CEEPUS How To

How to prolong or renew a network

…when to

- **prolong** a network
- **renew** a network
- **transfer** a network

terminology

- to **prolong** a network

your network is active in the current academic year

- to **renew** a network

your network is NOT active in the current
academic year
but was active the previous year

- to **transfer** a network

your network has NOT been active
during the current or previous academic year
but you want to transfer older data for editing

the system knows it all

- Don´t worry
- about choosing the correct option

- the system will automatically
- display the correct option for you

ONLY
the coordinator!

how it is done

- the procedure is always the same

- in our example we use a prolongation

Dear Coordinator/Partner,
Welcome to your CEEPUS II Desktop!

Here you will find all functions to manage your network applications.
Note: If you want to create your own personal mobility applications, please switch to your Mobility Desktop.

We wish you a lot of success!

Working Items

Manage your CEEPUS II network applications
Click here to create or prolong/renew a network, to enter network data, to upload network documents, to edit the 'Traffic Sheet' and to nominate network mobilites.

IMPORTANT NOTICE for networks managed by IROs and PPU DEPUTIES:
Please note that before an IRO or ppu deputy can take over editing the network application,
network coordinator (of the whole network!) has to do the following:
                                    ister as user and register for the role

Please click on the icon or the link "Manage your CEEPUS II network applications".

it a title.
ing the job.

on 08/09
CEEPUS II and Joint Degrees UPDATE

→ HOWTO: Create a new network
→ HOWTO: Prolong/Renew a network
→ HOWTO: Edit a network

Edit your personal data
Click here to edit your personal data except name and email address. For such changes please send an email to CEEPUS Support.

→ HOW TO: Edit your personal data

⚙ Your Network Applications

🔙

Period: | Academic Year 2008/2009 ▾ | **Create new network...**

Academic Year 2005/2006
Academic Year 2006/2007
Academic Year 2007/2008
Academic Year 2008/2009

Filter   Action

ted networks

CPNR	Name		

⊟ State : ready

CII-AT-00   📝 📄

> Please select the academic year of the network application whose data you want to prolong.

CPNR	Name	

⊟ State : ready for mobility

| CII-AT-0012-04-0809 | Language and literature in a Central European context | 📝 |

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FREEMOVER mobility applications 08/09 ENABLED
Deadline: NOV 30

ⓘ **Online Help**

Please note: You can only build a network

Your Network Applications

Period: Academic Year 2008/2009   ▾   Create new network...

Filter   ▾ Action   ▾

coordinated networks

CPNR	Name		
State : ready for mobility			
CII-AT-0037-04-0809	Slavic Philology and Its Cultural Contexts	✎	⬛

prolong

participating networks

CPNR	Name	
State : ready for mobility		
CII-AT-0012-04-0809	Language and literature in a Central European context	✎

Please click on the icon "prolong"!

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Please note: You can only build a network

Prolong CII-AT-0037-04-0809 - Slavic Philology and Its Cultural Contexts

Academic Year: Academic Year 2009/2010   ⌄

Please select the paticipating units you want to prolong.

	Name
☑	Sofia University St.Kliment Ohridski, Facu...
☑	Palacký University, Olomouc, Departmen...
☑	Charles University in Prague, Institute of... Arts
☑	University of Zagreb, Faculty of Philosop...
☑	University of Montenegro, Faculty of Filo...
☑	SS.Cyril and Methodius University in Skop...
☑	Warsaw University, Institute of Western...
☑	THE UNIVERSITY OF BUCHAREST , ms. Alina Balasa, Universitatea din Bucuresti, birou Relati Externe
☑	University of Novi Sad, Department of Serbian Language and Linguistics
☑	University of Ljubljana, Faculty of Arts
☑	Comenius University in Bratislava, Department of Russian Language and Literature
☑	University of SS. Cyril and Methodius in Trnava, Departement of Slovak Language and Literature

Here you can view all your Participating Units (PPUs)!

prolong

Prolong CII-AT-0037-04-0809 - Slavic Philology and Its Cultural Contexts

Academic Year: Academic Year 2009/2010

Please select the paticpating units you want to prolong.

		Name
☑	Sofia University St.Kl	
☑	Palacký University, O	
☑	Charles University in Arts	y and
☐	University of Zagreb,	
☑	University of Monten	
☑	SS.Cyril and Methodi	
☑	Warsaw University, I	
☐	THE UNIVERSITY OF	terne
☐	University of Novi Sa	
☑	University of Ljubljana, Faculty of Arts	
☑	Comenius University in Bratislava, Department of Russian Language and Literature	
☑	University of SS. Cyril and Methodius in Trnava, Departement of Slovak Language and Literature	

Please uncheck those PPUs which you do not want to include in your prolongation for 2009/10.

prolong

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Deadline: NOV 30

Prolong CII-AT-0037-04-0809 - Slavic Philology and Its Cultural Contexts

Academic Year: Academic Year 2009/2010

Please select the paticipating units you want to prolong.

		Name
	☑	Sofia University St.Kliment Ohridski, Faculty of Slavic Studies
	☑	Palacký University, Olomouc, Department of Slavic Studies
	☑	Charles University in Prague, Institute of Slavic and East-European Studies, Faculty of Philosophy and Arts
	☐	University of Zagreb, Faculty of Philosophy, Department of Croatian Language and Literature
	☑	University of Montenegro, Faculty of Filosophy
	☑	SS.Cyril and Methodius University in Skopje, Faculty of Philology "Blaze Koneski"
	☑	Warsaw University, Institute of Wes...
	☐	THE UNIVERSITY OF BUCHAREST ,
▶	☐	University of Novi Sad, Department
	☑	University of Ljubljana, Faculty of A
	☑	Comenius University in Bratislava, D
	☑	University of SS. Cyril and Methodius

Once you have finished unchecking unwanted PPUs
please click the "prolong" button.

[prolong]

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Deadline: NOV 30

Network Application Form:
CII-AT-0037-00-0910 - CII-AT-0037-00-0910 - Slavic Philology and Its Cultural Contexts

section
Network Title
Participating Units
Planned Activities
Selection Criteria
Coordination
Recognition
Special Merit
Further Information

Type of instruction planned	4x	1 - 9	Edit
Language of instruction planned	2x	1 - 9	Edit
Network Activities	1x	0 - 1	Edit
Background Information	1x	0 - 1	Edit
Index	7x	1 - 99	Edit
Joint Program	1x	0 - 9	Edit
Objectives	1x	1	Edit
Long Program Description	1x	1	Edit

Back

After prolonging, your network application for 2009/10 will be displayed.
If you want to edit a data group, please click on the "Edit" button next to it.

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Online Help

Network Application Form:
CII-AT-0037-00-0910 – CII-AT-0037-00-0910 – Slavic Philology and Its Cultural Contexts

section	entries	min - max	
Network Title	1x	1	Edit
Participating Units	10x	2 - 99	Edit
Planned Activities	1x	1	Edit
Selection Criteria	1x	1	Edit
Coordination	1x	1	Edit
Recognition	1x	1	Edit
Special Merit	1x	0 - 1	Edit
Further Information	1x	0 - 1	Edit
Type of instruction planned	4x	1 - 9	Edit
Language of instruction planned	2x	1 - 9	Edit
Network Activities	1x	0 - 1	Edit
Background Information			
Index			
Joint Program			
Objectives			
Long Program Description			

Back

Once you have finished editing please click on the "Back" button at the bottom of the page.

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Deadline: NOV 30

Online Help

CII-AT-0037-00-0910 - Slavic Philology and Its Cultural Contexts
Academic Year 2009/2010

Content   **Documents**   **Statistics**

Open   HTML   submit
Action ▾ View ▾ Workflow▾

Academic Year:

Networkname:
Coordinator:

Status:

Created:
Last edit:

This is the top view ("cover page") of your application.
In order to submit your application please click on the button "Submit".
If you want to submit your application later, clicking on the green back button on the top right corner will bring you back to your personal desktop.

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Deadline: NOV 30

ⓘ **Online Help**

This is the cover sheet of the network

mission accomplished

well done!

- that´s all there is to it

- please do not forget to edit and
- submit your network application

ALL THE BEST!

Elisabeth Sorantin
Secretary General