

**Guideline to the
Network Application Round
2022/23**

First steps for a new application:

Always get in contact with your local **National CEEPUS Office (NCO)** for further assistance. Please have in mind, that it is essential for a successful network application, to stay in good **contact with all your network partners**.

Your network is active in 2021/22 (also in umbrella status) and you want to prolong it:

Please access your network in **21/22** and click on the **button “prolong”!**
Some data (and Letters) will be copied to 22/23 for editing. Please note, that the application form was simplified, but you must fill out most of the entry fields new this year.

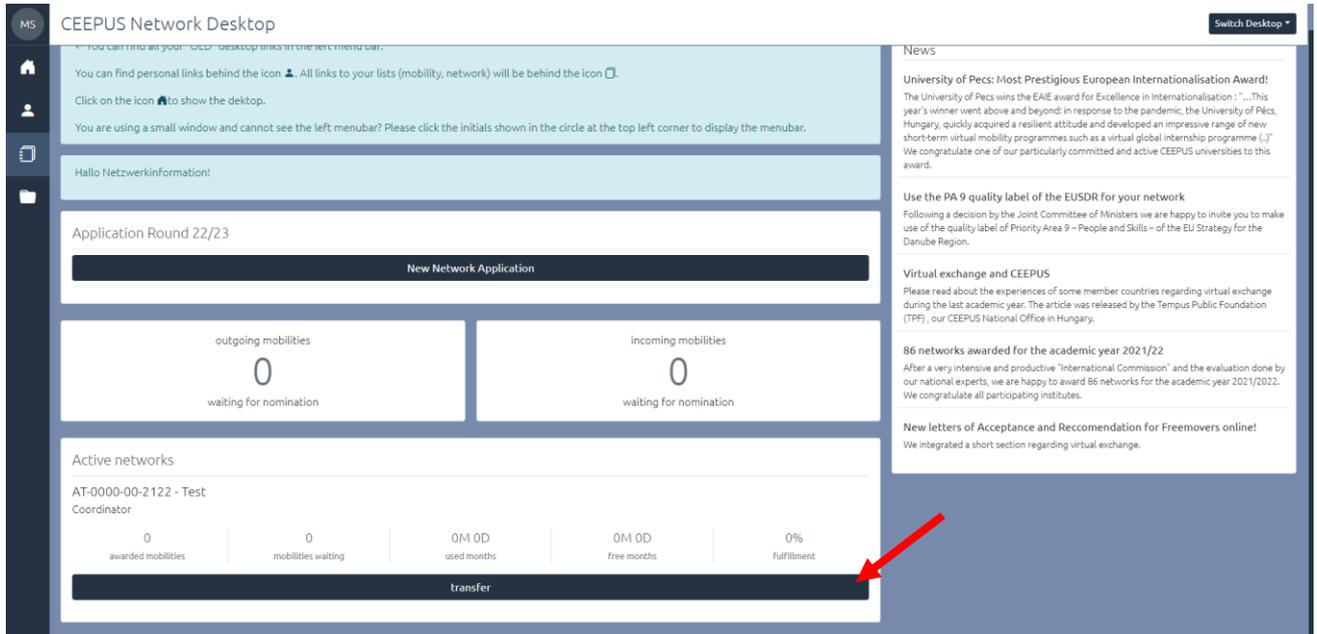
The screenshot displays the CEEPUS Network Desktop interface. At the top, it says 'CEEPUS Network Desktop' and 'Halo Netzwerkinformation!'. Below this, there's a section for 'Application Round 22/23' with a 'New Network Application' button. The main area shows two cards for 'outgoing mobilities' (0) and 'incoming mobilities' (1), both labeled 'waiting for nomination'. Below these are 'Active networks' for two different periods: '1-02-2021' and '03-2122 (Umbrella)'. Each network card shows statistics: '0 awarded mobilities', '1 mobilities waiting', '0M 0D used months', '56M 0D free months', and '0% fulfillment'. A 'prolong' button is visible at the bottom of the second network card, highlighted with a red arrow. On the right side, there are several news items, including 'We congratulate one of our particularly committed and active CEEPUS universities to this award.', 'Use the PA 9 quality label of the EUSDR for your network', 'Virtual exchange and CEEPUS', '86 networks awarded for the academic year 2021/22', and 'New letters of Acceptance and Recommendation for Freemovers online!'. A 'Switch Desktop' button is in the top right corner.

For further information please read the document [HOW TO PROLONG A NETWORK](#)

Your network has not been active in 21/22:

If your network **was rejected**: Please access your network in **21/22** and click on the button **“renew”** so that your data will be copied for editing to 22/23. Please have in mind that all documents (Letter of Endorsement, Letter of Intent) have to be uploaded again.

If you **did not submit your network application** in 21/22: Access it in **21/22** and click on **“transfer”**.



For further information please read the document **HOW TO TRANSFER A NETWORK**

You want to create a new network:

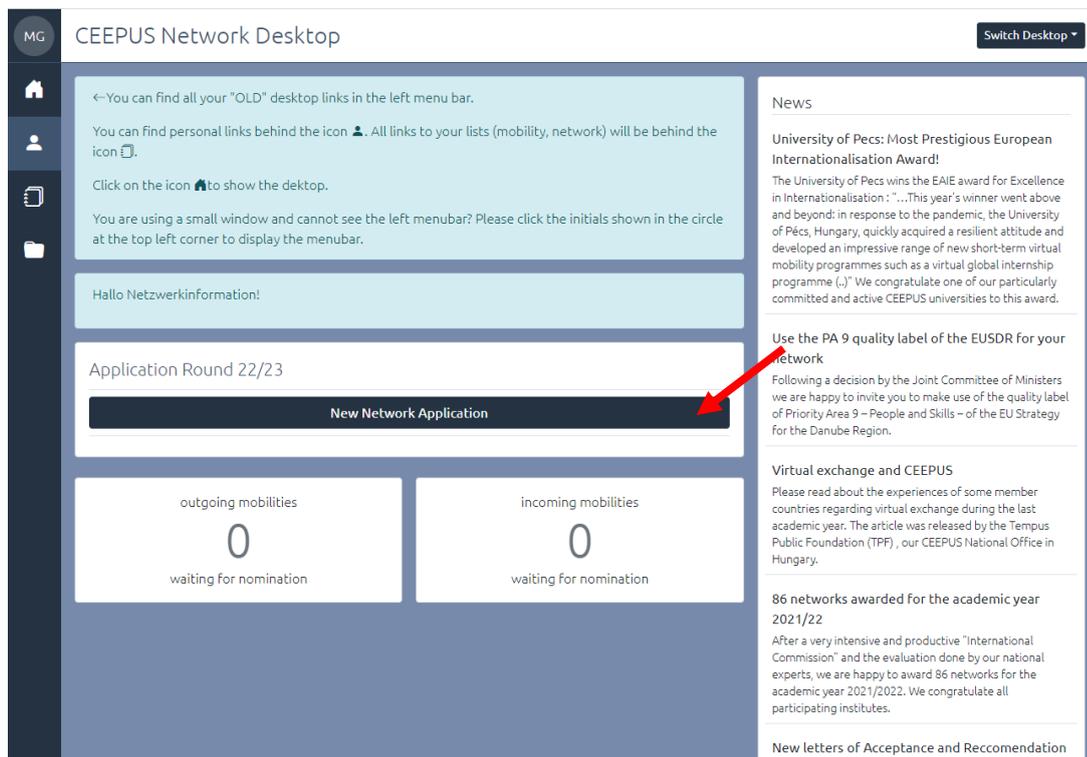
Please note, before you can start to create a new network application you need to register for **managing a CEEPUS network** at our system.

Please activate your registered CEEPUS account for network managing. Your local **National CEEPUS Office** needs to confirm your registration, please get in contact before applying. You will then obtain our software role “network”.

If you already have the CEEPUS “network” role, you can create or join as many networks as you want.

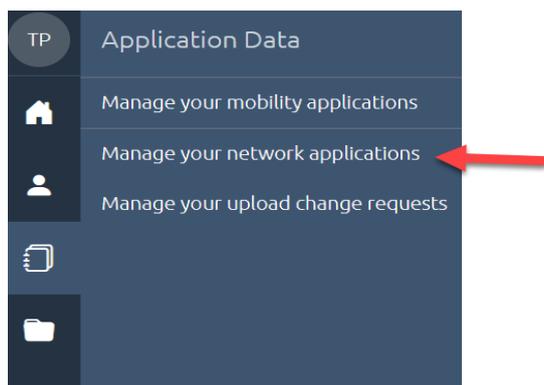
Only the academic coordinator of a whole network is allowed to create a new network.

Please click on the **“New Network Application”**.



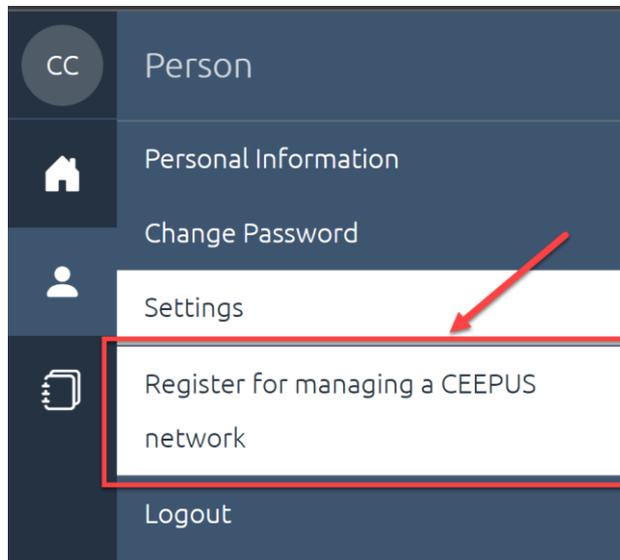
For further information please read the document [HOW TO CREATE A NETWORK](#)

If you click on “manage your network applications” you have also access to networks where you are a participating unit.



Please do not register more than once for managing a CEEPUS network

Once you have obtained the “network role” in our system, you can create a network and join several networks. If you only have the role “mobility” at the moment, use the registration link in your personal settings to request the role “network”.



If you are /will be a network partner

Please do not create your own network application. Your coordinator will add you to the main application and then you can access the **joint application**.

Steps for a successful application:

Step 1:

Present your plans and achievements in a clear and crisp way so that experts have an easy time reading your application and evaluate your contribution.

Step 2:

Use the expert feedback contained in your Letter of Award/Umbrella/Rejection from the previous year.

Step 3:

Make sure you fill in the **Network Report** of the **previous year** and submit it in time so that experts get a clearer picture of your actions/achievements.

NOTE: Umbrella networks do not have to fill in a Network Report.

Step 4:

For Coordinators it is crucial to **keep the data of each Participating Unit (PPU) and Silent Partner up to date**. Each PPU must communicate in time, if they want to leave the network or change the contact person, however the responsibility for a correct network application ultimately lies with the coordinator. Please ensure regularly that your partner institutes continue to work actively in your network.

1. NEW SINCE 2021:

1.1. New network application form

To simplify the application process, we renewed the software design and shortened the form. Some questions remain as usual, some were adopted. Important: The main administrative fields of the network (like the participating units) remain unchanged and will be taken over when prolonging the network from last year's application.

Be aware, that due to the merge of some questions, most of the fields related to the content of your networks (like "planned activities", "special merit") can no longer be copied from last year's to this year's application during the prolongation process. That means that you will need to fill them in again. Please plan in some extra time for your application this year.

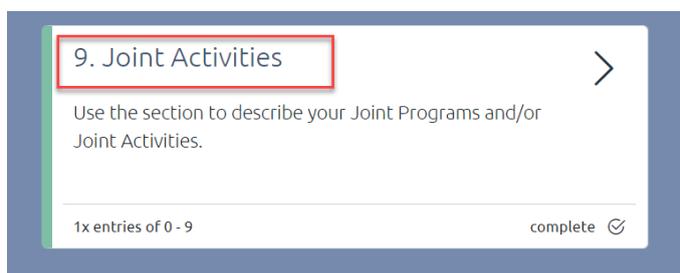
LIVE SUPPORT - if you need help or have questions during the network application round you will find the support button ? here:



1.2. Joint Activities

Focus on Joint Programmes and These en Cotutelle:

The Joint Committee of Ministers in their New CEEPUS Work Programme decided to specify the definition of joint programmes within CEEPUS: Joint programmes are programmes leading up to double, joint or multiple degrees, and joint thesis supervision.



The section of joint programmes in the application form was adapted and was renamed to "joint activities". Three new categories can be selected under "joint activities":

- I. **Joint Programme** leading to a double, multiple or joint degree: integrated curriculum coordinated and offered jointly by different universities and leading to double/multiple degrees or a joint degree.

II. These en Cotutelle:

doctoral (or student) network with a joint supervision and graduation: based on a cotutelle agreement

III. Other joint activities: summer schools, winter schools, joint student group activities, joint intensive programs, joint certificate programmes etc...

Under **category 3** you can - like before - enter **all other forms of planned or active joint activities**.

For category 1 and category 2 **inter-university agreements, cotutelle agreements** etc. related to the implementation of a joint programme are obligatory. Make sure that you upload the respective documents until Jan 30th, 2022.

Each joint activity must consist of at least **2 participating units** from different countries.

Joint activities will be - as before - assessed by national experts and will receive experts' scoring points.

But the Joint Programmes (category 1) and the These en cotutelle (category 2) will additionally receive a total of 5 extra points per application in the scoring.

2. General Information

2.1 Data Management

How to create a new Participating Unit (PPU):

- ⇒ Please **register** at www.ceepus.info (NOTE: if you already have an account, a new registration is not possible)
- ⇒ Apply for **network rights** by registering for managing a network, either choose an already existing Institution or create the institution. Please only **create the institution** if it doesn't already exist
- ⇒ Afterwards the coordinator can **add you/the PPU to the network**

How to edit the contact information of a Participating Unit (=PPU):

- ⇒ **Email address:** Every **user him-/herself** can update his Email under  *personal information*
- ⇒ **Address details of PPU, website:** user with the role network/IRO for the PPU he/she is registered for
Where: Network Desktop - *Edit your Participating Unit under*  *base data*

NOTE: the name of the PPU can only be changed by the National or the Central CEEPUS

Office. **Please be aware, that if a PPU's name is changed, changes will appear in all networks it is involved in.**

- ⇒ **New or changed contact person:** During the year, only the National CEEPUS Office (NCO) can change contact persons.
ONLY during the NW application round the overall network coordinator can change contact information directly in the network application.
- ⇒ **Special cases: A PPU or a person has been moved to or merged with another institution:** The NCO of the respective country needs to inform IT.

When prolonging, please make sure to check and enable/disable the correct partner units you want to / you do not want to work with in 22/23.

PLEASE NOTE that according to the way GDPR related documents were signed by CEEPUS countries 2019, exchange between the University of Prishtina et al* and BiH, MD, RO, RS and SK is not possible.

2.2 Reminder: Applying for the scholarship quota

You need to separately apply for the incoming scholarship quota of each participating unit. Please access the respective participating unit in your network application and fill in the incoming traffic. This is called tendered traffic.

Incoming Traffic for this participating unit

Use this section to apply for incoming mobilities for this unit.



Please have the following scholarship categories in mind:

Category	Min-Max	Comments
Student	3-10 months	Students only
Short Term Student	6 days - 3 months	Students only
Teacher	Semester & Excursions: min 1 work week & 6 teaching hrs, Short Term Excursions	ONLY category for teachers
Short Term Excursion	3 days – 6 days	Students only

As the Traffic Sheet system is built on full calendar **MONTHS**, please apply in months only:

Students: e.g. you are planning a Short Term Excursion lasting 3 days for 10 students:

3 x 10 = 30 days = 1 month for 10 persons (students)

Teachers: same principle but must be entered in the Teacher column.

PLEASE NOTE: there might be special scholarship rates for excursions, depending on the guest country.

Background information:

Once a network is awarded the International Commission will assign the actual number of scholarship months for your mobilities, based on your tendered traffic.

2.3 Types of documents

4 Types

- ⇒ Letter of Endorsement
- ⇒ Letter of Intent
- ⇒ Curriculum
- ⇒ Documents related to Joint Programs/Joint Activities

Letter of Endorsement (LoE) has to be signed by the **RECTOR or VICERECTOR** of each university listed in the application. Letters signed by Deans or Vice deans will **not be** accepted.

Exception: Institutions that do not have a rector as a board member. Here we ask for an additional upload of an accompanying letter, that the signing person is the highest-ranking person in this institution, E.g. the general director of a college.

Letter of Intent (LoI) has to be signed by the person/body in charge of mutual recognition at each university listed in the application.

*Please note, the software **generates all new letters for you with a QR code.**
The **Upload Section** of your network application also contains a **Download Section!** You only need to fill in name/function of the signatory and have the document signed and stamped.c*

Curriculum

The use of **ECTS/compatible** is a **formal requirement** for CEEPUS III networks, i.e. a **MUST**. You can provide information on the use of ECTS/compatible either by

- ⇒ **Uploading the information** OR
- ⇒ **By entering a link**

PLEASE NOTE: In order to clearly identify **PPUs that only exchange “Theses students”** there is a **TICK BOX** they can check. These PPU do NOT need to submit ECTS information as in this case letters by their supervisors are sufficient (together with the respective mobility application).

Interuniversity Agreements related to the implementation of Joint or Double Degrees:

These Agreements/information are obligatory in case of existing Joint Programs and for These en Cotutelle. If you are developing a JP, please report the steps that you have taken and the status quo

of your planned activity. Further information is also a great way to find out more about your activities.

2.4 Compulsory documents

Letters of Endorsement, Letters of Intent and the **Curriculum** are obligatory if your participating unit is a new member.

If the letters and the Curriculum are already uploaded, you don't have to do it again.

If you **prolong** your network, you **don't need to provide** any new documents/letters.

If your network is an **"umbrella network"**, you also do not need any new letters.

EXEMPTION: if you **add a new partner**, this new Participating Unit must submit both Letters.

If you **renew your network**, you need **all Letters by all participating universities**.

(**renew** = your network is NOT active in the current academic year, but you have data from a previous academic year you are transferring to the new application round.)

Silent Partners do NOT need any Letters.

If your faculty is moved to another university, you are kindly asked to provide **new Letters** for your PPU and for all your partners.

Curriculum: Instead of a document you can also provide a link to the curriculum of your university. Please have in mind that the curriculum needs to be in **English**.

Please have in mind that for category 1 (joint programme) and category 2 (These en Cotutelle) of joint activities documents related to the implementation of a joint programme are also obligatory and must be uploaded.

2.5 Deadlines

The **network application** has to be submitted by the coordinator until **Jan 15th, 2022**, 23:59 server time.

We strongly advise **not to wait until the very last moment** since we cannot influence internet problems or local technical issues.

⇒ **All new documents have to be uploaded until JAN 31st, 2022, 23:59 server time.**

This will be possible because the upload area will be available for editing until this date (but not any other sections of the network application)

2.6 Upload Change Request (= UCR)

Background Information

Any PPU, for which no document has been uploaded in time, **will be de-activated** in the application for that year.

HOWEVER, in order to avoid these unnecessary troubles, we are conducting the **UPLOAD CHANGE REQUEST during the application** round and ask for your kind compliance.

The Upload Change Request is a **special form mailed to you by the Central CEEPUS Office (CCO) containing a link** that lets you access / upload the document in question at any time of the year upon request.

We use this option in order to assist networks in

- ⇒ getting their mandatory documents uploaded correctly in due time and
- ⇒ assisting network to exchange outdated documents.

Please answer to the UCR mail and upload the document in question via the provided link or access your UCRs also on your network desktop. Simply click on “Manage your upload change requests”. Coordinators see all UCRs of their network!

PROLONG A NETWORK

The screenshot shows the 'CEEPUS Network Desktop' interface. On the left, there is a navigation menu with icons for home, user profile, and documents. The main content area includes a header with 'Hallo Netzwerkinformation!', a section for 'Application Round 22/23' with a 'New Network Application' button, and two summary cards for 'outgoing mobilities' (0) and 'incoming mobilities' (1). Below these are 'Active networks' for two different coordinators, each with a table of statistics: awarded mobilities, mobilities waiting, used months, free months, and fulfillment. At the bottom of the active networks section, a 'prolong' button is highlighted with a red arrow. On the right side, there are several informational panels: a congratulatory message, a notice about the PA 9 quality label, a section on virtual exchange, a notice about 86 networks awarded, and a notice about new letters of acceptance.

After clicking on the Prolong button please have a look at your partners

The screenshot shows the 'Prolong network' interface. At the top, there is a breadcrumb trail and a search icon. Below that, the network details are shown, including the network ID 'AT-03-2122 (Umbrella)' and the 'Academic Year' set to 'Academic Year 2022/2023'. A warning message states: 'Red PPUs are disabled PPUs and will not be copied automatically' and 'Orange PPUs are disabled PPUs and cannot be copied, because the organisation is no longer eligible.' Below the warning, there is a prompt: 'Please select the participating units you want to prolong.' A table lists participating units with columns for a checkbox, a country code (C), and the unit name. The units listed are HR, CZ, HU, XZ, PL, RO, RS, and SK. The checkboxes for HR, CZ, XZ, PL, RO, RS, and SK are checked, while the checkbox for HU is unchecked. At the bottom of the table, there is a 'prolong' button.

After clicking on the prolong button you will be automatically forwarded to the network overview. Please fill in the required fields (orange). Not all information will be transferred.

TP < AT- -00-2223

1. Network Title
Which title describes your activities best?
1x entries of 1 complete

2. Index
Select the "Index" entries that describe your field of activity best. You can select several entries.
2x entries of 1-99 complete

3. Participating Units
Please enter all requested data for your partner institutions and don't forget to update the information.
6x entries of 2-99 complete

4. Silent Partner
A Silent Partner is an institution that is not an eligible university and cannot use CEEPUS scholarship months.
0x entries of 0-99 complete

5. Program Description
A comprehensive overview of your network: line out what you have set out to do, how you cooperate. Why your network is special and important for the region.
0x entries of 1 incomplete

6. Planned Forms of Instructions
Fill in your planned and detailed forms of instructions and describe your network activities.
0x entries of 1 incomplete

7. Selection Criteria
Please describe how you and your network partners plan to select mobilities in the upcoming academic year.
1x entries of 1 complete

8. Additional Information
Describe special activities within your network and other background information as well as digital skills and competences.
0x entries of 0-1 complete

9. Joint Activity
Use the section to describe your Joint Programs and/or Joint Activities.
0x entries of 0-9 complete

If you click on the back arrow you will get to the following overview

In this view you can edit the entries of the network request at any time by clicking the Edit button. If you click the Submit button, the network application is submitted, and further processing is no longer possible.

ES < -0000-00-2223

CONTENT | DOCUMENTS | STATISTICS

created check assessment commission ready

edit submit HTML

CCO-MGG

Academic Year 2022/2023

Coordinator
Medical University of
Department of
Univ.-Prof.

Status
unsubmitted network

Created
Univ.-Prof.Dr , 18.11.2021 08:05:24

Last edit
Univ.-Prof.Dr , 18.11.2021 08:05:24

Important Deadlines:

Submission deadline: January 15, 2022

Document upload deadline: January 31, 2022

NEW NETWORK

To create a new network, click the button New Network Application

The screenshot shows the CEEPUS Network Desktop interface. At the top left, there is a user profile icon with the initials 'MG' and the text 'CEEPUS Network Desktop'. At the top right, there is a 'Switch Desktop' button. The main content area is divided into several sections. On the left, there is a vertical menu with icons for home, user, desktop, and documents. The main content area contains a light blue box with instructions: '←You can find all your "OLD" desktop links in the left menu bar.', 'You can find personal links behind the icon 👤. All links to your lists (mobility, network) will be behind the icon 📁.', 'Click on the icon 🖥️ to show the desktop.', and 'You are using a small window and cannot see the left menubar? Please click the initials shown in the circle at the top left corner to display the menubar.' Below this is a light blue box with the text 'Hallo Netzwerkinformation!'. The next section is 'Application Round 22/23' with a dark blue button labeled 'New Network Application' highlighted by a red arrow. Below this are two white boxes: 'outgoing mobilities' with a large '0' and 'waiting for nomination', and 'incoming mobilities' with a large '0' and 'waiting for nomination'. On the right side, there is a 'News' section with three articles: 'University of Pecs: Most Prestigious European Internationalisation Award!', 'Use the PA 9 quality label of the EUSDR for your network', and 'Virtual exchange and CEEPUS'. At the bottom right, there is a section titled '86 networks awarded for the academic year 2021/22' and 'New letters of Acceptance and Recommendation'.

Please enter your Networktitle

If the unit section is empty, please choose the correct Participating Unit (PPU)

The screenshot shows the 'New Network Application' form. At the top left, there is a user profile icon with the initials 'MG' and the text '< New Network Application'. At the top right, there is a help icon. The form is titled 'Create a new network'. It contains the following fields: 'Academic Year' with a dropdown menu showing 'Academic Year 2022/2023'; 'Networktitle' with a text input field; 'For unit' with a dropdown menu; and a checkbox labeled 'I confirm that I am the coordinator of this network.' At the bottom, there are two buttons: 'Cancel' and 'Save'.

After clicking on the save button you will be automatically forwarded to the network overview. Please fill in the required fields (orange)

ES < AT-0000-00-2223 ?

1. Network Title > Which title describes your activities best? 1x entries of 1 complete

2. Index > Select the "Index" entries that describe your field of activity best. You can select several entries. 0x entries of 1-99 incomplete

3. Participating Units > Please enter all requested data for your partner institutions and don't forget to update the information. 1x entries of 2-99 incomplete

4. Silent Partner > A Silent Partner is an institution that is not an eligible university and cannot use CEEPUS scholarship months. 0x entries of 0-99 complete

5. Program Description > A comprehensive overview of your network: line out what you have set out to do, how you cooperate. Why your network is special and important for the region. 0x entries of 1 incomplete

6. Planned Forms of Instructions > Fill in your planned and detailed forms of instructions and describe your network activities. 0x entries of 1 incomplete

7. Selection Criteria > Please describe how you and your network partners plan to select mobilities in the upcoming academic year. 0x entries of 1 incomplete

8. Additional Information > Describe special activities within your network and other background information as well as digital skills and competences. 0x entries of 0-1 complete

9. Joint Activity > Use the section to describe your Joint Programs and/or Joint Activities. 0x entries of 0-9 complete

If you click on the back arrow you will get to the following overview
 In this view you can edit the entries of the network request at any time by clicking the Edit button.
 If you click the Submit button, the network application is submitted, and further processing is no longer possible.

ES < -0000-00-2223 ?

CONTENT | DOCUMENTS | STATISTICS

created check assessment commission ready

edit submit HTML

CCO-MGG

Academic Year 2022/2023

Coordinator
 Medical University of
 Department of
 Univ.-Prof.

Status
 unsubmitted network

Created
 Univ.-Prof.Dr , 18.11.2021 08:05:24

Last edit
 Univ.-Prof.Dr , 18.11.2021 08:05:24

Important Deadlines:

Submission deadline: January 15, 2022

Document upload deadline: January 31,2022