

**Guideline to the  
Network Application Round  
2024/25**

## 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:**

**Update your prolonged network application!** If you reapply, update all the information you provide in the entry fields of the application, especially your short and long program description n.

### **Step 3:**

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

### **Step 4:**

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:** Coordinators of Umbrella networks also have the possibility to fill in a Network Report.

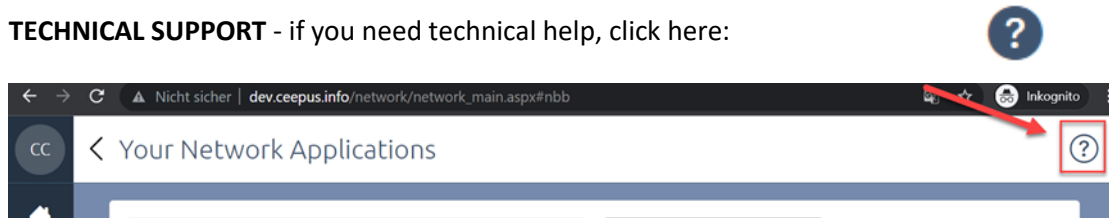
### **Step 5:**

For Coordinators it is crucial to keep the data of each Participating Unit (PPU) **up to date**.

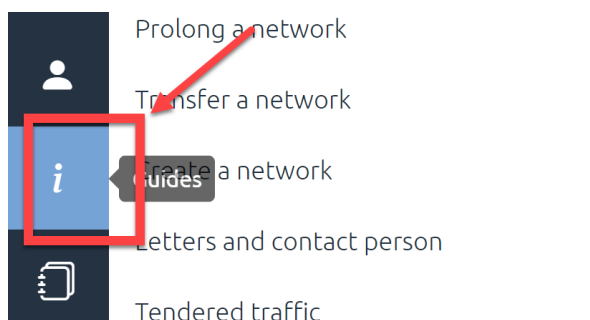
## Basic Information:

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 **contact with all your network partners**.

**TECHNICAL SUPPORT** - if you need technical help, click here:



Find our Guides (i) Section on your Network Desktop.



### Consultations:

In case of questions regarding the content of your network application, please contact the Central CEEPUS office directly via [office@ceepus.info](mailto:office@ceepus.info).

Since there are several new aspects regarding the demanded quality of your network application, we highly recommend to take part at one of our Consultations – even if you already experienced in applying.

The Central CEEPUS Office offers consultations for coordinators and first contact persons via zoom throughout the application round:

<https://us06web.zoom.us/j/86312161500?pwd=VUJKbVloMWQwb2xKdTZxWWpnM1FUdz09>

27.11.:15:00-16:00  
29.11.:08:00-09:00  
05.12.:12:00-13:00  
11.12.:08:00-09:00  
13.12.:17:00-18:00  
19.12.:10:00-11:00 (all CET)

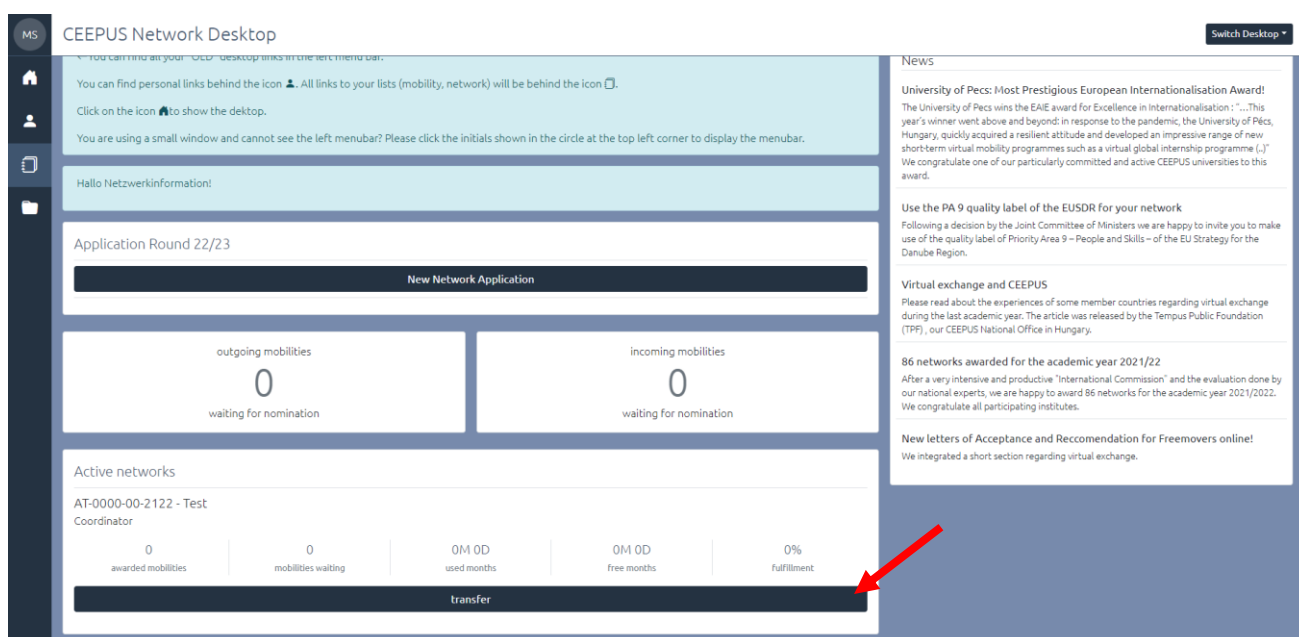
You will find the zoom link and the dates for the consultations also via “NEWS” on your network desktop.

### **If your network is active in 2023/24 , also in umbrella status, it is automatically prolonged!**

Please note, that only for the network application round 24/25 all network applications from 23/24 were automatically copied (prolonged) to this year's application round. The Status of the application will be unsubmitted network. Please sign in to your CEEPUS network account and start to **edit your 24/25 application**. Please update the application and activate or deactivate your participating units directly in the form. However, you need to submit your application before the deadline to confirm the prolongation.

### **Your network has not been active or was rejected in 23/24:**

If your network **was rejected** or you **did not submit your network application** in 23/24: Access your Network Desktop and **“transfer”** your application. Your data from last year will be copied into your new application. Please note that the documents (Letter of Endorsement, Letter of Intent) must be uploaded again.



The screenshot displays the CEEPUS Network Desktop interface. At the top, there is a header with 'MS' and 'CEEPUS Network Desktop'. Below this, there are several sections: 'Application Round 22/23' with a 'New Network Application' button; 'outgoing mobilities' and 'incoming mobilities' both showing '0 waiting for nomination'; and 'Active networks' with a table for network 'AT-0000-00-2122 - Test' showing '0 awarded mobilities', '0 mobilities waiting', '0M OD used months', '0M OD free months', and '0% fulfillment'. A 'transfer' button is located at the bottom of the 'Active networks' section, with a red arrow pointing to it. On the right side, there is a 'News' section with several articles.

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

### **You want to create a complete new network:**

Before you start to create a new network application, you need to register for **managing a CEEPUS network** at our system.

Activate your registered CEEPUS account for managing a network. Your local **National CEEPUS Office** needs to confirm your registration, please get in contact before applying.

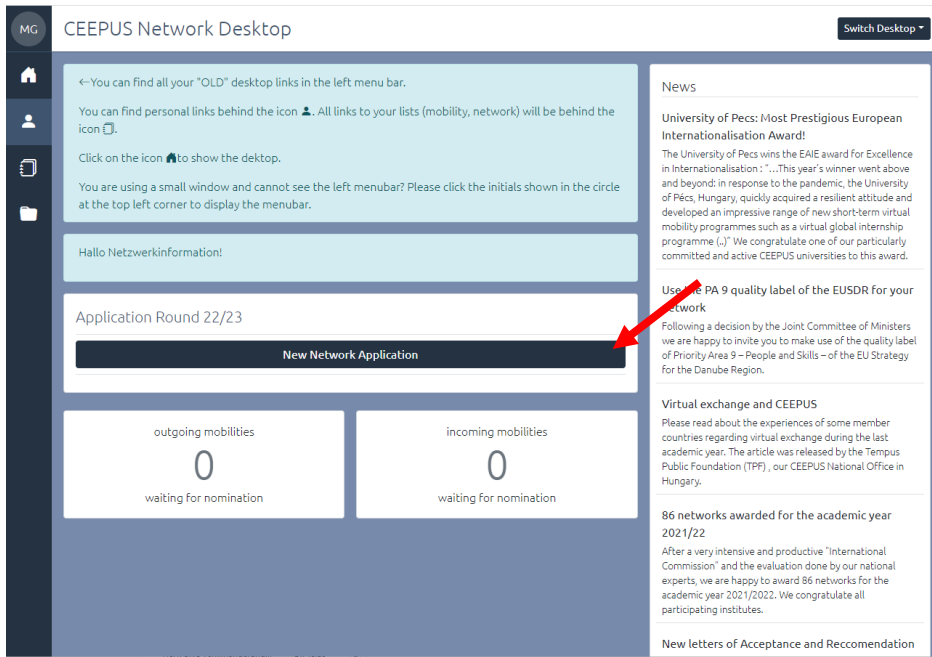
You will then obtain our software role “Network Desktop”.

If you already have the CEEPUS “Network Desktop”, you can create a network as main coordinator. Please note, that from 2024/25 on you can only participate in a total of four networks.

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

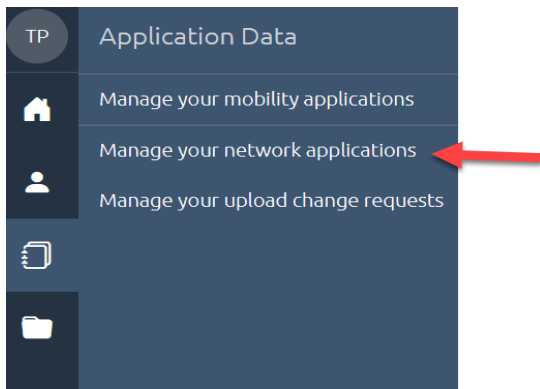
Please click on the **“New Network Application”**.

## BEFORE YOU GET STARTED



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

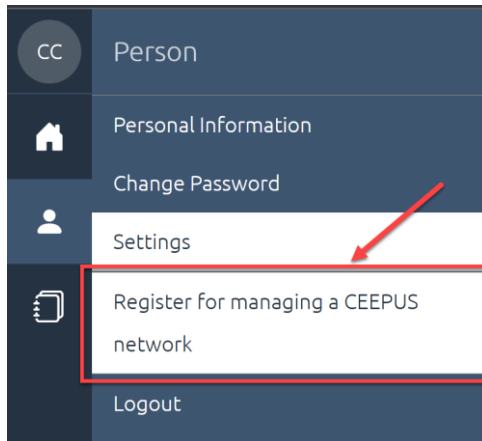
If you click on “manage your network applications” you have also access to networks where you are a participating unit.



### **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. Then you can start a new network application or join an existing network 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**

After your registration, the main coordinator will add you to the already existing network and then you can access the **joint application**.

**If you are /will be a network partner (= participating unit “PPU”), do not start a new (own) network application.**

## 1. NEW for 2024/25 only:

### 1.1. Automatic prolongation of all networks.

The System will automatically prolong (copy) all 23/24 networks and Umbrella networks once we start the new call for applications. The status is “unsubmitted networks”. To edit an unsubmitted application you need to open the 24/25 application. Please note that some PPU need to be updated, you need to activate or deactivate them.

### 1.2. A person can only serve as the main contact for a participating unit in up to four different networks.

From this application round 24/25 on, a person can only serve as the main contact for a participating unit in up to four different networks. Please adopt if necessary and find new main contact persons for your network partners in time.

If you need to change the contact person or add a new one please read the document:

#### **HOW TO GENERATE CEEPUS DOCUMENTS (LoI, LoE)**

### 1.3. A main contact person of a participating unit can only be the main coordinator of *ONE* network.

The Joint Committee of Ministers decided that from the academic year 2024/25 on, a person can only be the main coordinator of one network, however the person can participate in up to four networks.

### 1.4. Also Umbrella networks have the possibility to show their progress and activities by filling in the network report, but it is not obligatory.

## 2. Detailed Information

### 2.1 Data Management


#### How to create a new Participating Unit (PPU):

- 1) The main contact person of the PPU needs to register at [www.ceepus.info](http://www.ceepus.info) (if you already have an account, a new registration is not possible).
- 2) After the personal registration the contact person needs to apply for the “Network Desktop” by registering for managing a network by choosing an already existing institution or by creating the institution. Please only create the institution if it doesn't already exist.
- 3) The local National CEEPUS Office of the new PPU has to confirm the registration.
- 4) Afterwards the coordinator can add the main contact person of a PPU to the network.

See also: [HOW TO add a new contact person](#)

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

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.

Before submitting, please make sure to check and enable/disable the correct partner units you want to / you do not want to work with in 24/25.

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 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.

Fill in

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	<b>ONLY</b> 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.

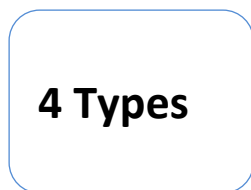
**Summers Schools:** depending on the length can be entered as Short Term Student or Short term Excursion. Please ask the local National CEEPUS Office at your Summer School location.

**PLEASE NOTE:** there might be special scholarship rates for excursions, depending on the host 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



- ⇒ 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 participating unit listed in the application.

Letters signed by Deans or Vice deans will not be accepted.

Institutions that do not have a rector as a board member are asked 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 2.4. or [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 respective link.

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.

NOTE: The documents from 2034/24 are also valid for 2024/25.

If the Letters of Intent and Endorsement are already uploaded, you don't have to upload it again.

In case of changes, please upload an updated version of the Curriculum from your institute.

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. Also if you reactivate a partner who didn't participate in the previous years, the Participating Unit must also submit both Letters again. If your faculty is moved to another university, please provide new Letters for your PPU and for all your partners.

If you **renew your network**, you need **all letters by all participating units/universities**.

(**renew** = your network was **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.

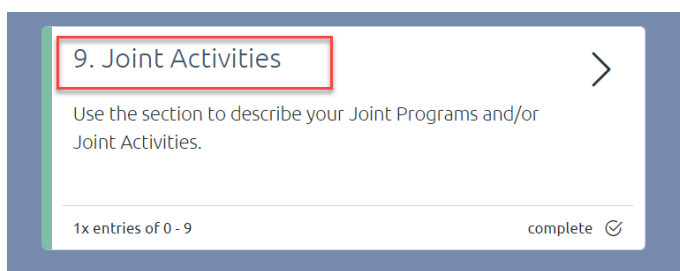
Documents related to **Joint Programs/Joint Activities**:

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. Joint Activities

Focus on Joint Programmes and These en Cotutelle:

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 red box around the title. Below the title is a right-pointing arrow. The main text reads: "Use the section to describe your Joint Programs and/or Joint Activities." At the bottom left, it says "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.

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

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 30<sup>th</sup>, 2024. For **category 3** you can enter **all other forms of planned or active joint activities**.

Joint activities will be 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.

### 2.6. Deadlines

The **network application** must be submitted by the coordinator by **Jan 15<sup>th</sup>, 2024, 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 31<sup>st</sup>, 2024, 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)

### 2.7. Upload Change Request (= UCR)

#### Background Information

Any participating unit with outdated or missing documents, will be de-activated in the application. To avoid this situation, we are conducting the UPLOAD CHANGE REQUEST during the application round and ask for your compliance.

The Upload Change Request is a special form mailed to you by the National CEEPUS Office (NCO) containing a link that lets you easily upload the documents at any time 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 email and upload the document via the provided link or find the network desktop: "Manage your upload change requests". Coordinators of the networks receive and 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.

<b>Total Points</b>	<b>100 points (%)</b>
---------------------	-----------------------

<b>Global Points:</b>	<b>20 points</b>
-----------------------	------------------

The Global points are given automatically by the system, based on your application. There are three categories:

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

<b>Optional Points</b>	<b>80 points</b>
------------------------	------------------

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
--------------------	-----------

- 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
--------------------------	-----------

- 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