

# Guideline to the Network Application Round 2025/26

## CEEPUS IV

The 2025/26 network application round is the first under the new CEEPUS IV agreement, which extends the program for an additional seven years, until 2032. While the basic application system remains unchanged, we have made some adjustments to the network application process. Please plan in some time for the new network application. Thoroughly read the next pages to get an update:

## NEW DEADLINES:


Network application deadline: **November 30th, 2024**, at 23:59 server time.

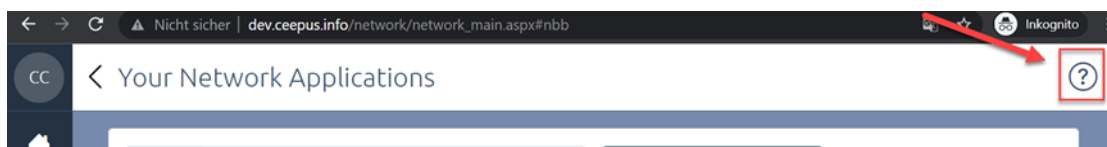
Extended deadline for documents (letters) only: **December 15th, 2024**, at 23:59 server time.

## ASSISTANCE:

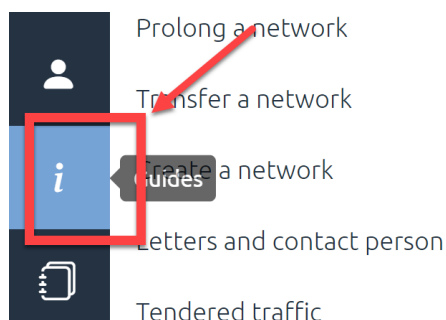
Always get in contact with your local **National CEEPUS Office (NCO)** for further assistance.

You can also contact the Central CEEPUS office directly via [office@ceepus.info](mailto:office@ceepus.info).

**TECHNICAL SUPPORT** - if you need technical help, click: 



Find our Guides (i) Section on your Network Desktop.



## CONSULTATION HOURS AND WORKSHOP

- **CEEPUS network coordinator online workshops:**
  - October 2<sup>nd</sup>: 10:00 AM to 11:00 AM, CET
  - October 7<sup>th</sup>: 2:00 PM to 3:00 PM, CET
- **Weekly Consultation hours, starting in October:**
  - Tuesdays: 9:00 AM to 10:00 AM, CET
  - Thursdays: 4:00 PM to 5:00 PM, CET

ZOOM link:

<https://us06web.zoom.us/j/86312161500?pwd=VUJKbVloMWQwb2xKdTZxWWpnM1FUdz09>

## UPDATES IN CEEPUS IV NETWORK APPLICATION 2025/26

- **Network Composition:** In CEEPUS IV a network must include a minimum of 5 participating units from 5 different CEEPUS countries.
- **IROs (International Relations Offices):** Only faculty members (teachers) are permitted to serve as the main contact person for a network or participating unit. International Relations Officers can be added as additional contact with full administrative rights.
- **The main information of an application must be entered anew:**
  - The network title and the main coordinator are copied when prolonging.
  - All other information must be entered anew in the application form.
  - All Participating units of a network have to be added anew.
  - Plan in enough time.
- **Participating Units (PPUs), updates:**
  - All PPUs and contact persons from CEEPUS III remain registered, but must be added to the new network applications anew in CEEPUS IV
  - Enter a study area index for each participating unit
  - Upload new letters of intent and endorsement for all participating units
  - The curriculum upload for each unit is no longer required.

## SCHOLARSHIPS TRAFFIC

- **Apply for incoming scholarships for all participating units**
  - no outgoing units must be entered any more
  - for your convenience: new traffic section in your network application-overview

## NEW MOBILITY TYPES

- **Short-term intensive Courses**  
Use this category for all your students participating at your planned joint short-term activities (summer schools, winter schools etc.).
- **Short-term University Staff (IROs, etc.)**  
Use this new category if you want to apply for incoming mobility for university staff for a PPU.
- **Short-term Network Meetings**  
Use this new category if you want to organize a network meeting to invite your partners at the PPU.

For more information, please refer to the extended information of the guideline on page 5, see the help section on our online network application or contact the support team during the consultation hours.

## NETWORK CONTACT PERSONS

A person can only serve as the main contact for a participating unit in up to four different networks.

A main contact person of a participating unit can only be the main coordinator of ONE network.

Only faculty members are permitted to serve as the main contact person for a network or participating unit.

## INDEX OF A NETWORK

For statistical purposes, in CEEPUS IV, each network can only enter a single index for the overall network. However, you have to select different study indices for each participating unit to reflect the interdisciplinary nature of your network.

## How to start your 2025/26 CEEPUS IV network application

### **Active 24/25 networks: Prolong your network application:**

Please sign in on [www.ceepus.info](http://www.ceepus.info). On your network desktop you see your active network from 24/25 and underneath the **button “prolong”**! The network will be copied to 25/26 for editing. Please note that for CEEPUS IV only the network title and the coordinating unit will be copied.

For further information please read the document [\*\*HOW TO PROLONG A NETWORK\*\*](#)

### **Inactive or rejected network: Transfer data of your old network application:**

If your network **was rejected** or you **did not submit your network application** in 24/25: Access your Network Desktop and **“transfer”** your old application. The network application will be copied to 25/26 for editing. Please note that for CEEPUS IV only the network title and the coordinating unit will be copied.

For further information please read the document [\*\*HOW TO TRANSFER A NETWORK\*\*](#)

### **New network application, or new participating unit:**

First step: you need a personal account on [www.ceepus.info](http://www.ceepus.info). If you haven't done so, please register.

Second step: to participate in a network or to apply for a network you need a network desktop. If you haven't done so, you need to activate your regular registered CEEPUS account for managing a network register for **managing a CEEPUS network** (Network Desktop) in the system.

Third step: your local **National CEEPUS Office** needs to confirm your registration in the system, before you can

## **Basic Information on the 2025/26 CEEPUS network application**

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start a new network application or join an existing network as participating unit.

For further information please carefully read the document: **HOW TO REGISTER FOR A NETWORK ROLE**

Please note, that from 2024/25 on you can only participate in a total of four networks.

Only the main academic coordinator of a whole network is allowed to create a new network.

For further information please read the document **HOW TO CREATE A NETWORK**

## Detailed Information

### 1. Data Management

How to create and add a new Participating Unit (PPU):

1) All contact persons of the PPU need to register at [www.ceepus.info](http://www.ceepus.info) (if you already have an account, a new registration is not possible. Please update your existing account).

In CEEPUS IV only faculty members are permitted to serve as the main contact person for a network or participating unit, but International Relations Officers can be added as additional contact with full administrative rights.

2) After the personal registration the contact person needs to register for “managing a network”. For further information please carefully read the document: **HOW TO REGISTER FOR A NETWORK ROLE**

3) The local National CEEPUS Office of the new PPU must confirm the registration.

4) Afterwards the coordinator can add the main contact person of a PPU to the network.

For more information see also: [HOW TO ADD A NEW CONTACT PERSON](#)

How to edit the contact information of a Participating Unit (=PPU):

During the NW application round the main network coordinator can change contact information directly in the network application for all PPUs.

During the running academic year, only the National CEEPUS Office (NCO) can change contact persons and edit PPUs.

PLEASE NOTE that according to the GDPR agreements signed by CEEPUS countries 2019, exchange between the University of Prishtina et al\* and BiH, MD, RO, RS and SK is not possible.

### 2. Applying for the scholarship quota

You need to apply separately for the incoming scholarship quota of each participating unit.

There are two ways in your application to add the incoming scholarships.

For further information please read the document **HOW TO FILL IN INCOMING TRAFFIC**

Please have the following scholarship categories in mind:

Category	Min-Max	Comments
Student	3-10 months	Students for regular semester activities
Short Term Student	less than 3 months	Students for working on their theses
Teacher	Regular, Intensive Courses & Excursions: min 1 week & 6 teaching hrs,	<b>Main</b> category for teachers (except NW meetings)
Short Term Excursion	3 days – 6 days	Students only

## Detailed Information

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<b>Short Term Intensive Courses</b>	Minimum of 6 days	Students only, enter teacher under teacher
<b>Short Term University Staff</b>	2 to 5 working days	University staff from participating units
<b>Short Term Network Meetings</b>	1 to 3 working days	Contact persons from PPUs: min. 50% partner participation

You can only apply for **full months**. For shorter stays, the number of months should correspond to the number of people. Round up if necessary.

**Example:** you are planning a Short-Term Excursion lasting 3 days for 8 students:

$3 \times 8 = 24$  days, enter 1 month and 8 persons (students)

**Teachers:** same principle but must be always entered in the Teacher column (except network meetings)

Once a network is awarded, the International Commission will assign the actual number of scholarship months or days for your mobilities according to national regulations.

### New Categories:

**PLEASE NOTE:** there might be special scholarship rates for short term stays depending on the host country.

#### **Short Term Intensive Course:**

- Participants for summer schools, winter schools, joint student group activities (short term) ...
- Enter students only, teachers need to be entered in the teacher section
- Minimum of 6 days in a row

#### **Short Term University Staff:**

- The main group of interest should be IRO (International Relations Office) - administrators involved in CEEPUS networks
- Open to other university staff involved in CEEPUS networks
- 2 to 5 working days
- Restriction: 2 mobilities per person and academic year

#### **Short Term Network Meetings:**

- 1 to 3 working days
- Restrictions: minimum of 50% of participating units (contact persons)
- Restrictions for an academic year: 1 meeting per network and 1 mobility per applicant
- Other restrictions may apply, according to the respective host country

### 3. Application documents

Before you can generate the LETTER OF ENDORSEMENT and the LETTER OF INTENT you must be sure that to each participating unit a first contact person is assigned. Therefore, this person must be registered for a network role (managing a CEEPUS network) for the correct unit. The duty of these responsible network person is to nominate the incoming and outgoing applications. If a person was already registered in CEEPUS III it will also be registered for CEEPUS IV for the particular unit.

You must generate the letters directly in the network application- For further information please access [HOW TO GENERATE CEEPUS DOCUMENTS \(LoI, LoE\)](#). All new letters include a QR code to verify their authenticity.

If there are changes of a contact person in a unit during the academic year, please get in contact with your National CEEPUS Office.

**ATTENTION:** Only faculty members are permitted to serve as the main contact person for a network or participating unit.

From 2025/26 on, the curriculum upload for each unit is no longer required.

#### **Letter of Endorsement (LoE)**

In the LoE the participating university officially confirms that it wishes to participate in the CEEPUS network application and that it supports the application.

LoE has to be signed by the **RECTOR or VICERECTOR** of each participating unit listed in the application.

Letters of Endorsement signed by a Dean or Vice-Dean cannot be accepted.

Institutions that do not have a rector as a board member are asked for an additional upload of an accompanying letter, that the signing person is the highest-ranking person in this institution (e.g. the general director of a college).

#### **Letter of Intent (LoI)**

In the LoI the main contact person/partner of the participating unit confirms the intention to participate in the activities of the mentioned CEEPUS network. Additionally, the institution guarantees the full academic recognition of all forms of education and research related to the proposed CEEPUS network.

Therefore, the new CEEPUS IV LETTER OF INTENT needs 2 signatures:

LoI has to be signed by **the main contact person**/partner of the participating unit and by a **person/body in charge of mutual recognition** at the institution (head of the unit/institute/faculty institution/ the vice-dean /the dean / or similar).

#### **Documents related to Joint Programs:**

For joint activities under Category II (Joint Programme) and Category III (These en Cotutelle), documents related to the implementation of the joint program are mandatory and must be uploaded directly at the joint activity section of your application.

### 4. Joint Activities

In CEEPUS IV there is a focus on joint activities within the network. Joint activities will be assessed by national experts and will receive extra experts' scoring points. Each joint activity must consist of at least **2 participating units** from different countries.

Three categories can be selected in the section "joint activities" in your network application:

- I. **Joint activity – intensive course:** summer schools, winter schools, joint student group activities, joint intensive programs, joint certificate programs etc.
- II. **Joint programme** leading to a double, multiple or joint degree: integrated curriculum coordinated and offered jointly by different universities and leading to double/multiple degrees or a joint degree.
- III. **These en Cotutelle:** doctoral (or student) network with joint supervision and graduation: based on a cotutelle agreement.

For category 2 and category 3 **inter-university agreements, cotutelle agreements** etc. related to the implementation of a joint programme are obligatory. Make sure that you upload the respective documents until Dec. 15<sup>th</sup>, 2024.

### 5. Upload Change Request (= UCR)

Any participating unit with missing documents (letters) will be deactivated in the application. To avoid this, we are conducting an Upload Change Request during the application round and ask for your compliance. This process is designed to assist networks in ensuring their mandatory documents are uploaded correctly and on time.

The Upload Change Request is a special E-Mail sent to you by the National CEEPUS Office (NCO). It contains a link that allows you to easily upload the required documents at any time.

Please respond to the email and upload the documents via the provided link or access the network desktop: "Manage your Upload Change Requests." Coordinators of the networks will receive and be able to view all UCRs for their network.



# CEEPUS Network Scoring System

## Background Information

The CEEPUS Scoring System is a set of criteria used to evaluate and rank network applications for the awarding process.

New in CEEPUS IV for 2025/26: long-running networks will additionally be assessed based on their past performance.

At the end of each application round, the CEEPUS International Commission makes its decision using two different ranking lists: one for long-running networks and another for new and umbrella networks, determining the networks to be awarded.

### 1. Running networks:

Long running networks: awarded CEEPUS networks in 2023/24 and 2024/25.

<b>Total Points</b>	<b>100 points (%)</b>
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<b>Global Points:</b>	<b>20 points</b>
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Global points are automatically assigned by the system based on your network's past performance. The categories for evaluation are:

#### Network Activity:

- Quota Fulfilment: Networks from countries with weaker national quotas receive higher weighting.
- PPU Participation: Mobility exchanges to and from your participating units.

**Joint Programmes:** Evaluated based on the submitted supporting documents.

**Gender Balance:** Assessed through the participation rate of female teachers.

<b>Optional Points</b>	<b>80 points</b>
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The optional points consist of two scoring groups, the National Experts and the NCOs:

<b>National Commission points (National Experts)</b>	<b>70 points</b>
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Each country with a participating unit at a CEEPUS network will assign experts for this network. There are **two groups** of assessment categories, the category Standard Points for the assessment of the main application and extra points for Joint Activities, if eligible.

<b>A. Standard Points</b>	<b>60 points</b>
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- Chances of implementation
- Interregional value
- National value
- Educational value and digital skills
- Program management
- Professional value
- Information content of the application

B. Joint Activity points 10 points

- Impact of the joint activities
- Progress and Status of the joint activities

**Performance Points (by National CEEPUS Offices) 10 points**

- A. Mobility management  
B. Communication

## 2. Scoring System for new and umbrella networks:

<b>Total Points</b>	<b>100 points (%)</b>
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The total points consist of two scoring groups, the National Experts and the NCOs:

<b>National Commission points (National Experts)</b>	<b>80 points</b>
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Each country with a participating unit at a CEEPUS network will assign experts for this network. There are **two groups** of assessment categories, the category Standard Points for the assessment of the main application and extra points for Joint Activities, if eligible.

A. Standard Points 60 points

- Chances of implementation
- Interregional value
- National value
- Educational value and digital skills
- Program management
- Professional value
- Information content of the application

B. Joint Activity points 10 points

- Impact of the joint activities
- Progress and Status of the joint activities

**1. Performance Points (by National CEEPUS Offices) 20 points**

- A. Mobility management  
B. Communication