Information for ceepus network coordinators and partners

Terminology used

NCO: National CEEPUS Office (for an NCO address list see www.ceepus.info)

CCO: Central CEEPUS Office (general secretariat in Vienna, secretary general: Mag. Elisabeth Sorantin)

PPU: participating unit

Home PPU: home institution

Host PPU: host institution

Coordinator: institution managing the network in the coordinating country, all other institutions in the network are **partners**

Letter of Acceptance (LoA)/Obligations of a scholarship holder: online available, to be signed by the scholarship holder

Letter of Confirmation (LoC): Document confirming the stay: to be filled in online by the host institution at the end of the stay (see below)

MANAGING MOBILITY

Status: network ready for mobility

Mobility application submission deadline: 15 June for the winter term, **31 October** for the summer term and **30. November** for freemovers in general. For some countries an earlier deadline for freemovers might be possible. This information will be published on www.ceepus.info.

Applications are to be forwarded to the home NCOs by 15 June respectively 31 October or 30 November.

Please observe these deadlines. If you wish to submit an application at other times, please contact in advance with coordinator in home institution.

PLEASE NOTE: Applicants are to create a login and fill out the application form **only once**. They need to file their applications themselves. If applicants have already registered, they should **under no circumstances re-register** but use their password for login. If they cannot remember their password, they should request a new password (forgot password).

Network coordinators and partners applying themselves for a scholarship can file their application from their desktop by first switching their role to **Mobility** in the upper right corner of the desktop. They need to first nominate themselves (click submit after filling in the application) and then switch to their **role as co-ordinator or partner** and forward the application to the host NCO.

Application procedure:

1. Applicants apply for mobility
2. Home PPU nominates applicants
3. Home PPU sends applications to home NCO
4. Home NCOs nominate candidates and forward applications to the host PPU
5. Host PPU nominates applicants
6. Host PPU sends applications to host NCO
7. Host NCOs award scholarships
8. Host NCOs inform successful applicants first by e-mail (message generated automatically after scholarship is awarded online) and then by e-mail or letter including more detailed information.
9. Acceptance of mobility by applicants

1. Filing applications

4 mobility types:

◊ **Students** (mobility duration more than 3 months), the minimum duration for undergraduates is 3 months, the maximum duration is 10 months per bachelor and master cycle, exception only with PhD students.

◊ **Short Term Students** (mobility duration 1 or 2 months, only available for doctoral students or students wanting to carry out research for their final degree thesis or in the framework of summer schools. To be specified in the application. Non-complying applications are rejected in all cases.

◊ **Short Term Excursions** (mobility duration 3-9 days)

◊ **Teachers:** To be eligible for teacher mobility CEEPUS III requires teachers to hold lectures at the host institution amounting to 6 teaching hours / 5 working days. **Most NCOs request confirmation by the host institution or network co-ordinator before awarding the scholarship.** Lecture details are to be filled into the "motivation" -field either when filing the application or as soon as these details are known. **Only persons with PhD are considered as teachers in CEEPUS countries.**

Important note: Please ensure that applications are for the **correct mobility type** (according to the duration of the stay). Incorrect applications will be rejected and the candidates have to re-apply. It is not possible to change applications once they have been submitted.

Applications need to be **filled in completely and correctly** (including motivation).

The traffic sheet is binding, in the case of changes the involved NCOs need to be contacted in advance.

Eligibility:

Students and faculty members (i.e. the teaching and research staff) **of an eligible CEEPUS University that are also citizens of a CEEPUS member state** can apply for a scholarship. Students need to have completed two semesters of a regular course of studies by the time they are being exchanged with CEEPUS.

Teachers need to teach or supervise 6 hours per work week (5 days) during their exchange.

Students who do not have the citizenship of a CEEPUS member state can also apply for a CEEPUS grant. They only need to upload a "**equal status document**" that proves they have the same rights as a citizen in their country of residence. They might try to upload a document by their university that they have been accepted as a regular student for a whole course of studies.

2. Nomination by the home PPU

When an outgoing mobility application has been submitted in your network, you will receive an e-mail informing you of the new application. The application has the status „waiting for nomination by home PPU". You are required to forward only applications that have been approved by you and that are filled out correctly. You will find help information and a "how to do"- document on your desktop.

3. Review by the home NCO

Status „waiting for nomination by home NCO": The home NCO checks whether the application is filled out correctly and completely and either nominates the candidate or rejects the application.

4. Home NCOs forward applications to the host PPU

If a candidate is nominated, his (her) application is forwarded to the host PPU or sometimes directly to the host NCO.

5. Nomination by the host PPU

When an <u>incoming mobility application</u> has been submitted in your network, you will receive an e-mail informing you of the new application to your PPU. The application has the status „waiting for nomination by host PPU". You are required to forward only applications that have been approved by you and that are filled out correctly. You will find help information and a "how to do"- document on your desktop.

6. Host PPU sends applications to host NCO

The application is forwarded to the NCO of the host country for final decision.

7. Award by the host NCO

Status: „Waiting for award by host NCO": The host NCO awards the scholarship (precondition: the stay was planned in the traffic sheet and does not exceed the traffic sheet plan). An automatically generated email containing essential information is sent to the scholarship winner. The NCOs decide if a scholarship is awarded or rejected. Information about the amount of an individual scholarship and other financial aid in the various countries can be found at www.ceepus.info.

8. Notifying the scholarship winners

Status: "Mobility awarded by host NCO": The NCOs send the scholarship winners all information about the amount of the scholarship, disbursement of the scholarship, visa requirements, etc. either by mail or e-mail.

9. Acceptance of mobility

All successful applicants must accept their mobility in order to obtain their scholarship in host country.

OUTGOING/INCOMING TRAFFIC

The **scholarship amount** varies among CEEPUS member countries (www.ceepus.info).

Some CEEPUS countries finance travel costs of students (rarely and of teachers).

Disbursement

The scholarship grant are disbursed in host institution or by bank account according to rules in the country.

Accommodation for the scholarship holder

Accommodation is organized in student hostels or guest houses of the host institution. It is possible and different accommodation types in some countries.

END OF THE STAY

The **Letter of Confirmation** (LoC) has to be filled out to confirm the stay. The LoC is to be filled out online by the network responsible at the host institution (there is a field in the application form of the scholarship holder). The LoC can only be filled in by the network co-ordinator or partner. Paper copy of LoC with sign and stamp must be deposit in home PPU.

Mobility Report (**Student or Teacher Report**): also to be filled out online by the scholarship holder. Paper report for mobility can be asked from home NCO or home PPU.

For information about CEEPUS:

www.ceepus.info