






International Pharmaceutical Students' Federation

Since 1949 | Students today, pharmacists tomorrow.

IPSF Development Fund 2020-21 Student Exchange Programme Grant Call

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.

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IPSF



IPSF Development Fund 2020-21

Student Exchange Programme Grant- Call for Applications

The IPSF Development Fund Committee is pleased to announce we are now accepting applications for the 2020-21 Student Exchange Programme Grant. This grant is designed to financially assist an individual in participating in the Student Exchange Programme to learn about pharmacy education, research, and practice outside their home nations.

Guidelines

This is the **official call and application form for the 2020-21 Student Exchange Programme Grant**. The accompanying information should be read in conjunction with the official application form, and the committee will consider only properly submitted applications. Through the Student Exchange Programme, more than 900 students worldwide receive the opportunity of working in community, hospital, industrial, administrative, or academic pharmacy sectors in other countries to learn about pharmacy education, research, and practice outside their home nations. The programme also enables cultural exchange between pharmacy students around the globe.

Individuals who wish to apply must:

1. Be currently studying for their first pharmacy degree OR a recent graduate (up to four years after graduation)
2. Be an IPSF member through an IPSF Member Organization (Full Member or Member in Association) or as an Individual Member

For applicants participating in **Winter SEP** (October 2020 - March 2021), they may only apply for the grant after their Student Exchange Application Form is marked as successful in the SEP database.

For applicants participating in **Summer SEP** (April 2021 - September 2021), they may only apply for the grant after their Student Exchange Application Form is marked as placed in the SEP database.

The awarded grant will allow a pharmacy student with limited financial resources an opportunity to participate in the IPSF Student Exchange Programme, and will 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.

Completed [application forms](#) with signatures must be submitted to the [link](#) in **(Word format)** by **June 10, 2021 23:59 GMT+0**. When submitting your application, please rename the file to: **"SEP Grant - Insert Name"**.

All applicants will be notified of the Committee's decision by the **July 1, 2021**.



1. Background

The main aim of the IPSF Development Fund is to give each and every pharmacy student an equal opportunity to fully participate in IPSF activities. This opportunity is also intended to help students promote IPSF within their schools of pharmacy and countries. Currently the IPSF Development Fund Committee releases a total of 5 grants per year:

- Association/Organisation Level
 - Membership grant
 - Project grant
- Members Level
 - World Congress grant
 - Regional Symposia grant
 - Student Exchange grant

2. Selection Procedures

2.1 *The decision-making committee* is the Development Fund Committee, which consists of three member representatives from three different countries, member representatives from the Student Exchange Committee, the IPSF Treasurer, and the Development Fund Coordinator who chairs the committee. This committee corresponds via email and discusses issues relating to the selection process and ways to optimize the impact of Development Fund Grants at the local and international levels.

2.2 *The applicant* is an IPSF member, either through a Full Member organisation or Member in Association or as an Individual Member. The applicant is expected to provide accurate information and add any additional information that would be relevant in the consideration of the application form. If selected to receive the grant, the recipient is expected to:

Submit the following documentation:

- Required travel tickets and other travel documents indicating travel costs incurred during the exchange, and
- **Produce a written report detailing the applicant's experiences during their exchange.** This report may be published in the IPSF News Bulletin, IPSF Newsletter or on the IPSF website.

All documentation and the written report must be submitted 1 month after completion of the applicant's exchange to the Chairperson of Student Exchange (sep@ipsf.org) and the Development Fund Coordinator (df@ipsf.org).

3. Grant Coverage and Criteria

The awarded grant will allow a pharmacy student with limited financial resources an opportunity to participate in the IPSF Student Exchange Programme, and will 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 Student Exchange Programme fee.

Priority will be given to individuals who:

- Are in their final year of studies,
- Have not received a SEP grant before,
- Send a detailed and transparent application, and
- Have a well-structured motivation letter and valid arguments



Please note that special attention will be given to the ratio of the income and country of the applicant to the money required for the exchange.

The total number of grants awarded will be decided after the application deadline and will depend on the total number of quality applications received and the grant budget available.

The grant will be paid via bank transfer only **after** completing the exchange and submission of the required documents.

4. Issues to be taken into consideration

4.1 Sponsors

Applicants are expected to try and find sponsorship from other bodies apart from the IPSF Development Fund. National, local, and private bodies often have a budget to support these kinds of initiatives. It is advised to reach out to potential sponsors as soon as possible, as it often takes time to receive an answer. You may even be surprised and secure more sponsors than you initially anticipated.

5. Situations and Consequences

To avoid any misunderstanding of the procedures, misuse of the grant, or reduction in the grants awarded each year, this section has been added to dissuade potential applicants from hiding any relevant information or from providing incomplete or false information on their application form.

It is an applicant's responsibility to inform the Development Fund Coordinator of any changes in the information stated in the application form as soon as the applicant is aware of any new information. It is recommended that all applicants retain a copy of their application form to remember what has been stated in the application. If any change of circumstances occurs after submission of the application form, please inform the Development Fund Coordinator as soon as possible. Any applicant awarded a Development Fund grant and later found to have misused funds will not be eligible to receive any Development Fund grants in the next five years. If the grant has been paid before the misuse has been identified, then the applicant must pay the grant fully or partly back to the IPSF Development Fund as determined by the Development Fund Committee and the IPSF Executive Committee.

The Development Fund Committee reserves the right to withdraw or reduce any grant given to an applicant if any of the following situations arising:

- Information relevant to the selection process was hidden from the Development Fund Committee by the applicant,
- Information stated by the applicant is later identified as being inaccurate or false and the applicant failed to notify the Development Fund Committee about the necessary changes required in the application,
- New information concerning the financial situation of the applicant was not provided (such as a new sponsor, more money available than was originally stated etc.),
- Failure to submit the required documentation and/or receipts or submission of incomplete documentation, or
- Other situations at the discretion of the Development Fund Committee.