What you should know about:

network application 10/11

Important notice:

- **We are already opening the applicatiion round in summer this year to make applying less stressful for you**
- **but**
- **we will only receive the update on eligible insititutions for 10/11**
- **later this year.**
- **We do not expect major changes but maybe some minor updates.**
- **We will notify you when the updates have been received.**

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 10/11**
It will deal with:
- information on new member states/new participation options
- CEEPUS document policy
- how your application will be scored: the CEEPUS Scoring System

1. "Country Factor"

As there have been no new accessions, the same country factor will be calculated for each country (Please cf. also p. 8).

2. IMPORTANT - CEEPUS document policy

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 are 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 university is participating in 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 university has to submit both Letters
- 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.)

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.

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IMPORTANT - CEEPUS document policy, ctd

- If you are sure that you will exchange **thesis students only** (PhD or Master) you should **note that clearly in your application and upload a general statement to this effect.** (So that the automatic document check will not keep you from submitting the application.) According to the CEEPUS II Agreement, Annex 1, Action 1. para 2b) in these cases the ECTS requirement might be replaced by a statement of both the advisor of the home and of the host university that the study abroad period served the purpose of working towards a thesis or dissertation, respectively.

- These required statements ad personam should be uploaded later, not in the framework of the network application, but with the mobility application of the student.

CEEPUS document policy, ctd

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 II 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, 2010:
- 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, 2010)*
- **The network application has to be submitted by the coordinator until Jan 15, 2010, 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, 2010:
- **All documents (where applicable) have to be uploaded until Feb 15, 2010, 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)

CEEPUS document policy, ctd

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- **Uploading the information** or
- By **entering a link**

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

Any university, 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

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.

Each application is first graded by the National Commissions "NCs" (of all countries involved in the application) on the principle of **peer review**.
The current list of criteria has been modified insofar, as in order to be able to give more weight to the **section "Joint Degrees"**, this section has been enlarged by more questions.

Comments on new criteria in the section **"Joint Degrees"**:
Note: New networks are awarded **default points** for information that cannot be provided yet.

ad implementation:
>   **new networks:** how feasible is the proposal?
>   **"old" networks:**
>   mobility impact (are always the same students exchanged until the personal limit of months is reached or are more students given a chance)
>   meeting of milestones (as compared to previous applications)

ad progress:
>   **"old networks":**
>   use of experience gained in previous years
>   and/or identification of problem areas

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.

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 10/11 the same country factor will be calculated for all countries.

Organizational Points: Only if the case arises CCO substracts the default points given to all networks from a network showing a missing/incorrect document at the random check.

How your application will be scored: the CEEPUS Scoring System, ctd

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.)

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

3.2   Criteria for 2010/11

Global Points

Joint Programs   yes/no
Type of mobility   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

3.3 Grading Scale

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

3.4 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.
The main challenge is to find the right balance between weighting the "Joint Degree" section (= main CEEPUS II 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 10/11!