

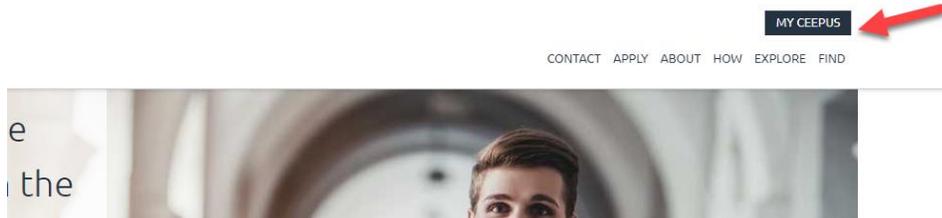
HOW TO apply for a CEEPUS Freemover grant in HUNGARY for Ukrainian students & academics:

- Eligibility:
 - Being enrolled or employed at a Ukrainian higher education institution.
- Documents to attach:
 - A Letter of Acceptance issued by a Hungarian host university, download [here](#).
 - Any document proving eligibility (e.g. certificate of enrollment, student ID or excerpt from employment contract form a Ukrainian higher education institution).
- Tendered period:
 - For students in case of 1 month: min. 21 days, in case of more than 1 month: full months with min. 16 days in the last month.
 - For academics: min. 5 working days and until 30 days the scholarship is equal to 1 scholarship month.
 - **Scholarship period: until max. 31 August 2024. Applications must be submitted before the tendered mobility period.**
- Application process:
 - A candidate has to submit a CEEPUS Freemover application via www.ceepus.info (see a guide below) under **academic year 2023/2024** and attach a Letter of Acceptance and a document proving eligibility.
- Application deadline: continuously until **30 April 2024**
- Scholarship rates:
 - Students: 170 000 HUF/month (cca. 440 EUR)
 - Academics: 190 000 HUF/month (cca. 490 EUR)
- Applications will be proceeded in case of formal eligibility and in the order of arrival, as long as free resources are available.
- Double financing is not possible: it is not allowed to receive a second mobility scholarship from other resources to cover costs for the same mobility activity.

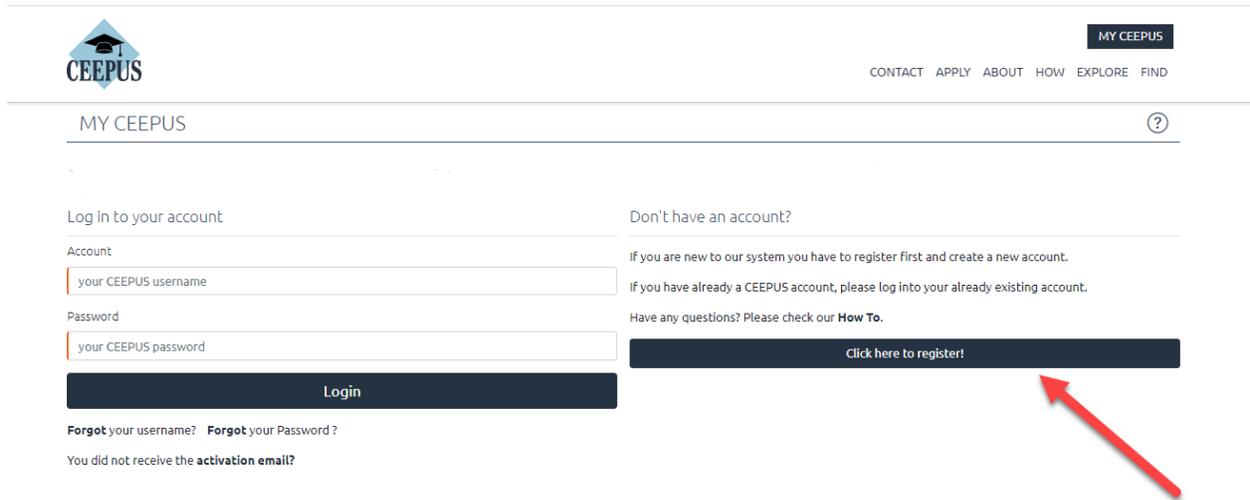
HOW TO REGISTER FOR A MOBILITY Application

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

Click on MY CEEPUS on the CEEPUS website www.ceepus.info

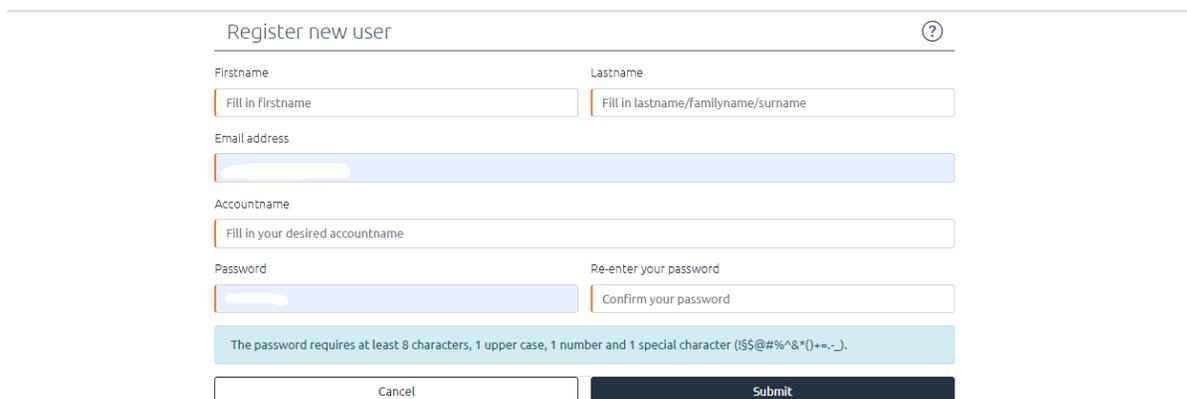


Click on “Click here to register”



The screenshot shows the 'MY CEEPUS' login page. It features a login form with fields for 'Account' (your CEEPUS username) and 'Password' (your CEEPUS password), and a 'Login' button. To the right, there is a 'Don't have an account?' section with instructions and a 'Click here to register!' button, which is highlighted with a red arrow. The page also includes a 'Forgot your username?' and 'Forgot your Password?' link, and a note about receiving an activation email.

In the next step please fill in the required data and click on submit



The screenshot shows the 'Register new user' form. It includes fields for 'Firstname' (Fill in firstname), 'Lastname' (Fill in lastname/familyname/surname), 'Email address', 'Accountname' (Fill in your desired accountname), 'Password', and 'Re-enter your password' (Confirm your password). A password requirement message states: 'The password requires at least 8 characters, 1 upper case, 1 number and 1 special character ([\$@#%&*!)+=-._)'. At the bottom, there are 'Cancel' and 'Submit' buttons.



Now please check your emails, also check the spam folder. Then activate your CEEPUS account in your E-Mail.

Welcome _____, to the CEEPUS Member Area!

It is our pleasure to make applying as comfortable as possible for you.
The CEEPUS member Area allows you to access all your CEEPUS activities with only one user name and password ("Single Sign On").

Your Account Information

The following user name has been created for you:
Account:

Next Step

Before you can login, you must activate your account with the following link.

[ACTIVATE ACCOUNT](#)

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.
<http://www.ceepus.info/login/auth.aspx?ID=a47e274b-ed90-4028-9505-cf4fb05e31d4>

After Activation

Once your account has been activated, you will be logged in automatically and be given access to the "Mobility Desktop". There you can create and submit your own mobility applications.

If you also want to coordinate a network or to be partner in a network, you will find a link to register for the "Network Desktop".
If you are an "International Relation Office (IRO)" and want to access all networks of your university, please register for the "IRO Desktop".

We Are Here To Help!

If you have questions about the CEEPUS Program please consult your National CEEPUS Office. You can find all National CEEPUS Offices on the [CEEPUS Website](#). Just click on the flag of the respective country to access all contact details.

In case of technical problems contact our LiveSupport Chat Mo- Fr 9:00 – 17:00 CET. Please do not contact LiveSupport for questions that do not relate to technical issues.

Please also see our [Frequently Asked Questions \(FAQ\)](#) for further information.

We wish you a lot of success!

Your CEEPUS Team

Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

MG CEEPUS Mobility Desktop

← You can find all your "OLD" desktop links in the left menu bar.
You can find personal links behind the icon . All links to your lists (mobility, network) will be behind the icon .
Click on the icon to show the desktop.
You are using a small window and cannot see the left menubar? Please click the initials shown in the circle at the top left corner to display the menubar.

Welcome

HOW CEEPUS WORKS	DOWNLOADS
Obligations of Scholarshipholder <ul style="list-style-type: none">Obligations StudentObligations Teacher	Find & NCO Informations <ul style="list-style-type: none">Find networksNCO Information

[Create new application](#)

Unsubmitted Applications

Live Support! Online Chat

Switch Desktop

News

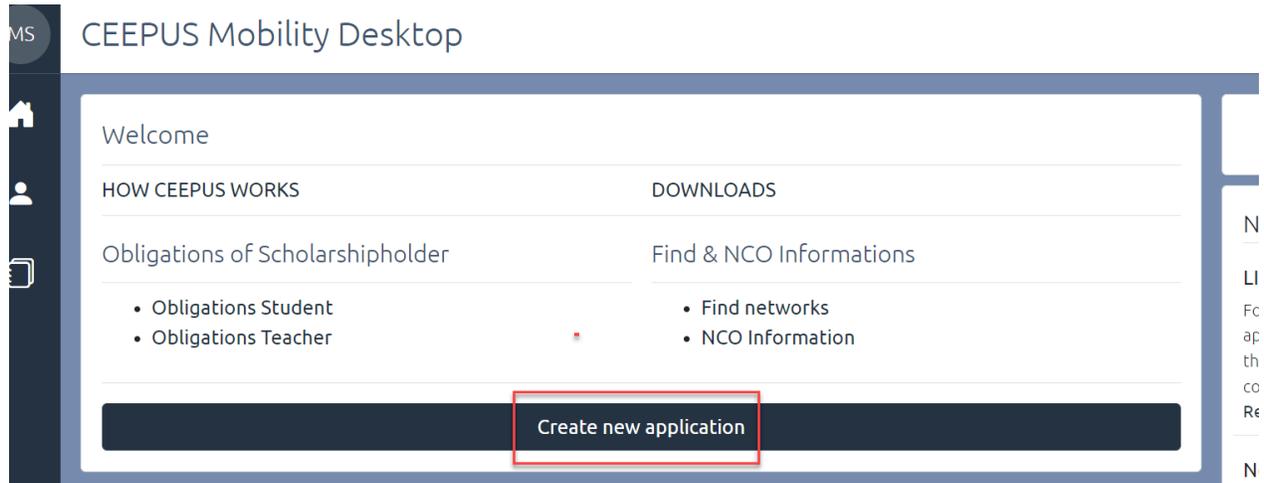
University of Pecs: Most Prestigious European Internationalisation Award!
The University of Pecs wins the EAI award for Excellence in Internationalisation! ... This year's winner went above and beyond: in response to the pandemic, the University of Pecs, Hungary, quickly acquired a resilient attitude and developed an impressive range of new short-term virtual mobility programmes such as a virtual global internship programme [...] We congratulate one of our particularly committed and active CEEPUS universities to this award.
[Read more ...](#)

Virtual exchange and CEEPUS
Please read about the experiences of some member countries regarding virtual exchange during the last academic year. The article was released by the Tempus Public Foundation (TPF), our CEEPUS National Office in Hungary.
[Read more ...](#)

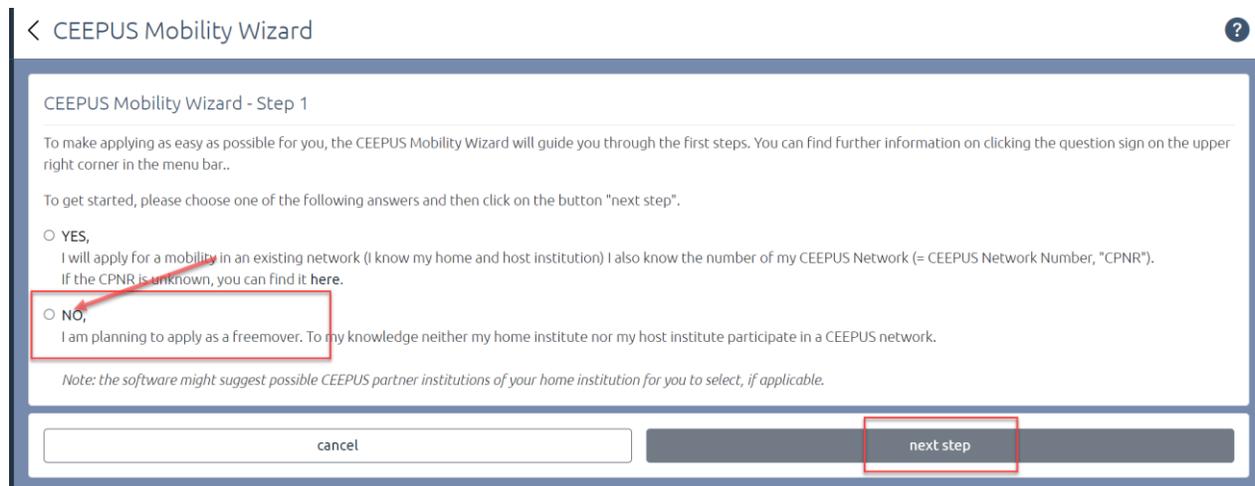
New letters of Acceptance and Recommendation for Freemovers online!
We integrated a short section regarding virtual exchange.
[Read more ...](#)

HOW TO apply for a CEEPUS Freemover grant – Ukrainian students & academics:

1. After signing in: On your CEEPUS Mobility press „Create new application”:



- Activate “No” to apply as freemover, then press “next step”:



Please choose “Ukraine” as Home Country, “Ukrainian University (...)” in general as Home Institution, and “My home Unit is not on the list” under Home Unit.

Type in your Ukrainian university in the entry field.

CEEPUS Mobility Wizard - Step 2

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

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

Academic Year
Academic Year 2021/2022

Home Country
Ukraine

Home Institution
Ukrainian University (Please add your University below)

Home Unit
My home unit is not on this list

Mobility Type
Teacher

Host Country
Poland

Please pick your host country and your host institution and then press “select >>”

Host Country
Poland

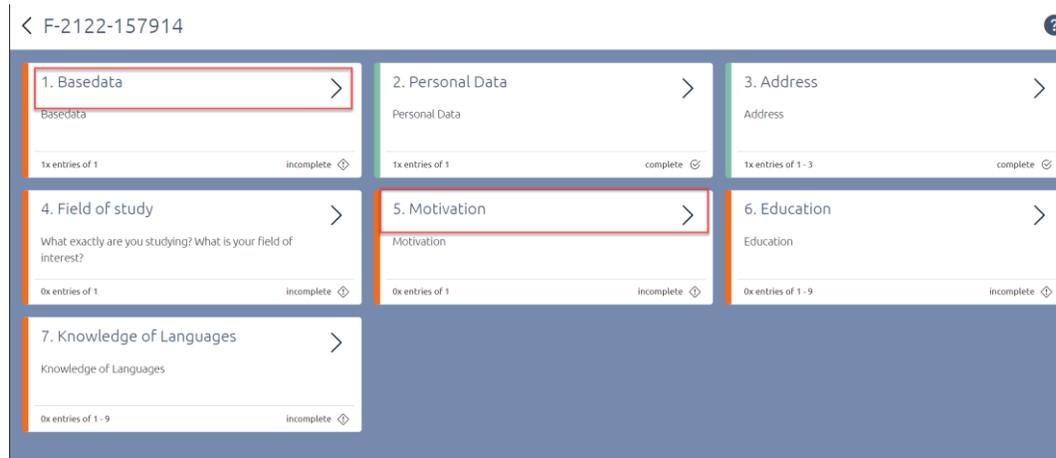
Freemover Mobility Application:
The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

Host Institution
Medical University of Łódź

Host Unit
Psychodermatoloy Department

cancel select >>

Now you see the overview of your application, with the different sections. Fill out all red marked sections.

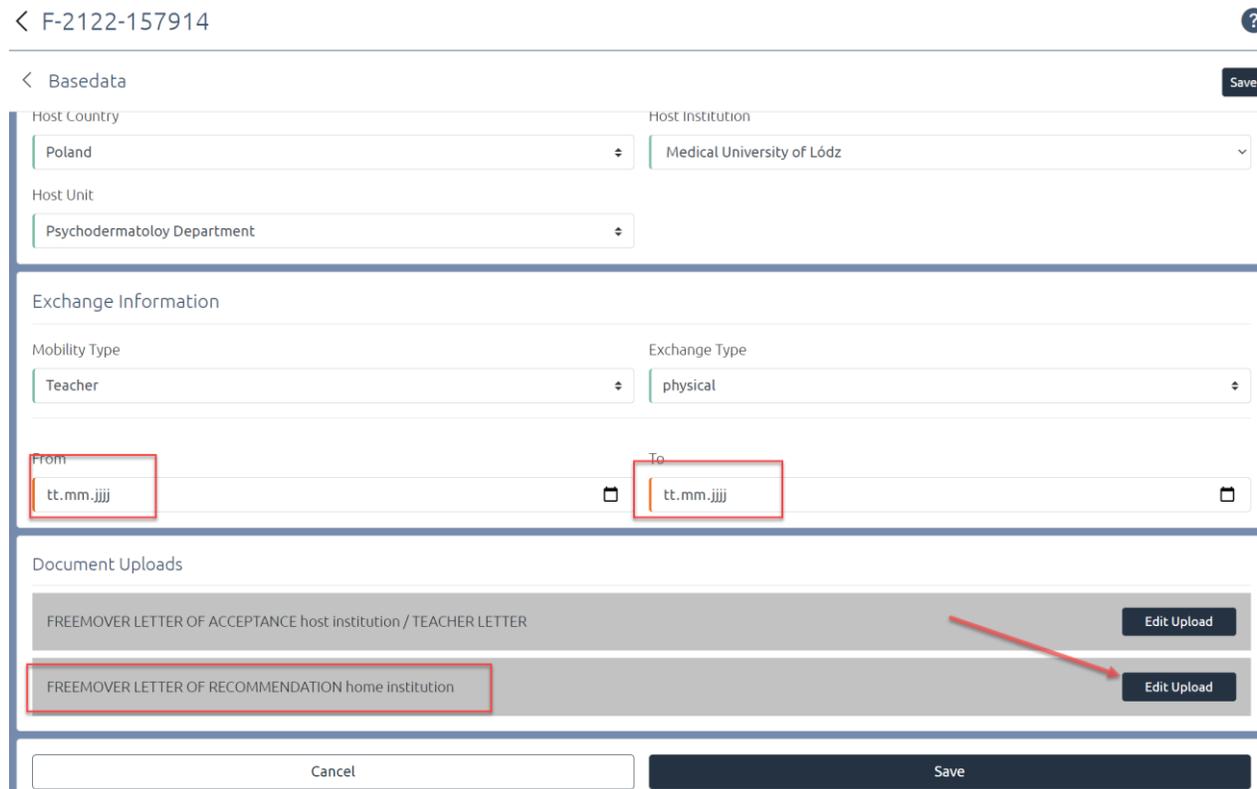


The image shows a grid of application sections for ID F-2122-157914. The sections are: 1. Basedata (incomplete, 1 entry), 2. Personal Data (complete, 1 entry), 3. Address (complete, 1-3 entries), 4. Field of study (incomplete, 1 entry), 5. Motivation (incomplete, 1 entry), 6. Education (incomplete, 1-9 entries), and 7. Knowledge of Languages (incomplete, 1-9 entries). Sections 1, 5, and 7 are highlighted with red borders.

Under Basedata, you must fill in a duration of stay. Ask your contact person or our National CEEPUS Office for further advice.

You also need to upload a **Letter of Acceptance** or **Teacher Letter** from your **host institution**. Please access <https://www.ceepus.info/content/downloads> for a template.

Instead of a **Letter of Recommendation**, you should upload a confirmation of enrollment of your Ukrainian university or - as teacher - a confirmation of employment. Press “Edit Upload” to upload.



The image shows the 'Basedata' section for ID F-2122-157914. It includes fields for Host Country (Poland), Host Institution (Medical University of Łódź), Host Unit (Psychodermatology Department), Mobility Type (Teacher), and Exchange Type (physical). The 'From' and 'To' date fields are highlighted with red boxes and contain the placeholder 'tt.mm.jjjj'. The 'Document Uploads' section shows two entries: 'FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER' and 'FREEMOVER LETTER OF RECOMMENDATION home institution', both with 'Edit Upload' buttons. A red arrow points to the 'Edit Upload' button for the recommendation letter. At the bottom are 'Cancel' and 'Save' buttons.

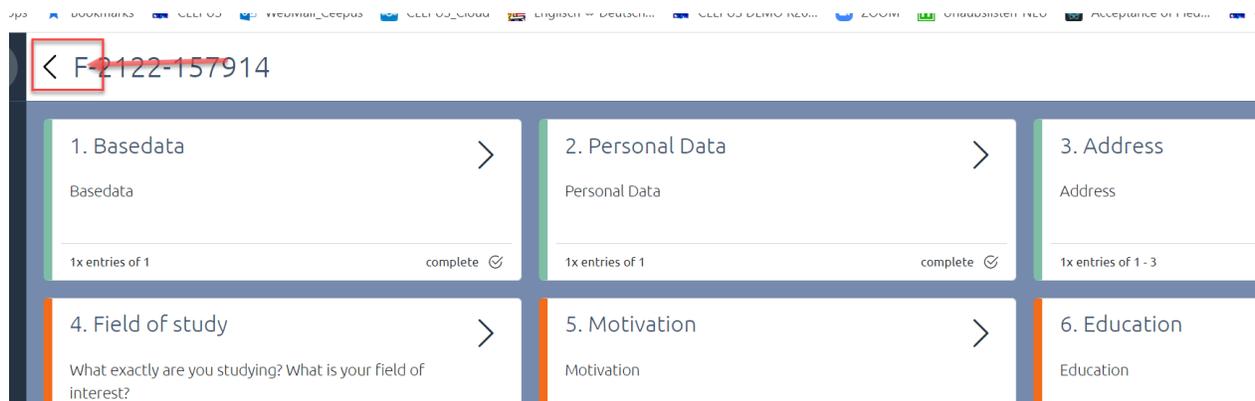
Do not forget to press "Save".

Use the arrows to navigate.



A screenshot of a web application interface. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a header bar with a back arrow, the text 'Basedata', and a 'Save' button on the right. The main content area is titled 'Home Information'.

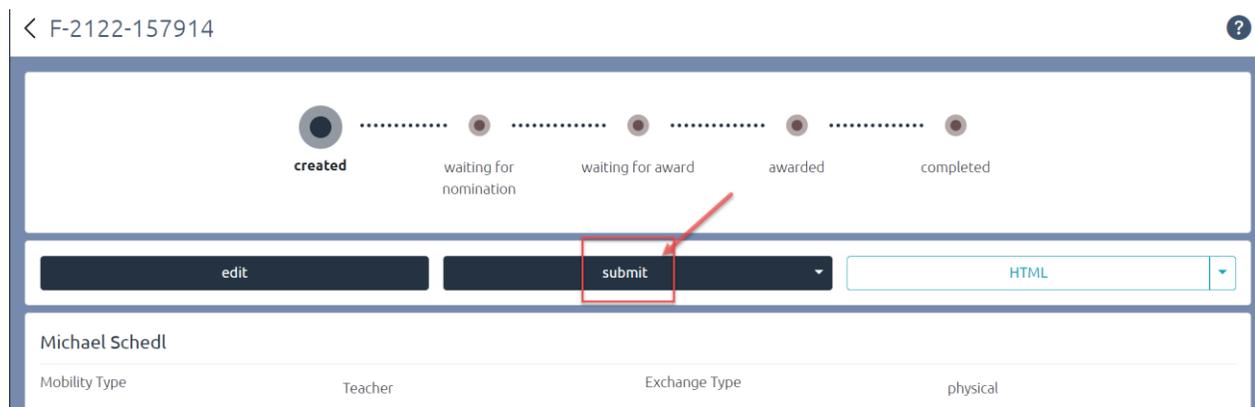
Once you have filled out all sections, navigate another step back to submit the application



A screenshot showing a progress overview of the application process. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a grid of six steps, each with a title, a description, and a status indicator. Step 1 'Basedata' is highlighted with a green border and a checkmark, indicating it is complete. Step 2 'Personal Data' is also highlighted with a green border and a checkmark. Step 3 'Address' is highlighted with a green border. Step 4 'Field of study' is highlighted with an orange border. Step 5 'Motivation' is highlighted with an orange border. Step 6 'Education' is highlighted with an orange border.

Step	Title	Description	Status
1	Basedata	Basedata	complete
2	Personal Data	Personal Data	complete
3	Address	Address	1x entries of 1 - 3
4	Field of study	What exactly are you studying? What is your field of interest?	
5	Motivation	Motivation	
6	Education	Education	

Press "submit" and confirm the workflow execution.



A screenshot of a web application interface showing the submission process. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a progress bar with five stages: 'created', 'waiting for nomination', 'waiting for award', 'awarded', and 'completed'. The 'created' stage is highlighted with a blue circle. Below the progress bar is a row of buttons: 'edit', 'submit', and a dropdown menu with 'HTML' selected. The 'submit' button is highlighted with a red box and a red arrow. Below the buttons is a section titled 'Michael Schedl' with a table showing 'Mobility Type' as 'Teacher' and 'Exchange Type' as 'physical'.

Mobility Type	Teacher	Exchange Type	physical