CEEPUS II

HOW TO DO

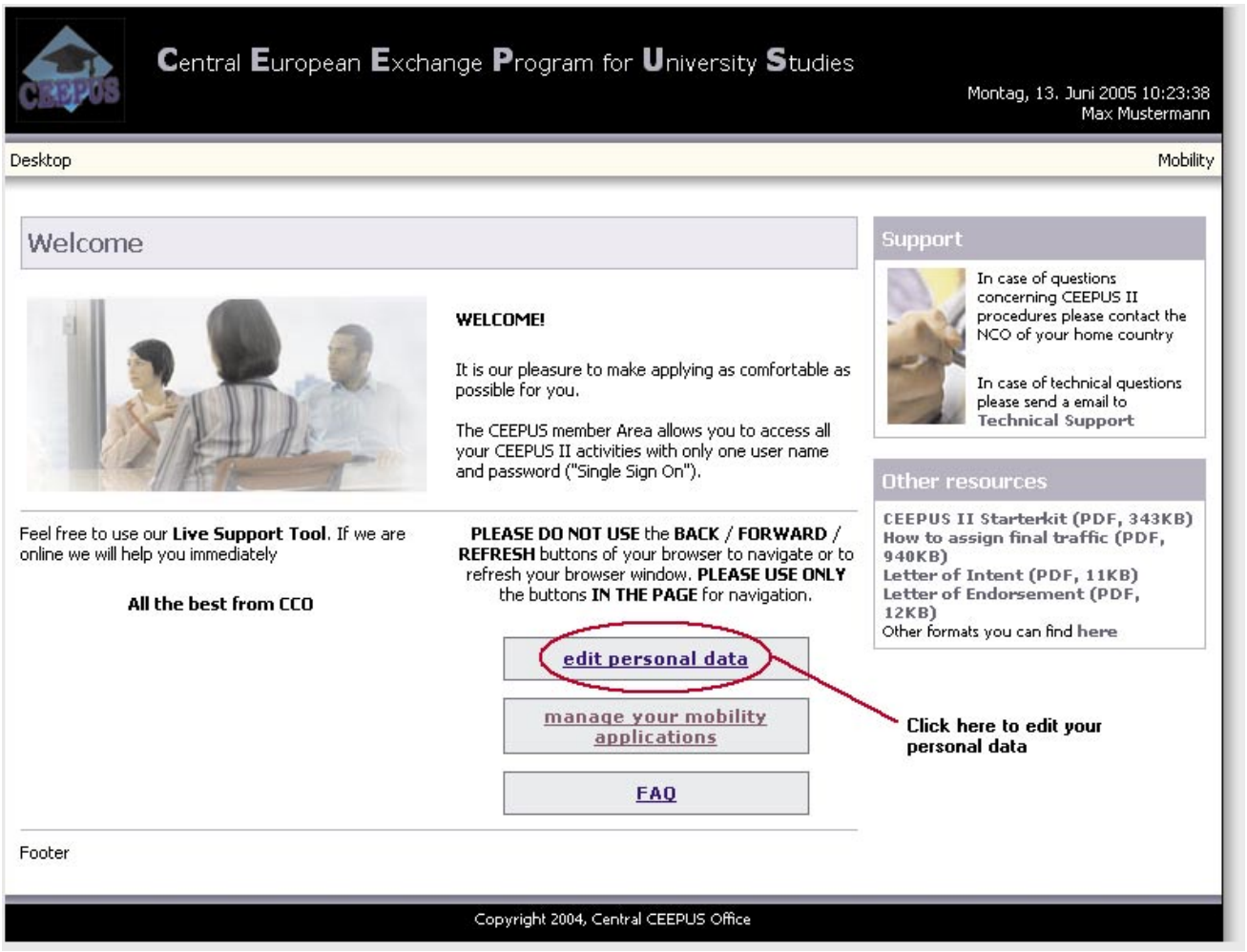
Create a mobility application

Step 1

Login in. You will see your desktop now.

If you want to change your personal data you can click on "edit personal data". Here you should enter your up to date personal data. These data will then be copied in your mobility application.

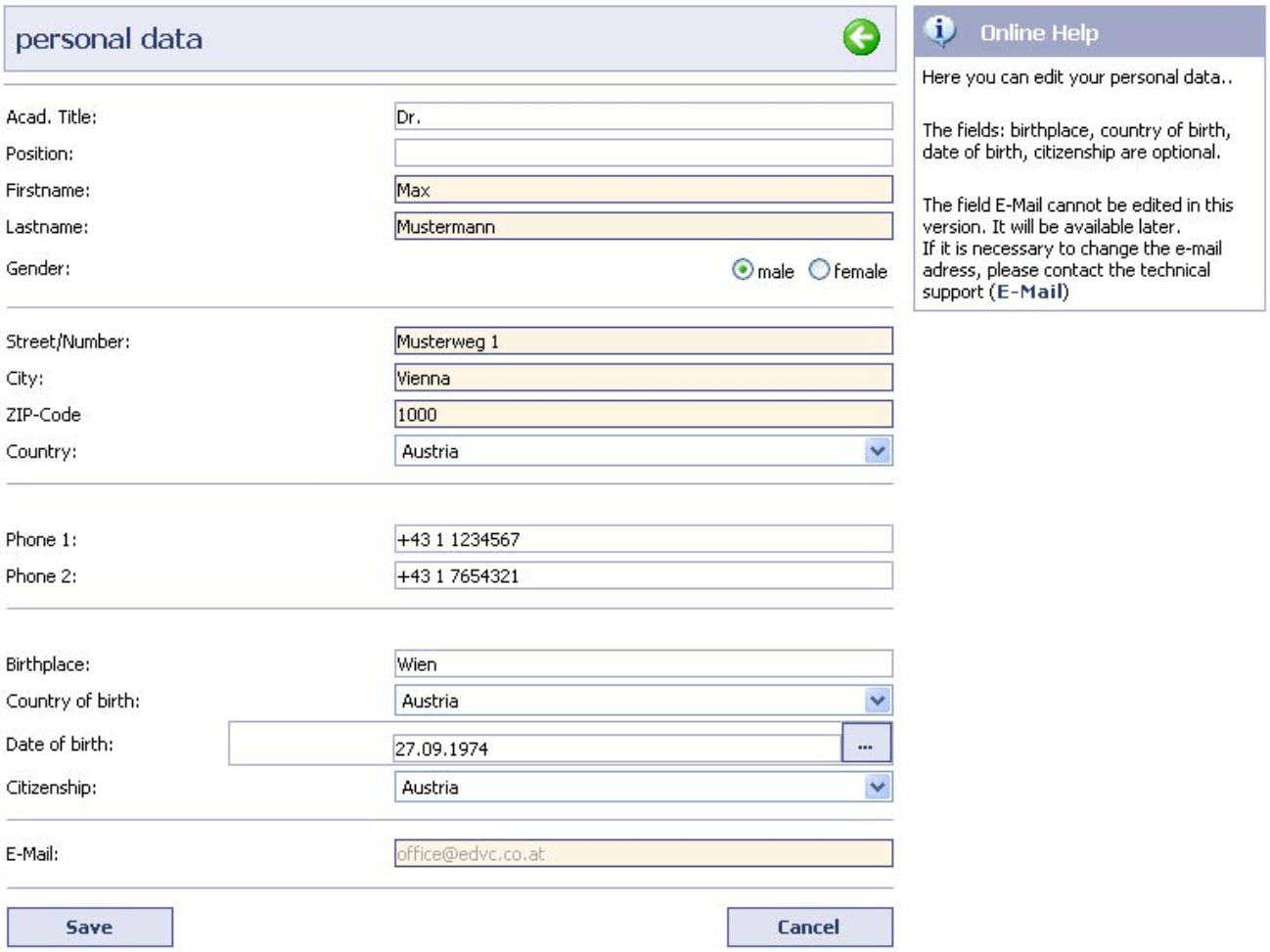
If you edit your personal data after your have already created a mobility application the data new will not be copied in the existing mobility. Always edit your personal data before you create a new mobility.



Step 2

Fill in your actual mobility data. (same as above : Here you should enter your up to date personal data. These data will be copied in your mobility application. If you edit your personal data after your have already created a mobility application the data new will not be copied in the existing mobility. Always edit your personal data before you create a new mobility.)

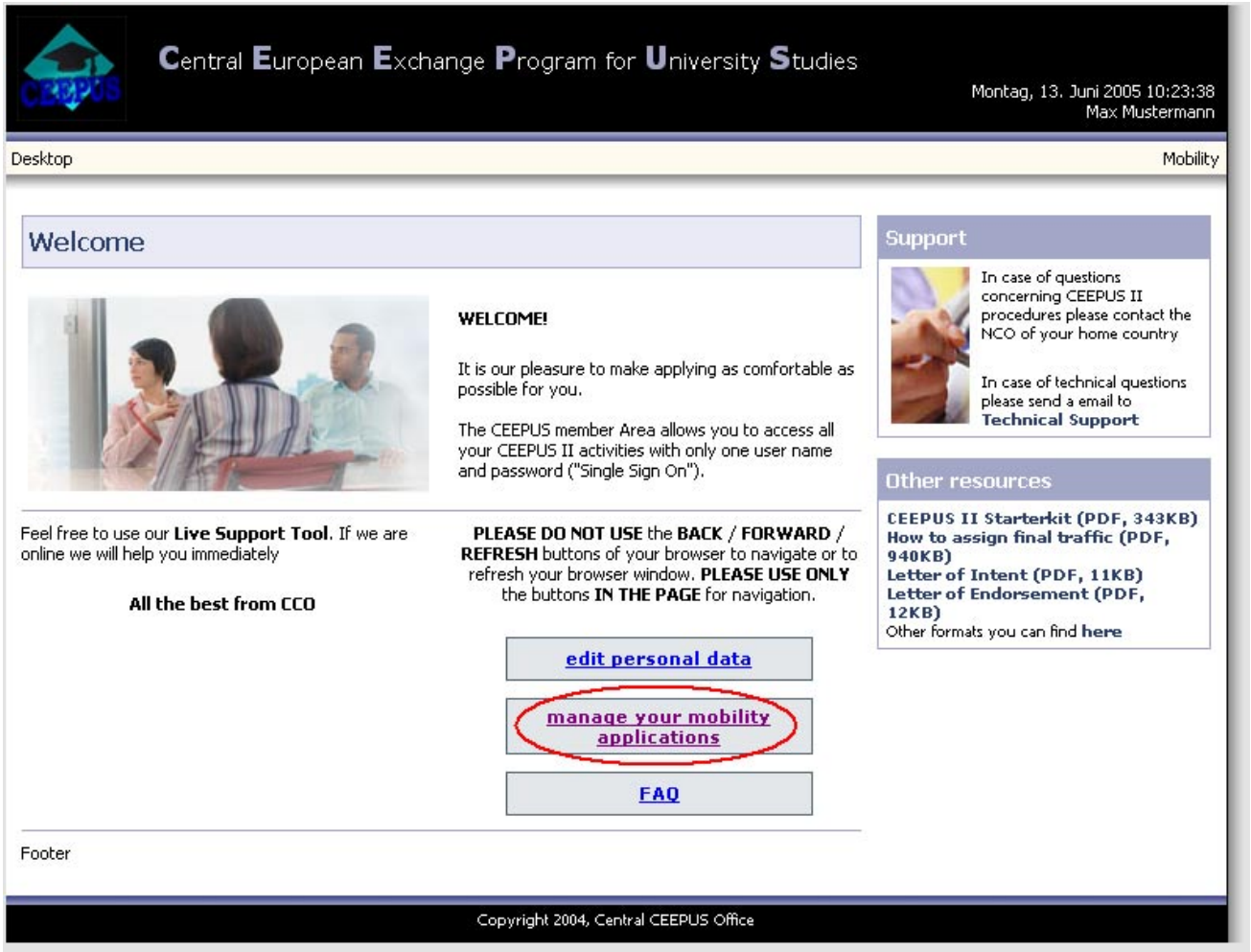
If you have changed your data successfully click on the button "save". Otherwise click on the button "cancel".



Step 3

Manage your mobility applications

Click on the button "manage your mobility applications"

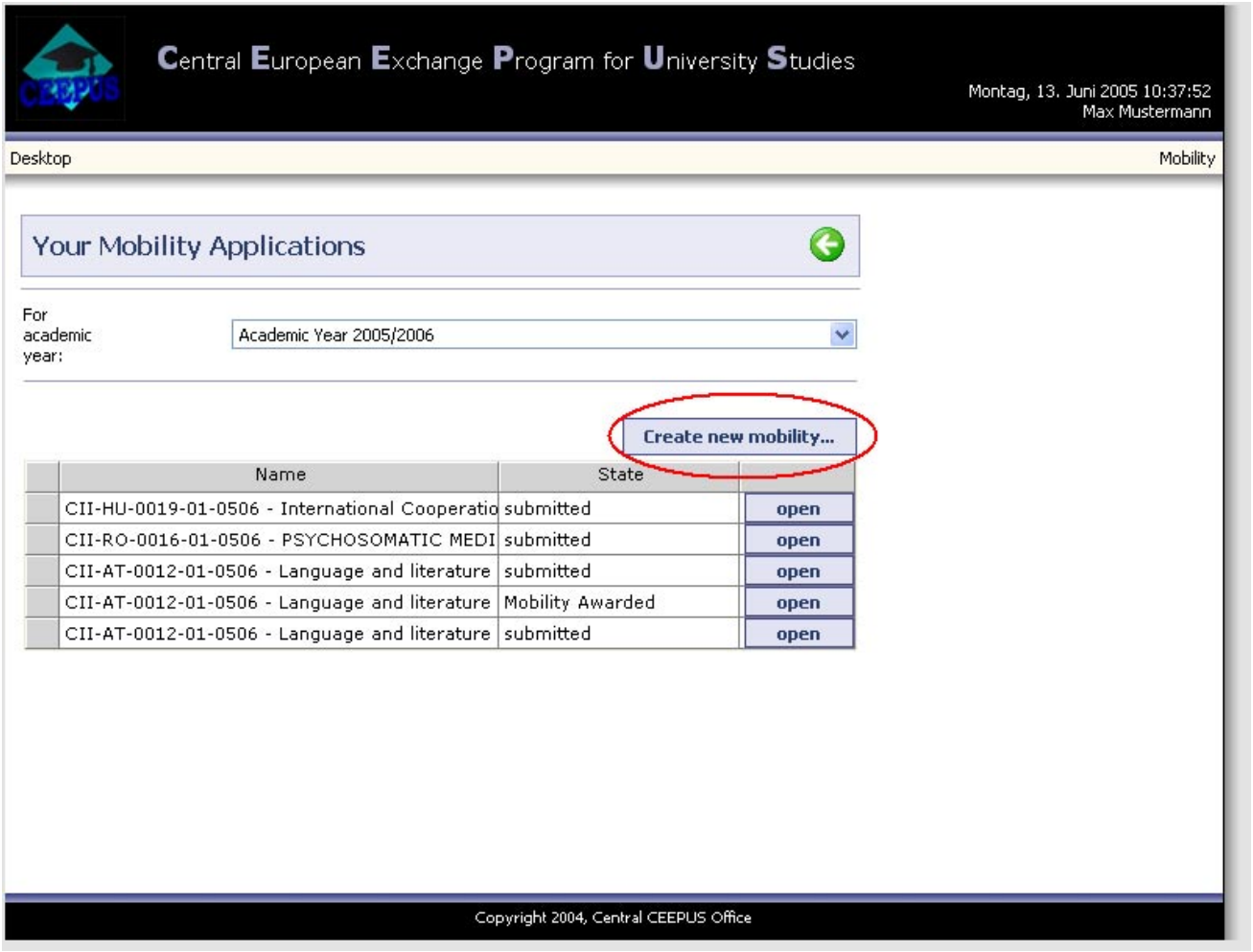


Step 4

Create a new mobility application

Select the appropriate academic year.

Click on the button "Create new mobility … ".

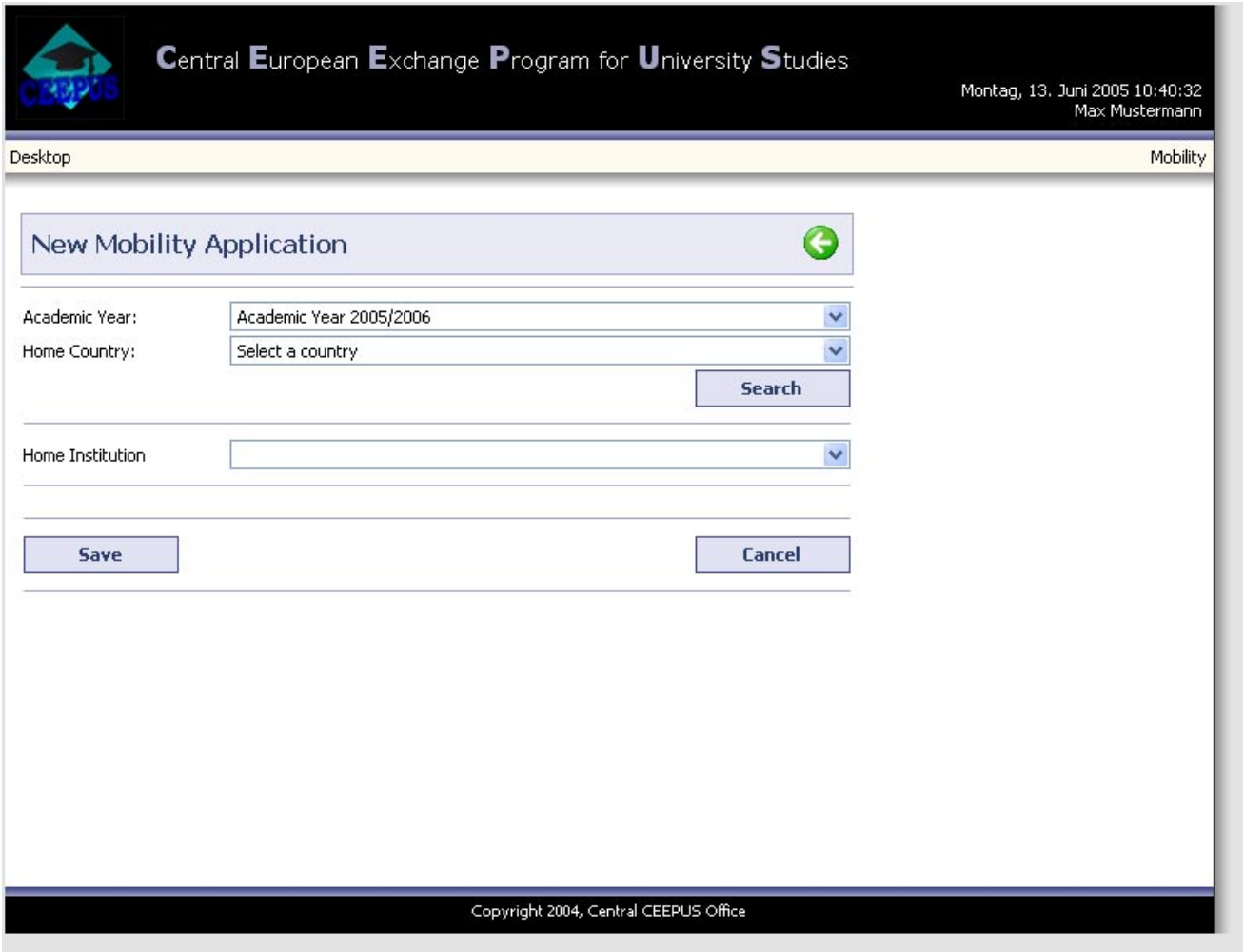


Step 5

Select the academic year.

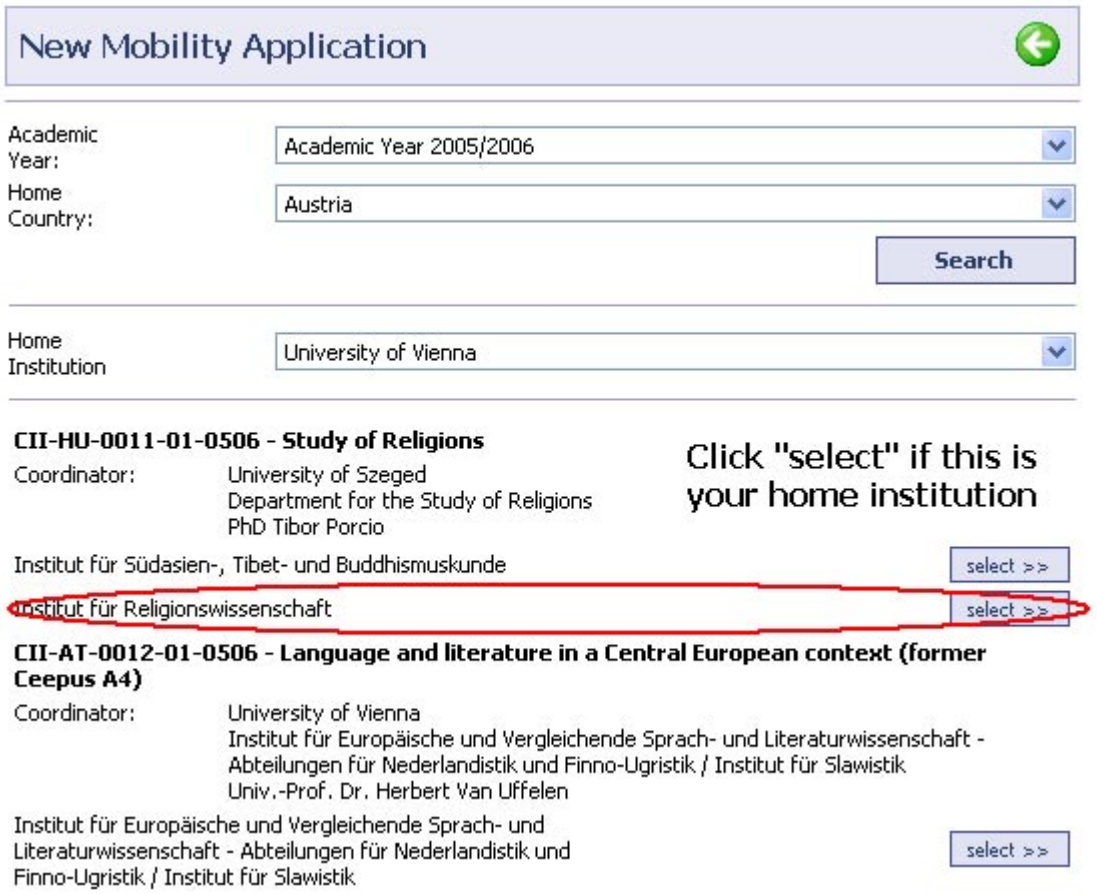
Select your home country. If your browser does not automatically postback the form to the server please click on the button "Search". The list „Home Institution" should be filled with the available universities.

Select your home university. The screen will be updated automatically, and you can see all the CEEPUS II networks that include your university. If your browser does not automatically postback the form to the server please click on the button "Search" once again.



Search for your institution. Select your home institution by clicking on the button „select".

After that your basic mobility application will be generated, but you still have to provide more information. Please continue with step 6.

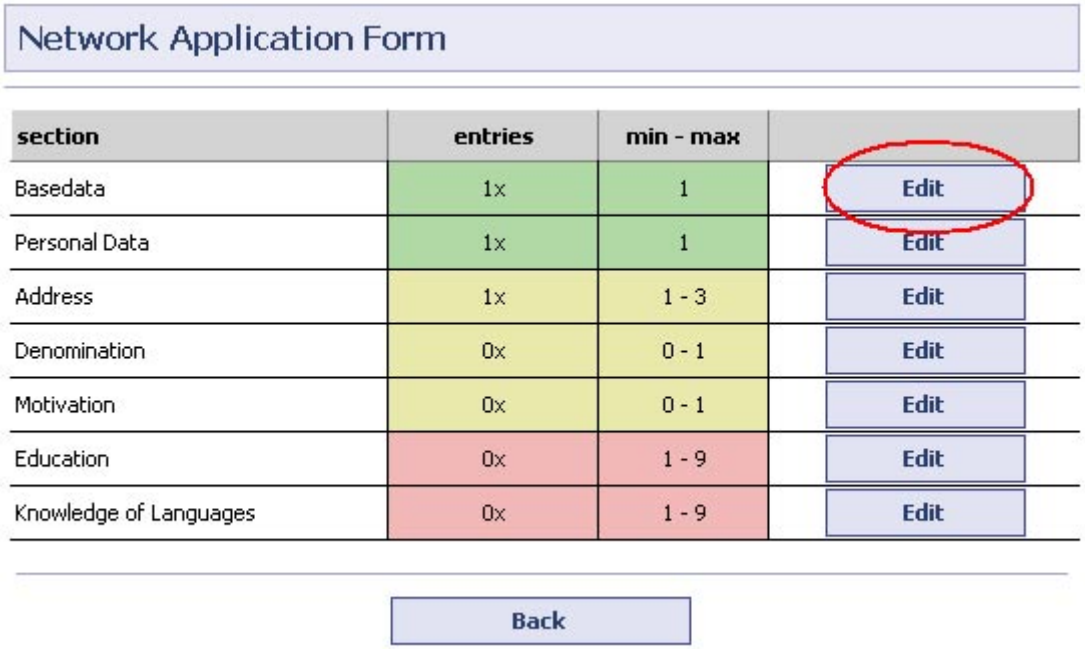


Step 6

The new mobility is generated – but the basedata still have to be completed

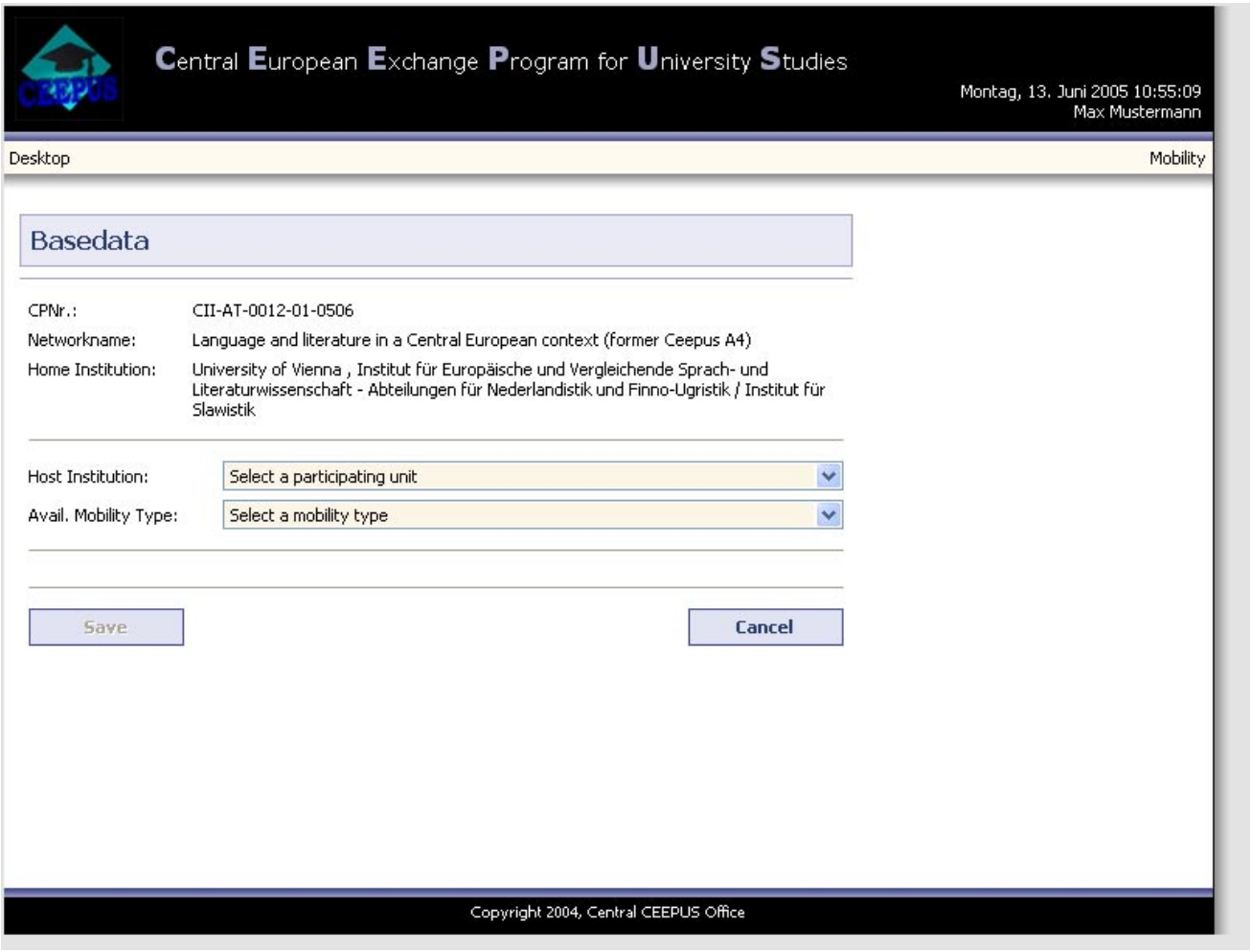
Color Codes: the individual sections in your application are color coded:
pink: you have not entered the minimum requirement yet
green: you have entered what was required
yellow: you have entered the minimum requirement but more entries are still possible.
min – max: this shows you the minimum/maximum of required and possible entries for a section.

Click the button "Edit" for the section Basedata.



Step 7

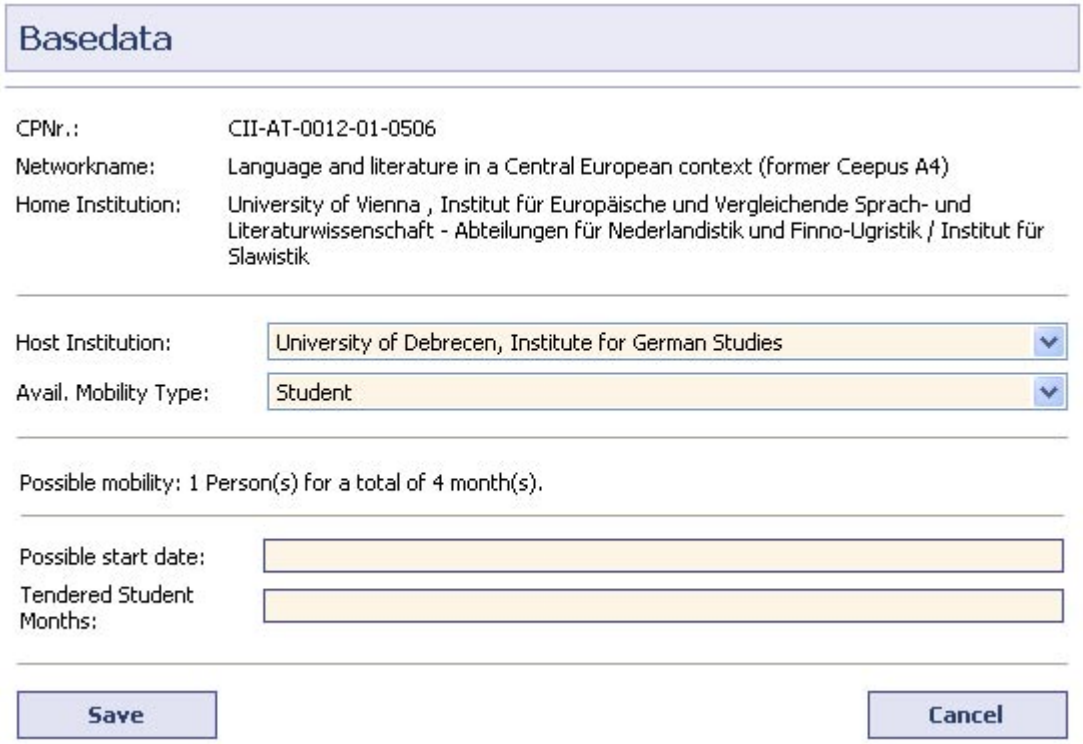
Complete your basedata



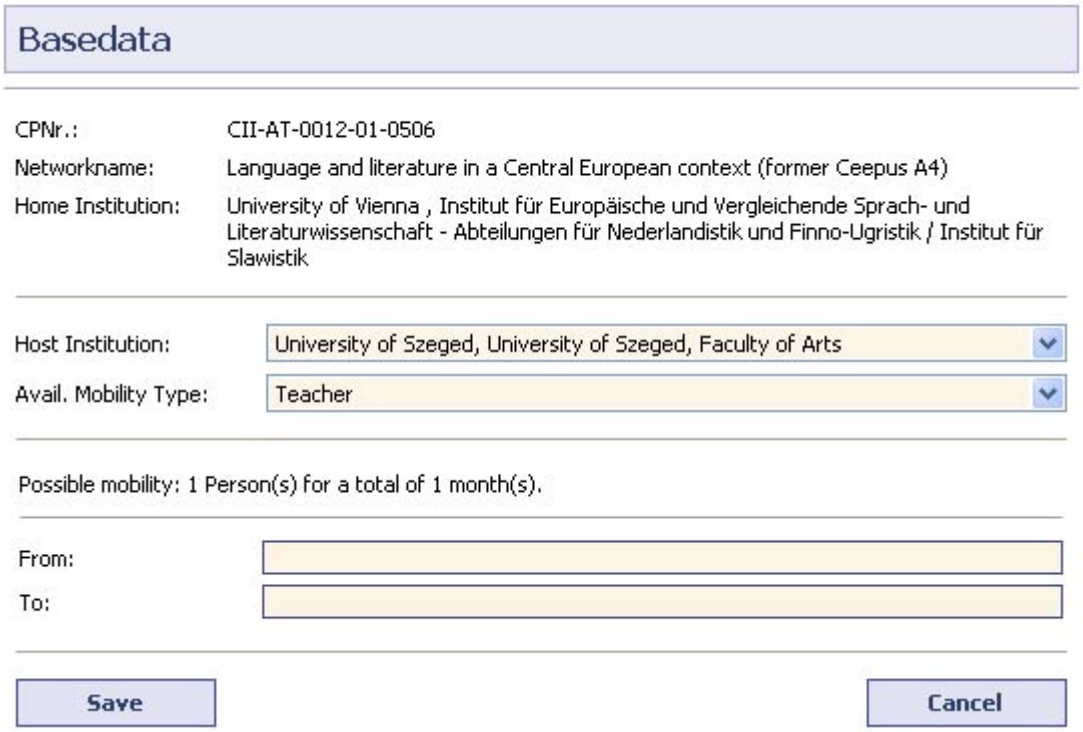
Select a participating host institution.

Select an available mobility type. Here can only see mobilities that are permitted for this host institution.

For a student mobility type the form should look like this:
Now you can see how many persons can be awarded a mobility grant.
Fill in your possible start date and the number of scholarship months you want to stay.
To save the data click on the button „Save".



For a teacher like this:
Now you can see how many persons can be awarded for a mobility grant.
Fill in your possible start date and the possible end date.
To save the data click on the button „Save".



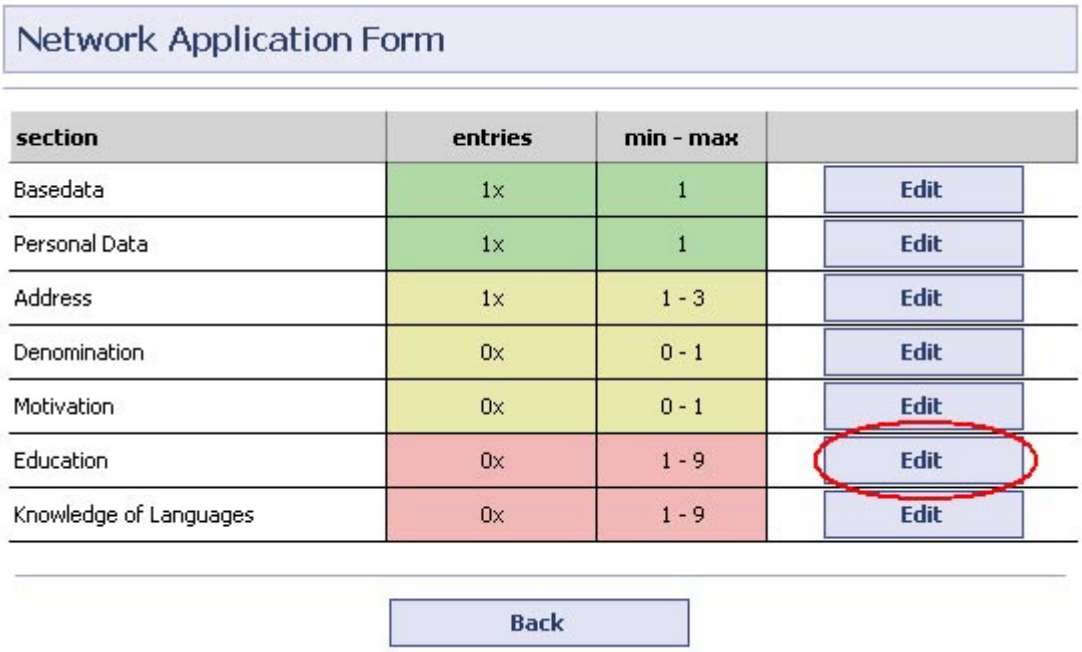
Step 8

Fill in your Education

Select the "edit" button in the section Education

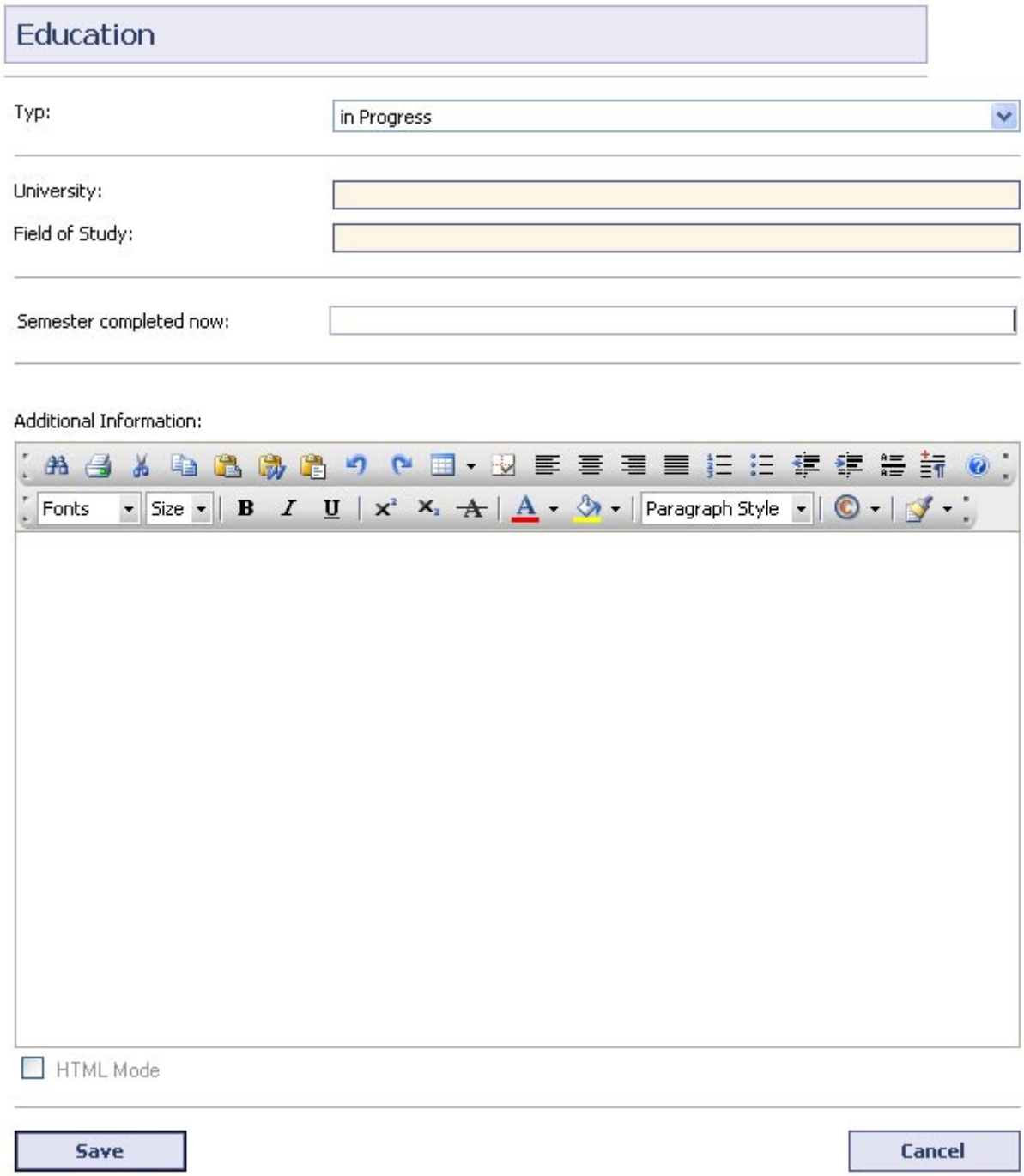
If you are applying for a student mobility you have to fill in at least one education entry of the type "in progress".

If you are applying for a teacher mobility you have to fill in at least one education entry of the type "completed"



For student the form will look like this:

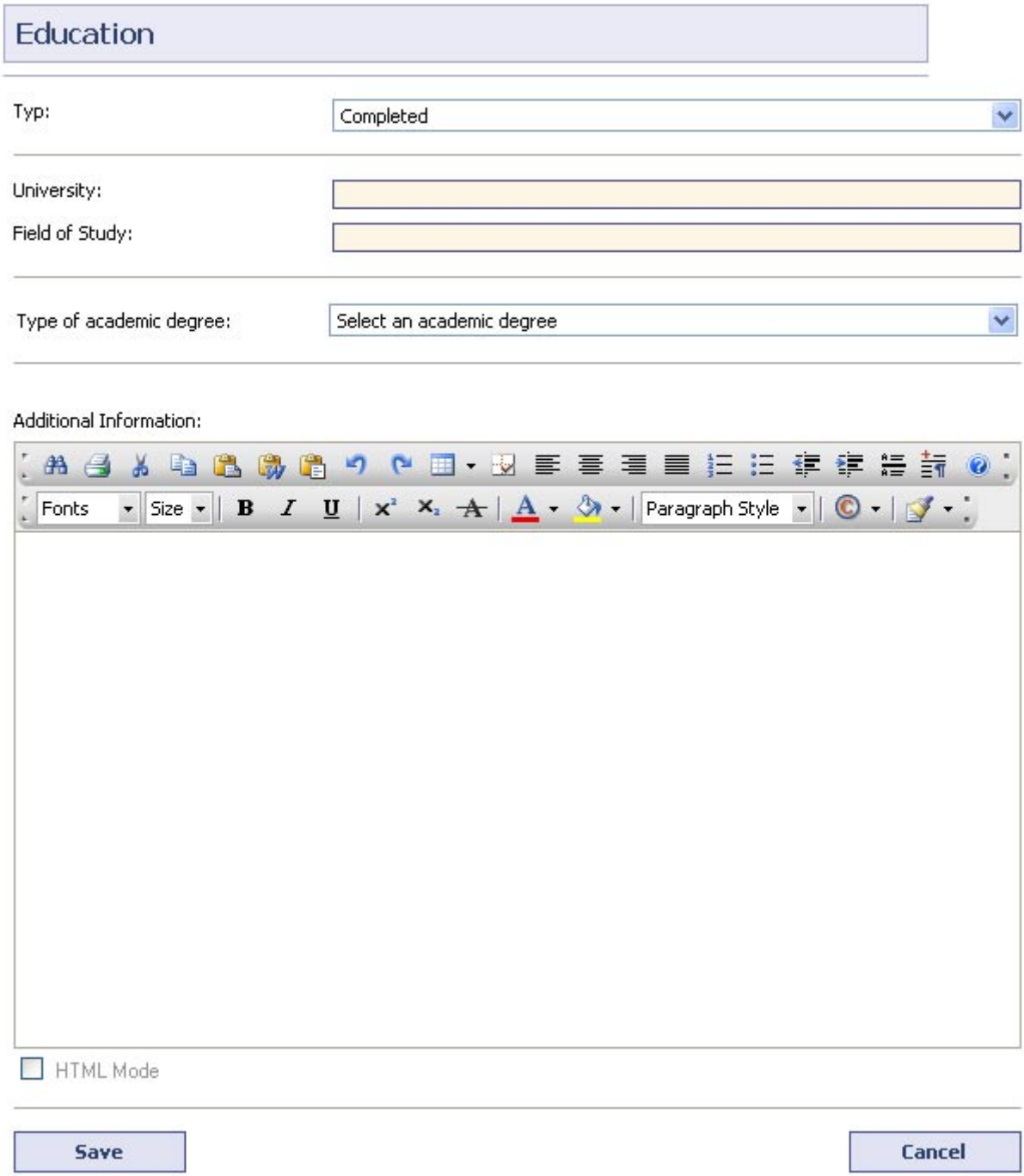
Fill in your data and click on the button „Save“:



If you are a teacher the form will look like this:

Please choose the type of degree that describes your type of degree best. Please note: You have entered your title as such under „personal data". The various types of degrees given here are a help to the NCOs in order to establish which type of grant will be paid to you according to the various national schemes.

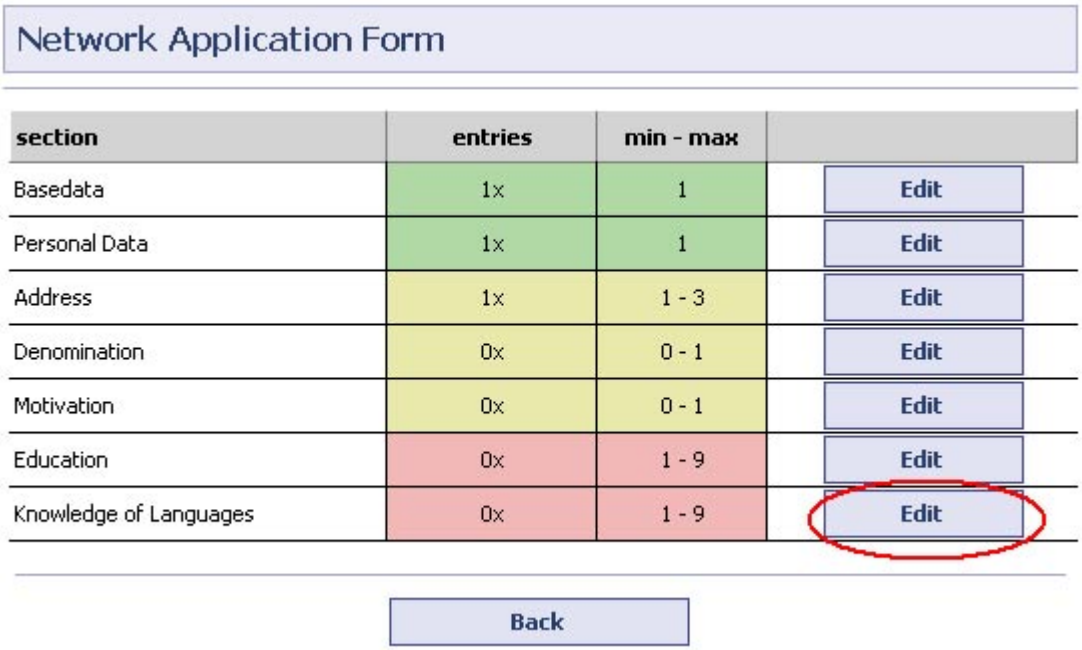
Fill in your data and click on the button "Save" to save your data



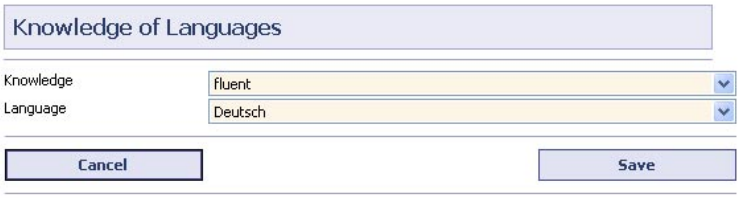
Step 9

Fill in your knowledge of language

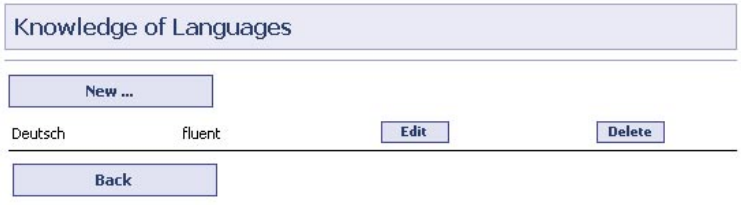
Click on the "Edit" button in the section "Knowledge of Languages"



Select the appropriate data and click on the button „Save"



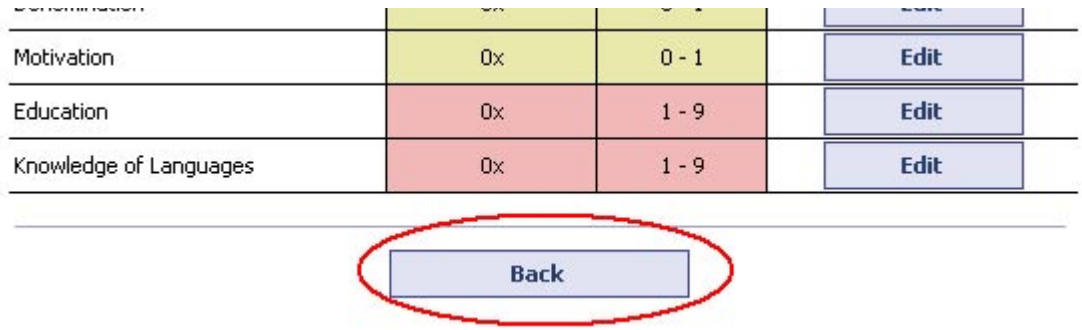
If you want to enter more than one please click the button "New …" and repeat the step.
If you are finished click on the button "Back".



Step 10

Submit your application

If all sections are green ore yellow you can submit your application now.
Click on the button „Back".



You will see the following screen:

To submit your application click on the button „check and submit".

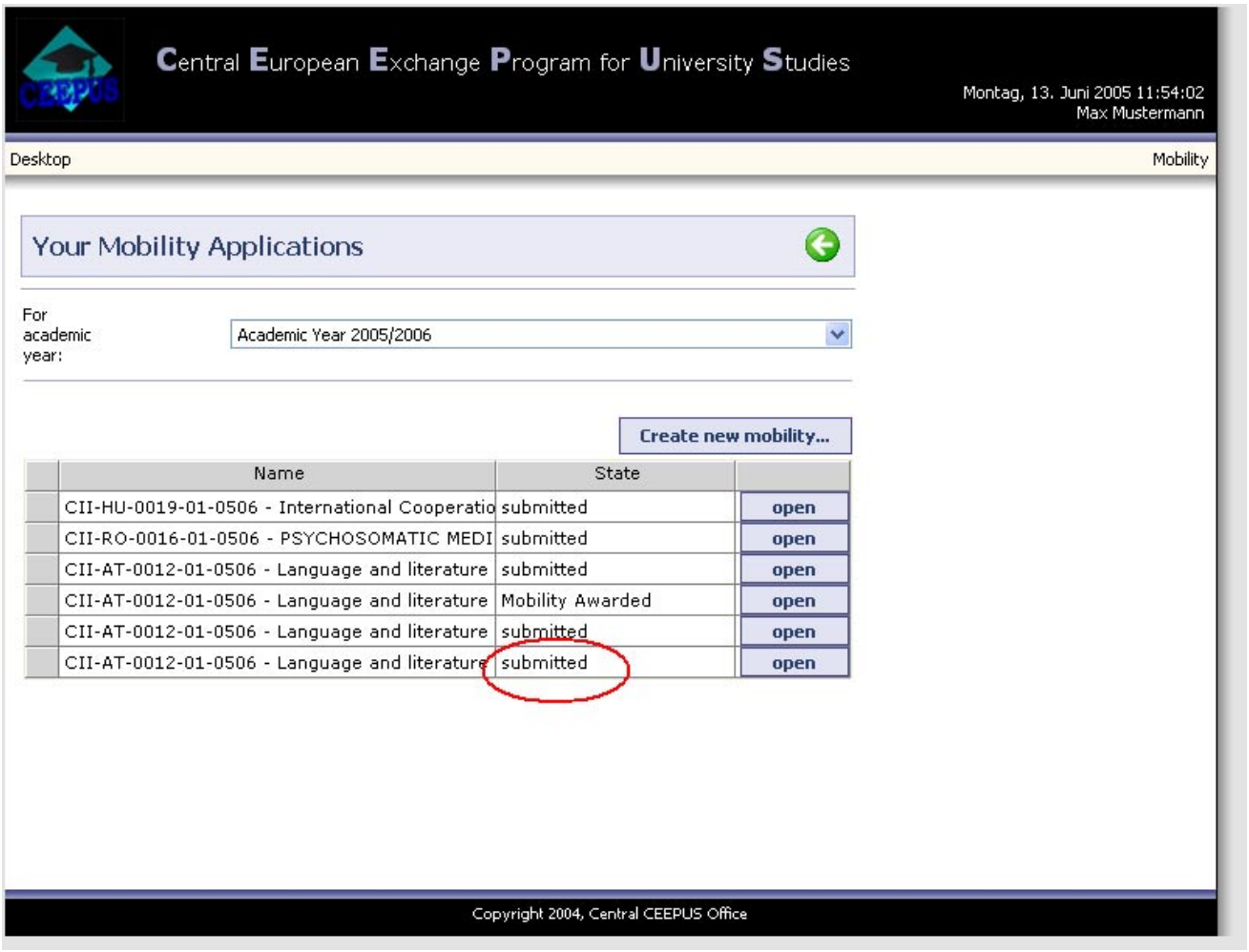
If there are any missing or incorrect data that do not allow submitting your application you will see the exact errors in the list under the "check and submit" button.

Like this:

Please fix the problems and retry to submit the application

Step 11

After a successful submit you will receive an email confirmation and you can see the state "submitted" or something similar in the list of your mobility applications in the line of your submitted application.



That's all for the first time and Good Luck.