

CEEPUS web application step by step

I. Within the FISH Network (students and teachers from Bratislava, Brno, Budapest, Ljubljana)

1. Register on CEEPUS website (<http://www.ceepus.info>) and choose “*Mobility role*”.
2. Then you arrive at your “*Desktop*”. Here on the right side you can find a blue subtitle: “*your mobility application*”. Click on it, then a blue heading appears.
3. Here choose the period of *2014/15 academic year*, then click on the *ACTION* button.
4. Then choose the *first one* of the two options (which begins *YES*). The main point is that the “*freemover*” word should **NOT BE THERE**.
5. On the next page, tick the appropriate box affirming that you accept the conditions. Then choose the number of the network (*CIII-HU-0809-02-1415*), then choose **your home country** and **your home university** from the list. (If you do it well, you can choose just your own university, because from your country just your own university is in the network.)
6. Below it, **choose the host country** and the **host institution** (*Austria, University of Graz*), then your **mobility type** (*for students – “Short Term Excursion”; for teachers – “Teacher”*) then **SAVE** it.
7. A green and red table appears. The *green ones* mean you’ve already given every necessary data (e.g. Personal Data). The *red ones mean you have to fill it in*. You can go back with the *green arrow*, which can be found at the right corner above.

Please note, that in the **MOTIVATION** part you need the answer the following questions:

Short Term Excursion mobility type (if you are student, you have to choose this):

- Place and date of the PhD workshop.
- Why would like to participate?
- Which kind of help would you require (feedback about your research subject, consultations with teachers, etc.)? How could this programme help you in your academic field, research?

Teacher mobility type (if you are a teacher, you have to choose this):

- Which kind of courses or lectures would you like to hold at the host university? (subject, if you know title of the courses)
- How long will you be at the host university (number of days or date, because teacher mobility technically 1 month, so in the system this information won't be appeared)? If you don't know yet the exact date, write there, how many days will you stay or the minimum (5 days).
- How can you use this experience in the future? (for example further connection building)

8. When you finished or break off the filling process, then sign in again (sign in – your desktop – your mobility application – click the *OPEN* icon next to the network number, if you

don't find it, check the period /Academic Year 2014-15/), a blue page appears, where you can see icons on the top.

- ✓ **OPEN** icon – click here, and you can edit your data (green and red table)
- ✓ **HTML/PDF/XML** – you can check your whole application in these formats.
- ✓ **CHECK AND SUBMIT** – when you finished and gave every data, you have to click here in order to send your application to the system. **NOTE!** After you send it, you cannot change or edit anything in your application.

9. If you forgot your account name or your password, at the “sign in” page of the website, below, you can find two blue lines: "**Forgot your Account name? Forgot your Password?**" Click one of them or both and the system automatically sends it to your email address.

II. Out of the FISH Network (students and teachers from Krakow and Zagreb)

1. Register on CEEPUS website (<http://www.ceepus.info>) and choose "**Mobility role**".
2. Then you arrive at your "**Desktop**". Here on the right side you can find a blue subtitle: "**your mobility application**". Click on it, then a blue heading appears.
3. Here choose the period of **2014/15 academic year**, then click on the **ACTION** button.
4. Then choose the **second one** of the two options (which begins **NO**). The main point is that the "**freemover**" word should **BE THERE**.
5. On the next page, tick the appropriate box affirming that you accept the conditions. Then choose this academic year (2014/15), then choose **your home country, your home university and your home unit** from the list. (If you do not find your home unit – your faculty or institute on the list, you should choose "**My home unit is not on the list**".)
6. Below it, choose your **mobility type** (*for students – “Short Term Excursion”; for teachers – “Teacher”*) then **the host country** and the **host institution** (*Austria, University of Graz*), then **SAVE** it.
7. A green and red table appears. The **green ones** mean you've already given every necessary data (e.g. Personal Data). The **red ones mean you have to fill it in**. You can go back with the **green arrow**, which can be found at the right corner above.

Please note, that in the **MOTIVATION** part you need the answer the following questions:

Short Term Excursion mobility type (if you are student, you have to choose this):

- Place and date of the PhD workshop.
- Why would like to participate?
- Which kind of help would you require (feedback about your research subject, consultations with teachers, etc.)? How could this programme help you in your academic field, research?

Teacher mobility type (if you are a teacher, you have to choose this):

- Which kind of courses or lectures would you like to hold at the host university? (subject, if you know title of the courses)
- How long will you be at the host university (number of days or date, because teacher mobility technically 1 month, so in the system this information won't be appeared)? If you don't know yet the exact date, write there, how many days will you stay or the minimum (5 days).
- How can you use this experience in the future? (for example further connection building)

8. When you finished or break off the filling process, then sign in again (sign in – your desktop – your mobility application – click the **OPEN** icon next to the network number, if you don't find it, check the period /Academic Year 2014-15/), a blue page appears, where you can see icons on the top.

- ✓ **OPEN** icon – click here, and you can edit your data (green and red table)
- ✓ **HTML/PDF/XML** – you can check your whole application in these formats.
- ✓ **CHECK AND SUBMIT** – when you finished and gave every data, you have to click here in order to send your application to the system. **NOTE!** After you send it, you cannot change or edit anything in your application.

9. If you forgot your account name or your password, at the “sign in” page of the website, below, you can find two blue lines: "**Forgot your Account name? Forgot your Password?**" Click one of them or both and the system automatically sends it to your email address.