

# NOMINATION INSTRUCTIONS FOR ERASMUS COORDINATORS

MASARYK UNIVERSITY 2013/2014



Source: Photoarchive of MU.

If your student wishes to study at Masaryk University under Erasmus programme, then:

- nominate students only to a particular faculty/department which you have an agreement with
- there could be some nomination exceptions if you ask in advance
- nominate your outgoing students until below mentioned deadlines (no later nominations will be accepted)

Semester	Deadline for non-visa students	Deadline for visa students
<b>Autumn 2013</b>	15. 7. 2013	31. 5. 2013
<b>Spring 2014</b>	15. 11. 2013	15. 10. 2013

- nominate only students who meet our **NEW REQUIREMENTS** – B2 level of English (find [more details here](#)) and credit limit 20 ECTS/semester which students need to achieve after their studies here at MU (find [more details here](#))
- your nomination email should contain:
  - whole **name of the student**
  - **level of his/her studies** (undergraduate, postgraduate, doctoral)
  - **email address** of the student
  - **Erasmus ID code** of sending university
  - **faculty/department** which a student is nominated to
  - **semester(s)** which a student is nominated for

After receiving your nominations we will confirm it by email and inform your nominated students directly by email as well. Your students then have to:

- apply online <https://isois.ois.muni.cz/application/> (and meet the deadlines mentioned above - no later applications online will be accepted)
- print out this application form when submitted
- bring the printed application form to you, you will sign it
- fill in a learning agreement and follow the [credit requirements at MU](#)
- make a copy of a certificate proving the B2 level of English or arrange the [Language Proficiency Report](#)

These **3 documents** duly signed and approved (learning agreement, printed application form, certificate or Report) need to be **sent by post to our office:**

*Masaryk University*

*Office for International Studies*

*Coordinator for Erasmus incoming students*

*Komenskeho nam. 2*

*602 00 Brno*

*Czech Republic*

We do not **require from students** Transcript of Records from previous years and copy of ID card/passport and health insurance **any longer**. The student is obliged to make a copy of his/her ID/passport/visa and health insurance and keep it either at home or take it with him/her and keep it in a safe place locked.