42 Euro or another amount that the home organisation has determined. The entire amount can not exceed 126 euros.
3. I am aware that I may not have a guaranteed Student Exchange Programme place despite paying the Student Exchange Programme fee. In the case in which I do not get any offer for a placement, only 18 euros from the 42 Euro will be returned to me.
4. I fully understand that the Federation is not responsible for determining the aspects of the exchange.
5. I agree to fully comply with the conditions outlined by the host organisation and the host pharmacist/pharmacy/organisation/institution.
6. I am aware that if I do not comply with the conditions of the exchange, my application form will be deemed 'unsuccessful' and I may be banned from participating in the Student Exchange Programme the following year.
7. I am fully responsible for organising my own travel visa to the host country.
8. I am fully responsible for obtaining health insurance or any other kind of insurance if needed for practice in the country I am travelling to.
9. I confirm that the information provided in the Student Exchange Programme application form is correct, complete, and accurate.
10. I am aware that I need to fill in an evaluation form after the completion of my exchange, in order to be issued a Student Exchange Programme certificate.
11. I am aware that I need to send all documents requested by the host organisation.

**Acceptance of responsibility:**

1. I am participating in the Student Exchange Programme at my own risk.
2. I am personally responsible for covering all the financial expenses related to my exchange.
3. The Federation will not be held responsible for any persons becoming injured physically, mentally, or in any other form.
4. The Federation or host organisation will not be held responsible for any kind of damages, accidents, or injury I may cause during the length of my exchange.
5. The Federation or host organisation will not be held responsible for any kind of damages, accidents, or injury caused by natural calamities.



6. The Federation or host organisation will not be held responsible for any kind of damage, theft or loss of personal belongings.
7. I am personally responsible for any costs of any (para)medical services I may need during my stay abroad for the exchange.

I agree to the fact that the agreement between the Federation 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 hereby agree to comply with all the above conditions as stated in this Waiver of Liability.

**Personal Data Agreement:**

I agree that the personal data collected in the Student Exchange Programme application form will be processed by the Federation, the relevant Student Exchange Officers, host pharmacist/pharmacy/institution, and any other person who needs it for the organisation of my exchange.

I understand that the data will be used solely for the purpose of the organisation of my exchange and will be deleted upon my personal request, after contacting the IPSF Chairperson of Student Exchange at [sep@ipsf.org](mailto:sep@ipsf.org).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home SEO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host SEO Signature

\_\_\_\_\_  
Date





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## Evaluation

After you have successfully completed your exchange, you need to complete the **Evaluation Form** (EF). To access it, go to the SEP website and with your application, the EF should be available to be filled in. With the EF, you evaluate the application process of SEP, the host SEP, your SEP internship, social and scientific programme, accommodation, etc.

## Motivation for SEP

It is very important that the text about your **motivation is of highest 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 the one student the host absolutely needs in the workplace. Write with a healthy portion of self-confidence.

In the text, you explain why you decided to do SEP in the first place, why you are interested in this field of work and maybe also why in this country (but remember that all three associations and hosts from different working fields see the same text).

The hosts are looking for highly motivated students who are genuinely interested in the work they will do. Write in a clear and fluent language and make sure to have no spelling or grammar mistakes! And be creative: There might be many more reasons for your motivation than you think in the first moment.

***We look forward to your application!***



**PHARMACY + ADVENTURE**

**= SEP!**

