
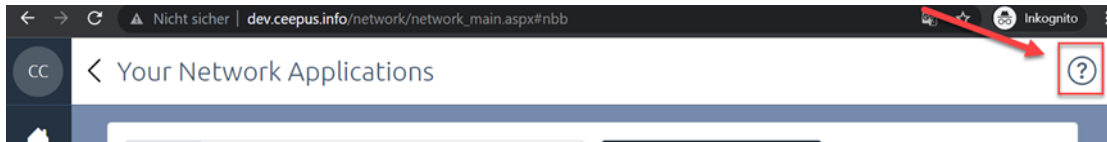


**Guideline to the
Network Application Round
2023/24**

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**.

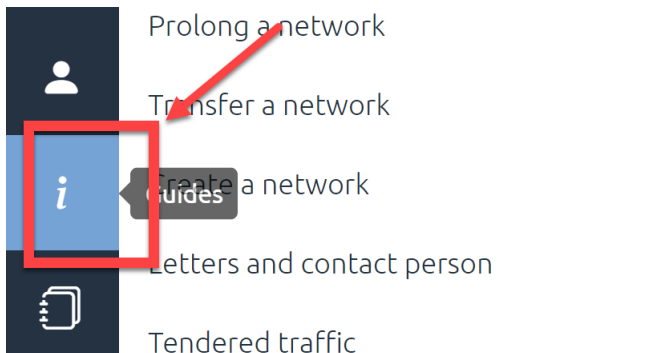
LIVE SUPPORT - if you need help and you have a technical question during the network application round you will find the support button  here:



There you can also find all relevant Guidelines.

GUIDELINES:

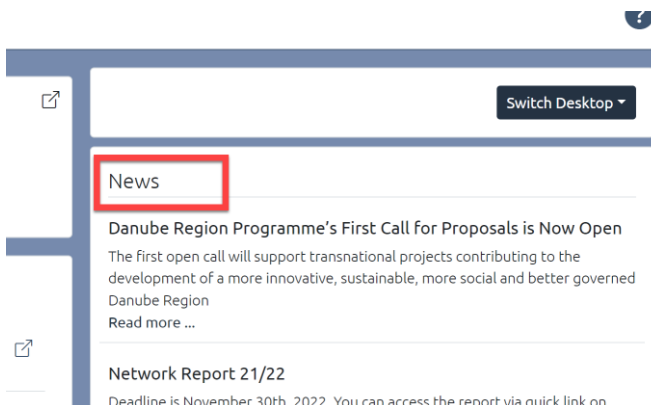
Also check our new Guides (i) Section on your Network Desktop.



If you have a question regarding the content of the network application, please contact the COO directly: office@ceepus.info

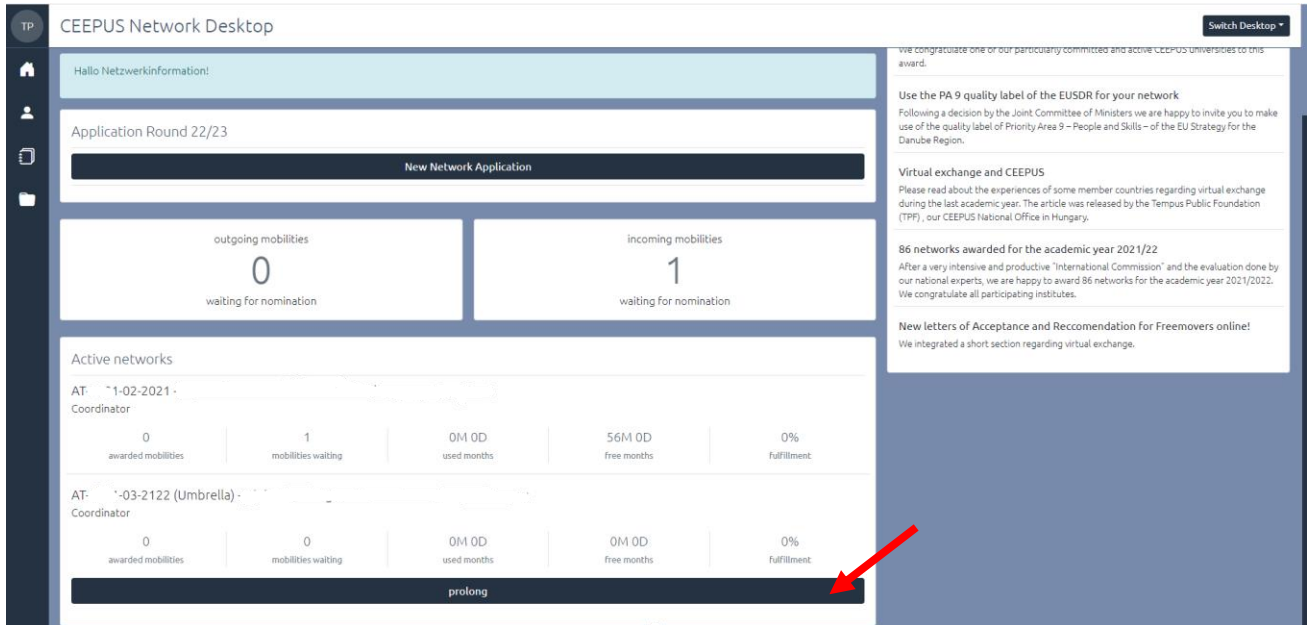
CONSULTATION HOURS:

The COO will also offer consultation hours throughout the application round : Check the “News” for current dates:



Your network is active in 2022/23 (also in umbrella status) and you want to prolong it:

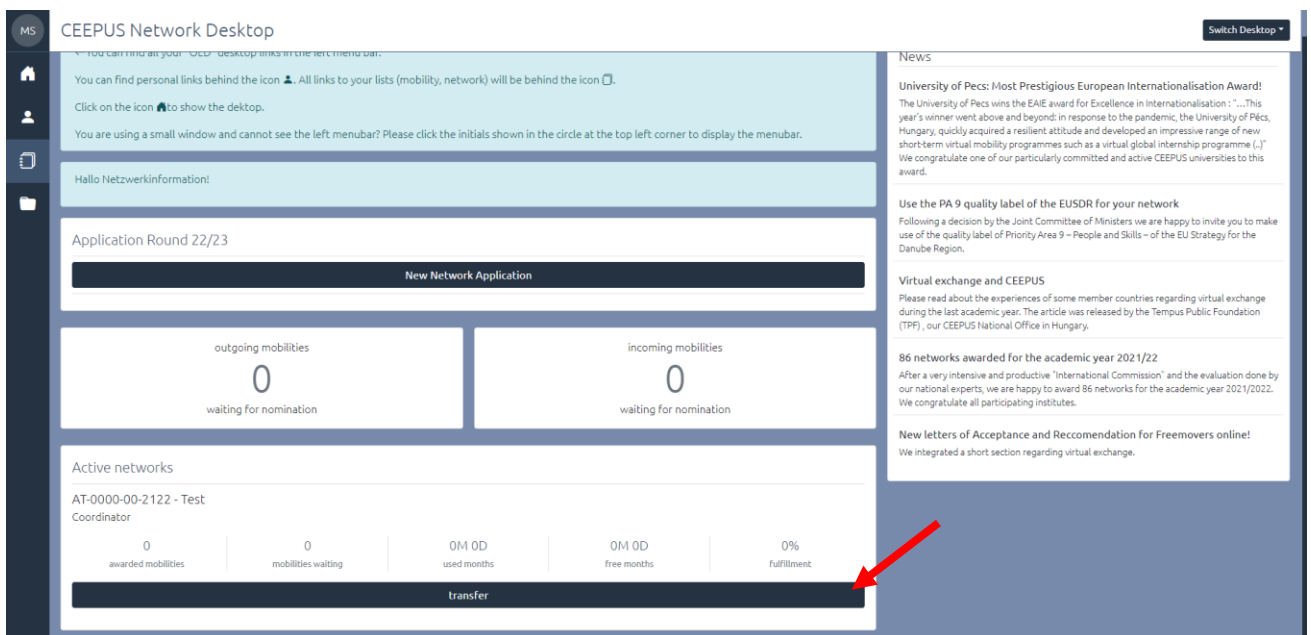
Please sign in on www.ceepus.info. On your home screen you see your active network and underneath the button **“prolong”**! The data will be copied to 23/24 for editing. Please note that you have to update the information in all entry fields.



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

Your network has not been active in 22/23:

If your network **was rejected** or you **did not submit your network application** in 22/23: Access on your Network Desktop and click on **“transfer”** (“renew”). Your data from last year will be copied into your new application Please bear in mind that all documents (Letter of Endorsement, Letter of Intent) have to be uploaded again.



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

You want to create a new network:

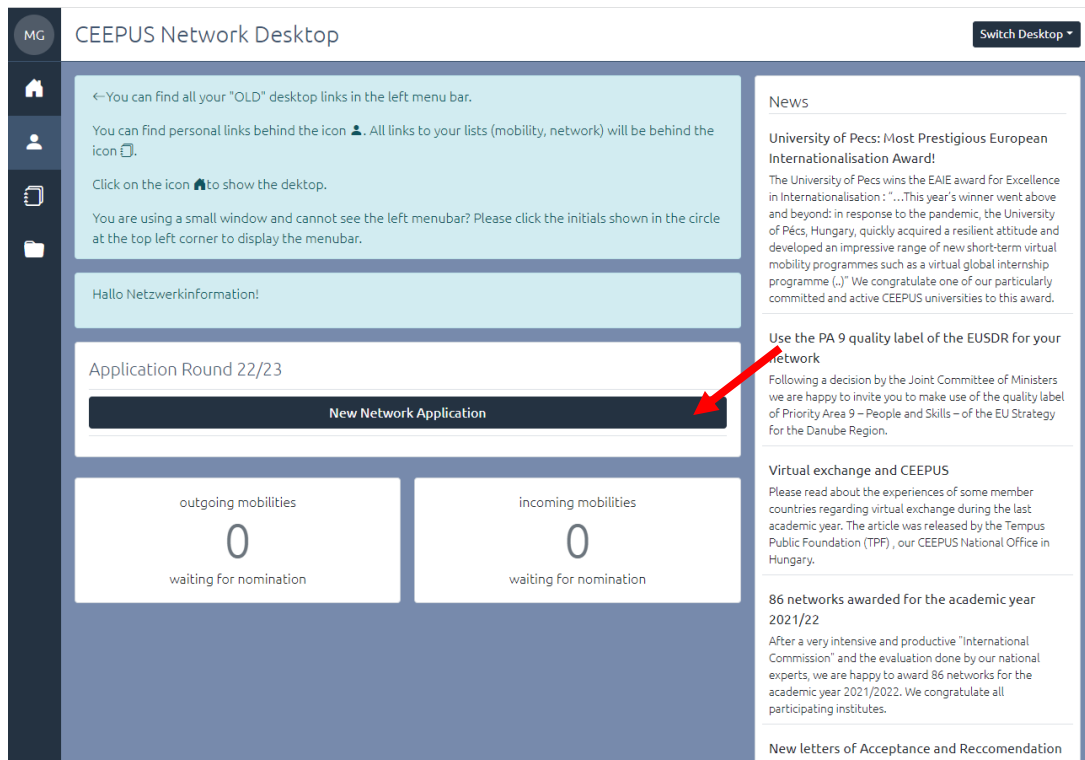
Please note, before you can start to create a new network application you need to register for **managing a CEEPUS network** at our system.

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 Desktop”, you can create or join as many networks as you want.

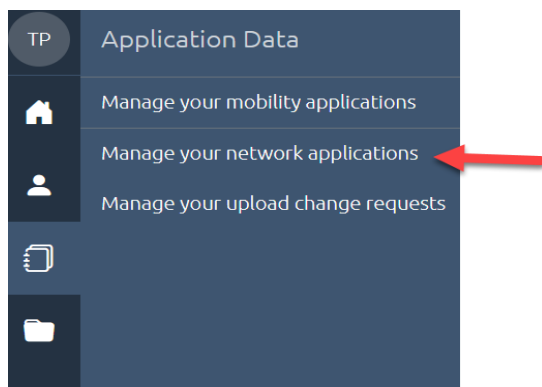
Only the academic coordinator of a whole network is allowed to create a new network.

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



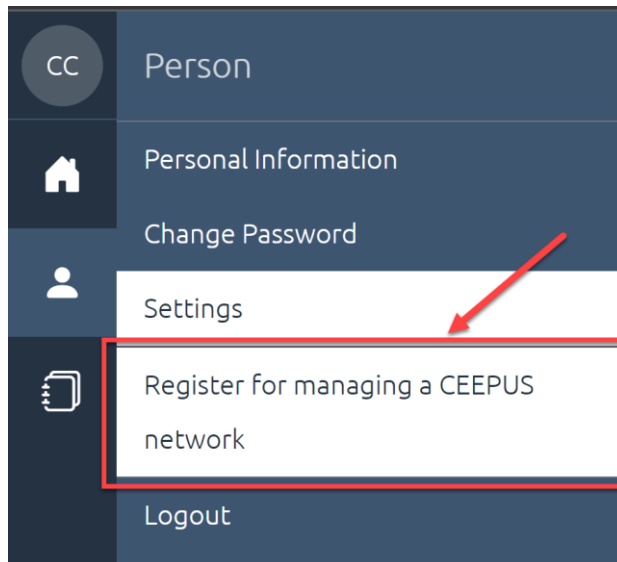
For further information please read the document [HOW TO CREATE A NETWORK](#)

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



Please register only once for managing a CEEPUS network

To participate in a network, you need to additionally register for a “Network Desktop” in our system, you then can start a new network application or join networks as participating unit. Use the registration link “Register for managing a CEEPUS network” in your personal settings to request the “Network Desktop”.



For further information please read the document [HOW TO register for a network role](#)

If you are /will be a network partner

Please do not start a new own network application.

Register for managing a CEEPUS network. After registration the main coordinator will add you to the already existing network 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:

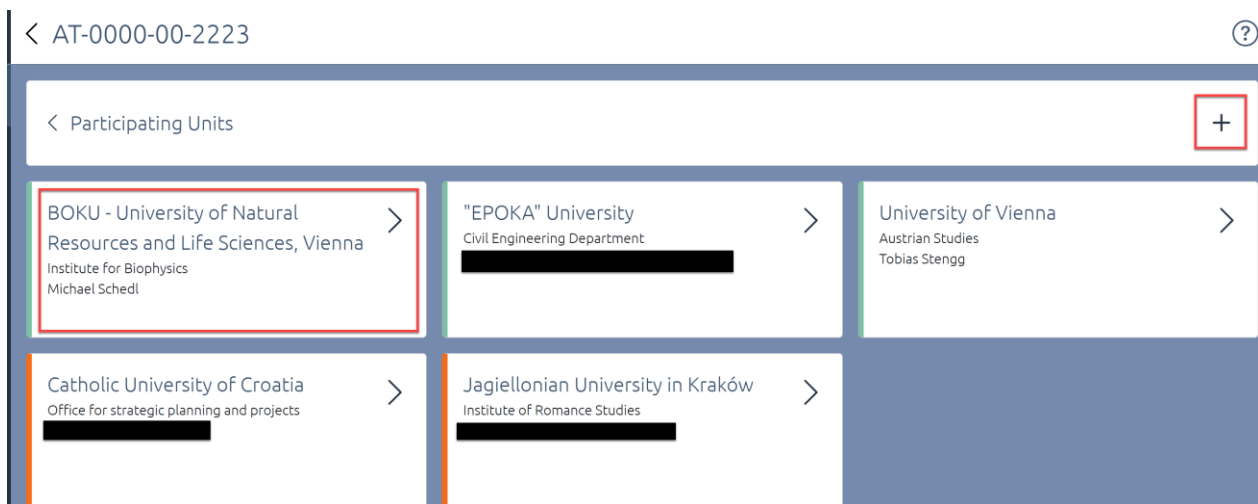
For Coordinators it is crucial to **keep the data of each Participating Unit (PPU) and Silent Partner up to date**. Each PPU must communicate in time, if they want to leave the network or change the contact person, however the responsibility for a correct network application ultimately lies with the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

1. NEW SINCE 2022:

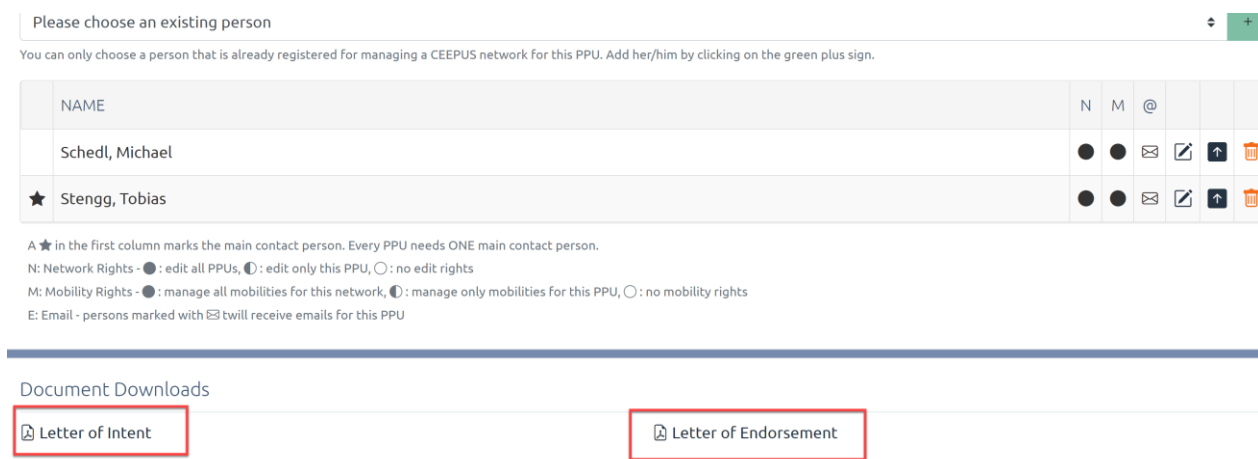
1.1. New LETTER OF INTENT for each participating unit – COMPOLSURY

This year we kindly ask you to upload a new LETTER OF INTENT for each participating unit of your prolonged network. Once the participating unit is added to a network and a network partner is assigned, you can create the generated letter here:

Choose the unit from the prolonged network application:



You see now all contact persons of this unit. Eventuell erase or change the contact person. Press the “Letter of Intent” button to generate the new letter

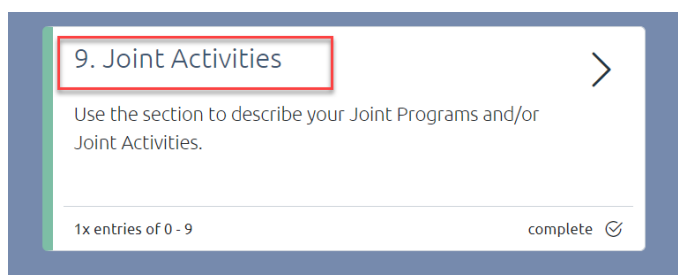


If you need to change the contact person or add a new one please read the document [HOW TO GENERATE CEEPUS DOCUMENTS \(LoI, LoE\)](#)

1.2. Joint Activities

Focus on Joint Programmes and These en Cotutelle:

The Joint Committee of Ministers in their 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 screenshot shows a form section titled "9. Joint Activities" with a right-pointing arrow. Below the title, it says "Use the section to describe your Joint Programs and/or Joint Activities." At the bottom left, it indicates "1x entries of 0 - 9" and at the bottom right, it says "complete" with a checkmark icon.

The section of joint programmes in the application form was adapted and was renamed to “joint activities”. Three 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 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, 2023.

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)
- ⇒ After the personal registration apply for the “**Network Desktop**” 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.
- ⇒ The local National CEEPUS Office of the new PPU has to confirm the registration
- ⇒ Afterwards the coordinator can **add you/the PPU to the network**

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

Sign in on ceepus.info to access your network desktop:

- ⇒ **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 23/24.


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.



For further information please read the document [HOW TO FILL IN INCOMING TRAFFIC](#)

Please have the following scholarship categories in mind:

Category	Min-Max	Comments
Student	3-10 months	Students only
Short Term Student	6 days – less than 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:
 $3 \times 10 = 30 \text{ days} = 1 \text{ month for } 10 \text{ persons (students)}$

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.*

For further information please read the document [“HOW TO generate CEEPUS documents \(LoI, LoE\)”](#)

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.

For the upcoming academic year 23/24, we request from each participating unit a new **LETTER OF INTENT (LoI)**.

If the letter of endorsement and the curriculum are already uploaded, you don't have to do it again.

For further information please read the document "[HOW TO generate CEEPUS documents \(LoI, LoE\)](#)"

If you **prolong** your network, you **need to provide** a new letter of intent for each participating unit (PPU).

If your network is an "**umbrella network**", you also need a new letter of intent for each PPU.

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 units/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, please 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**.

Take into consideration 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** must be submitted by the coordinator by **Jan 15th, 2023**, 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 must be uploaded by JAN 31st, 2023, 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 participating unit, for which no document has been uploaded in time, **will be de-activated** in the application for that year.

HOWEVER, 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 the UCR email 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!

3. CEEPUS Network Scoring System

Background Information

The CEEPUS Scoring System is a list of criteria used to assess network applications to rank them for the awarding process.

Total Points	100 points (%)
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Global Points:	20 points
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The Global points are given automatically by the system, based on your application. There are three categories:

- | | |
|---|-----------|
| 1. Joint Programmes:
only for already running joint programmes and Theses en Cotutelle with a document upload confirming the programme | 5 points |
| 2. Type of mobility:
students and teachers; students only; teachers only | 5 points |
| 3. Country Factor: | 10 points |

Optional Points	80 points
------------------------	------------------

The optional points consist of two scoring groups, the National Experts and the NCOs:

1. National Commission points (National Experts) **70 points**

Each country with a participating unit at a CEEPUS network will assign experts for this network.

There are **two groups** of assessment categories, the category Standard Points for the assessment of the main application and extra points for Joint Activities, if eligible.

A. Standard Points	60 points
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- Chances of implementation
- Interregional value
- National value
- Educational value and digital skills
- Program management
- Professional value
- Information content of the application

B. Joint Activity points	10 points
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- Impact of the joint activities
- Progress and Status of the joint activities

2. Performance Points (by National CEEPUS Offices) **10 points**

- A. Mobility management
- B. Communication