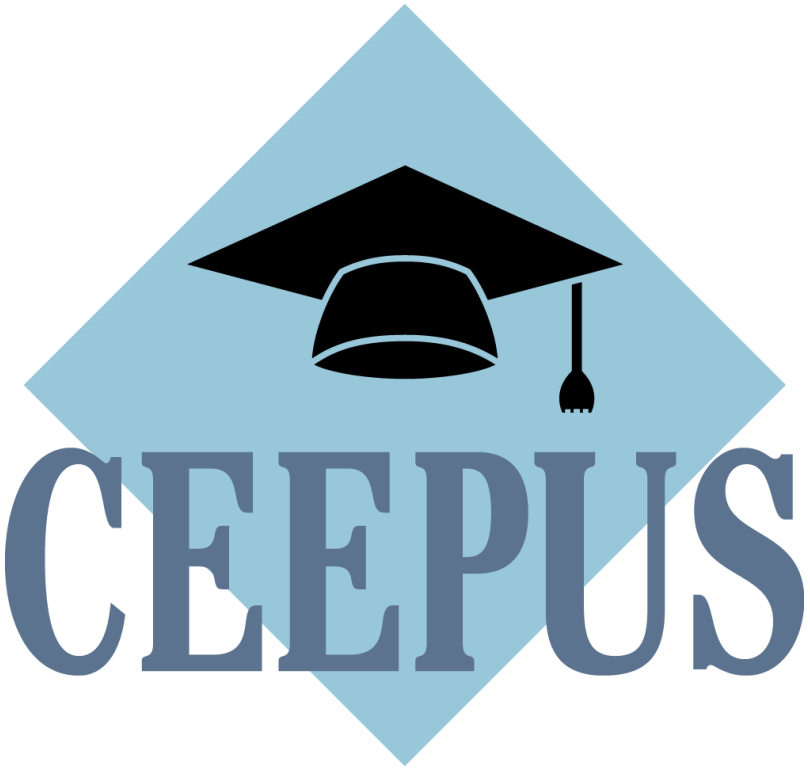

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Network Application
2018/19

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What you will find in this folder:

This folder is designed to provide you with a short overview of new developments and options for the **network application round 18/19.**

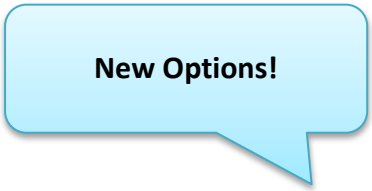
It contains

- **Info on brand new modifications and reminders of recent modifications**
- information on **new member states/new participation options**
- comments on **new elements** with CEEPUS III
- **CEEPUS document policy**
- how your application will be scored: **the CEEPUS Scoring System**

Brand new this Year

1. **Joint Program Section: New Field "Joint Program Type: Others"**

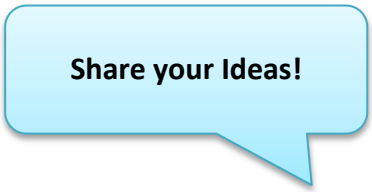
This has been introduced to allow you to document forms of cooperation that are not necessarily geared towards a full Joint Program.



2. **"Nucleus": CEEPUS and the Subject of Autonomous Driving – how you can contribute**

The Central CEEPUS Office firmly believes that CEEPUS networks from all fields have a lot to contribute to this important topic.
So, you can either:

- **Attach yourself as partner** to one of the new networks in this application round (=contact the network coordinator to have you added)
- **Create a new network** as coordinator yourself
- **PLUS** if you do not want to do either but still want to contribute to this issue:
  In this case you can upload a second separate document in the Long Program Section. Please save it under "Nucleus: …… (your title…).
  Just note that also the "Nucleus" document will later be published on our website.



3. **Silent Partners**

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

1. Recent Updates

1.1 Long Program Description as upload only

In order to make the Long Program Descriptions more attractive to read we have deleted the respective data field – only uploads are possible as of 17/18.

- If you prolong your network, the upload file of the previous year will be copied to the new application for your convenience – please make sure to replace it with an updated version
- If you have not uploaded a file the last year, either create a new Long Program Description OR copy the data field entry from last year into word for editing.

Please only upload in .pdf format

1.2 Prolongations and non – eligible partners

- **First of all: In order to prolong your application you have to open it first in 17/18**
- And please tell your partners not to create an individual copies of your joint application as this is senseless and creates unnecessary confusion.

Please do not create a new application instead of prolonging!

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

When prolonging, please make sure to check and enable/disable the correct partner units you want to work with in 18/19

1.3 QR Code for generated Letters

Please only use software generated Letters!

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. 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.

IMPORTANT: Please use our Upload Change Request to update your Letters and curriculum information. We have launched this initiative to avoid what has been asked for by some parties: All networks to bring all documents afresh each year!
So we need your kind cooperation to keep CEEPUS as user friendly as needed!

Because of the QR Code, an **individual Letter of Endorsement** is needed for each participating unit.

2. Reminder of the two previous years´ news

We have tried to make the application process and everything connected with it even easier and we hope, you find our new features useful!

2.1 Email verification

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

2.2 Simplified registration procedure

As of now, 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 now to enter the reason why access to the Network Desktop is needed. This is to make processing by NCOs easier and faster.

2.3 Generated Letters of Endorsement and Intent

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

2.4 Entering a link

This is now **possible with the preceding** http:// or https://
Links entered without prefix will be automatically supplemented with http://

2.5 Demo Sever

Please use our special demo server so that you can try all functions as you see fit. The web address is: https://demo.ceepus.info

3. What has not changed

“Country Factor” and new participation options

3.1 "Country Factor"

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

3.2 New participation options with CEEPUS III:

Please find below the respective provisions of CEEPUS III Work Program (WP) 2017-19 (identical with the previous WP except for some restructuring and a shorter minimum stay for Summer Schools, cf. below).

3.2.1 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”
(WP Action 3, para 2) - we hope you will find this helpful.

3.2.2 Silent Partners

Networks can officially include “Silent Partners” now 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.” (WP, Action 1, para 1).

3.3 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.)

NEW in WP 15 -17: 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.)

3.4 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

How to apply for Excursions in the Traffic Sheet:

As the Traffic Sheet is built on 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)

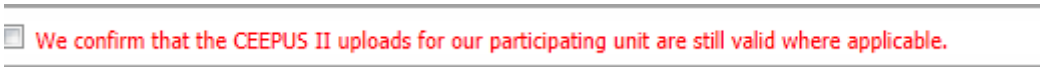
Teachers: same principle but must be entered in the **Teacher column!**

Note: there might be special scholarship rates for Excursions.

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.

4. Important- CEEPUS Document Policy

Introduction: Why do you need to tick this disclaimer?



2011/12 was the first application round of CEEPUS III. Strictly speaking networks would have been required to bring all documents anew!

In order to facilitate work for networks, the Secretary General has taken an "urgent technical decisions" stating that all CEEPUS II legal documents already submitted shall continue as being regarded valid unless retracted by the respective university.

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”.)

4.1 Types of documents

There are 3 types of documents: The Letter of Endorsement, the Letter of Intent and documents related to Joint Programs/Joint Degrees.

The **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 Special Cases: 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.

The **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 it is a good idea to upload them if they already exist.

4.2 Which Letters are obligatory? And for whom?

Only the **Letters of Endorsement** and **Letters of Intent** are **obligatory – and only the first time a participating unit -** department, institute, center, faculty etc**. - is joining a CEEPUS network!**
If you **prolong your network you do not need any Letters anymore!!!**
(**prolong** = your network is active in the current academic year)

EXEMPTION: if you add a **new partner** – in this case (only) the new participating unity has to 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.**

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, German or French, resp.**
However, since our international experts need the curriculum information in English, we are asking you to try to provide the information in English please.

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

Tip: if you are providing a curriculum link we mean just that and NOT the general website of your university. Experts scoring your application are not supposed to search on the website for information you are required to provide! You might miss precious points like this!

4.3 Where do I find these documents?

The software now generates these letters for you:
The **Upload Section** of your network application now also contains a **Download Section**! You only need to fill in name/function of the signatory and have the document signed and stamped.

4.4 In which form shall I supply them and until when?

PLEASE NOTE: only uploads are accepted, no need to send around 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 in your network will do that for you.

The deadlines are as follows:

until Jan 15, 2017:

The network application has to be submitted by the coordinator until Jan 15, 2016, 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.

until Feb 15, 2017:

All documents (where applicable) have to be uploaded until Feb 15, 2016, 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)

NOTE: 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**

4.5 Sanctions for non-compliance - new networks, renewed networks, new network partners to a prolonged network

Any PPU, for which no document has been uploaded in time, will be de-activated in the application for that year.
In addition to that, the Central CEEPUS Office will conduct random checks after the National CEEPUS Offices have completed their check. Since at that time, de-activation is not possible anymore because the scoring process will have started, and de-activation would throw off the monitoring of the work of the National Commissions, a network with missing or faulty documentation will receive less "Organizational Points".

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.

5. How your application will be scored: the CEEPUS Scoring System

5.1 Basic description

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

For **2018/19** there will be no drastic changes in the CEEPUS Scoring System.

The only exemption is that as already the last three years, the Joint Program Section will carry less weight than in previous years. 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.

We are inviting only "serious" attempts at a Joint Program rather than "strategic" attempts, i.e. just to harvest more points.

Also note that very likely no points will be awarded by the International Commission as by now with so many Contracting Parties this would distort the Ranking List based on the averaged votes of the National Commissions.

Global Points
Joint Programs yes/no
Type of mobility both students and teachers, students only, teachers only
Country Factor

Optional Points

National Commission points
Network Points
national value
program management
performance record
- communication
- quota management

professional value
educational value
chances of implementation
program value
language of instruction (to which extent is there a policy)

Joint Program Points
vision
implementation
mobility impact
meeting of milestones
progress

use of experience gained in previous years
and/or identification of problem areas

Organizational Points (if needed)
Organizational Points

International Commission Points
Top contenders
Joker

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

Below please find the guidelines for the National Experts.

5.2 CEEPUS Scoring System 2018/19 – Experts´ Criteria

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

5.2.1 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?
ATTN: note that with CEEPUS there is no "classical" list of priorities! All subjects are welcome.

practical information on quota fulfillment: when judging the use of months by a given network please bear in mind that during the last year several countries were affected by problems with scholarship payment and not all scholarship requests have been processed as they should have been – which definitely was not the network´s fault. Your National CEEPUS Office (=NCO) will be able to provide you with specific information.

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?

5.2.2 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?

The **section "Performance Record"** is graded by the National CEEPUS Offices (= NCOs) of all countries involved in an application.
Note: 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.

Points calculated automatically by the software are called **"Global Points"**.
"Country Factor" is the most important of the Global Points, i.e. for each country involved the score is multiplied with a certain factor.

Organizational Points: Only if the need arises the – neutral – Central CEEPUS Office (=CCO) subtracts the default points given to all networks from those networks where its random check has shown missing/incorrect documents. (At this stage disabling of a single PPU is not possible anymore.)

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

Top Contender: at the IC meeting, each country can award 1 "Top Contender" in order to "push" one of its networks.
Each country can also award 1 **"Joker"** to a network it is NOT involved in. Top Contenders and Jokers are also averaged. (Therefore it does not make sense to award a Top Contender or Joker to a network that has already received one.)
However, this procedure has not been applied anymore in the last selection rounds and is not likely to be used this time as well: with so many CEEPUS countries, this procedure would undo the results of the peer review.

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

5.3 Grading Scale

For NC points: 0 -3, "3" being the best
IC points (Top Contender, Joker): yes/no

5.4 Weights and scenarios

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".

In order to ensure the best possible outcome and in order to "square the circle" and do justice to both decisions of the JCM, as well as accommodate further fine tuning of the CEEPUS Scoring System, CCO prepares different weight scenarios for the IC meeting.
The main challenge is to find the right 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.

The performance, esp. the quota fulfillment of all networks of the previous year is also considered in order to help determine how many networks should be permitted: too many 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 might be risky.

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

These scenarios are calculated once the NCs have completed their task and all data are available. The scenarios are then presented, discussed and decided upon at the IC meeting.

All the best for your network application 18/19!