Open the CEEPUS home page: https://www.ceepus.info
Click 'Sign In' Enter Your Account and Password > Login.
If you don't have your own CEEPUS account and password click 'Click here to register!' and make your CEEPUS mobility account.

On the upper right part of the screen is selected *Mobility*

Since You are not coordinator, You do not have any other possibility.

(It's very good that on the beginning You fulfill PERSONAL INFORMATION, so that further it will be always done.)

Click YOUR MOBILITY APPLICATIONS

Select the academic year that You will apply mobility for, so 2017/2018
Click button ACTION to create new network mobility

Before You go to the next page, You have to be sure that You know the number of our network and which outgoing mobility You want to apply.
Number (CPNr) of our CEEPUS network is CIII-RS-1011
Click button YES and after this button NEXT STEP.

It is obligate to check the box "*I hereby confirm that ...*"
Select academic year 2017/18. Select the number of our network (CPNr): **CIII-RS-1011-03-1718**.
Select **Your** home country and **Your** Institution. Select *Host Country* and *Host Institution* (institution where You want to apply mobility)
Select Mobility Type which You would like to apply (**Teacher** – for PhD teachers or **Short Term Student** – for PhD students)
Click button NEXT STEP.

Write what period You would like to apply.
Choose period of one month (30 days). Starting day can be any day in the month that is convenient for You.

Click button SAVE

Those were *Basedata*.

If You click EDIT for Basedata ...

... You will see the same.

Mobility: CIII-RS-0304-06-1314-M-unsubmitted

Basedata

CPNr.: CIII-RS-0304-06-1314

Networkname: Technical Characteristics Researching of Modern Products in Machine Industry (Machine Design, Fluid Technics and Calculations) with the Purpose of Improvement Their Market Characteristics and Better Placement on the Market

Home Institution: University of Novi Sad, Faculty of Technical Sciences, Department of Mechanism and Machine Design

Host Institution: (*) University of Montenegro, Faculty of Mechanical Engineering

Avail. Mobility Type: (*) Teacher

Please note that there is no assigned traffic for this mobility type.

From (DD.MM.YYYY): 08.10.2013

To (DD.MM.YYYY): 08.11.2013

Important Notice:

Please make sure to choose the correct category:

Student: select this if you are a student and you want to stay for **AT LEAST** 3 months
Short Term Student: select this if you are a student and you want to stay for **LESS** than 3 months, e.g. for a regular excursion (min. 10 days) or if you are a thesis student
Teacher: if you are a teacher, please always choose **ONLY THIS** category, no matter for how long you want to stay
Short Term Excursion (min. 3 days): select this if you are a student and you want to participate in this special activity

How To

Description

If You click EDIT to check *Personal Data*, You will see Your personal data.
IT WILL BE FULFILLED ALREADY, IF YOU HAVE DONE IT ON THE BEGINNING (page 2).

Check Your address and add or modify something if necessary.
If You want add some other address, You can do it by clicking button NEW…, but the first address should be Your default address where CEEPUS mail will be addressed.
Click **green** button BACK

Click EDIT to fill *Field of Study*

Enter Your Field(s) od study

Click button SAVE

Click EDIT to fill *Motivation*
Write in brief what is Your motivation to apply this CEEPUS outgoing mobility.
Teacher must write here what teaching hours could they have (6 to 8 per week), see the example on the picture

Click button SAVE

Click EDIT to fill *Education*

Select *Type*

Select *University* and *Field of Study* where did You finish or where are You study if You are student.

Select all necessary data in boxes further. If You want, You can add some additional information (but it is not necessary).

Click button SAVE

If You have several diploma/titles You can click button NEW… and write it.

Click button BACK

Click EDIT to fill *Knowledge of Languages*
Select level of knowledge and which language You speak

Click button SAVE

If You speak several languages click button NEW… and add other language.

Click button BACK

All fields have to be green.
Field must not be red colored. That means that You did not write any data.

Click button BACK

If You want to add some more data, click button ACTION-Open.

If You want to see and check Your application, click button VIEW-HTML (or any other format).

If You want to submit this application, click WORKFLOW-Check&submit

Click button YES, if You are sure that everything is OK

In window *Your Mobility Applications* You can see you're your application.

Also, You can see and tray the state of Your application (about this in some other instruction)

You can apply another Your mobility by clicking button CREATE NEW NETWORK MOBILITY…

PROCEDURE OF MOBILITY APPLICATION:

Waiting for nomination by home PPU (local coordinator is PPU) - **Waiting for nomination by home NCO** (home NCO is national CEEPUS officer in Your Ministry) - **Waiting for nomination by host PPU** (local coordinator in host institution) - **Waiting for nomination by host NCO** (host NCO is national CEEPUS officer in host country) - **at the end You have to accept nominated mobility.**