

NOMINATION INSTRUCTIONS
FOR ERASMUS+
MASARYK UNIVERSITY 2015/2016



Source: Photoarchive of MU.

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

You have had to receive an email with unique **WEB LINK** which leads you to our MU online nomination system. If you did not receive it, please contact me at vicarova@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 you have 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 was not signed for the academic year 2015/2016.

EXCEPTIONS IN NOMINATION

In case of some **nomination exceptions** you have to contact me before creating the nomination at vicarova@czs.muni.cz. I will discuss it with the faculty/department and if accepted I will then adjust and open the database for you.

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 2015	15. 7. 2015	15. 5. 2015
Spring 2016	15. 11. 2015	15. 10. 2015

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

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

Without the electronic nomination your student will not be able to fill in the application online.