Guideline to the

Network Application Round

2021/22

✘ 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.

✓ **Your network is active in 2020/21 or an umbrella network and you want to prolong it:**

Please access your network in **20/21** and click on the **button "prolong"!**
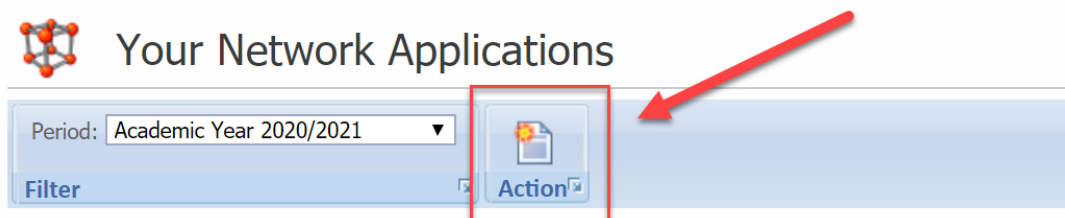All your data (and Letters) will be copied to 21/22 for editing.

✓ **Your network has been not been active in 20/21:**

If your network **was rejected:** Please access your network in **20/21** and click on the button **"renew"** so that your data will be copied for editing to 21/22.
If you **did not submit your network application** in 20/21: Access it in **20/21** and click on **"transfer".**

✓ **You want to create a new network:**

If you have not yet registered with the software on www.ceepus.info and obtained the role "network", please do so.
If you already have this role you can create or join as many networks as you want.

PLEASE NOTE that only the academic coordinator of a whole network should create a new network.
Please go to "manage your network applications" and click on the **"Action" Icon:**

This will automatically create a new network.
Now just name it and confirm that you are indeed the coordinator and you are ready to go!

You can add partners under "Participating Units" if they have already registered as well.

If not yet just add the respective university from the list.

✖ Common mistakes during registration:

✖ Please do not register several times for the role "network"

You only need the role "network" **once.** You can create or join as many networks as you please.
If you already have the role "mobility", use the link on your desktop to request the role "network".

Demo User's Mobility Desktop

💬 Working Items

Please do not use the browser back button for back navigation in the mobility application. There is a green internal back button on every page. Please use this button only for back navigation. Thank you!

personal settings

Personal Information
Change Password
Register for managing a CEEPUS network

mobility applications

your mobility applications

From 2014/15 on there are two important new freemover regulations both for students and for teachers. **Read more...**

✖ If you are /will be a network partner

Please do not create your own network application. Your coordinator will add you to the main application and then you can access the **joint application**.
Please have in mind, that the country code is always that country of the overall coordinator.

Tipps for a perfect application:

For new and longer running networks:

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.

For longer running networks:

Use the expert feedback contained in your Letter of Award/Umbrella/Rejection from the previous year. There you will not only see how your network was scored but, in many cases, also useful verbal assessment of our experts. (Note that verbal assessments are not mandatory for the experts, so the list might not be complete.)

Network Report:

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 achievements.
NOTE: Umbrella networks do not have to fill in a Network Report.

PRACTICAL ISSUES…

Data management:

For Coordinators it is crucial to keep the data of each Participating Unit (PPU) 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 regularly that your partner institutes continue to work actively in your network.

> **WHO** can change/edit?

Data Changes:

⇨ **Email address:** Every **user him-/herself** can update his Email under *personal settings/ personal data*

⇨ **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 basedata and housing contacts*
   NOTE: the name of the PPU can only be changed by the NCO or CCO. **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 NCO can change contact persons.
   ONLY during the NW application round can the overall network coordinator change this 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 via CCO.

Brand - new this Year

0.1 Network application form: new entry field "short program description"

In addition to the existing long program description, the data group "Program Description" now also includes a text field (max 1000 letters) for a **short program description**.

On the one hand, this serves the administrative bodies and the experts who assess your network. Furthermore, the Central Ceepus Office would like to use the Short Program Description as part of the public relations for the homepage in the future.

The **long program description** is only possible as an uploaded document as in previous years.

0.2 Scoring System: quota management

The Quota management score by the NCO will be adjusted because of the Covid 19 crisis in 2020.

1.   Recent Updates - Reminder

1.1. Final Traffic Sheet Procedure

Please note, that this change does not concern the network application round as such but the assessment procedure following the International Commission Meeting.

Awarded networks do not need to fill in the Final Traffic Sheet. Like in previous years, the only thing for the coordinator left to do is to **upload the signed and stamped Letter of Acceptance (note: under "Network Title").** Once this has been okayed by CCO, your network is ready for mobility.

Optional Final Traffic Sheet: Those networks, who do want to use the Final Traffic Sheet for their coordination, will be able to do so for a period of approx. 2 weeks again.

Please have in mind, that for the network application the coordinator still needs to fill in the **Tendered Traffic Sheet**.

Please find below our **FAQs** from previous years for more details:

Q: **Why was this procedure updated?**
A: To make life easier for networks:
  ⇨ filling in the Traffic Sheet is optional, not mandatory
  ⇨ you know in advance how many months the NCOs allot you for each type of mobility and not after you have done all the work of filling in.

Q: **Where do I see which categories, the NCOs have awarded for INCOMING mobilities?**

A: There is a third type of Traffic Sheet now, "Given Quota" that provides this information. – This information is also displayed for each PPU while editing.

Q: **Are there other recent updates in that matter?**

A: Yes. You can now choose whether to edit incoming OR outgoing – whatever is more convenient for you. Please do not mix.!

Also note that controlling months is easier if you use the incoming version.

Q: **Who can edit actually? Only the overall coordinator or also partners?**

A: As in previous years, both. However, while the overall coordinator has access to all PPUs, the partner can edit only his/her own.

Q: **What if I want a change in the categories awarded by the NCOs?**

A: In this case you need to contact the respective NCO whether this is possible: Not all NCOs can allow this, as some countries have a limited no. of months per category (esp. CZ)

Q: **If there is more than one PPU in a given country, can I shift months?**

A: Basically yes, but you must contact the NCO: If the NCO has concluded contracts with the respective universities, these contracts need to be adjusted.

Q: **I am a new coordinator – where do I find this Final Traffic Sheet?**

A: Right at the top view of your network application by clicking on the tab "Traffic".

1.2. Joint Program Section: "Joint Program Type: Others"

This has been introduced to allow you to document forms of cooperation that are not necessarily geared towards a full Joint Program

1.3. Silent Partners

If you are cooperating with companies or organizations, please list them in the "Silent Partner" section as added value.

1.4. Prolongations and non – eligible partners

⇨ **First of all: In order to prolong your application, you have to open it first in 20/21**

> Please do **NOT CREATE A NEW APPLICATION. Use the "prolong" feature instead.**

⇨ Please advise your partners not to create individual copies of your joint application.

⇨ **If one of your partner institutions is not eligible any longer, the software will prevent it being copied to the new application**

GOOD TO KNOW

> **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 21/22.

1.5. Generated Letters of Endorsement and Intent

In order to ensure correctly filled in Letters, the software will generate them for you.

1.6. QR Code for generated Letters

> Please only **USE** software **GENERATED LETTERS**, because of the **QR CODE**!

Generated Letters help you to avoid unnecessary errors. You will notice that these generated Letters carry **a QR code.** This helps the software to check consistency. Because of the QR Code, an **individual Letter of Endorsement** is needed **for each Participating Unit**!

Documents having passed this check are marked as "signed" in a new column in the document list and the respective document icon carries a mark as well.

!! ATTN

> Please **react** to our **Upload Change Request (= UCR) to update your Letters and curriculum information**. We have launched this initiative to avoid that all networks must renew all documents each year. With your kind cooperation we can keep CEEPUS as user friendly as needed!

1.7. Email verification

Never miss another message anymore due to an outdated email address. This is why once a year now you will be asked during "log in" to confirm/update your email address.

1.8.   Simplified registration procedure

Every registrant will automatically be given access to the Mobility Desktop and find a link there to register for the Network Desktop. It is mandatory to enter the reason why access to the Network Desktop is needed. This is to make processing by NCOs easier and faster.

1.9.   Mergers of institutions:

Some Universities have been merged and Participating Units (PPUs) have been moved.
Strictly speaking these cases require new Letters by everyone involved.
However, in order to be user-friendly, we will not disqualify networks/PPUs in case you don´t manage in time, but of course we strongly recommend it.
Note that this exemption only refers to these special cases.

1.10.   Reminder: Side effects of the GDPR

PLEASE NOTE that according to the way GDPR related documents were signed by CEEPUS countries, NO exchange is possible between Kosovo* and BiH, MD, RO, RS and SK.

‼️
ATTN

> **Please, have in mind Document deadline is JAN 31, 2021**

2. What has not changed?

2.1. Important CEEPUS III regulations:

Excerpts from the CEEPUS III Work Program (WP) 2019-21

2.1.1. Focus on Joint PhD Programs

"The Contracting Parties shall develop and promote individual university networks. These networks are designed to stimulate academic mobility, in particular regional student mobility within Central, Eastern and South-Eastern Europe, and to promote Central, Eastern and South-Eastern European university cooperation as well as the development of joint programmes, ideally leading up to double or joint degrees, and joint thesis supervision." (WP, preamble.)

Please continue with your current activities but bear in mind that joint doctoral programs are to be the most important feature of CEEPUS III. You might want to develop your activities in that direction.

A direct result of these plans is the new provision concerning the workload for teachers that explicitly lists supervising hours as eligible activities: "…**at least six teaching or supervising hours** a week at the host university"

2.1.2. Silent Partners

Networks can officially include "Silent Partners" if they want to do so:

"The participation of institutions other than eligible universities as Silent Partners shall be foreseen upon invitation by an eligible university and provided the CEEPUS budget is not affected."

2.2. Short Term Excursions and Short Term Programmes

"Excursions for at least 3 days and carrying credits for students might be funded where applicable. Participants are defined as students and faculty." (WP, Action 2 para 3)

⇨ **TECHNICAL NOTE:** for this activity you will find a **new column in your Traffic Sheet**: Note that the new column "short term excursions" IS FOR STUDENTS ONLY. (Teachers months should be entered in the teacher column as always.)

PLEASE NOTE: For **"Short Term Programmes"** the minimum duration has been lowered to 6 **working days** compared to the original 10 days. (WP, Action 2, para 2). Students must receive credits.

What is what?
3 – 6 days = Short Term Excursion
6 days or more = Short Term Programme (Summer School e.g.)

2.3. Reminder: Categories of the Traffic Sheet

Category	Min-Max	Comments
Student	3-10 months	Students only
Short Term Student	6 days - 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 calender **MONTHS** please apply in months only!

Students: e.g. you are planning a Short Term Excursion lasting 3 days for 10 students,
3 x 10 = 30 days = 1 month for 10 persons (students)

Teachers: same principle but must be entered in the Teacher column!

How to **APPLY FOR EXCURSIONS** in the **TRAFFIC SHEET?**

PLEASE NOTE: there might be special scholarship rates for Excursions, depending on the guest country.

Background information

Once your network will have reached the status "ready for mobility" all the months awarded by the International Commission will be transferred to the "Accounting Module" which can handle days and convert them into months. There will be a "Balance Sheet" where you can trace all actions.

3. Important CEEPUS Document Policy

According to a still valid "urgent technical decisions" by the **Secretary General all CEEPUS II legal documents** already submitted continue as being valid unless retracted by the respective university.

PLEASE TICK DISCLAIMER

☐ We confirm that the CEEPUS II uploads for our participating unit are still valid where applicable.

This disclaimer is needed for legal reasons.

Note that also new networks/PPUs need to tick it! (We need to make sure people do not forget to tick this box … which is why there is also the provision: "where applicable".)

3.1. Types of documents

3 Types
⇨ Letter of Endorsement
⇨ Letter of Intent
⇨ documents related to Joint Programs/Joint Degrees.

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.

‼ ATTN

If your **institution does not have a rector**, please make the relevant person sign and stamp the Letter and in addition to that upload a short statement explaining the special situation.

Letter of Intent (LoI) has to be signed by the person/body in charge of mutual recognition at each university listed in the application.

Optional:

Interuniversity Agreements or **Draft Agreements** related to the implementation or development of Joint Degrees, Double Degrees, et al.

These Agreements are not obligatory, but we recommand to upload existing Documents.

Please note, the software **generates all new letters for you.**

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.

HOW TO GENERATE DOCUMENTS?

<table>
<tr>
<td>

What kind of
FORM OF SUPPLY
shall I use?

</td>
<td>

ONLY UPLOADS are accepted
No hardcopies anymore (But you should keep your hardcopies for spot checks by the CEEPUS administration.)
If you cannot upload your documents yourself, please make sure that another participant assists you.

</td>
</tr>
</table>

3.2. Compulsory documents

!!

ATTN

> **Letters of Endorsement** and **Letters of Intent** are obligatory **if your participating unit is a new member.**
> If the letters are already uploaded, you don´t have to do it again.

If you **prolong** your network**,** you **don´t need to provide** any new documents/letters.
    (**prolong** = your network is active in the current academic year)
If yours is an **"umbrella network"** you also do not need any new letters.

EXEMPTION: if you **add** a **new partner** – in this case (only) the new Participating Unit must submit both Letters.

GOOD TO KNOW

> Changes of the network coordinator do not require new Letters! But note that the **country of** the network **coordinator** – the coordinator of the WHOLE network – **cannot be changed during the academic year**, only during the network application round.

If you **renew your network,** you need **all Letters by all participating 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, you are kindly asked to provide **new Letters** for your PPU and for all your partners.

3.3. Curriculum Information:

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 that in any case the information on ECTS has to be available in English. Its sufficient to offer **a simple Word or Excel document** on which the **respective course** and the number of **associated ECTS points** are clear; please translate it in english i(f it is not already available).

> **CURRICULUM INFORMATION** needs to be **in ENGLISH!**

Please make sure you are submitting the **most recent version** of your ECTS information. If you are working with an **"ECTS compatible"** system, there has to be information on how "your" system translates into ECTS credits.

PLEASE NOTE: In order to clearly identify **PPUs that only exchange "theses students"** there is a **TICK BOX** they can check. These PPUs do NOT need to submit ECTS information as in this case letters by their supervisors are sufficient (together with the respective mobility application).

GOOD TO KNOW

If you are **providing a curriculum link**, please make sure that it is the exact link and not just **a link to the general website of** your **university**. Experts assessing your application are not supposed to search the website for information regarding your application.

3.4. Deadlines

The **network application** has to be submitted by the coordinator until **Jan 15, 2021**, 23:59 server time.
We strongly advise **not** to **wait until the very last moment** – the CEEPUS web farm is constantly monitored but we cannot influence internet problems or local technical issues.

> **DEADLINE JAN 15, 2021**

⇨ **All new documents (where applicable) have to be uploaded until JAN 31, 2021, 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)

3.5. Upload Change Request (= UCR)

Background Information

Any PPU, for which no document has been uploaded in time, **will be de-activated** in the application for that year.

HOWEVER, in order 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.

How does the UCR work?

In order for this system to work we need to ask you to
- ⇨ **ONLY answer to the UCR mail**
- ⇨ **ONLY upload the document** in question **via the provided link** and not **via the network application form**.

PLEASE NOTE: You can access your UCRs also via a link on your network desktop. Simply click on "Manage your upload change requests".
Coordinators see all UCRs of their network!

4. The CEEPUS Scoring System

4.1. Basic description

The CEEPUS Scoring System is a list of criteria used to assess network applications. To calculate the Ranking List a system of weighted proportions is applied.

For **2021/22** there will be no drastic changes in the CEEPUS Scoring System

⇨ As in the previous year years, the **Joint Program Section** will carry less weight than at the beginning of CEEPUS III. Networks who do operate/develop a Joint Program will still have an advantage BUT the idea is that if you have a good application you should be able to get it committed even without a Joint Program.

⇨ **Quota Management**: The Quota management score by the NCO will be adjusted because of the Covid 19 crisis in 2020.

GOOD TO KNOW

For several years now the Scoring Section "International Commission Points" was deactivated. This will also be the case for 21/22. "Organizational Points" are not detracted by the Central CEEPUS Office anymore. This procedure has become void by the implementation of the "Upload Change Request".

<div align="center">

THE CEEPUS SCORING SYSTEM

</div>

Global Points

Joint Programs	yes/no
Type of mobility	students and teachers; students only; teachers only
Country Factor	

National Commission points (National Experts)

⇨ **Standard Points**
chances of implementation
program value
language of instruction (to which extent is there a policy)
educational value
national value
program management
professional value

⇨ **Joint Program Points**
identification of problem areas
progress
use of experience gained in previous years
vision
implementation
mobility impact
meeting of milestones

Performance Points (National CEEPUS Office)

communication
quota management

Organizational Points (defaulted, only used in certain cases)
Organizational Points

International Commission Points (default)
Top contenders
Joker

4.2. Global Points:

"Global Points" are points calculated automatically by the software

4.2.1. "Country Factor"

> How will your application be scored?
>
> **FIND OUT BELOW**

The "Country Factor" in the CEEPUS Scoring System will yield extra points for each country that is involved in a network application. It is the most important factor of the Global Points.
As there are no new member states for this application round all countries will be given the average "Country Factor" of "2".

4.3. National Commission points 2021/22– Experts´ Criteria

Each application is first graded by the National Commissions "NCs" (of all countries involved in the application) on the principle of **peer review**.

There are 2 main sections for the NC - experts to grade, **"Standard Points"** refer to the general performance of a network and **"Joint Program Points"** to this specific topic.

4.3.1. Standard Points national value

> ⇨ **IMPORTANT NOTE:** this is the **only criterion intended to reflect the national view** on a given network

Here there is room for the general opinion of the Nat. Commission on this network
Is this network good for the respective country? Is this network good for a certain institution in your country?

GOOD TO KNOW

☞

With CEEPUS there is no "classical" list of priorities!
All subjects are welcome.

PLEASE NOTE that the following criteria are always understood to refer to the network as a whole**!**

program management

refers to the validity of the "short" program description contained in the application **("Objectives")**

professional value

Referring to the **"long" version of the program description** please grade the scientific contribution of the activities proposed, the development of new methods and other relevant

issues. Note that some networks deal with very specific and cutting-edge topics.

educational value

Again, referring to the **"long" version of the program description** please grade its educational contribution.

Note that a network excelling scientifically does not necessarily have to excel in the development of new teaching methods as well – but some do manage both.

chances of implementation

Here you are requested to assess whether the network will work from the international point of view. In case the network according to its own description works mostly with **undergraduates**, have a look for which periods of time students are going to be exchanged. Mobility plans are listed in the "Traffic Sheet". Undergraduates should be exchanged for at least 3 months a time (=the so-called semester rule") unless they take part in short term activities, e.g. excursions.

program value

How valuable is the network for CEEPUS on international level and/or in the framework of the EUSDR? Does the network significantly promote regional cooperation?

language of instruction

Does the network have something like a language policy? Does it conform to the CEEPUS III Agreement by trying to develop a real policy to offer lectures and courses in German, English or French? Note that the point is that whenever a larger group of students is to be instructed the CEEPUS language policy should apply. If other languages are used, is there a valid explanation – e.g. this is a linguistic network or there are individual thesis students that understand the language of the host country?

4.3.2. Joint Program Points

⇨ **TECHNICAL NOTE:** it may be that a single network has more than one Joint Program section. In this current version of the CEEPUS Scoring System you will need to summarize your impression as you have only one set of Joint Program Points to award.

vision

New networks/JPs: Is this planned Joint Degree an interesting new venture? **Prolongations:** is this Joint Degree Program / Development performing according to the original idea**?**

progress

This refers mostly to planned Joint Programs – how would you rate the progress that has been/ will be made? As for an existing Joint Program, has there been any further development?

identification of problem areas

Have problem areas been identified and has it been possible to take action? No problems – excellent!

Implementation mobility impact
 ⇨ **New networks/ JPs:** are the planned mobilities to be listed in the Diploma Supplement?
 ⇨ **Prolongations:** are you satisfied with the realization of the planned mobilities?

Meeting of milestones
 ⇨ How well was experience gained in previous years used for further improvement?

4.4. Performance Points

The **section "Performance Points"** is graded by the National CEEPUS Offices (= NCOs) of all countries involved in an application.
 Practical information on quota fulfillment: when judging the use of months by a given network please bear in mind that during the several countries were affected by problems with scholarship payment and not all scholarship requests have been processed as they should have been – which was not the network´s fault. But please have in mind, that the quota fulfillment of all networks of the previous year will be less considered for this application round because of the Covid19 pandemic. Your National CEEPUS Office (=NCO) will be able to provide you with specific information.

4.5. Organizational Points:

This scoring section is basically deactivated, default points are given to all networks. However, if documents in an application are not uploaded, are incorrect or insufficient, the – neutral – Central CEEPUS Office (=CCO) can subtract those points from the overall assessment of a network. (At this stage disabling of a single PPU is not possible anymore.)

4.6. Grading Scale

For NC points: 0 -3, "3" being the best IC points

GOOD TO KNOW

NEW networks will get **default points for criteria they cannot fulfill**.
All NC points are then averaged. NC points **carry the most weight, 80 % of the whole score**.

4.7. Weights and scenarios - International Commission (=IC) meeting

The final decision concerning the Final Ranking List and concerning the adjustment of available scholarship months is taken at the International Commission (=IC) meeting.

> **The Central CEEPUS Office ("CCO") is neutral but monitors the whole process and chairs the IC meeting.**

All sets and subsets of criteria are weighted according to CEEPUS objectives and in compliance with the decisions of the Joint Committee of Ministers (=JCM).

According to a decision by the JCM from 2002,
  ⇨   a **network** has to achieve a **score** of at **least 50% (=50 points)**
  in order to **ensure** the **most effective use of scholarship months**,
  ⇨   CCO is authorized to allow only 50% of all network applications received in this round to be "committed".

To ensure the best possible outcome and to do justice to both decisions of the JCM the CCO prepares different weight scenarios for the IC meeting. These scenarios are calculated once the experts of the National Commission have completed their task and all data are available. The scenarios are then presented, discussed, and decided upon at the IC meeting.

For the final decision, the International Commission has to keep in mind, that too many selected networks are not an effective way to use the scholarship months available while on the other hand trusting too many scholarship months to too few networks only might be risky for the overall quota fulfillment.

The main challenge of the right scenario is to find a good balance between weighting the "Joint Degree" section (= main CEEPUS III objective) in relation to the other sections and to find the proper way of balancing the sections and sub-sections (=interlaced catalogues of criteria) against each other.

Additionally, the performance, esp. the quota fulfillment of all networks of the previous year will be less considered for this application round because of the Covid19 pandemic.

Whatever the scenario, the basic concept remains the same:
  ⇨   **The National Commission section carries the most weight**, the other sections provide the fine-tuning.