

CEEPUS II

HOW TO DO



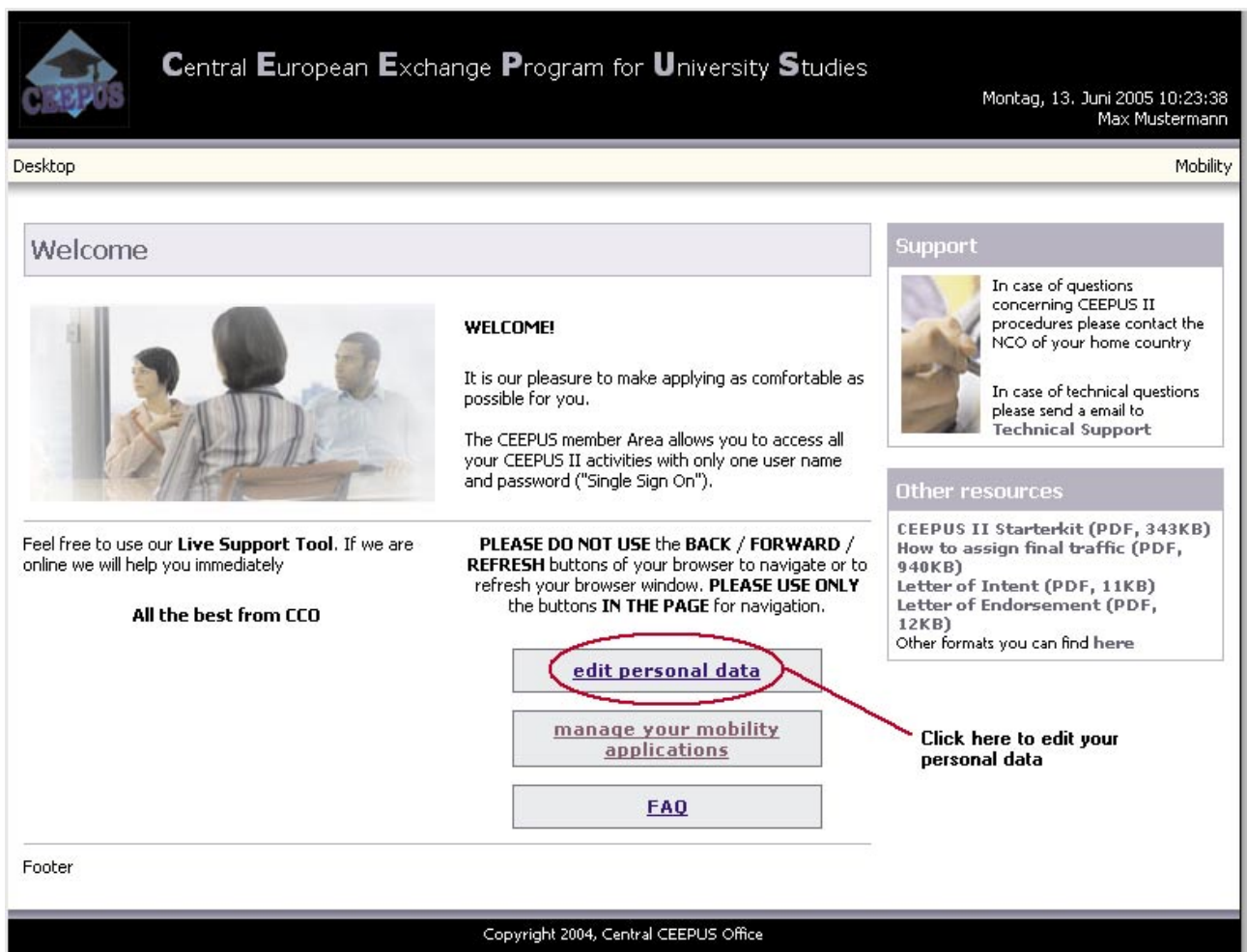
Create a mobility application

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 you 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.



The screenshot shows the CEEPUS Desktop interface. At the top, the CEEPUS logo is on the left, the title "Central European Exchange Program for University Studies" is in the center, and the date/time "Montag, 13. Juni 2005 10:23:38" and user "Max Mustermann" are on the right. Below the title bar, there's a "Desktop" tab on the left and a "Mobility" tab on the right. The main content area is divided into several sections:

- Welcome:** Features a photo of three people and a "WELCOME!" message. It states: "It is our pleasure to make applying as comfortable as possible for you. The CEEPUS member Area allows you to access all your CEEPUS II activities with only one user name and password ('Single Sign On')." Below this, it says: "Feel free to use our **Live Support Tool**. If we are online we will help you immediately." At the bottom of this section is the text "All the best from CCO".
- Support:** Contains two links: "In case of questions concerning CEEPUS II procedures please contact the NCO of your home country" and "In case of technical questions please send a email to Technical Support".
- Other resources:** Lists several PDF documents: "CEEPUS II Starterkit (PDF, 343KB)", "How to assign final traffic (PDF, 940KB)", "Letter of Intent (PDF, 11KB)", "Letter of Endorsement (PDF, 12KB)", and "Other formats you can find here".
- Navigation buttons:** Three buttons are stacked vertically: "edit personal data" (circled in red with a red arrow pointing to it from the text "Click here to edit your personal data"), "manage your mobility applications", and "FAQ".

At the bottom, there's a "Footer" section with the text "Copyright 2004, Central CEEPUS Office".

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 you 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".

personal data

Acad. Title:

Dr.

Position:

Firstname:

Max

Lastname:

Mustermann

Gender:

☒ male
 ☐ female

Street/Number:

Musterweg 1

City:

Vienna

ZIP-Code

1000

Country:

Austria

Phone 1:

+43 1 1234567

Phone 2:

+43 1 7654321

Birthplace:

Wien

Country of birth:

Austria

Date of birth:

27.09.1974

Citizenship:

Austria

E-Mail:

office@edvc.co.at

Save

Cancel

Online Help

Here you can edit your personal data..


The fields: birthplace, country of birth, date of birth, citizenship are optional.

The field E-Mail cannot be edited in this version. It will be available later. If it is necessary to change the e-mail adress, please contact the technical support (E-Mail)

Step 3

Manage your mobility applications

Click on the button "manage your mobility applications"




Central European Exchange Program for University Studies

Montag, 13. Juni 2005 10:23:38
Max Mustermann

Desktop

Mobility

Welcome



WELCOME!

It is our pleasure to make applying as comfortable as possible for you.

The CEEPUS member Area allows you to access all your CEEPUS II activities with only one user name and password ("Single Sign On").

Feel free to use our **Live Support Tool**. If we are online we will help you immediately

All the best from CCO


PLEASE DO NOT USE the **BACK / FORWARD / REFRESH** buttons of your browser to navigate or to refresh your browser window. **PLEASE USE ONLY** the buttons **IN THE PAGE** for navigation.

[edit personal data](#)

[manage your mobility applications](#)

[FAQ](#)

Support



In case of questions concerning CEEPUS II procedures please contact the NCO of your home country

In case of technical questions please send a email to **Technical Support**

Other resources

CEEPUS II Starterkit (PDF, 343KB)
How to assign final traffic (PDF, 940KB)
Letter of Intent (PDF, 11KB)
Letter of Endorsement (PDF, 12KB)
 Other formats you can find [here](#)

Footer

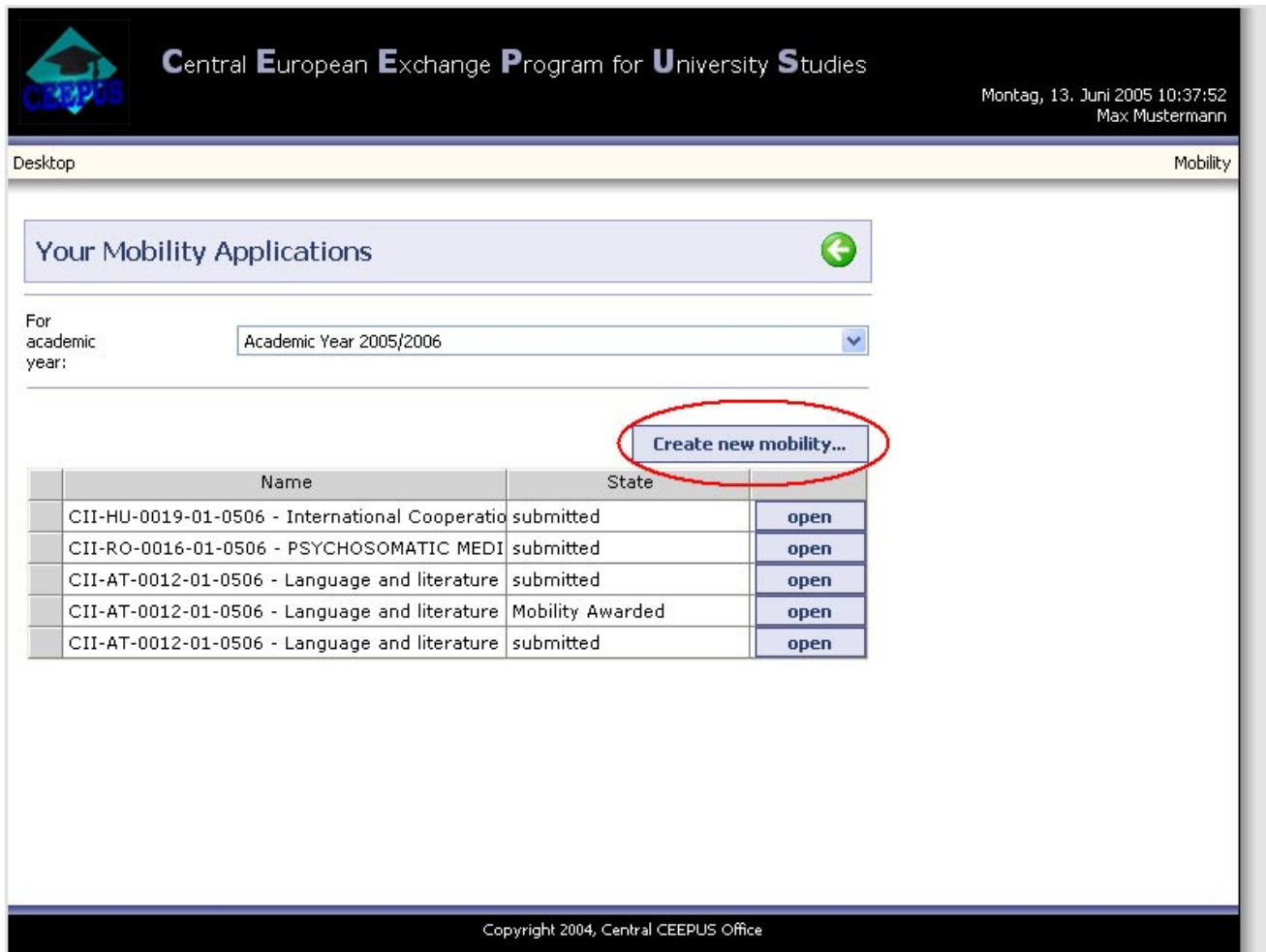
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Step 4

Create a new mobility application

Select the appropriate academic year.

Click on the button "Create new mobility ...".



Central European Exchange Program for University Studies

Montag, 13. Juni 2005 10:37:52
Max Mustermann

Desktop Mobility

Your Mobility Applications

For academic year: Academic Year 2005/2006

Create new mobility...

Name	State	
CII-HU-0019-01-0506 - International Cooperatio	submitted	open
CII-RO-0016-01-0506 - PSYCHOSOMATIC MEDI	submitted	open
CII-AT-0012-01-0506 - Language and literature	submitted	open
CII-AT-0012-01-0506 - Language and literature	Mobility Awarded	open
CII-AT-0012-01-0506 - Language and literature	submitted	open

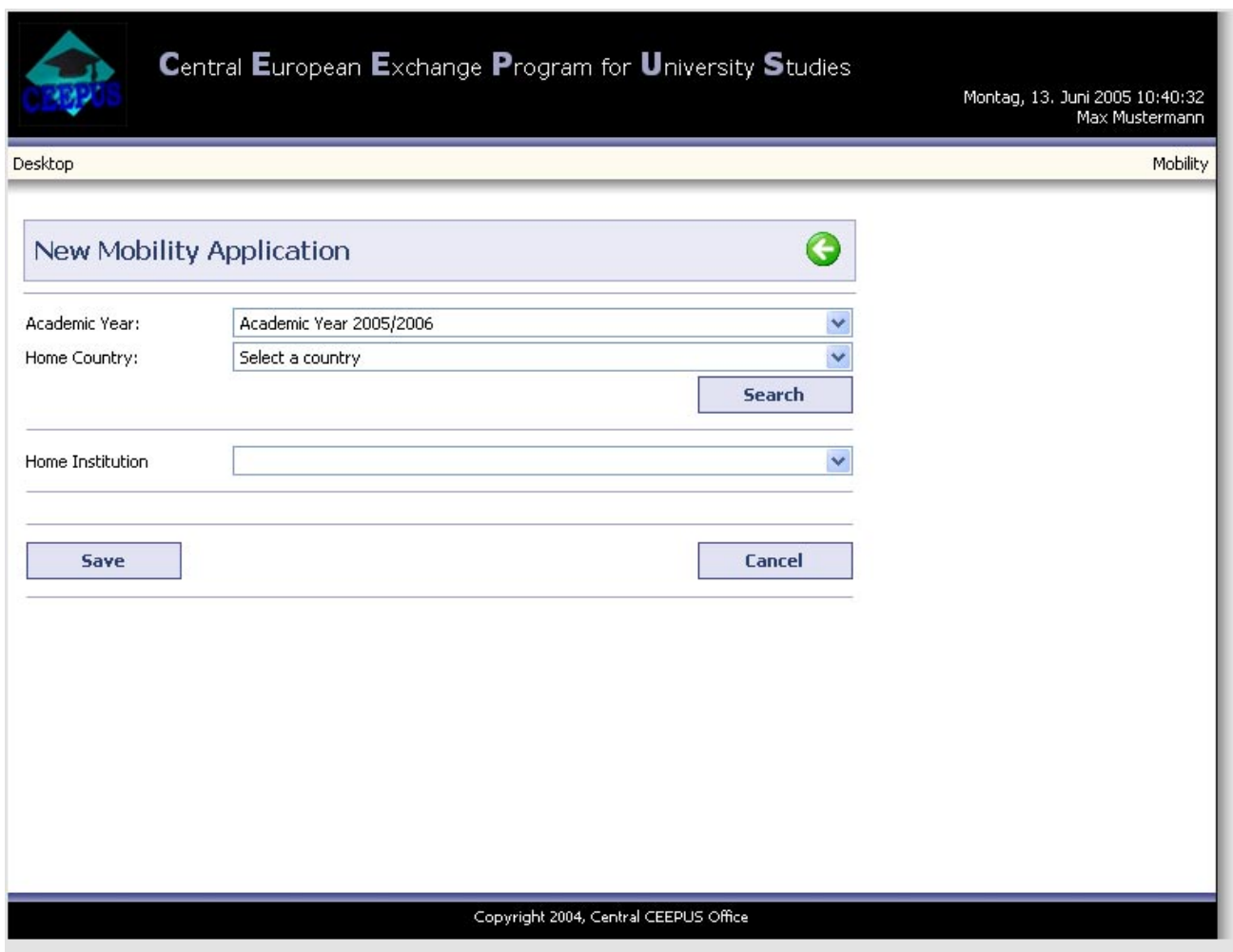
Copyright 2004, Central CEEPUS Office

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.



The screenshot shows a web browser window with the CEEPUS logo and title "Central European Exchange Program for University Studies". The date and time "Montag, 13. Juni 2005 10:40:32" and the user "Max Mustermann" are displayed in the top right. The browser's address bar shows "Desktop" and "Mobility". The main content area is titled "New Mobility Application" with a green arrow icon. Below the title, there are three dropdown menus: "Academic Year" (set to "Academic Year 2005/2006"), "Home Country" (set to "Select a country"), and "Home Institution" (empty). A "Search" button is located to the right of the "Home Country" dropdown. Below the "Home Institution" dropdown, there are "Save" and "Cancel" buttons. The footer of the page reads "Copyright 2004, Central CEEPUS Office".

HOW TO DO: Create a mobility

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.

New Mobility Application

Academic Year:

Academic Year 2005/2006

Home Country:

Austria

Search

Home Institution

University of Vienna

CII-HU-0011-01-0506 - Study of Religions

Coordinator:

University of Szeged
Department for the Study of Religions
PhD Tibor Porcio

Institut für Südasi-, Tibet- und Buddhismuskunde

select >>

Institut für Religionswissenschaft

select >>

CII-AT-0012-01-0506 - Language and literature in a Central European context (former Ceeplus A4)

Coordinator:

University of Vienna
Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft -
Abteilungen für Niederlandistik und Finno-Ugristik / Institut für Slawistik
Univ.-Prof. Dr. Herbert Van Uffelen

Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilungen für Niederlandistik und Finno-Ugristik / Institut für Slawistik

select >>

Click "select" if this is your home institution

7

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.

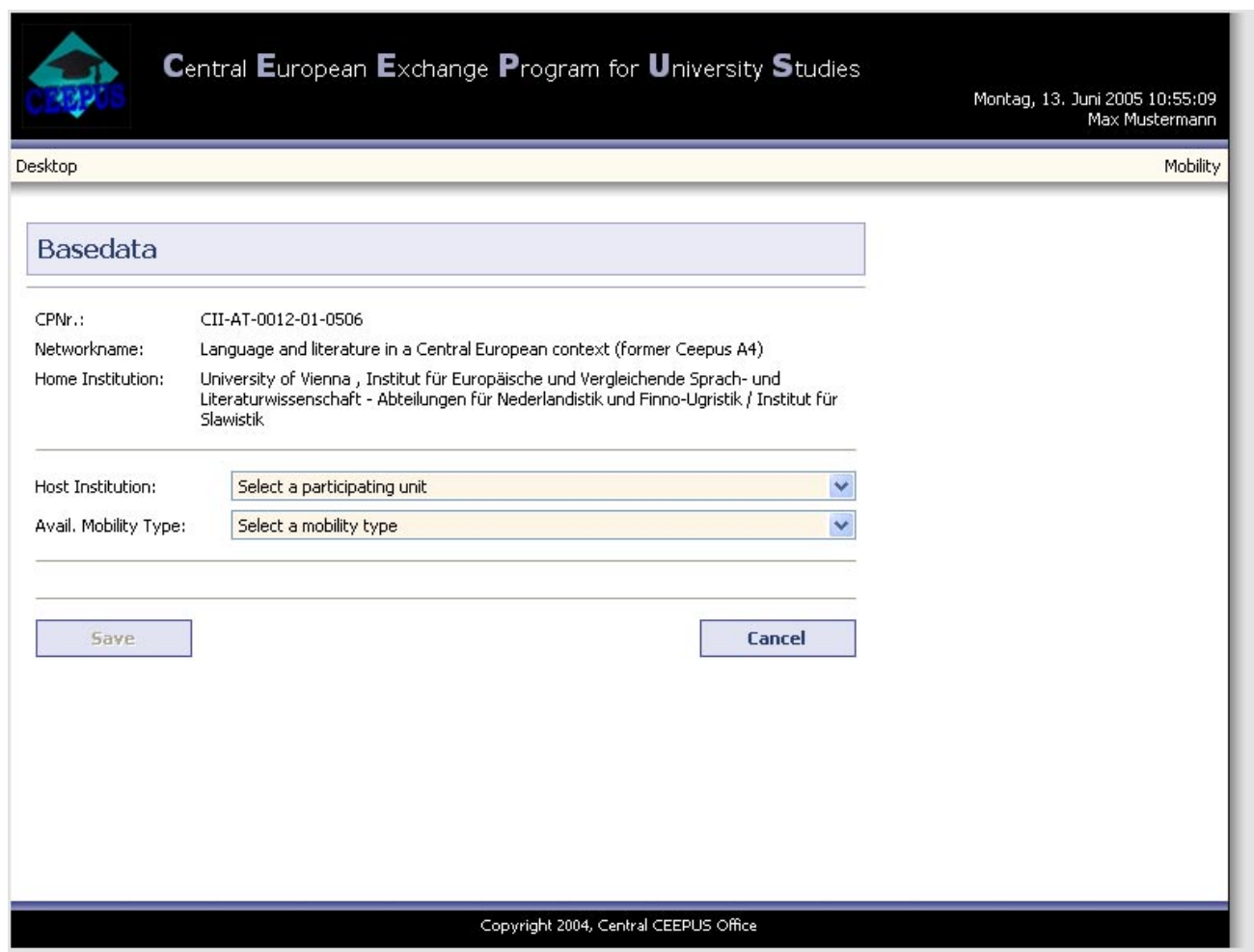
Network Application Form

section	entries	min - max	
Basedata	1x	1	Edit
Personal Data	1x	1	Edit
Address	1x	1 - 3	Edit
Denomination	0x	0 - 1	Edit
Motivation	0x	0 - 1	Edit
Education	0x	1 - 9	Edit
Knowledge of Languages	0x	1 - 9	Edit

Back

Step 7

Complete your basedata



The screenshot shows the CEEPUS web interface. At the top, there is a header with the CEEPUS logo, the text 'Central European Exchange Program for University Studies', and the date/time 'Montag, 13. Juni 2005 10:55:09' and user 'Max Mustermann'. Below the header, there is a navigation bar with 'Desktop' and 'Mobility'. The main content area is titled 'Basedata' and contains the following fields:

- CPNr.: CII-AT-0012-01-0506
- Networkname: Language and literature in a Central European context (former Ceepus A4)
- Home Institution: University of Vienna , Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilungen für Niederlandistik und Finno-Ugristik / Institut für Slawistik
- Host Institution: Select a participating unit (dropdown menu)
- Avail. Mobility Type: Select a mobility type (dropdown menu)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The footer of the page reads 'Copyright 2004, Central CEEPUS Office'.

Select a participating host institution.



This screenshot shows the 'Host Institution' dropdown menu open. The menu lists the following options:

- Select a participating unit
- Charles University in Prague, Department of Czech Literature and Theory of Literature
- Eötvös Loránd University, Institute of Hungarian Literature
- Jagiellonian University in Cracow, Institute of Polish Studies
- THE UNIVERSITY OF BUCHAREST , ms. Alina Balasa, Universitatea din Bucuresti, bi
- University of Debrecen, Institute for German Studies
- University of Ljubljana, Faculty of Arts
- University of Novi Sad, Department for Hungarian Language and Linguistics
- University of Szeged, University of Szeged, Faculty of Arts
- University of Wrocław, Erasmus Chair for the Dutch Philology
- University of Zagreb, Faculty of Philosophy, Department of Croatian Language and
- Warsaw University, Dutch Department

A mouse cursor is pointing at the 'Select a participating unit' option. Below the dropdown menu, there is a 'Save' button.

HOW TO DO: Create a mobility

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

Avail. Mobility Type:

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“.

Basedata

CPNr.:	CII-AT-0012-01-0506
Networkname:	Language and literature in a Central European context (former Ceepus A4)
Home Institution:	University of Vienna , Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilungen für Niederlandistik und Finno-Ugristik / Institut für Slawistik

Host Institution:	<input type="text" value="University of Debrecen, Institute for German Studies"/>
Avail. Mobility Type:	<input type="text" value="Student"/>

Possible mobility: 1 Person(s) for a total of 4 month(s).

Possible start date:	<input type="text"/>
Tendered Student Months:	<input type="text"/>

Save

Cancel

HOW TO DO: Create a mobility

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“.

Basedata

CPNr.: CII-AT-0012-01-0506
Networkname: Language and literature in a Central European context (former Ceepus A4)
Home Institution: University of Vienna , Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilungen für Nederlandistik und Finno-Ugristik / Institut für Slawistik

Host Institution: University of Szeged, University of Szeged, Faculty of Arts

Avail. Mobility Type: Teacher

Possible mobility: 1 Person(s) for a total of 1 month(s).

From:

To:

Save

Cancel

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"

Network Application Form

section	entries	min - max	
Basedata	1x	1	Edit
Personal Data	1x	1	Edit
Address	1x	1 - 3	Edit
Denomination	0x	0 - 1	Edit
Motivation	0x	0 - 1	Edit
Education	0x	1 - 9	Edit
Knowledge of Languages	0x	1 - 9	Edit

[Back](#)

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

13

HOW TO DO: Create a mobility

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

Education

Typ:

Completed

University:

Field of Study:

Type of academic degree:

Select an academic degree

Additional Information:

Font

Size

B

I

U

x²

x₂

A

A

Paragraph Style

☐ HTML Mode

Save

Cancel

Step 9

Fill in your knowledge of language

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

Network Application Form

section	entries	min - max	
Basedata	1x	1	Edit
Personal Data	1x	1	Edit
Address	1x	1 - 3	Edit
Denomination	0x	0 - 1	Edit
Motivation	0x	0 - 1	Edit
Education	0x	1 - 9	Edit
Knowledge of Languages	0x	1 - 9	Edit

[Back](#)

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

Knowledge of Languages

Knowledge

Fluent

▼

Language

Deutsch

▼

[Cancel](#)

[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".

Knowledge of Languages

[New ...](#)

Deutsch

fluent

[Edit](#)

[Delete](#)

[Back](#)

Step 10

Submit your application

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

Section	Score	Grade	Action
Motivation	0x	0 - 1	Edit
Education	0x	1 - 9	Edit
Knowledge of Languages	0x	1 - 9	Edit

[Back](#)

You will see the following screen:

CII-AT-0012-01-0506 - Language and literature in a Central European context (former Ceepus A4)
Academic Year 2005/2006
←

Content

Academic Year: Academic Year 2005/2006

Networkname: CII-AT-0012-01-0506 - Language and literature in a Central European context (former Ceepus A4)

Coordinator: University of Vienna
 Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilungen für Nederlandistik und Finno-Ugristik / Institut für Slawistik
 Univ.-Prof. Dr. Herbert Van Uffelen

Status: **unsubmitted**

Created: Dr. Max Mustermann (E-Mail) , 13.06.2005 10:50:46
 Last edit: Dr. Max Mustermann (E-Mail) , 13.06.2005 10:50:46

[Print View / Total View](#)
[Open application](#)

[check and submit](#)

HOW TO DO: Create a mobility

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:

check and submit

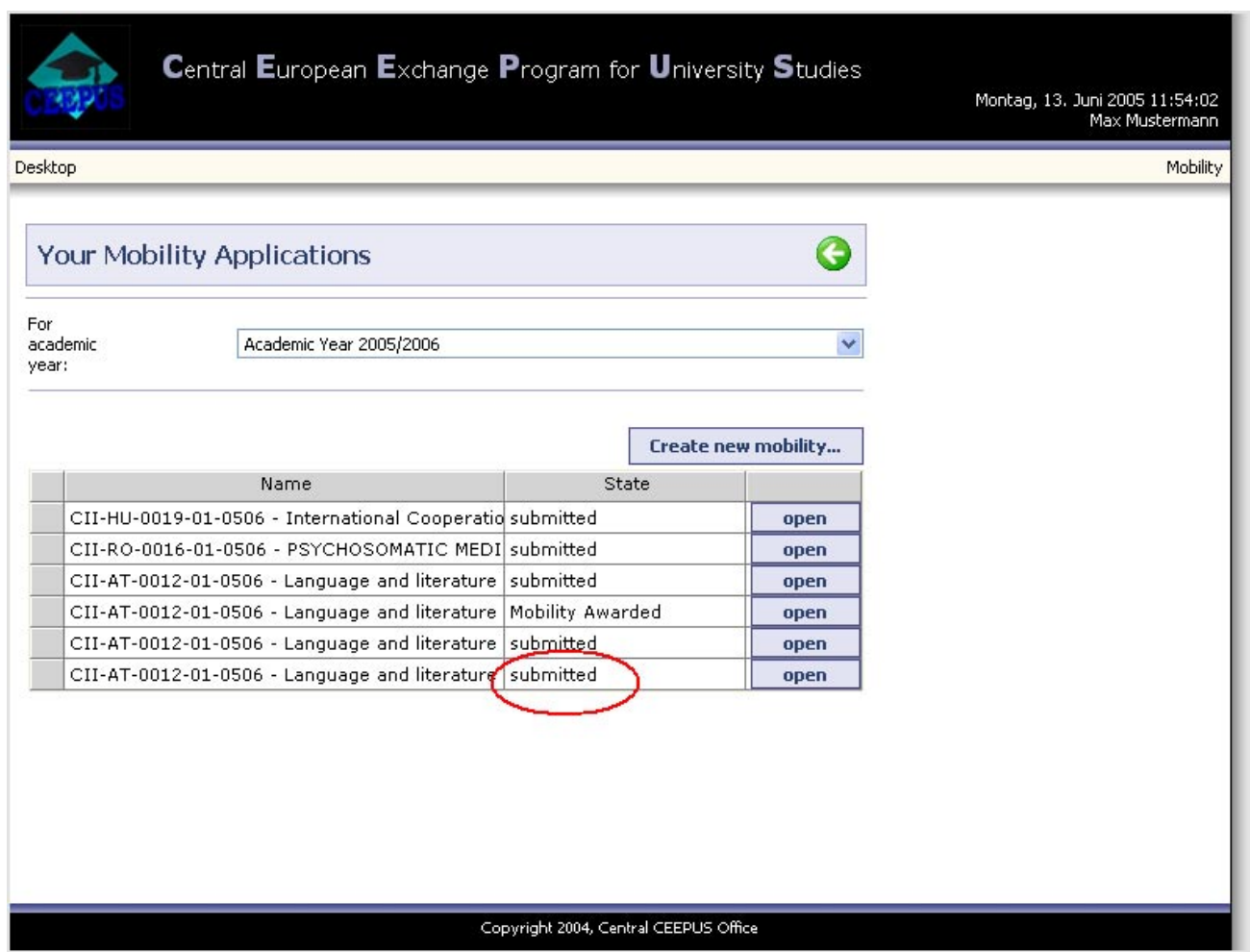
The automatic check of your application has found the following problems that do not allow submitting it yet:

- **Education-entry:** There is/are only **0 entry/entries** instead of the **minimum requirement of 1** (Maximum 9).

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.



The screenshot shows the CEEPUS web application interface. At the top, there is a header with the CEEPUS logo, the text "Central European Exchange Program for University Studies", and the date/time "Montag, 13. Juni 2005 11:54:02" and user "Max Mustermann". Below the header, there is a navigation bar with "Desktop" and "Mobility". The main content area is titled "Your Mobility Applications" and includes a dropdown menu for "For academic year:" set to "Academic Year 2005/2006". A button "Create new mobility..." is visible. Below this is a table with columns "Name" and "State". The table lists several applications, with the last one circled in red, showing the state "submitted".

Name	State	
CII-HU-0019-01-0506 - International Cooperatio	submitted	open
CII-RO-0016-01-0506 - PSYCHOSOMATIC MEDI	submitted	open
CII-AT-0012-01-0506 - Language and literature	submitted	open
CII-AT-0012-01-0506 - Language and literature	Mobility Awarded	open
CII-AT-0012-01-0506 - Language and literature	submitted	open
CII-AT-0012-01-0506 - Language and literature	submitted	open

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