

## “Final Traffic Sheet” and “Upload of the Letter of Acceptance”

The “Final Traffic Sheet” is the network’s mobility plan and a tool to help networks coordinate themselves. Although we recommend the overall coordinator of the network to fill it out, please also discuss the mobility plan with your network partners so that they can follow it during the academic year. The participating units should exchange their students and teachers according to the Final Traffic Sheet.

In the software you should organize the given incoming scholarships per sending Participating Unit (PPU). The incoming quota was already fixed by the International Commission. Therefore, your entered data are not used to calculate or award months. Please note, that you cannot change the incoming quota or redistribute scholarships between CEEPUS member states, mobility types and between Participating Units (PPU) but only distribute the months amongst the sending PPUs.

## Access your network application from 22/23

1. Sign in on “MY CEEPUS” on [www.ceepus.info](http://www.ceepus.info)
2. Access your network application 22/23 on your Desktop.

The screenshot displays the CEEPUS Network Desktop interface. At the top, it says "CEEPUS Network Desktop". Below this, there's a navigation bar with "Survey 'Application Form' results" and a "Switch De" button. The main content area is divided into several sections:

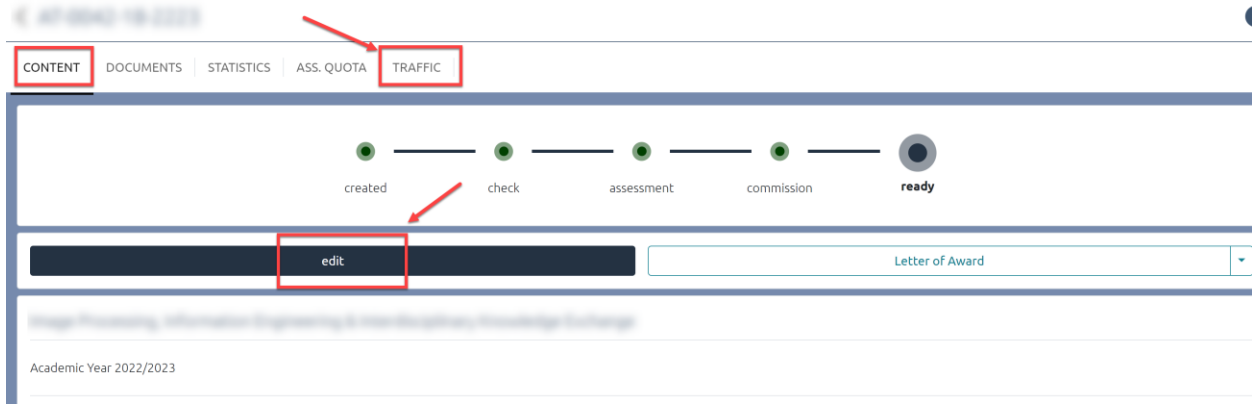
- New Application Round 22/23:** A red box highlights this section, which includes a red arrow pointing to a small icon.
- Coordinator:** A table showing statistics:

28	133	0
rank	given quota	accepted network
- final traffic sheet:** A section with a red circle icon.
- letter of acceptance:** A section with a red circle icon.
- outgoing mobilities:** A section showing "0 (21) waiting for nomination".
- incoming mobilities:** A section showing "0 (18) waiting for nomination".

On the right side, there's a "News" section with several articles:

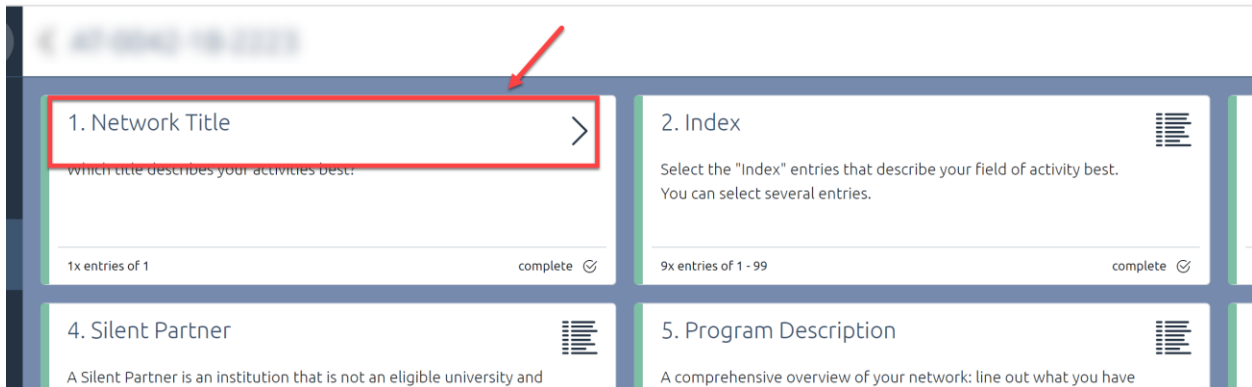
- Ukrainian academics:** Application is possible for CEEPUS scholarships in Hungary, Poland, Slovenia, and Romania (RO: teachers only).
- Free Months:** There are still resources for all types of mobilities in Poland, Czech Republic and in Slovenia (Slovenia: except teachers as "freemovers").
- Use the PA 9 quality label of the EUSDR for your network:** Following a decision by the Joint Committee of Ministers we are to invite you to make use of the quality label of Priority Area 9 and Skills – of the EU Strategy for the Danube Region.
- New letters of Acceptance and Recommendation for Freemovers online!** We integrated a short section regarding virtual exchange.

3. To upload the letter of Acceptance, access “Content” and “edit”
4. To edit the Final Traffic sheet access “Traffic”



## Upload your “letter of acceptance”

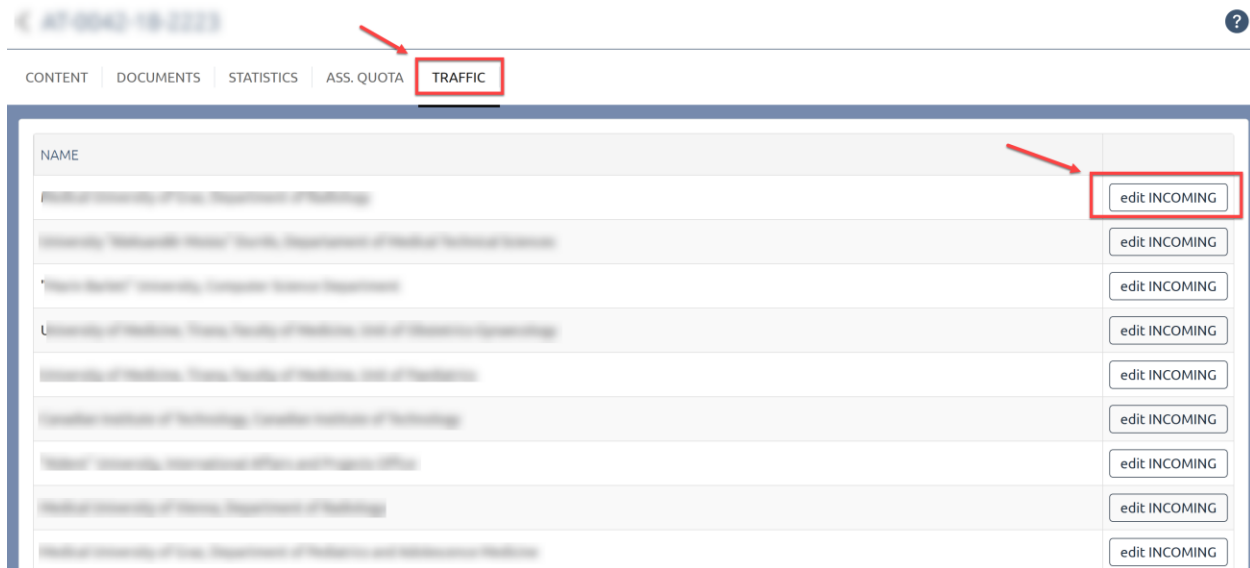
Access “Network Title” to upload your signed letter of acceptance.



## Editing final traffic by the coordinator

The overall network coordinator can edit traffic data for himself/herself and for all network partners. Network partners can only edit their own incoming data. Please be aware, that we recommend the overall coordinator of the network to fill out the traffic sheet.

Please access “Traffic” in your network application overview.



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: CONTENT, DOCUMENTS, STATISTICS, ASS. QUOTA, and TRAFFIC. The TRAFFIC tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is a table with a header row labeled 'NAME'. The table contains several rows, each representing a participating unit. To the right of each row is a button labeled 'edit INCOMING'. The first 'edit INCOMING' button is highlighted with a red box and a red arrow pointing to it.

In order to edit the Incoming Traffic of the Participating Unit (PPU), please select the respective PPU and click the desired button “edit INCOMING”.

1. The INCOMING UNIT will be displayed on top.
2. For editing, a participating unit (sending/outgoing PPU) must be selected under “MOBILITY INCOMING FROM”

< INCOMING UNIT: Department of Radiology

MOBILITY INCOMING FROM:

Select a unit

NCO GIVEN QUOTA	student	short term student	teacher	short term excursion
participating unit	month	month	month	month
Department of Radiology	3	10	1	0

NCO GIVEN QUOTA	student		short term student		teacher		short term excursion	
participating country	ass.	free	ass.	free	ass.	free	ass.	free
AT - Austria	15	15	44	44	12	12	0	0
TOTAL	15	15	44	44	12	12	0	0

INCOMING months and persons can now be edited for this PPU.

Mobility Type	month	person
Student	<input type="text" value="0"/>	<input type="text" value="0"/>
Short Term Student	<input type="text" value="0"/>	<input type="text" value="0"/>
Teacher	<input type="text" value="0"/>	<input type="text" value="0"/>
Short Term Excursion	<input type="text" value="0"/>	<input type="text" value="0"/>

**Save Traffic Data**

NCO GIVEN QUOTA	student	short term student	teacher	short term excursion
participating unit	month	month	month	month
Department of Radiology	3	5	0	0

The Outgoing participating unit (MOBILITY INCOMING FROM) is displayed in the table once more, as well as the relevant data from your application the "Tendered Traffic Sheet" (T:) at the bottom.

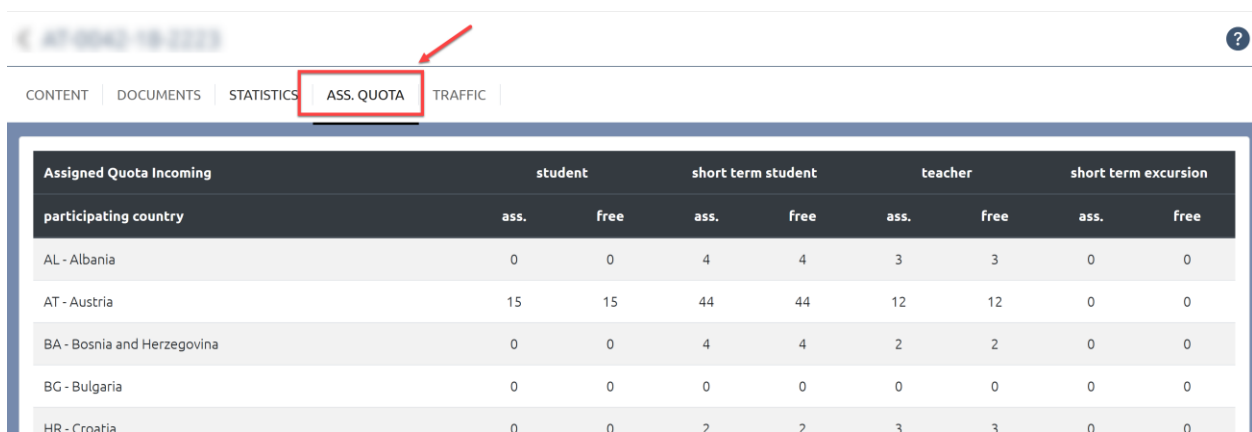
- 1) Have a close look at the **NCO GIVEN QUOTA** before you assign months. That shows you the exact number of months per category assigned to the incoming participating unit by the National CEEPUS Office.
- 2) Entered the desired data and click "**Save Traffic Data**".

The system will now check whether your data can be saved and will issue an error message if necessary. **You cannot assign more months to the Unit than the limit in the NCO GIVEN QUOTA.**

**Please note**, that months cannot be shifted between categories and between incoming PPU's in the same country. If you want changes, **you must contact the NCO (National CEEPUS Office) of the respective CEEPUS country (participating country) to clarify it.** If the NCO agrees to a change in **category** this can only be realized when the NCO awards a mobility, it cannot be done directly via Traffic Sheet.

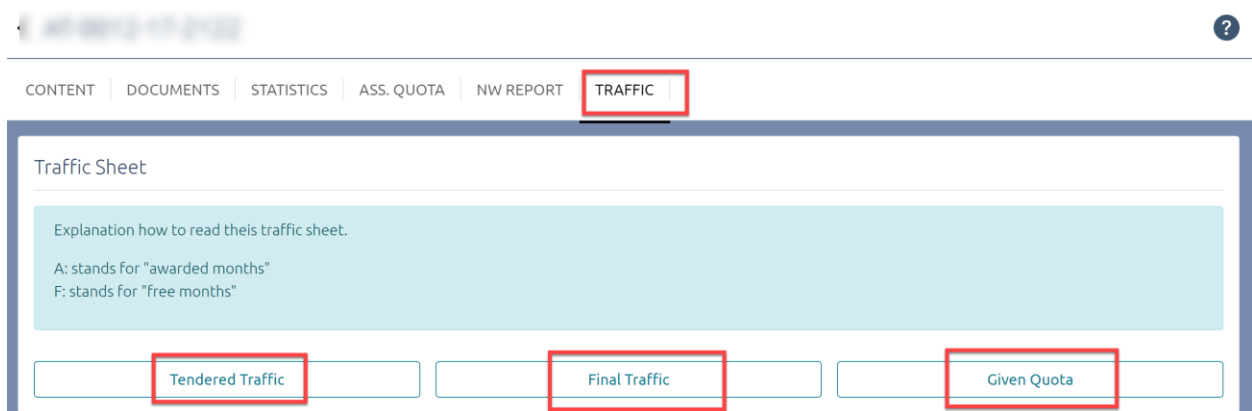
## Overview of your Quota and the Final Traffic

Press Ass. Quota on your network application overview to see the assigned (awarded) quota and the still free quota in months.



Assigned Quota Incoming participating country	student		short term student		teacher		short term excursion	
	ass.	free	ass.	free	ass.	free	ass.	free
AL - Albania	0	0	4	4	3	3	0	0
AT - Austria	15	15	44	44	12	12	0	0
BA - Bosnia and Herzegovina	0	0	4	4	2	2	0	0
BG - Bulgaria	0	0	0	0	0	0	0	0
HR - Croatia	0	0	2	2	3	3	0	0

Please access the tab "Traffic" to find three submenus:



Traffic Sheet

Explanation how to read this traffic sheet.  
 A: stands for "awarded months"  
 F: stands for "free months"

Tendered Traffic      Final Traffic      Given Quota

## "Tendered Traffic"

These are the traffic data originally entered by the applicant in the network application.

	Tendered Traffic		Final Traffic		Given Quota			
tendered Incoming Traffic	student		short term student		teacher		short term excursion	
participating unit	month	person	month	person	month	person	month	person
University of Toronto Faculty of Education Department of Educational Psychology 128 St George Street Toronto, Ontario M5S 1A5	80	20	27	50	5	5	0	0
University of Toronto Faculty of Education Department of Educational Psychology 128 St George Street Toronto, Ontario M5S 1A5	8	2	4	2	2	2	0	0
University of Toronto Faculty of Education Department of Educational Psychology 128 St George Street Toronto, Ontario M5S 1A5	8	2	2	1	6	6	0	0

## "Final Traffic"

Overview of your entries: In case data have been entered, the new "Final Incoming Traffic" will be displayed here.

Traffic Sheet

Explanation how to read this traffic sheet.  
 A: stands for "awarded months"  
 F: stands for "free months"

Tendered Traffic      **Final Traffic**      Given Quota

final Incoming Traffic participating unit	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
University of Bonn Department of Psychology and Neuroscience Institute of Psychology Institute of Neuroscience	80 (A: 58) (F: 22)	20 (A: 14) (F: 6)	24 (A: 27,5) (F: -3,5)	44 (A: 52) (F: -8)	5 (A: 5) (F: 0)	5 (A: 5) (F: 0)	0 (A: 1) (F: -1)	0 (A: 2) (F: -2)
University of Bonn Department of Psychology and Neuroscience Institute of Psychology Institute of Neuroscience	8 (A: 0) (F: 8)	2 (A: 0) (F: 2)	4 (A: 6) (F: -2)	2 (A: 3) (F: -1)	2 (A: 2) (F: 0)	2 (A: 2) (F: 0)	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)

## Given Quota

This view shows the months awarded at the International Commission of CEEPUS. Note that there are only INCOMING months, not individual grant holders (persons), are displayed.

Traffic Sheet

Explanation how to read this traffic sheet.  
 A: stands for "awarded months"  
 F: stands for "free months"

Tendered Traffic      Final Traffic      **Given Quota**

Given Quota Incoming Traffic participating unit	student	short term student	teacher	short term excursion
	month	month	month	month
University of Bonn Department of Psychology and Neuroscience Institute of Psychology Institute of Neuroscience	80 (A: 58) (F: 22)	24 (A: 27,5) (F: 0)	5 (A: 5) (F: 0)	0 (A: 1) (F: 0)
University of Bonn Department of Psychology and Neuroscience Institute of Psychology Institute of Neuroscience	8 (A: 0) (F: 8)	4 (A: 6) (F: 0)	2 (A: 2) (F: 0)	0 (A: 0) (F: 0)

## Editing final traffic by a partner

The procedure is the same, just that the partner can only edit the data for his/her PPU.