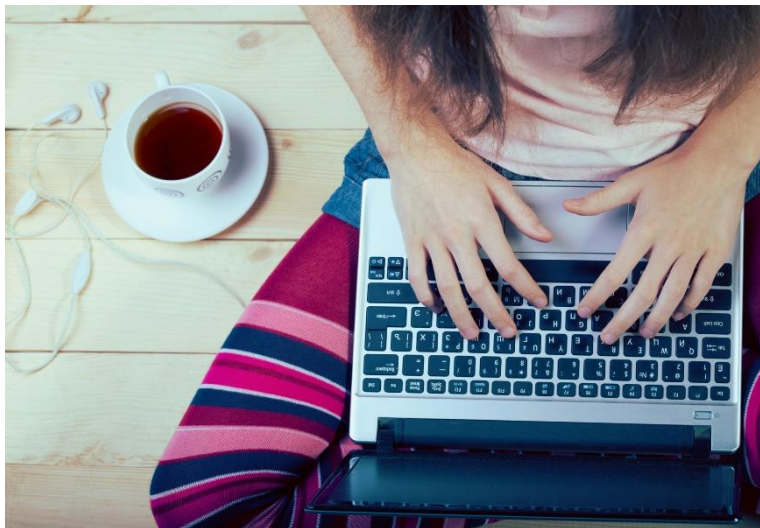


NOMINATION INSTRUCTIONS FOR ERASMUS+ (EUROPE)
MASARYK UNIVERSITY (CZ BRNO05)

2019/2020



Please nominate your students via **MU ONLINE NOMINATION SYSTEM**. Nominations by email will not be accepted.

A unique **WEB LINK** must be used which leads you to our MU online nomination system. If you have not received your unique link, please contact us at marakova@czs.muni.cz.

HOW TO NOMINATE YOUR STUDENT(S)

1. **WEBLINK** - click on the web link sent to you by email (the web link is unique for each coordinator)
2. **FACULTY/DEPARTMENT** - select a country the nominated student studies in and faculty/department at Masaryk University the student is nominated to
3. **AGREEMENT** - find the right agreement in the list and continue by creating a new nomination
4. **BASIC STUDENT'S DATA** - fill in the basic data about the nominated student and submit (click on button "Continue")
5. **CHECK THE DATA** - go through the nomination once again and if everything is correct, click on the button "Save application"
6. **SAVED** - your student's nomination was saved to our database
7. **NOMINATE OTHER STUDENTS** - you can nominate other students by clicking on the link which will appear after the nomination was saved (if you plan to nominate later, you can always use the web link in the email you received from us)

AGREEMENT NOT FOUND IN THE LIST?

You can nominate student(s) if there is a duly signed agreement with Masaryk University at particular faculty/department which your student wishes to study at. If you **could not find the agreement**, it means that your agreement is either in the process of negotiation or is not valid for the academic year 2019/2020.

EXCEPTIONS IN NOMINATION

In case of some **nomination exceptions** please contact us before creating the nomination at marakova@czs.muni.cz until **30 April** (autumn)/ **30 Sept.** (spring). She will discuss it with the faculty/department and if accepted she will make the necessary change in our system for you to be able to nominate your students.

NOMINATION DEADLINES

Please nominate your outgoing students until below mentioned deadlines (no later nominations will be accepted):

Semester	Deadline for EU students	Deadline for Non-EU students
Autumn 2019	15. 6. 2019	15. 5. 2019
Spring 2020	15. 11. 2019	15. 10. 2019

See our [APPLICATION PROCESS](#) in more detail on our websites.

Nominate only students who meet our [language requirements](#) and will meet our [credit requirements](#). See our [ACADEMIC CALENDAR](#).