



INFORMATION FOR CEEPUS NETWORK COORDINATORS AND PARTNERS

Terminology used

NCO: National CEEPUS Office (for an NCO address list see www.ceepus.info)

CCO: Central CEEPUS Office (general secretariat in Vienna, secretary general: Mag. Elisabeth Sorantin)

Home ppu (participating unit): home institution

Host ppu: host institution

Coordinator: institution managing the network in the coordinating country, all other institutions are **partners**

Letter of Acceptance (LoA)/Obligations of a scholarship holder: online available, to be signed by the scholarship holder

Letter of Confirmation (LoC): Document confirming the stay: to be filled in online by the host institution at the end of the stay (see below)

MANAGING MOBILITY

Status: network ready for mobility

Scholarship application submission deadline: **15 June** for the winter term, **31 October** for the summer term and **30. November** for freemovers in general. For some countries an earlier deadline for freemovers might be possible. This information will be published on www.ceepus.info.

Applications are to be forwarded to the home NCOs by 15 June respectively 31 October or 30 November.

Please observe these deadlines. If you wish to submit an application at other times, please contact me in advance.

PLEASE NOTE: Applicants are to create a login and fill out the application form **only once**. They need to file their applications themselves. If applicants have already registered, they should **under no circumstances re-register** but use their password for login. If they cannot remember their password, they should request a new password (*forgot password*).

Network co-ordinators and partners applying themselves for a scholarship can file their application from their desktop by first switching their role to **Mobility** in the upper right corner of the desktop. They need to first nominate themselves (click *submit* after filling in the application) and then switch to their **role as co-ordinator or partner** and forward the application to the host NCO.

Application procedure:

1. Applicants apply for mobility
2. Home ppu nominates applicants
3. Home ppu sends applications to home NCO
4. Home NCOs forward applications either
 - 4a: directly to the host NCO **or**
 - 4b: to the host ppu (in some countries, e.g. Hungary, Poland)
5. Host NCOs award scholarships
6. NCOs inform successful applicants first by e-mail (message generated automatically after scholarship is awarded online) and then by e-mail or letter including more detailed information.



1. Filing applications

3 mobility types:

- **Students** (mobility duration more than 3 months), the minimum duration for undergraduates is 3 months, the maximum duration is 10 months, exception only with PhD students.
- **Short Term Students** (mobility duration 1-2 months, only available for doctoral students or students wanting to carry out research for their final degree thesis. To be specified in the application. Non-complying applications are rejected in all cases.
- **Teachers:** To be eligible for teacher mobility CEEPUS II requires teachers to hold lectures at the host institution amounting to 6 teaching hours/ 5 working days. **Most NCOs request confirmation by the host institution or network co-ordinator before awarding the scholarship.** Lecture details are to be filled into the "motivation" -field either when filing the application or as soon as these details are known. **Incoming to Austria: Teacher mobility scholarships are only awarded upon receipt of a confirmation sent by the host institution by e-mail stating the lecture title, the number of teaching hours and, if available, the number of ECTS. Teaching has to amount to at least 6 teaching hours over 5 working days (4 teaching hours in the case of joint programmes). The scholarship amount depends on the number of teaching hours. Only Persons with PhD are considered as teacher.**

Important note: Please ensure that applications are for the **correct mobility type** (according to the duration of the stay). Incorrect applications will be rejected and the candidates have to re-apply. It is not possible to change applications once they have been submitted.

Applications need to be **filled in completely and correctly** (including motivation and denomination). It is also important to enter the full, correct academic title since this determines the amount of the grant.

The traffic sheet is binding, in the case of changes the involved NCOs need to be contacted in advance.

Eligibility:

Students: Only nationals of CEEPUS (EU-/EWR- respectively) member countries can apply for a scholarship. This **restriction does not apply to teachers**. Applications for a scholarship in the home country are not possible unless the student has equal status (to be proved by the appropriate document) Students wishing to apply must have been in the field of study they apply for for at least 2 full terms.

2. Nomination by the host ppu

When an outgoing scholarship application has been submitted in your network, you will receive an e-mail informing you of the new application. The application has the status „**waiting for nomination by home ppu.**“ You are required to forward only applications that have been approved by you and that are filled out correctly. You will find help information and a "how to do"- document on your desktop.

3. Review by the home NCO

Status: „**waiting for nomination by home NCO**“: The home NCO checks whether the application is filled out correctly and completely and either nominates the candidate or rejects the application. If a candidate is nominated, he or she will receive a letter of nomination. This letter contains important information about additional financial aid provided in Austria (and any required documents) as well as a declaration of acceptance that has to be signed by the candidate.



4. Nomination by the host NCO

The application is forwarded to the NCO of the host country directly or to the host institution ("*waiting for nomination by the host institution*").

5. Award by the host NCO

Status: „Waiting for award by host NCO“: The host NCO awards the scholarship (precondition: the stay was planned in the traffic sheet and does not exceed the traffic sheet plan). An automatically generated e-mail containing essential information is sent to the scholarship winner. The NCOs decide if a scholarship is awarded or rejected. Information about the amount of an individual scholarship and other financial aid in the various countries can be found at www.ceepus.info.

6. Notifying the scholarship winners

Status: „Awarded Mobility“: The NCOs send the scholarship winners all information about the amount of the scholarship, disbursement of the scholarship, visa requirements, etc.) either by mail or e-mail.

OUTGOING TRAFFIC

Additional financial aid provided by Austria

Students: Austria grants students a mobility grant (Euro 200 per month) as well as travel costs (fixed amount) if their stay lasts a minimum 2 months.

Teachers: Required to hold **lectures** amounting to a minimum 6 teaching hours per week. A 2nd-class return railway ticket from the home university to the host university will be reimbursed for distances of up to 750 km beeline. Airline tickets may be reimbursed (up to a maximum of € 730,-) upon presentation of the receipt and the plane ticket (least expensive available flight).

The **scholarship amount** varies among CEEPUS member countries (www.ceepus.info).

INCOMING TRAFFIC

The ICM sends a **scholarship award letter** containing essential information about the scholarship amount, insurance, visa requirements, the office disbursing the scholarship, etc. A copy of the document is sent to the host institution network co-ordinator or partner.

Scholarship amount

Students and graduates: **Euro 940/month** including accommodation and insurance.

Teachers (only with PhD!): maximum Euro 1,040 / month depending on the number of teaching hours

Disbursement

The scholarships are disbursed by the according OeAD Regional Offices. The scholarship holders are informed about the address, contact person, and office hours in the scholarship award letter.

All awarded scholarships start at the beginning of a month due to organizational restrictions related to the accommodations. In Vienna as well as in the other Austrian provinces, **1-month scholarships cannot be awarded** in the months of **October** and **March** due to accommodation bottlenecks at these times related to the start of the term. Exception: If the OeAD is not required to provide accommodations, 1-month scholarships are possible during these months.



Accommodation for the scholarship holder

If requested (by selecting yes or no in the letter of acceptance), the scholarship holders may be provided with accommodations by the OeAD WohnraumverwaltungsGmbH. www.housing.oead.at.

Visa requirements

In order to enter and stay in Austria, nationals of third countries require a visa or stay permit. The scholarship holders are informed by the Austrian NCO accordingly, who will also forward the confirmation of the OeAD to the relevant Austrian administrative office by e-mail, once they receive the letter of acceptance signed by the scholarship holder.

The scholarship should be started and utilized at the dates stated in the scholarship award letter. **Changes in these dates are only possible in special circumstances and require the consent of the academic supervisor at the host institution** (network partner or co-ordinator).

END OF THE STAY

All CEEPUS countries

The **Letter of Confirmation** (LoC) has to be filled out to confirm the stay. The LoC is to be filled out **online by the network responsible at the host institution** (there is a field in the application form of the scholarship holder). The LoC can only be filled in by the network co-ordinator or partner or by the NCOs.

Mobility Report (Student or Teacher Report): also to be filled out online by the scholarship holder

National regulations

Incoming scholarship holders: the OeAD requires a final report from the co-ordinator or partner in order to disburse the final payment of the scholarship.

Outgoing scholarship holders

Students: Travel expenses are reimbursed upon presentation of a list of courses taken issued by the host institution, the LoC, the online mobility report, and a personal report.

Teachers: Remuneration for teaching activities (doctoral degree required) and reimbursement of travel expenses upon presentation of the above documents and confirmation on the lectures given.

For **Information about CEEPUS**:

www.ceepus.info

http://www.oead.at/willkommen_in_oesterreich/stipendien_foerderungen/internationale_kooperation_mobilitaet_projektfoerderung/ceepus_zentraleuropa/DE/

Information about further **scholarships and grants**:

www.grants.at .

Do not hesitate to contact me if you have any questions about managing mobility.

Sabine Stalujanis, NCO-A

ICM - Zentrum für Internationale Kooperation und Mobilität | Centre for International Cooperation and Mobility

Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH)

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