



**What you should know about:
network application
2012/13**

Important notice:

Welcome to CEEPUS III - 2012/13 is already the second application round for the new program cycle.

For instructions concerning software changes related to CEEPUS III please read our HOW TOs:

- [Manage your Contact Persons and their rights](#)
- [Check Documents as NCO](#)
- [Check the status of your uploads as participating unit in a network](#)
- [Integrate a Silent Partner](#)

What you will find in this folder:

This folder is designed to provide you with a short overview of new developments and options for the **network application round 12/13**

It will deal with:

- information on new member states/new participation options
- comments on new elements with CEEPUS III
- CEEPUS document policy
- how your application will be scored: the CEEPUS Scoring System

1. New member state and new participation options

1.1 "Country Factor" , new member state Moldova

According to the decision of the Joint Committee of Ministers MOLDOVA has been participating in CEEPUS activities as of 2011/12.

The "Country Factor" in the CEEPUS Scoring System (please cf. also p. 9 ff.) – will yield extra points for each country that is involved in a network application.

As this is already the second application round for Moldova and there is no other new accession, all countries will be given the average "Country Factor" of "2".

1.2 New participation options with CEEPUS III:

Please find below the respective provisions of CEEPUS III Work Program (WP) 2011-13.

1.2.1 Focus on Joint PhD Programs

“The Contracting Parties shall develop and promote individual university networks. These networks are designed to stimulate academic mobility, in particular regional student mobility within Central, Eastern and South-Eastern Europe, and to promote Central, Eastern and South-Eastern European university cooperation as well as the development of joint programmes, ideally leading up to double or joint degrees, and joint thesis supervision.” (WP, preamble.)

Please continue with your current activities but bear in mind that joint doctoral programs are to be the most important feature of CEEPUS III. You might want to develop your activities in that direction.

A direct result of these plans is the new provision concerning the workload for teachers that explicitly lists supervising hours as eligible activities:

“...**at least six teaching or supervising hours** a week at the host university”

(WP action 2, para 2) - we hope you will find this helpful.

1.2.2 Silent Partners

Networks can officially include “Silent Partners” now if they want to do so:

“The participation of institutions other than eligible universities as Silent Partners shall be foreseen upon invitation by an eligible university and provided the CEEPUS budget is not affected.” (WP, Action 1, para 1).

1.3 Additional new activity: Short Term Excursions:

“Excursions for at least 3 days and carrying credits for students might be funded where applicable. Participants are defined as students and faculty.” (WP, Action 3, para 3)

Technical note: for this activity you will find a **new column in your Traffic Sheet:** Note that the new column "short term excursions" IS FOR STUDENTS ONLY. (Teachers months should be entered in the teacher column as always.)

1.4 Reminder: Categories of the Traffic Sheet:

Category	Min - Max	Comments
Student	3 -10 months	Students only
Short Term Student	10 days - 3 months	Students only
Teacher	Semester & Excursions: min 1 work week & 6 teaching hrs, Short Term Excursions: -	ONLY category for teachers
Short Term Excursion	3 days – 10 days	Students only

How to apply for Excursions in the Traffic Sheet:

As the Traffic Sheet is built on MONTHS please apply in months only!

Students: e.g. you are planning a Short Term Excursion lasting 3 days for 10 students.

$3 \times 10 = 30 \text{ days} = 1 \text{ month for } 10 \text{ persons (students)}$

Teachers: same principle but must be entered in the **Teacher column!**

Note: there might be special scholarship rates for Excursions.

Background information: once your network will have reached the status “ready for mobility” all the months awarded by the International Commission will be transferred to the “Accounting Module” which can handle days and convert them into months.

2. IMPORTANT - CEEPUS document policy

2011/12 was the first application round of CEEPUS III. Strictly speaking networks would have been required to bring all documents anew!

In order to facilitate work for networks, the Secretary General has taken an "urgent technical decisions" stating that all CEEPUS II legal documents already submitted shall continue as being regarded valid unless retracted by the respective university.

IMPORTANT:

disclaimer for all ppus: all you have to do is tick the new disclaimer on the ppu page of your network application.

NOTE that you have to tick the box in any case – this is why the text says "where applicable"- even if you are a new participating unit.

In case you CANNOT agree to this provision, you need to supply new documents.

GOOD NEWS:

The CEEPUS website is currently being updated, the new version will be deployed still this year.

Prolongations: The software transfers all your documents in case you prolong your network. Just check the list of your documents: **everything with a green dot (positive check by NCO) next to it means it is OK also for 2012/13** ...but you cannot change these documents (but then, why should you?) – red dots by CCO do not mean anything bad for you – these are just internal marks for the spot checks CCO is conducting.

New uploads: the upload area is active now but still according to the old system. If you wait until the **new deployment, uploading will be more comfortable.**

Background: Originally the creation of "Folders" was needed because scanners produced more than one image for a single document, so these files had to be collected in folders. Modern scanners do not have this problem anymore, so the folder system can be abolished.

2.1 Types of documents

There are 3 types of documents: The Letter of Endorsement, the Letter of Intent and documents related to Joint Programs/Joint Degrees.

- The **Letter of Endorsement (LoE)** has to be signed by the RECTOR or VICERECTOR of each university listed in the application. Letters signed by Deans or Vice deans will **not be** accepted
- The **Letter of Intent (LoI)** has to be signed by the person/body in charge of mutual recognition at each university listed in the application
- **Optional: Interuniversity Agreements or Draft Agreements** related to the implementation or development of Joint Degrees, Double Degrees, et al. These Agreements are NOT obligatory but it is a good idea to upload them if they already exist.

2.2 Which Letters are obligatory? And for whom?

- Only the **Letters of Endorsement** and **Letters of Intent** are **obligatory** – **and only the first time a participating unit** - department, institute, center, faculty etc. - **is joining a CEEPUS network!**
- If you **prolong your network** you do not need any Letters anymore!!! (**prolong** = your network is active in the current academic year)
- **EXEMPTION:** if you add a **new partner** – in this case (only) the new participating unit has to submit both Letters
Changes of the network coordinator DO NOT require new Letters! But note that the **country** of the network coordinator – the coordinator of the **WHOLE** network – cannot be changed during the academic year
- If you **renew your network**, you need **all Letters by all participating universities**. (**renew** = your network is NOT active in the current academic year, but you have data from a previous academic year you are transferring to the new application round.)
 - Silent Partners do NOT need any Letters

NOTE: the use of **ECTS/compatible** is a **formal requirement for CEEPUS II networks**, i.e. a **must**. You can provide information on the use of **ECTS/compatible** either by

- **Uploading the information** or
- **By entering a link**
- Please note that in any case the information on ECTS has to be available in **English, German or French, resp.** and
- Please make sure you are submitting the **most recent version** of your ECTS information
- Kindly note that if you are working with an "**ECTS compatible**" system, there has to be information on how "your" system translates into ECTS credits.
- **In order to clearly identify ppus that only exchange these students there is a new tickbox they can check. These ppus do NOT need to submit ECTS information as in this case letters by their supervisors are sufficient (together with the respective mobility application).**

Tip: if you are providing a curriculum link we mean just that and NOT the general website of your university. Experts scoring your application are not supposed to search on the website for information you are required to provide! You might miss precious points like this!

2.3 Inter- university Agreements or Draft Agreements are optional. Our advice is to upload them if they are available so that they can be viewed during the selection process.

2.4 Where do I find these documents? In which form shall I supply them?

You can download these Letters from the CEEPUS website, directly from your network desktop.

2.5 In which form shall I supply them and until when?

- **PLEASE NOTE: only uploads are accepted**, no need to send around hardcopies anymore! (But you should keep your hardcopies for spot checks by the CEEPUS administration.)
- If you cannot upload your documents yourself, please make sure that another participant in your network will do that for you.

The deadlines are as follows:

until Jan 15, 2011:

- All required documents have to be **acquired** (= even if you have another month for uploading, these documents must not carry a date later than Jan 15, 2011)*
- **The network application has to be submitted by the coordinator until Jan 15, 2011, 23.59 server time.**
- **We strongly advise not to wait until the very last moment – the CEEPUS webfarm is constantly monitored but we cannot influence internet problems or local technical issues.**

until Feb 15, 2011:

- **All documents (where applicable) have to be uploaded until Feb 15, 2011, 23.59 server time.**
- This will be possible because the upload area will be available for editing until this date (but not any other sections of the network application)

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2.6 Sanctions for non compliance - new networks, renewed networks, new network partners to a prolonged network

Any ppu, for which no document has been uploaded in time, will be de-activated in the application for that year.

In addition to that, the Central CEEPUS Office will conduct random checks after the National CEEPUS Offices have completed their check. Since at that time, de-activation is not possible anymore because the scoring process will have started and de-activation would throw off the monitoring of the work of the National Commissions, a network with missing or faulty documentation will receive less "Organizational Points".

3. How your application will be scored: the CEEPUS Scoring System

3.1. Basic description

For 2012/13 there will be no basic changes yet in the CEEPUS Scoring System. BUT: as CEEPUS is positioning itself as an active player in the framework of the EUSDR (=EU Strategy for the Danube Region”) the criterion “program value” will be adapted (see next page).

Also note that very likely no points will be awarded by the International Commission as by now with so many Contracting Parties this would distort the Ranking List based on the averaged votes of the National Commissions.

The CEEPUS Scoring System is a list of criteria used to judge network applications. To calculate the Ranking List a system of weighted proportions is applied.

Global Points

Joint Programs	yes/no
Type of mobility only	both students and teachers, students only, teachers only
Country Factor	

Optional Points

National Commission points

Network Points

- national value
- program management
- performance record
 - communication
 - quota management
- professional value
- educational value
- chances of implementation
- program value
- language of instruction (to which extent is there a policy)

Joint Program Points

- vision
- implementation
 - mobility impact
 - meeting of milestones
- progress
 - use of experience gained in previous years and/or identification of problem areas

Organizational Points (if needed)

- Organizational Points

International Commission Points

- Top contenders
- Joker

Each application is first graded by the National Commissions "NCs" (of all countries involved in the application) on the principle of **peer review**.

Below please find the guidelines for the National Experts:

CEEPUS Scoring System 2012/13 – Experts' Criteria

There are 2 main sections for the experts to grade, "Standard Points" refer to the general performance of a network and "Joint Program Points" to this specific topic.

Standard Points

national value

IMPORTANT NOTE: this is the only criterion intended to reflect the national view on a given network

*Here there is room for the general opinion of the Nat. Commission on this network
Is this network good for the respective country? Is this network good for a certain institution in your country?*

ATTN: note that with CEEPUS there is no "classical" list of priorities! All subjects are welcome.

practical information on quota fulfillment: *when judging the use of months by a given network please bear in mind that during the last year several countries were affected by problems with scholarship payment and not all scholarship requests have been processed as they should have been – which definitely was not the network's fault. Your National CEEPUS Office (=NCO) will be able to provide you with specific information.*

The following criteria are always understood to refer to the network as a whole:

program management

refers to the validity of the "short" program description contained in the application ("Objectives")

professional value

Referring to the "long" version of the program description please grade the scientific contribution of the activities proposed, the development of new methods and other relevant issues. Note that some networks deal with very specific and cutting edge topics.

educational value

Again referring to the "long" version of the program description please grade its educational contribution.

Note that a network excelling scientifically does not necessarily have to excel in the development of new teaching methods as well – but some do manage both.

chances of implementation

Here you are requested to assess whether the network will work from the international point of view. In case the network according to its own description works mostly with

undergraduates, *have a look for which periods of time students are going to be exchanged.*

Mobility plans are listed in the "Traffic Sheet". Undergraduates should be exchanged for at

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least 3 months a time (=the so-called semester rule") unless they take part in short term activities, e.g. excursions.

program value

How valuable is the network for CEEPUS on international level?- → new: and/or in the framework of the EUSDR. Does the network significantly promote regional cooperation?

language of instruction

Does the network have something like a language policy? Does it conform to the CEEPUS II Agreement in trying to develop a real policy to offer lectures and courses in German, English or French? Note that the point is that whenever a larger group of students is to be instructed the CEEPUS language policy should apply. If other languages are used, is there a valid explanation – e.g. this is a linguistic network or there are individual thesis students that understand the language of the host country?

Joint Program Points

Technical note: *it may be that a single network has more than one Joint Program section. In this current version of the CEEPUS Scoring System you will need to summarize your impression as you have only one set of Joint Program Points to award.*

vision

Is this planned or active Joint Degree an interesting new venture?

progress

This refers mostly to planned Joint Programs – how would you rate the progress that has been/ will be made? As for an existing Joint Program, has there been any further development?

identification of problem areas

Have problem areas been identified and has it been possible to take action?

Implementation mobility impact

Are always the same students/teachers exchanged?

meeting of milestones

How well was experience gained in previous years used for further improvement?

The **section "Performance Record"** is graded by the National CEEPUS Offices "NCOs" of all those countries involved in an application.

Note: new networks will get default points for criteria they cannot fulfill.

All NC points are then averaged. NC points carry the most weight, 80 % of the whole score.

Points calculated automatically by the software are called "**Global Points**".

"Country Factor" is the most important of the Global Points, i.e. for each country involved the score is multiplied with a certain factor. For 12/13 Moldova as a new country will be given a country factor of "3" and all other countries a factor of "2".

Organizational Points: Only if the need arises CCO subtracts the default points given to all networks from a network showing a missing/incorrect document at the random check. (Because at that stage disabling of a single ppu is not possible any more.)

The final decision concerning the Final Ranking List and concerning the adjustment of available scholarship months is taken at the International Commission "IC" meeting.

Top Contender: at the IC meeting, each country can award 1 "Top Contender" in order to "push" one of its networks.

Each country can also award 1 **"Joker"** to a network it is NOT involved in. Top Contenders and Jokers are also averaged. (Therefore it does not make sense to award a Top Contender or Joker to a network that has already received one.)

However, this procedure has not been applied anymore in the last selection rounds and is not likely to be used this time as well: with so many CEEPUS countries, this procedure would undo the results of the peer review.

The Central CEEPUS Office ("CCO") is neutral but monitors the whole process and chairs the IC meeting.

3.2. Grading Scale

For NC points: 0 -3, "3" being the best
IC points (Top Contender, Joker): yes/no

3.3. Weights and Scenarios

All sets and subsets of criteria are weighted according to CEEPUS objectives and in compliance with the decisions of the Joint Committee of Ministers "JCM".

According to a decision by the JCM from 2002,

- a network has to achieve a score of at least 50% (=50 points)
- in order to ensure the most effective use of scholarship months, CCO is authorized to allow only 50% of all network applications received in this round to be "committed".

In order to ensure the best possible outcome and in order to "square the circle" and do justice to both decisions of the JCM, as well as accommodate further fine tuning of the CEEPUS Scoring System, CCO prepares different weight scenarios for the IC meeting.

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The main challenge is to find the right balance between weighting the "Joint Degree" section (= main CEEPUS III objective) in relation to the other sections and to find the proper way of balancing the sections and sub-sections (=interlaced catalogues of criteria) against each other.

The performance, esp. the quota fulfillment of all networks of the previous year is also considered in order to help determine how many networks should be permitted: too many networks are not an effective way to use the scholarship months available while on the other hand trusting many scholarship months to fewer networks means previous records are needed to assess the average capability of networks to fully use the scholarship months awarded to them.

- However, all scenarios will be based on the same basic concept:
- **The NC section carries the most weight**, the other sections provide the fine-tuning.

These scenarios are calculated once the NCs have completed their task and all data are available. The scenarios are then presented, discussed and decided upon at the IC meeting.

All the best for your network application 12/13!