# Guideline to the Network Application Round 2026/27

## Basic information: CEEPUS 2025/26 network application

The 2026/27 network application round is the second under the CEEPUS IV agreement, which extends the program until 2032. While the basic CEEPUS application system remained unchanged, we made some adjustments to the network application process last year. For more information, see the help section on your online network application form or contact the support team during the consultation hours.

## DEADLINES:

Network application deadline: **November 30th, 2025**, at 23:59 server time.

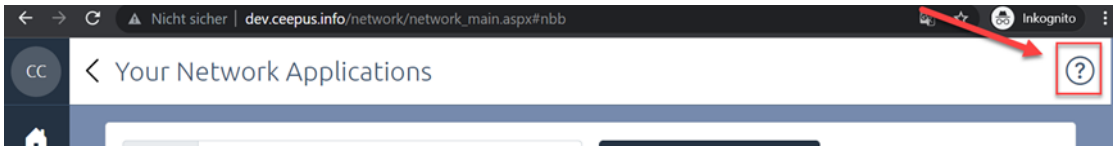
Extended deadline for documents (letters) ONLY: **December 15th, 2025,** at 23:59 server time.

## ASSISTANCE:

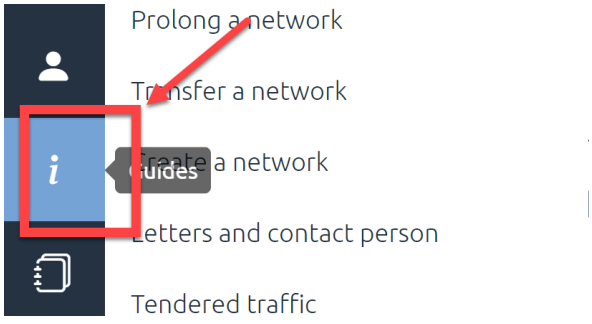
Always get in contact with your local **National CEEPUS Office (NCO)** for further assistance.

You can also contact the Central CEEPUS office directly via office@ceepus.info.

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




Find our guides (i) section on your network desktop.



# CONSULTATION HOURS AND WORKSHOP

- **CEEPUS network coordinator online workshops:**
  - October 27th, 2025: 10:00 AM
  - November 20th, 2025: 3:00 PM
- **Weekly Consultation hours, starting on October 16th:**
  - Tuesdays, 10:00 AM
  - Thursdays, 4:00 PM

ZOOM link:
https://us06web.zoom.us/j/86312161500?pwd=VUJKbVloMWQwb2xKdTZxWWpnM1FUdz09

# SHORT OVERVIEW: NETWORK APPLICATION 2026/27

Please also read the detailed information starting on page 4.

- **Network Composition**: a network must include a minimum of 5 participating units from 5 different CEEPUS countries.

- **IROs (International Relations Offices)**: Only faculty members (teachers) are permitted to serve as the main contact person for a network or participating unit. International Relations Officers can be added as additional contact with full administrative rights.

- **Network Contact Person(s):** A person may serve as the contact person for up to four participating units across different networks but can only act as the main coordinator of one CEEPUS network. Only academic faculty members are eligible to serve as the main contact person for a network or participating unit.

- **INDEX OF A NETWOK:** For statistical purposes, in CEEPUS IV, each network can only enter a single index for the overall network. However, you have to select different study indices for each participating unit to reflect the interdisciplinary nature of your network.

- **SCHOLARSHIPS:** Apply for incoming mobilities for all participating units within your network application. Enter all your partner institutions before you fill out the traffic sheet. Only incoming mobilities must be entered.

- **Reminder: NEW MOBILITY TYPES under CEEPUS IV:**

  - **Short term Intensive Courses**

  Use this category for all your students participating in your planned joint short-term activities (summer schools, winter schools etc.).

  - **Short term University Staff (IROs, etc.)**

  Use this category if you want to apply for incoming mobility for university staff (non-teaching staff) for a PPU.

  - **Short term Network Meetings**

  Use this category if you want to organize a network meeting to invite your partners to the PPU.

# How to start your 2026/27 CEEPUS IV network application

## Active 25/26 networks: Prolong your network application:

If you have an umbrella or fully funded network from 2025/26, you need to copy the main information from your current network application into the next application round:

1. Sign in at www.ceepus.info.
2. On your network desktop, you'll see your active network for 2025/26.
3. Click the "Prolong" button underneath it.

Your network will then be copied to 2026/27 for editing.

Please note that only the network number and title, all participating units with contact information, and the network documents will be copied. You will need to enter all other entry fields manually.

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

## Unsubmitted or rejected networks: Transfer data of your 25/26 network application:

If your network was rejected in 2025/26, or you didn't submit your application that year, you can still reuse your basic data.

1. Sign in at www.ceepus.info .
2. On your network desktop, you'll see your application from 2025/26.
3. Click "Transfer" on your old application.

The basic information of your network will be copied to 2026/27 for editing. Please bear in mind that all documents (Letter of Endorsement, Letter of Intent) have to be uploaded again, if your network application was rejected.

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

## New network application, or new participating unit: first steps

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

**Step 1:** Access your **personal account**
Go to www.ceepus.info . If you don't have an account yet, please register first.

**Step 2**: Activate your **Network Desktop**:
To apply for a network or join one, you need a Network role.
If you don't have it yet, log into your CEEPUS account and request activation for managing a CEEPUS network.

For further information please carefully read the document: HOW TO REGISTER FOR A NETWORK **ROLE**

**Step 3: Wait for confirmation**
Your local National CEEPUS Office (NCO) must confirm your registration before you can:

- Start a new network application, or
- Join an existing network as a participating unit.

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

# Detailed Information

## 1. Network Contact Data

How to create and add a new participating Unit (PPU):

1) Every participating unit (PPU) in a network needs to have a main contact person. In CEEPUS IV only faculty members are permitted to serve as the main contact person for a network or participating unit, but International Relations Officers can be added as additional contact with full administrative rights.

2) All contact persons of the PPU need to register at www.ceepus.info (if you already have an account, a new registration is not possible. Please update your existing account).

3) After the personal registration each contact person needs to additionally register for "managing a network". For further information please carefully read the document: **HOW TO REGISTER FOR A NETWORK ROLE**

4) The local National CEEPUS Office of the new PPU must confirm the registration.

5) Afterwards the coordinator can add the main contact person of a PPU to the network.

For more information see also: **HOW TO ADD A NEW CONTACT PERSON**

If it is you first time applying please read: **HOW TO CREATE A NETWORK**

How to edit the contact information of a participating unit (=PPU):

During the NW application round the main network coordinator can change the contact information directly in the network application for all PPUs.
During the running academic year, only the National CEEPUS Office (NCO) can change contact persons and edit PPUs.
PLEASE NOTE that according to the GDPR agreements signed by CEEPUS countries 2019, exchange between the University of Prishtina et al* and BiH, MD, RO, RS and SK is not possible.

## 2. Applying for the scholarship quota

You need to apply separately for the incoming scholarship quota of each participating unit.

There are two ways in your application to add the incoming scholarships.

For further information please read the document **HOW TO FILL IN INCOMING TRAFFIC**

## Detailed Information

Please have the following scholarship categories in mind:

| Category | Min-Max | Comments |
|---|---|---|
| **Student** | 3-10 months | Students for regular semester activities |
| **Short Term Student** | **less than** 3 months | Students for working on their theses |
| **Teacher – Faculty Members** | Regular, Intensive Courses & Excursions: min 1 week & 6 teaching hrs, | **Main** category for teachers (except NW meetings) and faculty members |
| **Short Term Excursion** | 3 days – 6 days | Students only, teachers need to be entered in the teacher section |
| **Short Term Intensive Courses** | Minimum of 6 days | Participants for summer schools, winter schools, joint student group activities (short term) …<br>Students only, teachers need to be entered in the teacher section. |
| **Short Term University Staff** | 2 to 5 working days | University staff involved in CEEPUS networks<br>main group of interest are IRO (International Relations Office) - administrators involved in CEEPUS networks |
| **Short Term Network Meetings** | 1 to 3 working days | Contact persons from network PPUs:<br>min. 50% partner participation<br>Restrictions for an academic year: 1 meeting per network and 1 mobility per applicant |

You can only apply for **full months**. For shorter stays, the number of months should correspond to the number of people. Round up if necessary.

For any further questions regarding the entry of months in the Traffic sheet, please reach out to the National CEEPUS Office.

Once a network is awarded, the International Commission will assign the actual number of scholarship months or days for your mobilities according to national regulations. In most cases the number of scholarship months will be adjusted according to availability.

**PLEASE NOTE:** there might be special scholarship rates for short term stays depending on the host country. In some countries additional restrictions may apply depending on the respective scholarship category.

## 3. Application documents

The deadline to upload all documents is Dec. 15th, 2025.

For each participating unit in your network application, you need to provide a Letter of Endorsement and a Letter of Intent.

If you **prolong your network**, you don´t need to provide any new documents/letters, the old ones are copied. 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, this 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.

Before you can generate the Letter of Endorsement and the Letter of Intent you must make sure that each participating unit has a first contact person first. Therefore, this person must be registered for a network role (managing a CEEPUS network) for the correct unit. The duty of this responsible network person is to nominate the incoming and outgoing applications.

You must generate the letters directly in the network application. For further information please access **HOW TO GENERATE CEEPUS DOCUMENTS (LoI, LoE).** All new letters include a QR code to verify their authenticity.

If there are changes of a contact person in a unit during the academic year, please get in contact with your National CEEPUS Office.

**ATTENTION:** Only faculty members are permitted to serve as the main contact person for a network or participating unit.

**Letter of Endorsement (LoE)**

In the LoE the participating university officially confirms that it wishes to participate in the CEEPUS network and that it supports the application.

LoE has to be signed by the **RECTOR or VICE-RECTOR** of each participating unit listed in the application.

Letters of Endorsement signed by a Dean or Vice-Dean cannot 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)**

In the LoI the main contact person/partner of the participating unit confirms the intention to participate in the activities of the mentioned CEEPUS network. Additionally, the institution guarantees the full academic

recognition of all forms of education and research related to the proposed CEEPUS network.

LoI has to be signed by **the main contact person**/partner of the participating unit and by a **person/body in charge of mutual recognition** at the institution (head of the unit/institute/faculty/institution/the vice-dean /the dean/or similar).

**Documents related to Joint Programs:**

For joint activities under Category II (Joint Program) and Category III (These en Cotutelle), documents related to the implementation of the joint program are mandatory and must be uploaded directly at the joint activity section of your application.

## 4. Joint Activities

In CEEPUS IV there is a focus on joint activities within the network. Joint activities will be assessed by national experts and will receive extra experts´ scoring points. Each joint activity must consist of at least **2 participating units** from different CEEPUS countries. Please only enter joint activities as described below and in the Joint Activity section of the application. Short Excursions can be entered in the Section 3 of the application form, Formats of research and teaching. Conferences are not fundable and therefore not considered as a joint activity.

Three categories can be selected in the section "joint activities" in your network application:

I. **Joint activity – intensive course**: summer schools, winter schools, joint student group activities, joint intensive programs, joint certificate programs, extended joint excursions etc.
II. **Joint program** 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.
III. **These en Cotutelle:**
doctoral (or student) network with joint supervision and graduation: based on a cotutelle agreement.

For category 2 and category 3 **inter-university agreements, cotutelle agreements** etc. related to the implementation of a joint program are obligatory. Make sure that you upload the respective documents until Dec. 15th, 2025.

**Category 1: Joint activity – intensive course:**

For the planned participating students in this category, please submit applications for Short Term Intensive Courses in your traffic sheet.

**Intensive courses** are short-term programs which can be summer schools, winter schools, joint student group activities, joint intensive programs or joint certificate programs, also extended joint excursions.
These courses:

- Focus on **specialized topics** within the network's thematic framework.
- The duration should ideally **be no less than 6 days** (usually up to 4 weeks).
- Ideally award **credits** (ECTs) recognized by all CEEPUS partner universities under a learning agreement.
- Aim to attract participants from as many **CEEPUS partner institutions** as possible.

Intensive Courses can also include field trips, workshops, symposia and language classes, provided they are

part of the broader topic. Conferences and similar events are explicitly excluded.

**Participants** may include **students** (undergraduates after completing at least one semester) and **faculty members** (teaching, research, or artistic staff). Ideally, students from the host institutions also take part.

## 5. Upload Change Request (= UCR)

Any participating unit with missing documents (letters) will be deactivated in the application. To avoid this, we are conducting an Upload Change Request during the application round and ask for your compliance. This process is designed to assist networks in ensuring their mandatory documents are uploaded correctly and on time.

The Upload Change Request is a special email sent to you by the National CEEPUS Office (NCO). It contains a link that allows you to easily upload the required documents at any time.

Please respond to the email and upload the documents via the provided link or access the network desktop: "Manage your Upload Change Requests." Coordinators of the networks will receive and be able to view all UCRs for their network.

# CEEPUS Network Scoring System

**Background Information**

The CEEPUS Scoring System is a set of criteria used to evaluate and rank network applications for the awarding process.
In CEEPUS IV there are two different scoring systems:

**long-running networks** - be assessed based on their current application and past performance
**Umbrella and new networks** – be assessed based on their application

At the end of each application round, the CEEPUS International Commission makes its decision using two different ranking lists: one for long-running networks and another for new and umbrella networks, determining the networks to be awarded.
The International Commission is also authorized to set the **rejection** threshold for each assessment round. For the last network application round 2025/26, this threshold was set at 60 points or below.

**1. Scoring System for long-running networks:**

The requirement for long-running networks is that they were fully awarded in 2024/25 and in 2025/26, including older CEEPUS networks.

| **Total Points** | **100 points (%)** |
|---|---|
| **Global Points:** | **20 points** |

Global points are automatically assigned by the system based on your network's past performance. The categories for evaluation are:

Network Activity: based on 2024/25 — 10 points

a. Quota Fulfilment 5 points: Networks from countries with weaker national quotas receive higher weighting. Points from 50% to 100% fulfilment
b. PPU Participation 5 points: Mobility exchanges to and from your participating units. Starting with 80% - 100%: minimum of one incoming or outgoing mobility per unit.

Joint Programs: Evaluation based on the submitted documents. — 3 points

Young faculty staff/teacher: up to 10 years post their PhD-graduation and PhD scholars. Minimum of 30% rate of all teacher mobilities to gain extra points. — 4 points

Gender Balance: Assessed through the participation rate of female teachers. Minimum of 40% rate of female teachers to gain points. — 3 points

| **Optional Points** | **80 points** |
|---|---|

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

**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

1. Chances of implementation
2. Interregional Value
3. National Value
4. Network activities
5. Professional Value

B. Joint Activity points 10 points

- Impact of the joint activities
- Progress and Status of the joint activities

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

A. Mobility management
B. Communication

**2. Scoring System for new and umbrella networks: extra ranking list**

Umbrella networks are networks that held the umbrella status in 2024/25 and/or 2025/26.

**Total Points 100 points (%)**

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

**National Commission points (by National Experts) 80 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 70 points

1. Chances of implementation
2. Interregional Value
3. National Value
4. Network activities
5. Professional Value

B. Joint Activity points 10 points

- Impact of the joint activities
- Progress and Status of the joint activities

**Performance Points (by National CEEPUS Offices) 20 points**

A. Mobility management
B. Communication