

Obligations of a CEEPUS II Scholarship Holder

I. General obligations:

My obligations within the framework of CEEPUS include

1) entering my mobility report via the CEEPUS II software (<http://www.ceepus.info/>) **within 2 weeks after my return.**

2) to use the grant awarded only according for **CEEPUS objectives.**

I accept that

3) **in order to obtain basic medical insurance in the host country according to Annex 1, Action 4, para 6 of the CEEPUS II Agreement I am obliged to check with my health care provider whether there are any bilateral agreements between the respective institutions in my home country and my host country and to obtain the necessary forms where applicable.**

4) I have to **take care myself of visas** and similar requirements where applicable.

5) Duration of stays:

Teachers: are only eligible for payment of a CEEPUS grant according to national schemes if they are **teaching 6 hrs per week during a stay of 5 workdays.**

Exemption: the workload of teachers exchanged in the framework of a "Joint Program" (joint thesis supervision, Double Degree, Multiple Degree, Joint Degree) the workload is 4 teaching hrs if the stay also serves the preparation/implementation of the "Joint Program".

Students: scholarships for regular semester activities shall be awarded for a minimum of 3 months and a maximum of 10 months. Shorter stays shall only be permitted for students working on their theses or dissertations.

Summer Schools and Excursions – which may be shorter than a month and may also be attended by undergraduates - shall bring credit points.

For students: I accept that **only full scholarship** months may be paid to me.

Legal minimum stay for students (semester activities):

scholarship awarded for only one month: 21 days. For scholarships awarded for more than one month: 16 days of the last month.

ATTN: If legal minimum stays are not kept, the grant has to be returned!

CEEPUS grants per study cycle: during the BA cycle and the MA cycle students may receive a maximum of 10 months per cycle. During the PhD cycle this restriction does NOT apply.

6) I accept that I may not interrupt my period of stay unless:

there is a local holiday in the host country (e.g. weekend, Christmas, Easter, etc.)
or

I have to pass an exam for the last, NOT CURRENT term at my home institution. In this case, I accept I need **written permission of my network coordinator/partner at my host institution** (same person that enters data in the Letter of Confirmation section).

In any case, travel allowances - where applicable - will only be paid ONCE.

I confirm

7) that I am NOT receiving any other international mobility grant for the same period of time as the CEEPUS grant.

II. Letter of Confirmation

I agree that I am required to have the **host institution** confirm the duration of my stay by entering the required data in the **Letter of Confirmation section of my mobility application**.

The undersigned herewith confirms that the above data are correct to the best of his/her knowledge, and agrees to notify the responsible National CEEPUS office of any changes as soon as possible.

[Vir: <http://www.ceepus.info/default.aspx?CMSPage=52>]