

## NEW NETWORK TO AN ALREADY EXISTING NETWORK

To create a new network, click the button New Network Application

The screenshot shows the 'CEEPUS Network Desktop' interface. On the left is a navigation sidebar with icons for home, user profile, and folders. The main content area is titled 'Hallo Netzwerkinformation!' and 'Application Round 22/23'. A prominent 'New Network Application' button is visible. Below it, a table shows statistics for the 'Coordinator' role: 52 active PPUs, 1 missing entry, 0 tendered months, and a readiness indicator. Further down, two boxes display 'outgoing mobilities' (20 waiting for nomination) and 'incoming mobilities' (1 (35) waiting for nomination). The 'Active networks' section shows a table with columns for awarded mobilities (51), mobilities waiting (19), used months (47M OD), free months (102M OD), and fulfillment (31%). On the right side, there are several news articles with titles like 'mobility programmes such as a virtual global internship programme', 'Use the PA 9 quality label of the EUSDR for your network', 'Virtual exchange and CEEPUS', '86 networks awarded for the academic year 2021/22', and 'New letters of Acceptance and Recommendation for Freemovers online!'. A 'Switch Desktop' button is located in the top right corner.

Please enter your Network title

If the unit section is empty, please choose the correct Participating Unit (PPU)

The screenshot shows the 'New Network Application' form. The title is 'Create a new network'. The form includes a dropdown for 'Academic Year' (set to 'Academic Year 2022/2023'), a text input for 'Networktitle' (containing 'CCO-MGG'), and a dropdown for 'For unit'. A checkbox is checked with the text 'I confirm that I am the coordinator of this network.'. At the bottom are 'Cancel' and 'Save' buttons. On the right side, there is a 'Live Support!' chat window that is currently 'Offline' and a 'Help' section with the message: 'Sorry, there is no help available for this page. If you have questions please contact us via LiveSupport Chat.' The top left shows the user 'ES' and the page title 'New Network Application'.

After clicking on the save button you will be automatically forwarded to the network overview.

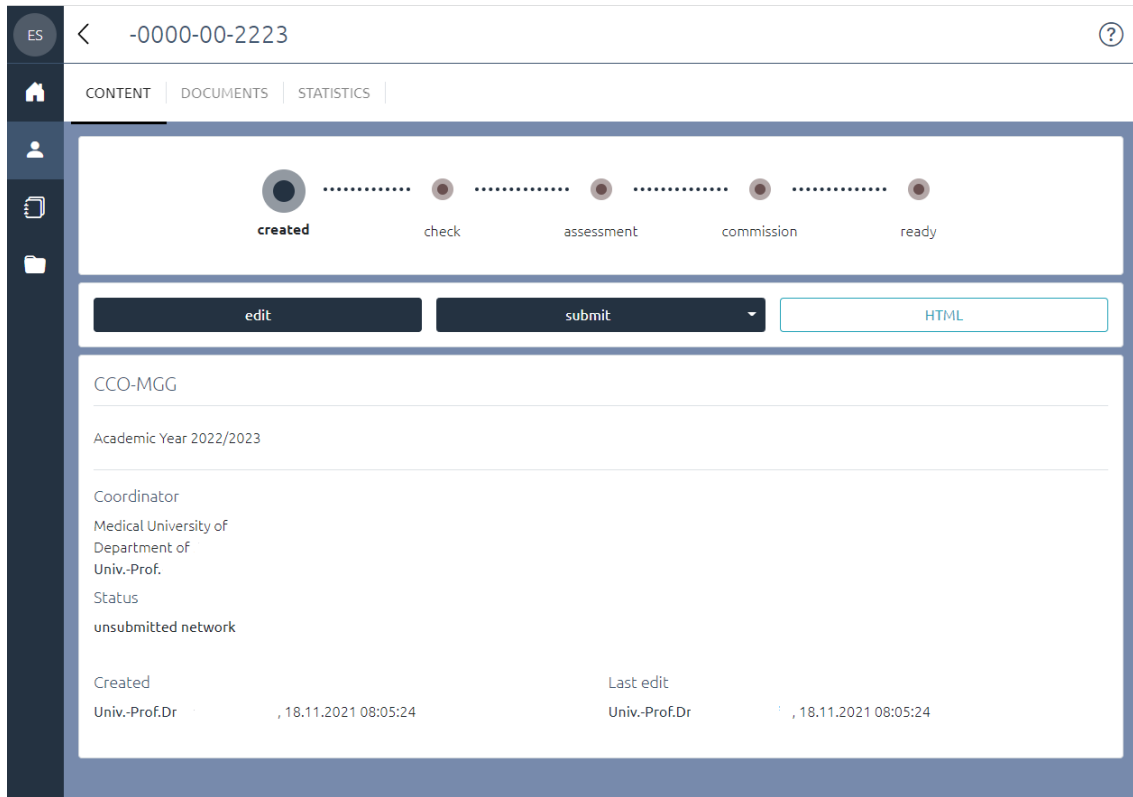
Please fill in the required fields (orange)

ES < AT-0000-00-2223 ?

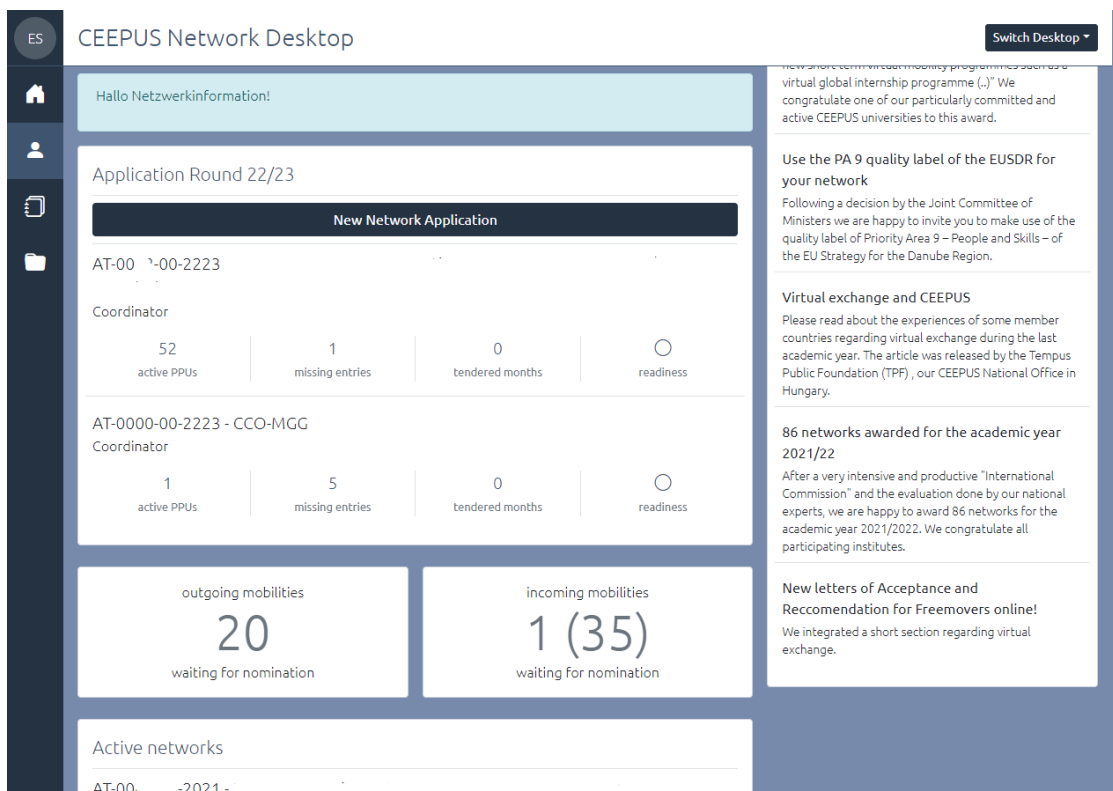
<b>1. Network Title</b> Which title describes your activities best? 1x entries of 1 complete ✓	<b>2. Index</b> Select the "Index" entries that describe your field of activity best. You can select several entries. 0x entries of 1 - 99 incomplete ⚠	<b>3. Participating Units</b> Please enter all requested data for your partner institutions and don't forget to update the information. 1x entries of 2 - 99 incomplete ⚠
<b>4. Silent Partner</b> A Silent Partner is an institution that is not an eligible university and cannot use CEEPUS scholarship months. 0x entries of 0 - 99 complete ✓	<b>5. Program Description</b> A comprehensive overview of your network: line out what you have set out to do, how you cooperate. Why your network is special and important for the region. 0x entries of 1 incomplete ⚠	<b>6. Planned Forms of Instructions</b> Fill in your planned and detailed forms of instructions and describe your network activities. 0x entries of 1 incomplete ⚠
<b>7. Selection Criteria</b> Please describe how you and your network partners plan to select mobilities in the upcoming academic year. 0x entries of 1 incomplete ⚠	<b>8. Additional Information</b> Describe special activities within your network and other background information as well as digital skills and competences. 0x entries of 0 - 1 complete ✓	<b>9. Joint Activity</b> Use the section to describe your Joint Programs and/or Joint Activities. 0x entries of 0 - 9 complete ✓

If you click on the back arrow you will get to the following overview

In this view you can edit the entries of the network request at any time by clicking the Edit button. If you click the Submit button, the network application is submitted, and further processing is no longer possible.



That is your new view on the home page



**Important Deadlines:**

Submission deadline: January 15, 2023

Document upload deadline: January 31, 2023