

**General guidelines for all potential incoming teachers and students
within the CEEPUS network „Philosophy and Interdisciplinarity“**

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-please do not submit any mobility application in the online CEEPUS system on your own initiative, i.e. before consulting your respective home local network coordinator (who will communicate with the host local coordinator and the main coordinator). Mobility applications in the system which are not previously confirmed via e-mails between the home local coordinator and the host local coordinator will be rejected.

-in order to be able to apply for a mobility, you will have to create your special **CEEPUS mobility account** (register at https://www.ceepus.info/login/register_short.aspx#nbb). From your Mobility desktop click “your mobility applications”, then “Action”, after which the *CEEPUS mobility wizard* will open. Choose only the first option (home and host institution within the same network), because the second is designed only for freemovers (mobilities outside CEEPUS networks). Your “CPNR number” (**CEEPUS network number**) for the academic year 2024/2025 is **HR-1107-09-2425** (only the last six numbers vary from one acad. year to another, the first two of which tell the number of years a network exists, and the last four denote the respective academic year within the third millennium).

-before submitting your application please [go through the document “Guidelines for potential incoming students and teachers” of the respective host institution](https://drive.google.com/open?id=1OW7aL_RNSt13vxl5UTFwWgU0xO0u_hy) (https://drive.google.com/open?id=1OW7aL_RNSt13vxl5UTFwWgU0xO0u_hy) (of course, if there is such a document).

-please do not insert more mobility months than arranged by your coordinator, because otherwise you may cause great problems for other mobility applicants and hence also for coordinators.

-take care to propose only mobility dates which fit well into the academic calendar of the host institution.

-(long-term) **student mobilities** encompass a period of 4 or 5 months, **short-term student mobilities** a period of 1-3 months and **teacher mobilities** a period of up to two weeks (as a rule, exceptions possible). Long-term or semestral **student** mobilities oblige the student to attend courses, write seminar papers, pass exams, etc., activities which must be recorded before the mobility in a Learning Agreement signed by both the home and the host coordinator. **Short-term student** mobilities oblige the student to work on his/her BA/MA/PhD thesis, in consultation with teacher(s) at the host institution working in the student’s field of research. **Teacher** mobilities oblige the teacher to perform at least 6 working hours a week, under which lectures and seminars as well as consultation hours may be included.

-please pay due respect to the **Motivation section** of both student and teacher mobilities, because National CEEPUS Offices (NCOs) may reject those mobility applications which do not describe in the Motivation section what is the person academically (!) planning to do at the host institution. Semestral students should write down their latest list of courses at the host institution they plan to attend, short-term students should insert some basic data on their BA/MA/PhD theses (what they will work on at the host institution), incoming teachers should write down their lecture topics (titles) and how many consultation hours they plan to hold (approximately).

-the whole mobility application should be written **in English!**

-if you are a student, visit your host coordinator at the start of your mobility to register your presence at the host institution and clarify all possible issues regarding your scholarship rights and obligations.

-at the end of your (student or teacher) mobility, take care to fill in your *Mobility Report* in the CEEPUS system. The host coordinator should take care of the rest of your mobility documentation (fill in the *Letter of Confirmation*, print it, sign it, stamp it, scan it, and upload it back into the system).