



# Step-by-step guide to mobility application

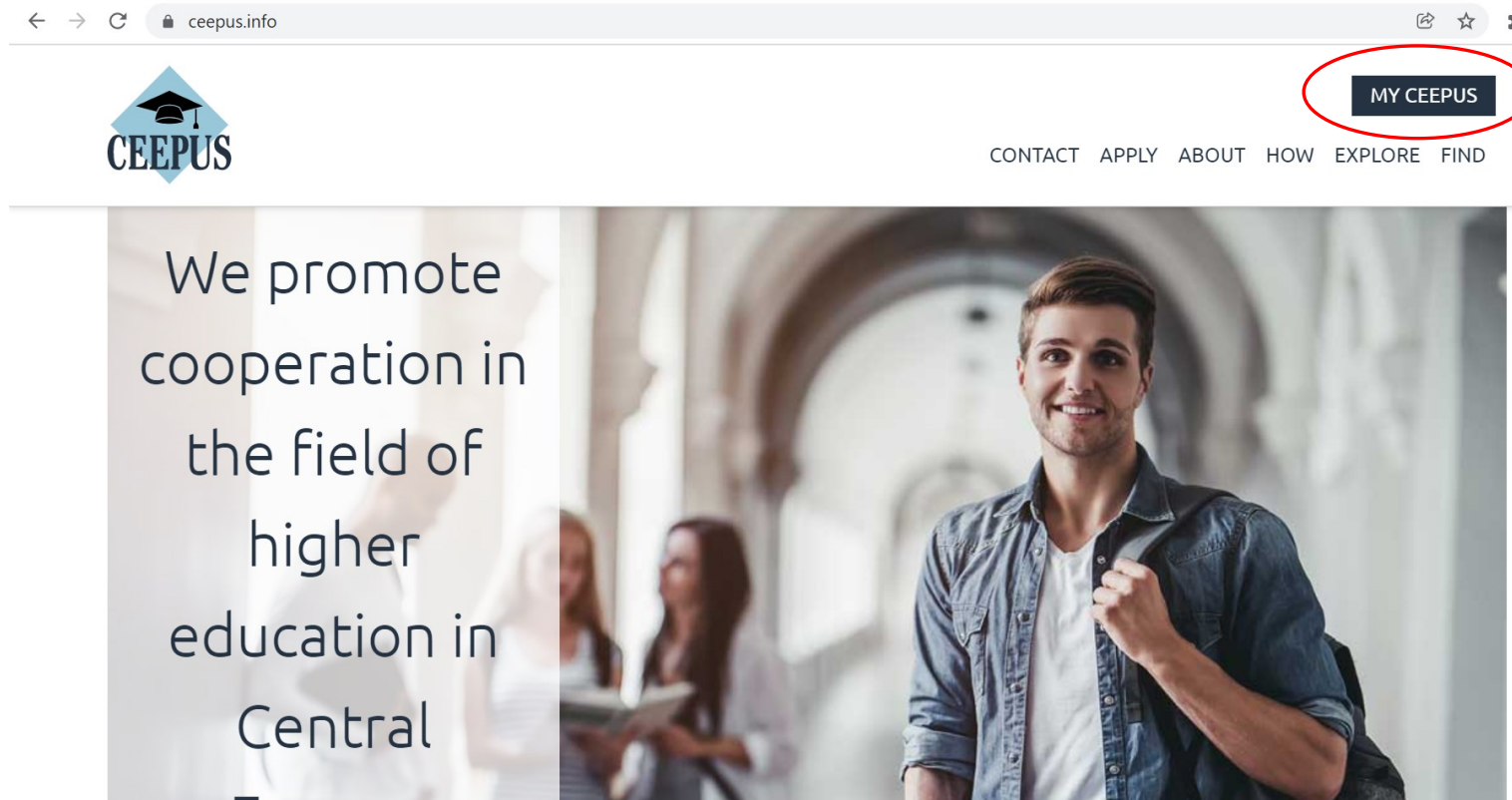
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WINDS OF CENTRAL EUROPE - WOCE  
CEEPUS NETWORK

# Step 1

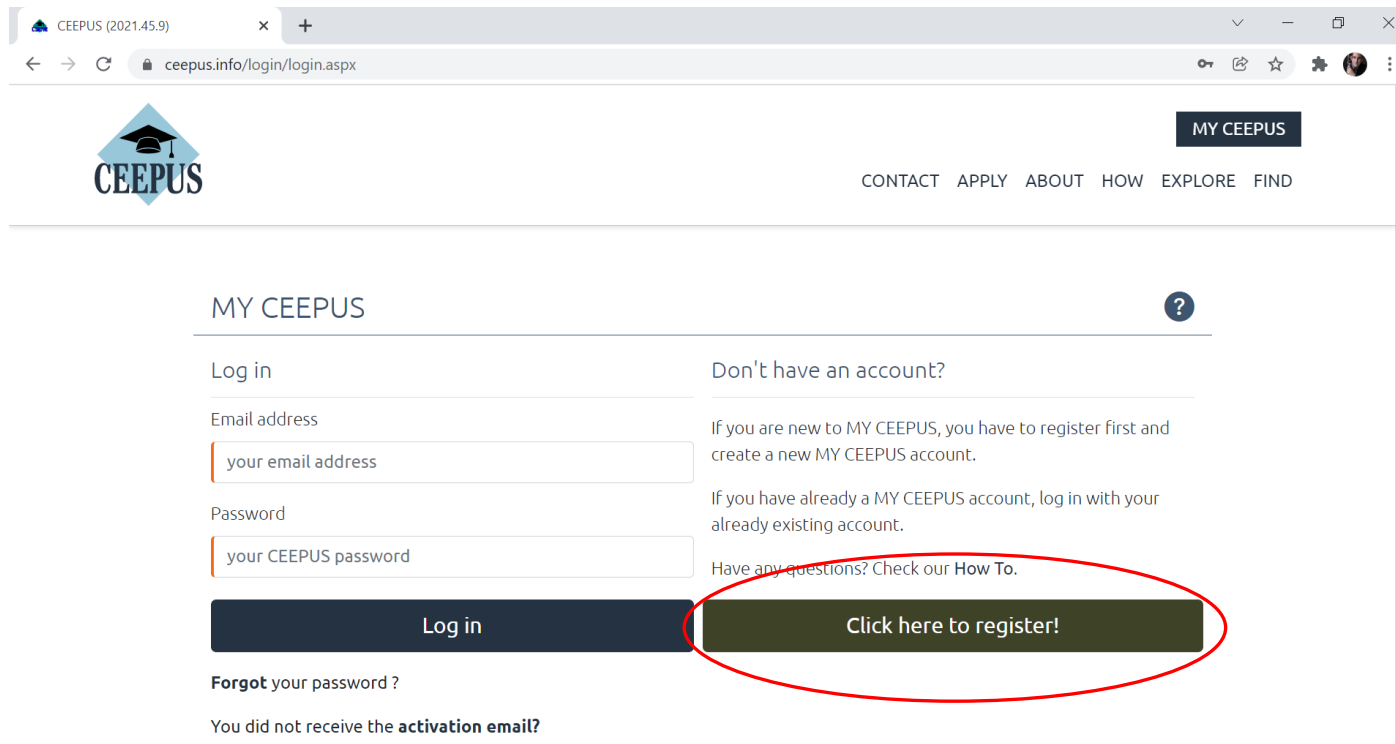
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- Type in your browser: [www.ceepus.info](http://www.ceepus.info) and click on **MY CEEPUS** button



# Step 2

- Click on „Click here to register” button.



The screenshot shows a web browser window with the URL `ceepus.info/login/login.aspx`. The page features the CEEPUS logo on the left and a navigation menu on the right with links for CONTACT, APPLY, ABOUT, HOW, EXPLORE, and FIND. A 'MY CEEPUS' button is also present in the top right. The main content area is titled 'MY CEEPUS' and contains a login form on the left and a registration section on the right. The login form includes fields for 'Email address' (with placeholder 'your email address') and 'Password' (with placeholder 'your CEEPUS password'), and a 'Log in' button. The registration section is titled 'Don't have an account?' and contains the text: 'If you are new to MY CEEPUS, you have to register first and create a new MY CEEPUS account.' and 'If you have already a MY CEEPUS account, log in with your already existing account.' Below this text is a link: 'Have any questions? Check our [How To.](#)'. The 'Click here to register!' button is circled in red.

CEEPUS (2021.45.9)

ceepus.info/login/login.aspx

MY CEEPUS

CONTACT APPLY ABOUT HOW EXPLORE FIND

MY CEEPUS

Log in

Don't have an account?

Email address

your email address

Password

your CEEPUS password

Log in

Click here to register!

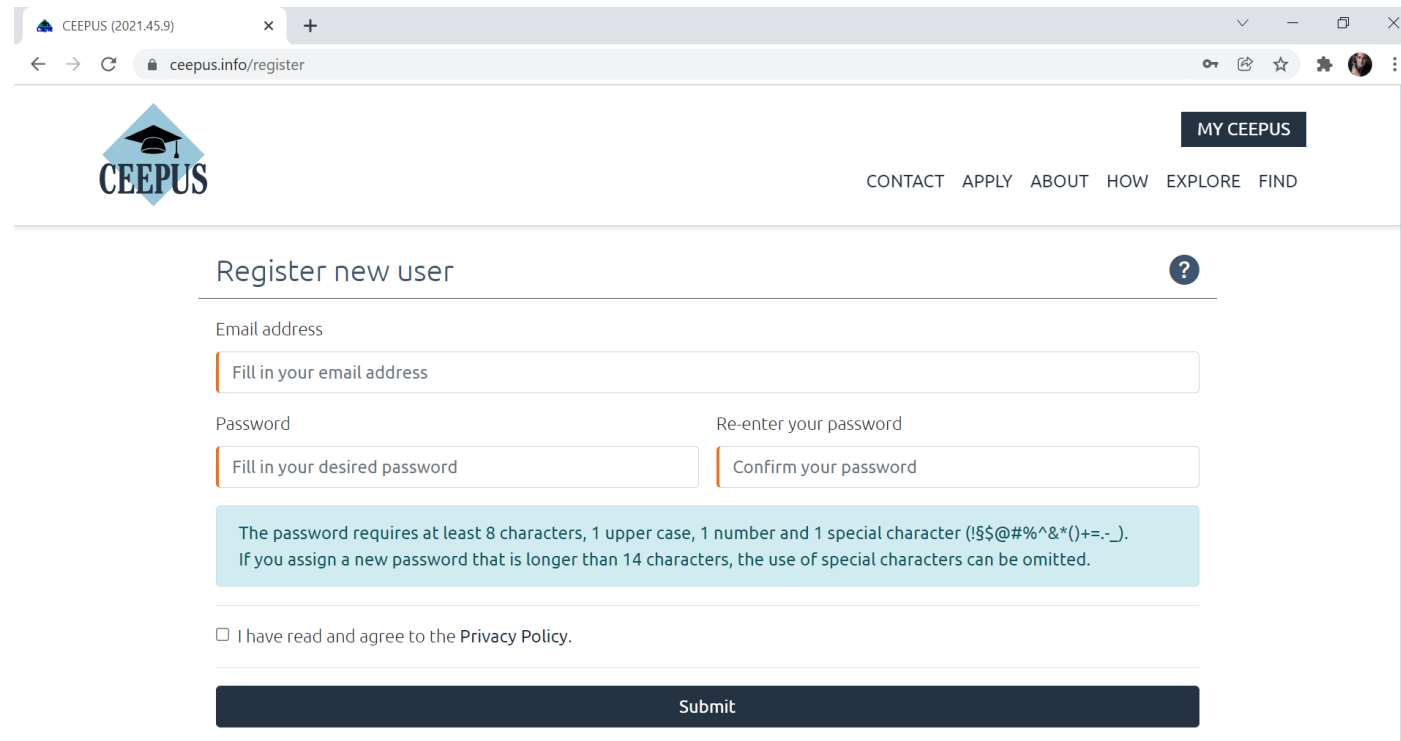
Forgot your password ?

You did not receive the **activation email**?

# Step 3

- Fill in the form with your email address and password.

- Click on the Submit button.



The screenshot shows a web browser window with the URL `ceepus.info/register`. The page features the CEEPUS logo on the left and a navigation menu with links for CONTACT, APPLY, ABOUT, HOW, EXPLORE, and FIND. A 'MY CEEPUS' button is located in the top right corner. The main content area is titled 'Register new user' and contains the following elements:

- An 'Email address' field with the placeholder text 'Fill in your email address'.
- A 'Password' field with the placeholder text 'Fill in your desired password'.
- A 'Re-enter your password' field with the placeholder text 'Confirm your password'.
- A light blue informational box stating: 'The password requires at least 8 characters, 1 upper case, 1 number and 1 special character (!\$@#%^&\*()+=.-\_). If you assign a new password that is longer than 14 characters, the use of special characters can be omitted.'
- A checkbox labeled 'I have read and agree to the Privacy Policy.' which is currently unchecked.
- A dark blue 'Submit' button at the bottom of the form.

# Step 4

- Log in with your email address and password.

- Click on the Log in button.

CEEPUS (2021.45.9) x +

ceepus.info/login/login.aspx

MY CEEPUS

CONTACT APPLY ABOUT HOW EXPLORE FIND

MY CEEPUS ?

Log in

Don't have an account?

Email address

your email address

Password

your CEEPUS password

Log in

Click here to register!

Forgot your password?

You did not receive the **activation email**?

If you are new to MY CEEPUS, you have to register first and create a new MY CEEPUS account.

If you have already a MY CEEPUS account, log in with your already existing account.

Have any questions? Check our [How To](#).

# Step 5

The screenshot shows the CEEPUS Mobility Desktop interface. At the top, there is a header with 'CP' and 'CEEPUS Mobility Desktop' on the left, and a help icon (?) on the right. Below the header is a navigation sidebar with icons for home, user profile, and documents. The main content area is divided into two columns. The left column has a 'Welcome' section, followed by 'HOW CEEPUS WORKS' and 'Obligations of Scholarshipholder' (with sub-items: Obligations Student, Obligations Teacher). The right column has 'DOWNLOADS' and 'Find & NCO Informations' (with sub-items: Find networks, NCO Information). At the bottom of the left column, a dark button labeled 'Create new application' is circled in red. The right column contains a 'News' section with a message about the mobility application round for 22/23, a 'LIVE Support, help and information!' section, and a 'Read more ...' link.

CP CEEPUS Mobility Desktop ?

Welcome

HOW CEEPUS WORKS DOWNLOADS

Obligations of Scholarshipholder Find & NCO Informations

- Obligations Student
- Obligations Teacher
- Find networks
- NCO Information

Create new application

News

Mobility application round for 22/23 is enabled. Deadline for winter term is June 15, 2022  
Please note, that the applications for network mobilities are possible until June 15. Freemover mobility applications are possible from July 1 on.

LIVE Support, help and information!  
For more information, help or technical assistance during the application, press (?) in the top right corner. Please understand that the Live support cannot answer content-related questions. Get in contact with you National CEEPUS Office for further assistance  
Read more ...

# Step 6

CP < CEEPUS Mobility Wizard ?

CEEPUS Mobility Wizard - Step 1

To make applying as easy as possible for you, the CEEPUS Mobility Wizard will guide you through the first steps. You can find further information on clicking the question sign on the upper right corner in the menu bar..

To get started, please choose one of the following answers and then click on the button "next step".

YES,  
I will apply for a mobility in an existing network (I know my home and host institution) I also know the number of my CEEPUS Network (= CEEPUS Network Number, "CPNR").  
If the CPNR is unknown, you can find it here.

NO,  
I am planning to apply as a freemover. To my knowledge neither my home institute nor my host institute participate in a CEEPUS network.

*Note: the software might suggest possible CEEPUS partner institutions of your home institution for you to select, if applicable.*

cancel next step

# Step 7

- Confirm that you use your own account
- Select the following academy year (2022/23)
- Select the CEEPUS Network Number **HU-1703-01-2223**
- Select your home country and home institution
- Select your host country and host institution
- Select your mobility type

CP < CEEPUS Mobility Wizard

CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself.

Please note that it is strictly forbidden to create mobility applications for other persons from this account.

Academic Year  
Academic Year 2022/2023

CEEPUS Network Number  
HU-1703-01-2223

Home Country  
Please select a home country

Home Institution  
Please select a home country

Host Country  
Please select a home country

Host Institution  
Please select a home country

Mobility type  
Please select a home country

cancel next step



# Step 8

- Fill in each chapters with necessary information
- **4. Field of Study:** For Student and Short-term Student mobility please type here the link of your video links (you can find more information about **Selection Criteria** in a stand-alone pdf document)
- **5. Motivation** should contain a motivation letter (min. 500 characters )

CP < M-HU-1703-2223-159202 ?

1. Basedata Basedata 1x entries of 1 incomplete	2. Personal Data Personal Data 1x entries of 1 complete	3. Address Address 1x entries of 1 - 3 complete
4. Field of Study What exactly are you studying? What is your field of interest? 0x entries of 0 - 1 complete	5. Motivation Students: Line out why you should be awarded a grant. Teacher: This is the place to enter your planned teaching/supervising assignment of 6 hrs per work week. 0x entries of 1 incomplete	6. Education Education 0x entries of 1 - 9 incomplete
7. Knowledge of Languages Knowledge of Languages 0x entries of 1 - 9 incomplete		

# Step 9 (Final Step)

The screenshot shows a web application interface for Step 9 (Final Step). The interface includes a top navigation bar with a home icon, a user profile icon, and a document icon. A breadcrumb trail shows the current step: **created** (active), waiting for nomination, waiting for award, awarded, and completed. Below the breadcrumb trail, there are two buttons: **edit** and **submit**. The **submit** button is highlighted with a red oval and an arrow pointing to the text "SUBMIT you can submit your application". To the left of the **edit** button, there is a red arrow pointing to the text "EDIT you can step to tile „Tile Page” (Step 8)". At the top left, there is a red arrow pointing to a backward sign icon, with the text "Backward sign you can step back to the main panel". The main content area displays the following information:

Csaba Pálfi ✉	
Mobility Type	Teacher
Home	Host
Hungary Liszt Ferenc Academy of Music (University) Woodwind and Brass Department Assistant Professor Csaba Pálfi ✉	Poland Krzysztof Penderecki Academy of Music in Kraków Woodwinds and Accordion Department PhD Piotr Lato ✉
Winds of Central Europe	
Academic Year 2022/2023	
Status	
unsubmitted	
Created	Last edit
Csaba Pálfi, 13.05.2022 08:46:03	Csaba Pálfi, 13.05.2022 08:46:03

# We wish you good luck for your application!

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Prof. Piotr Lato (Krakow) - piotr.lato@amuz.krakow.pl

Assoc. Prof. Dragana Jovanovic (Belgrade) - jovanovicdragana78@yahoo.com

Assoc. Prof. Dr Amila Ramovic (Sarajevo) - amila.ramovic@mas.unsa.ba