- 1. Gehe auf die Ceepus-Homepage: <u>https://www.ceepus.info</u>
- 2. Klicke auf "MY CEEPUS"



3. Gib deine Email-Adresse und dein Passwort, mit denen du dich auf CEEPUS registriert hast, ein und klicke auf "Log in"

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CONTACT APPLY A
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Log in	Don't have an account?
Email address	If you are new to MY CEEPUS, you have to register first and
your email address	create a new MY CEEPUS account.
Password Gib deine Daten ein / Fill out your data	If you have already a MY CEEPUS account, log in with your already existing account.
your CEEPUS password	Have any questions? Check our How To.
Log in	Click here to register!

4. Klicke dann auf das akademische Jahr, in dem die Summer/Winter School stattfinden wird. (in unserem Beispiel November 2025, als 2025/26

CEEPUS Mobility Desktop		0
Welcome		News
HOW CEEPUS WORKS Obligations of Scholarshipholder • Obligations Student • Obligations Teacher	DOWNLOADS Find & NCO Informations • Find networks • NCO Information	CEEPUS Annual Report 2024 We are pleased to amounce the release of the CEEPUS Annual Report 2024 — marking the final year under the CEEPUS III agreement. Explore the report to discover highlights of our best practice network performances and key facts and figures from the past year. Press "Read more – a sector be full report. Read more –
Start application for 2024/25 If you're unsure which academic year to choose, please contact the Nation	Start application for 2025/26 al CEEPUS Office (NCO) in your host country.	CEEPUS-freemover mobility Deadline for the winker term is July 1st. Not all CEEPUS countries accept Freemover applications for the winker term, We strongly recommend that you check with your intended host country's fational CEEPUS Office before submitting a Freemover application. Network mobility application round for 25/26: Deadline for the winker term submits. 101, 2020 Strangery has extended the deadline for incoming mobilities for long-term students (5), June 30, 2022 and for all types of short-term mobilities in the winker term students (5), June 30, 2022 and for all types of short-term mobilities in the winker term students (5), June 30, 2022 and for all types of short-term mobilities in the winker term students (5), June 31, 2025.
	Remoning Particles School additionales used /	Read more CEEPUS Ministers' Prize Winner 2025 The CEEPUS network' Davelopment of mechanical engineering (design, technology and production management) as an esential base for progress in the area of ranal land medium companies' logistics () was awarded with the CEEPUS Ministers' Prize 2025. The Prize was presented to the successful network coordinator Pro1. Sandawa Legukor form the Poznan University of Technology in May 2025 in Budapest. Congratulations: Read more

5. Es öffnet sich eine neue CEEPUS mobility application. Im ersten Schritt wählt man sein gegenwärtiges Studium aus. Als Doktorand\*in PhD student.



 Nachdem du auf "I confirm that I am applying for myself" geklickt hast, kommst du zum 2. Schritt der CEEPUS mobility application. Hier klickst du auf "Student"

New CEEPUS mobility application		
Mobility application - Step 2		
Student	Teacher	Short Term University Staff

7. Für die Summer/Winter School wählst du "Short Term Intensive Courses" und gibst dann das Datum der Veranstaltung ein.
In unserem Fall findet die 5th International Teaching Week in Olomouc, Czech Republic, November 4-7, 2025 vom 4.-7.11.2025 statt, daher gib bei "I want to stay from" den 04.11.2025 und bei "to" den 07.11.2025 ein. Klicke dann auf "I know the network number"

< New CEEPUS mobility application		0	
Mobility application - Step 2			
I want to apply as:			
Student	Teacher	Short Term University Staff	
Type of stay:           Student (3-10 months)         Sho	Option aus, Manchmai kann auch "Short Term Excursion" ausgewählt werden , prt Term Students Short Term Excursio	on Short Term Intensive Courses	
I want to stay from: Usant to stay from: 04.11.2025 Geb kier das Startidatums der Summer/Winter School ein / Fill in the starting date of the event	to: Co. Co. Co. Co. Co. Co. Co. Co.	istum der Summer/Winter School ein / of the Summer/Winter School	
Find a network	I know the network number	Create a freemover application	
	Zuletzt klicke auf "I know the network number" Lastly click on "I know the network number"		

 Nun bist du beim dritten Schritt der Auswahl des Netzwerkes.
 Klicke bei CEEPUS Network Number auf das Drop-Down-Menü und wähle unsere Netzwerk-Nummer aus: AT-0502-....

Beim Drop-Down-Menü bei Home Country wählst du "Austria" und bei Home Institution "University of Vienna, Catholic Theologcial Faculty, Department for Moral Theology" aus.

Bei Host Country wählst du im Drop-Down-Menü jenes Land aus, in dem die Summer/Winter School stattfindet. In unserem Beispiel "Czeck Republic" Im Drop-Down-Menü der Host-Institution wählst du jene Universität aus, in der die Summer/Winter School stattfindet. In unserem Beispiel: "Palacký University Olomouc, Faculty of Theology"

	K New CEEPUS mobility application	0
	Mobility application - Step 3, select a network	
۰I	You are applying as a Short Term Intensive Courses from 03.11.2025 to 08.11.2025 in the academic year 2025/2026.	
	CEEPUS Network Number	
	AT-0502-16-2526 - Bioethics: Crossing Disciplinary Boundaries	1. Wähle unsere Netzwerk Nummer aus: AT-0502 /
	Home Country	Home Institution 3. Wähle hier die Uni Wien aus /
	Austria 2. Wilhle "Austria" aus 2. Select "Austria"	Select the University of Vienna, Catholic Theological Faculty, Department for Moral Theology
	Host Country	Host Institution
	Czech Republic 4. Wähle das Land aus, in dem die Summer/Winter School stattfindet /	Palacký University Olomouc, Faculty of Theology     S. Wähle die Uni aus, in der die Summer/Winter School stattfindet /      Select the university that hosts the Summer/Winter School
I	Back	Select the host institution Charles University, Catholic Theological Faculty, Department of Systematic Theology and Philosophy Masarok University. Faculty of Law
		Palacký University Olomouc, Faculty of Theology

9. Dann klickst du auf "Create application"

10. Nun musst du noch einen kurzen Text (min. 500 Zeichen) schreiben, in dem du deine Motivation schilderst.

In unserem Beispiel gibt es eine Vorgabe: "I am writing to express my interest in participating as a student in the 5th International Teaching Week at the Sts Cyril and Methodius Faculty of Theology, Palacký University Olomouc, scheduled to take place from November 4th to 7th, 2025. The program will consist of lectures on bioethics, theology, social work, and social pedagogy."

Es kann sein, dass du noch ein paar Sätze hinzufügen musst. Z.B.: I am a Phd student in moral theology from the university of Vienna and *I am writing to* 

express my interest in participating as a student in the 5th International Teaching Week at the Sts Cyril and Methodius Faculty of Theology, Palacký University Olomouc, scheduled to take place from November 4th to 7th, 2025. The program will consist of lectures on bioethics, theology, social work, and social pedagogy. I am hoping that my application will be accepted and I am looking forward to be part of this interesting program. Klicke dann auf "Save"

< M-AT-0502-2526-201438	0
< Motivation, minimum 500 char.	Save
Motivation / Supervision Assignment I am writing to express my interest in participating as a student in the 5th International Teaching Week at the 5th Cyril and Methodius Faculty of Theology, Palacky University Olomouc, scheduled to take place from November 4th to 7th, 2025. The program will consist of lectures on bioethics, theology, social work, and social pedagogy.	
Schildere deine Motivation in einem kurzen Text (min. 500 Zei     Cancel	kthen)/ 2. ticke auf "sove" / 2. cick on "sove" / Sove

11. Nachdem deine Bewerbung für die Summer/Winter School gespeichert wurde, wirst auf eine Seite mit 7 Unterkategorien geleitet. Fülle diese aus, sodass sie alle auf grün stehen. Hierfür klickst du in das jeweilige Feld und folgst den Schritten. Am Ende klickst du jeweils auf "Save", sodass du wieder zu der Übersichtsseite der Unterkategorien kommst.

M-AT-0502-2526-201441 2. um Schluss klickst du uf "submit" 2. im fre end you click on "submit"		
submit	•	XML
1. Basedata > Basedata txentries of 1 incompleter ♦	2. Personal Data Personal Data ts entries of 1 complete $\otimes$	3. Address > Address transformed and the second sec
4. Field of Study > What exactly are you studying? What is your field of interest? complete G	5. Motivation > Students: Line out why you should be awarded a grant.	6. Education > Education complete 0
7. Knowledge of Languages		ner, ginn ser and gelie genocht inde / ner aldrauford gener

12. Ist alles auf grün gestellt, klickst du auf "submit".