

# CEEPUS II

**HOW TO DO**



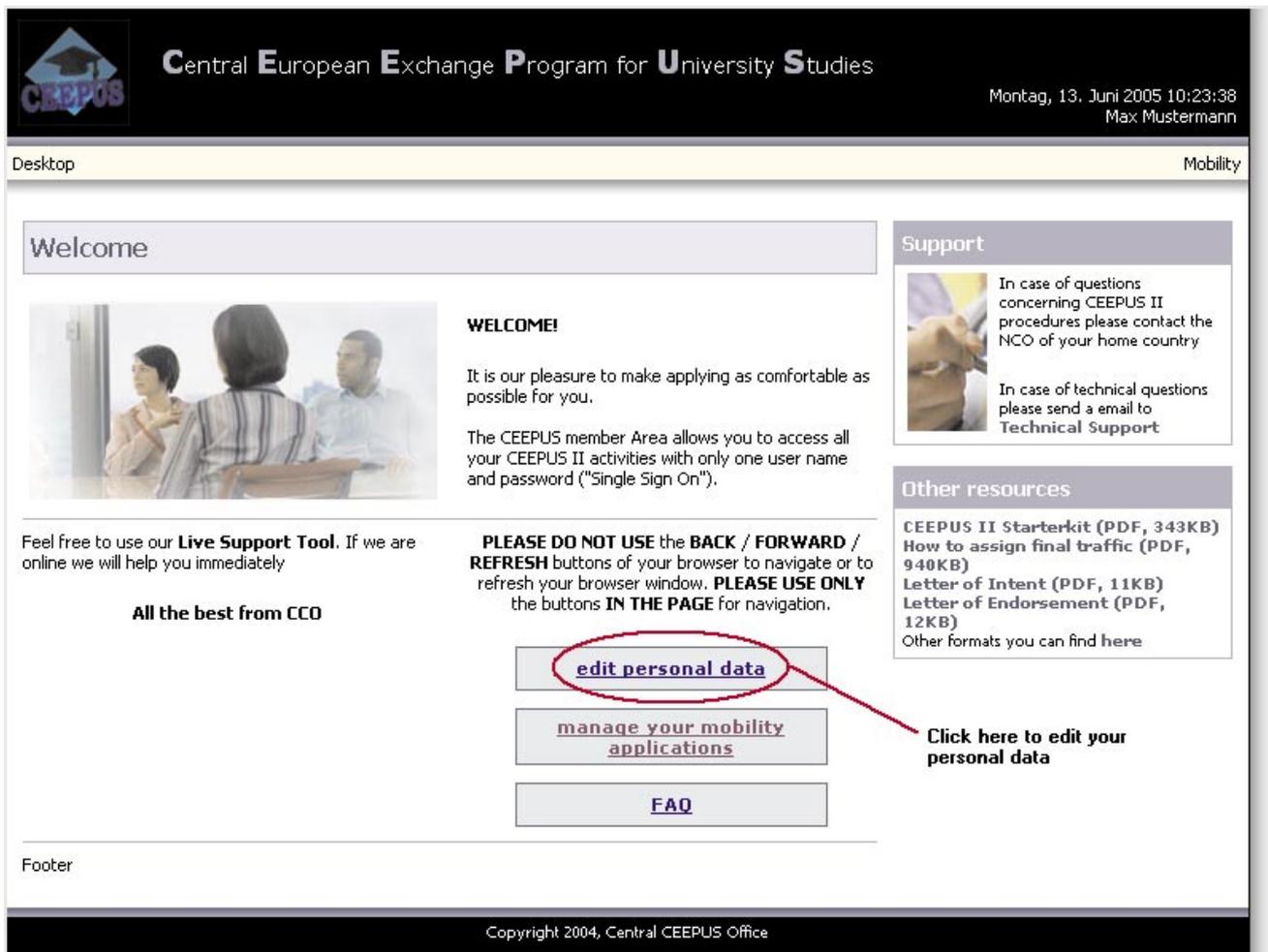
**Create a mobility application**

## 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, there is a header with the CEEPUS logo on the left, the text "Central European Exchange Program for University Studies" in the center, and the date and time "Montag, 13. Juni 2005 10:23:38" along with the user name "Max Mustermann" on the right. Below the header is a navigation bar with "Desktop" on the left and "Mobility" on the right. The main content area is divided into several sections:

- Welcome:** A section with a "Welcome" title, an image of three people, and a "WELCOME!" heading. Below the image, it says: "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:** A section with a "Support" title and an image of a hand pointing. It contains two paragraphs: "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:** A section with a title and a list of links: "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 the text "Click here to edit your personal data"), "manage your mobility applications", and "FAQ".

At the bottom of the interface is 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 

 **Online Help**

Here you can edit your personal data..

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

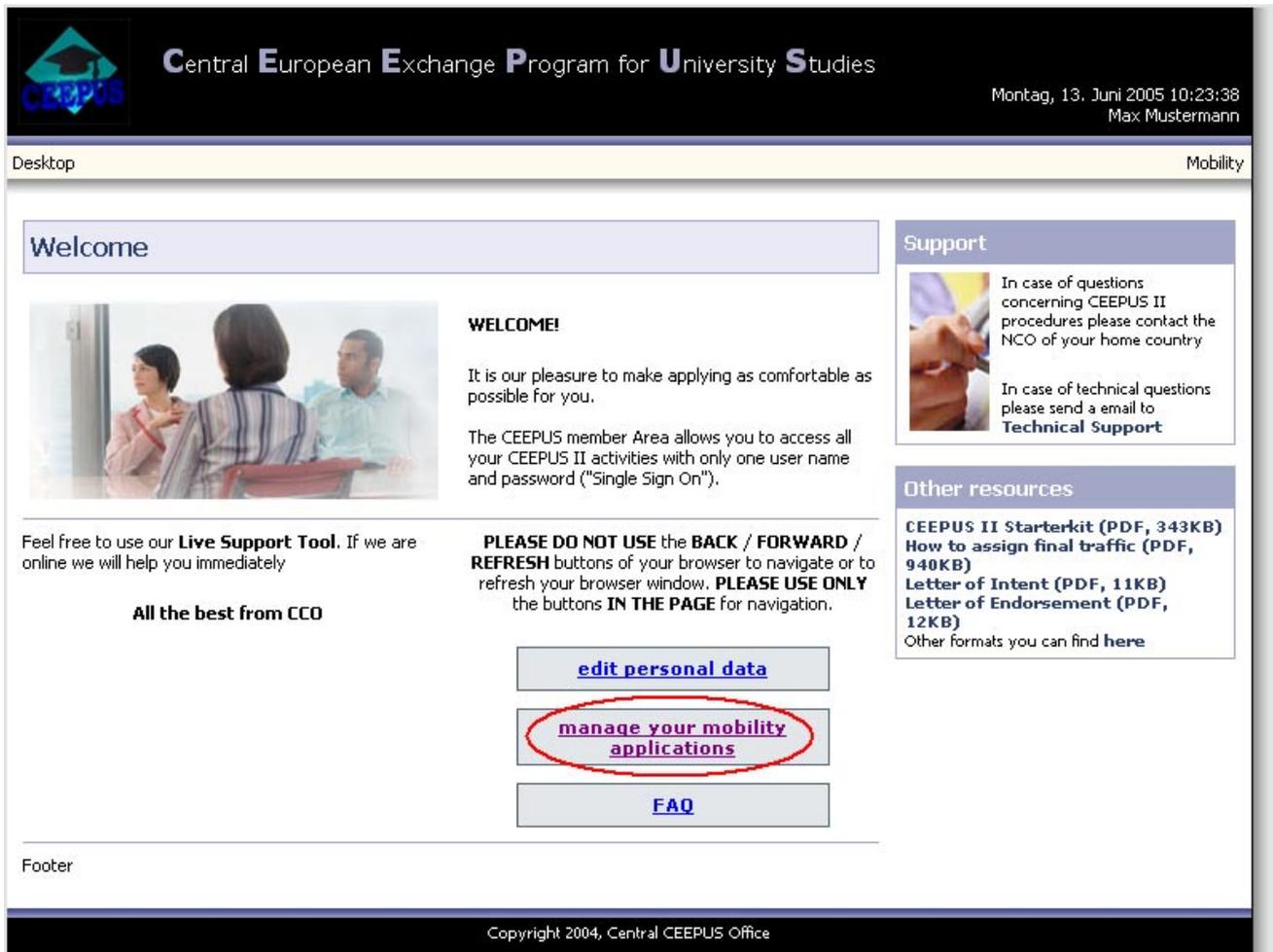
The field E-Mail cannot be edited in this version. It will be available later.  
If it is necessary to change the e-mail adress, please contact the technical support (**E-Mail**)

Acad. Title:	<input type="text" value="Dr."/>
Position:	<input type="text"/>
Firstname:	<input type="text" value="Max"/>
Lastname:	<input type="text" value="Mustermann"/>
Gender:	<input checked="" type="radio"/> male <input type="radio"/> female
Street/Number:	<input type="text" value="Musterweg 1"/>
City:	<input type="text" value="Vienna"/>
ZIP-Code	<input type="text" value="1000"/>
Country:	<input type="text" value="Austria"/>
Phone 1:	<input type="text" value="+43 1 1234567"/>
Phone 2:	<input type="text" value="+43 1 7654321"/>
Birthplace:	<input type="text" value="Wien"/>
Country of birth:	<input type="text" value="Austria"/>
Date of birth:	<input type="text" value="27.09.1974"/> 
Citizenship:	<input type="text" value="Austria"/>
E-Mail:	<input type="text" value="office@edvc.co.at"/>

## Step 3

Manage your mobility applications

Click on the button "manage your mobility applications"



The screenshot shows the CEEPUS web portal interface. At the top left is the CEEPUS logo. The main header reads "Central European Exchange Program for University Studies". On the top right, the date and time are "Montag, 13. Juni 2005 10:23:38" and the user name is "Max Mustermann". Below the header is a "Desktop" bar with "Mobility" on the right. The main content area is divided into several sections:

- Welcome:** A section with 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 is the text: "Feel free to use our **Live Support Tool**. If we are online we will help you immediately." and "All the best from CCO".
- Support:** A section with a photo of a hand holding a pen. It contains two paragraphs: "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:** A section listing links: "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 displayed: "edit personal data", "manage your mobility applications" (circled in red), and "FAQ".

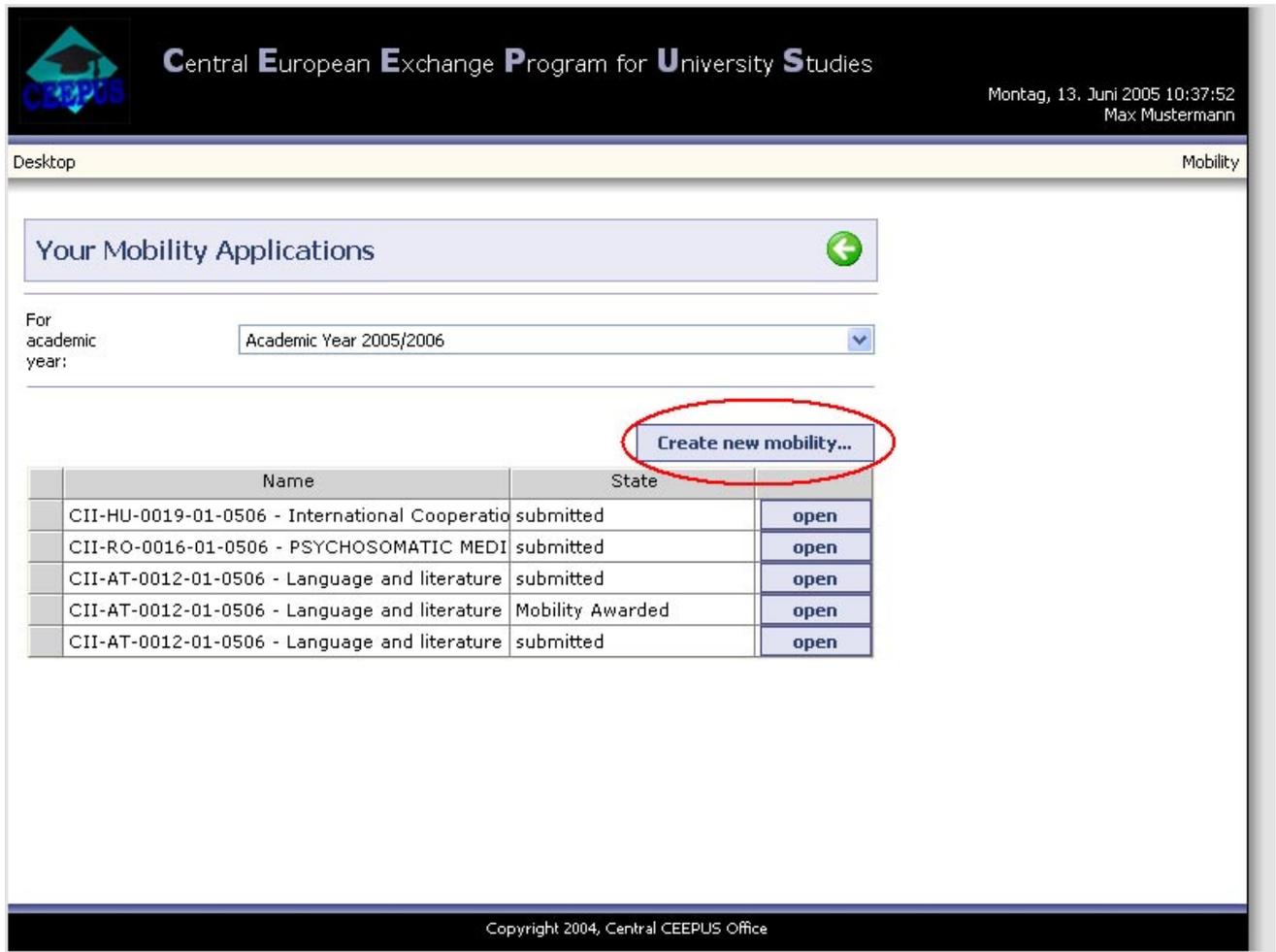
At the bottom, there is a "Footer" section with the text "Copyright 2004, Central CEEPUS Office".

## 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

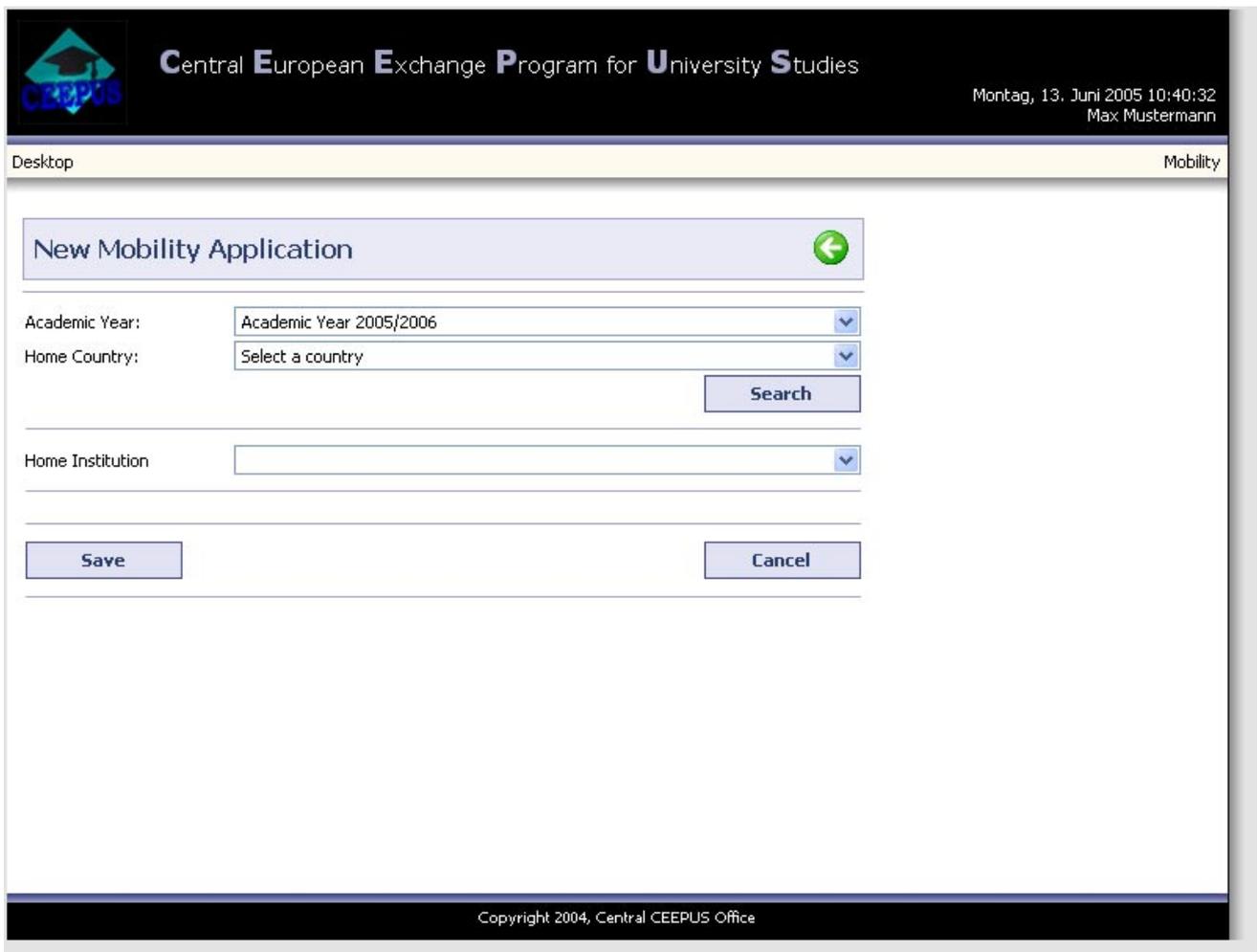
Copyright 2004, Central CEEPUS Office

## 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 displays the CEEPUS web application interface. At the top left is the CEEPUS logo. The header text reads "Central European Exchange Program for University Studies". On the top right, the date and time "Montag, 13. Juni 2005 10:40:32" and the user name "Max Mustermann" are shown. Below the header, a yellow bar indicates the user is on the "Desktop" page, with "Mobility" written in the top right corner. The main content area is titled "New Mobility Application" and contains a form with the following fields and buttons:

- Academic Year:** A dropdown menu currently showing "Academic Year 2005/2006".
- Home Country:** A dropdown menu currently showing "Select a country".
- Search:** A button located to the right of the Home Country dropdown.
- Home Institution:** A dropdown menu that is currently empty.
- Save:** A button located at the bottom left of the form.
- Cancel:** A button located at the bottom right of the form.

At the bottom of the page, a footer contains the text "Copyright 2004, Central CEEPUS Office".

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:  

Home Country:  

---

Home Institution:  

---

**CII-HU-0011-01-0506 - Study of Religions**  
Coordinator: University of Szeged  
Department for the Study of Religions  
PhD Tibor Porcio

Institut für Südasien-, Tibet- und Buddhismuskunde

Institut für Religionswissenschaft

**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 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

## 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.

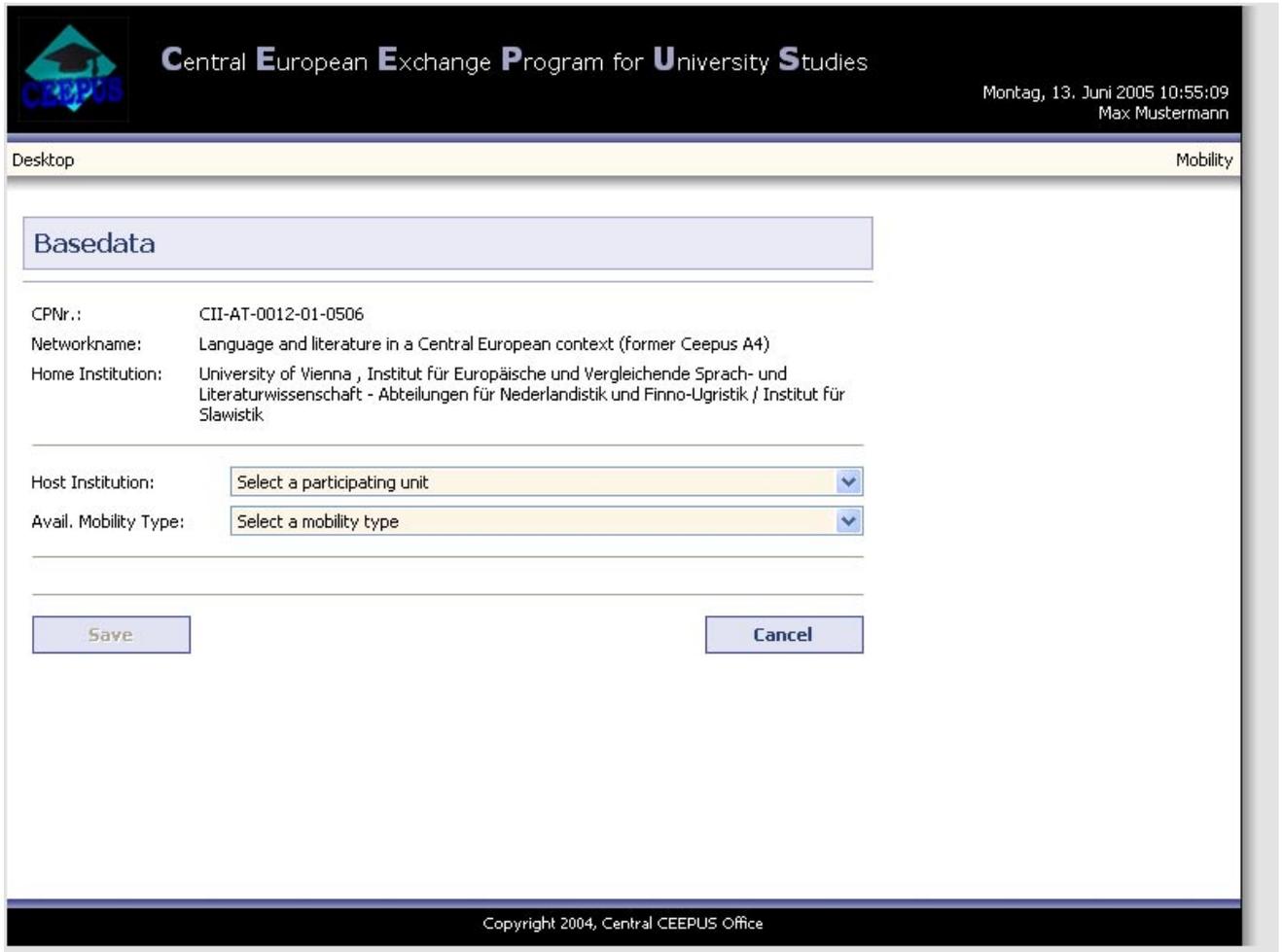
Network Application Form

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 on the left, the text 'Central European Exchange Program for University Studies' in the center, and the date 'Montag, 13. Juni 2005 10:55:09' and the user name 'Max Mustermann' on the right. Below the header is a navigation bar with 'Desktop' on the left and 'Mobility' on the right. 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 are two buttons: 'Save' and 'Cancel'. The footer of the page reads 'Copyright 2004, Central CEEPUS Office'.

Select a participating host institution.



This image shows a close-up of the 'Host Institution' dropdown menu. The menu is open, displaying a list of participating institutions. The first option, 'Select a participating unit', is highlighted in blue. A mouse cursor is pointing at the dropdown arrow. The list of institutions includes:

- 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, b
- 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 'Save' button is visible to the left of the dropdown menu.

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:   
Avail. Mobility Type:

---

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

---

Possible start date:   
Tendered Student Months:

---

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 Niederlandistik und Finno-Ugristik / Institut für Slawistik

---

Host Institution:  ▼

Avail. Mobility Type:  ▼

---

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

---

From:

To:

---

## 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	<a href="#">Edit</a>
Personal Data	1x	1	<a href="#">Edit</a>
Address	1x	1 - 3	<a href="#">Edit</a>
Denomination	0x	0 - 1	<a href="#">Edit</a>
Motivation	0x	0 - 1	<a href="#">Edit</a>
Education	0x	1 - 9	<a href="#">Edit</a>
Knowledge of Languages	0x	1 - 9	<a href="#">Edit</a>

[Back](#)

For student the form will look like this:

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

### Education

Typ:

University:

Field of Study:

Semester completed now:

Additional Information:



HTML Mode

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:

University:

Field of Study:

Type of academic degree:

Additional Information:



HTML Mode

## 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	<a href="#">Edit</a>
Personal Data	1x	1	<a href="#">Edit</a>
Address	1x	1 - 3	<a href="#">Edit</a>
Denomination	0x	0 - 1	<a href="#">Edit</a>
Motivation	0x	0 - 1	<a href="#">Edit</a>
Education	0x	1 - 9	<a href="#">Edit</a>
Knowledge of Languages	0x	1 - 9	<a href="#">Edit</a>

[Back](#)

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

**Knowledge of Languages**

Knowledge

Language

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**

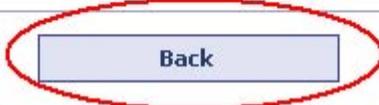
Deutsch      fluent

## 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	Range	Action
Motivation	0x	0 - 1	Edit
Education	0x	1 - 9	Edit
Knowledge of Languages	0x	1 - 9	Edit



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 Niederlandistik 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

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

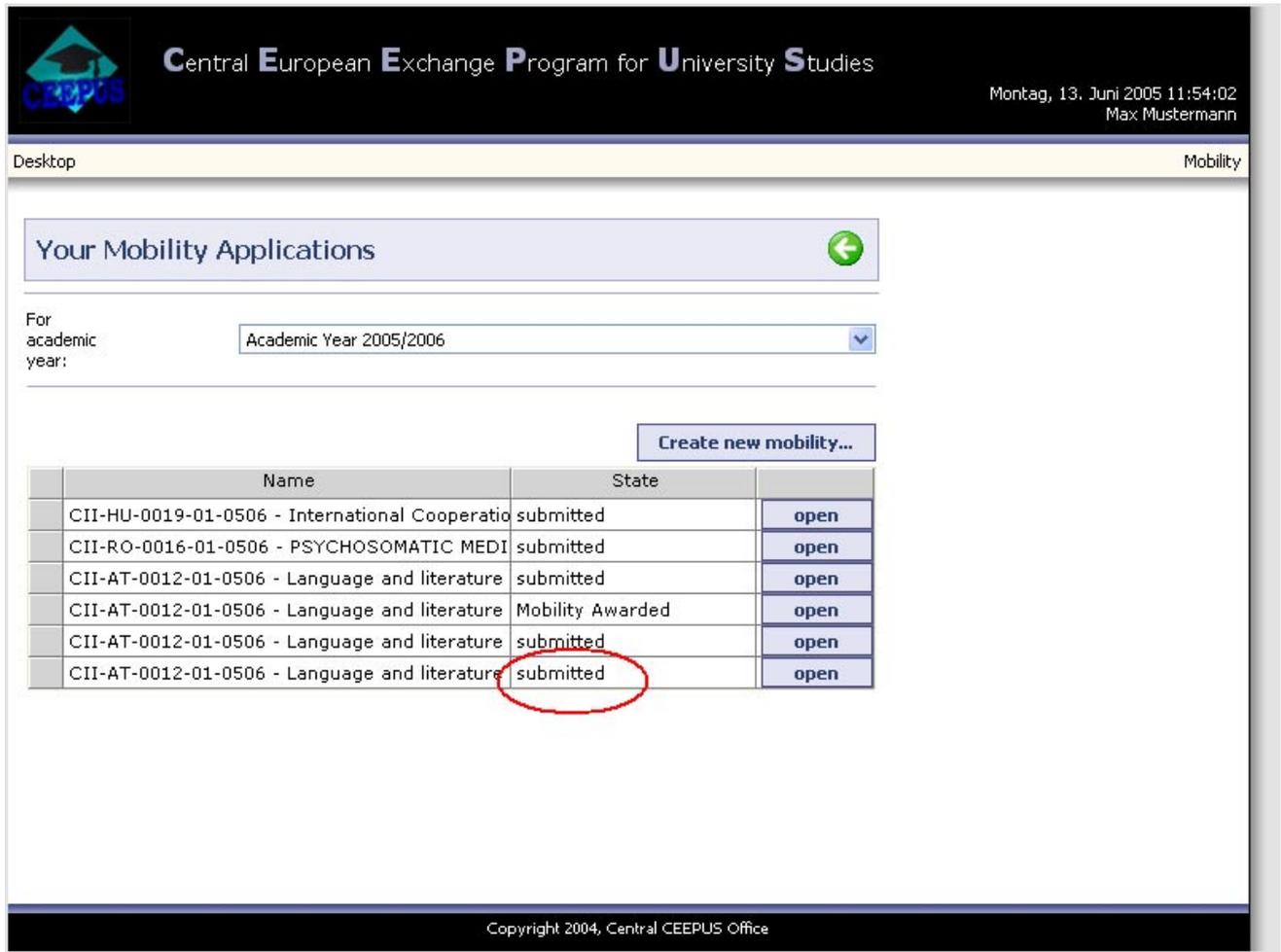
The automatic check of your application has found the following problems that do not allow submitting it yet:

- **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 on the left, the text "Central European Exchange Program for University Studies" in the center, and the date and time "Montag, 13. Juni 2005 11:54:02" and the user name "Max Mustermann" on the right. Below the header, there is a navigation bar with "Desktop" on the left and "Mobility" on the right. The main content area is titled "Your Mobility Applications" and features a green arrow icon. Below the title, there is a dropdown menu for "For academic year:" set to "Academic Year 2005/2006". A button labeled "Create new mobility..." is positioned above a table. The table has two columns: "Name" and "State". The table contains six rows of data, with the last row's "submitted" state circled in red. Each row also has an "open" button in the third column.

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

Copyright 2004, Central CEEPUS Office

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