



## HOW TO NOMINATE A MOBILITY APPLICATION BY THE HOST Participating Unit

1. Direct and easy access to all open incoming mobilities via the home Network Desktop

The screenshot shows the CEEPUS Network Desktop interface. On the left is a dark sidebar with icons for Home, Profile, Documents, and a folder. The main content area has a title 'CEEPUS Network Desktop' and a search bar. Below the search bar are several data cards:

- Partner** card: rank, 83 given quota, final traffic sheet, accepted network.
- outgoing mobilities** card: 0 (6) waiting for nomination.
- incoming mobilities** card: 9 (1) waiting for nomination. A red arrow points to this card.
- Active networks** card: 101 awarded mobilities, 12 mobilities waiting, 148M 25D used months, 62M 5D free months, 70% fulfillment.

Attention: if you are a coordinator please choose the right incomings. The number in the brackets shows you the incomings for your partner institutions.

## 2. Open the applications under “Your mobilities”

The screenshot shows a web interface for managing mobility applications. The main section is titled "Your incoming mobility applications" and contains a table with the following columns: MNR, NAME, HOME PPU, and a checkbox. The table lists several mobility applications from various universities, including the University of Belgrade, University of Debrecen, and Palacký University Olomouc. A red box highlights the "Your mobilities" tab, and a red arrow points to the table. Below the table is a section for "Partner mobilities" with a similar table structure.

3. Note, as overall network coordinator you have also access to the mobility applications of your partner institutions under “Partner mobilities”.

## 4. Nominate a mobility application

The screenshot shows the "Nominate" page in a web application. The page has a navigation bar with "CONTENT" and "NOMINATE" tabs. The main content area is titled "Nomination" and contains a form for nominating a mobility application. The form includes a dropdown menu for "nominate & to host NCO" and a "XML" button. Below this is a section for "Application" with a status of "waiting for nomination by host PPU". The form also includes fields for "From" and "To" dates, a "save" button, and a "nominate & to host NCO" button. The application details are shown below, including status, scholarship data, and personal data.

1. Here you find the application and the overall information from the applicant (scroll down)
2. You can change the date of stay, if applicable. Save your changes.
3. If everything is correct with the application click on the “nominate & to home NCO” button

Mobility Information			
Tendered		Free Scholarship Months	
Mobility Type	Short Term Students	For this Academic Year	yes
From	08.07.2022	For this network	19
To	15.07.2022	For this PPU	7

  

Other mobilities for this person			
NETWORK	HOST INSTITUTION	FROM - TO	AM
State: completed and checked			
/	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Niederlandistik	08.07.2022 - 15.07.2022	4
State: completed			
/	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Niederlandistik	08.07.2022 - 15.07.2022	0,5
State: accepted by applicant			
/	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Niederlandistik	08.07.2022 - 15.07.2022	4

## 5. Reject an application:

access the “drop down” near the “nominate ... “ button and press “reject”

CONTENT | **NOMINATE**

nominate & to host NCO

reject

Nomination

If you change something in the following fields, please do not forget to click the "save" button, before you click "nominate".

From: 07.12.2020 To: 18.12.2020

Accommodation Arranged

save

## 6. For help and technical live support, please access “?”

CEEPUS IRO Desktop

Final Traffic Sheet - How To

Survey "Application Form" results

News

Mobility application round for 22/23 is enabled. Deadline for winter term is June 15, 2022

Please note, that the applications for network mobilities are possible until June 15. Free-mover mobility applications are possible from July 1