

Dear partner,

This is to inform you that Palacký University Olomouc (UP) will require the **online nomination** of your exchange students incoming in 2017/2018. We do not need any further documents sent by post or e-mail.

To nominate your students **for the field of study mentioned in our bilateral agreement** please use the following link: <https://erasmusplus.upol.cz/Account/ExtLogin/ec4573e8-2ff7-4b4b-abb0-b2c810bbcc14>

After the first access please make sure your institution profile information is correct and valid, if not, please, update the respective information

To read the UP online nomination procedure guidelines please go to:

[https://wiki.upol.cz/upwiki/Erasmus Nominations](https://wiki.upol.cz/upwiki/Erasmus_Nominations)

If there is any problem, e.g. you are not able to access the online nomination system, please contact iro@upol.cz.

Please, never forward the online nomination link to your students!

(The nomination link assigned to your institution can be used repeatedly, it will not be changed every academic year, unless there is a particular reason. If you think that an unauthorized person uses your link, please let us know asap and we will generate a new unique link, which will be sent to your email address.

Online Nomination Deadlines:

UP Online Nomination System is open: **March 1 – October 31**

To nominate your students for a **whole academic year (September – June) or just a winter semester*** is possible till **June 15**

To nominate your students for a **summer semester*** is possible till **October 31** *winter semester/first semester – **September –January/February** *summer semester/second semester – **February – June**

Please note that **students nominated for the summer (=2nd) semester will not be accepted for the whole academic year or allowed to extend the mobility period.** To stay one more semester, the students must be newly nominated by the home institution for the new academic year and submit a new application.

It will not be possible to receive nominations/applications after the deadline.

Summary of Nomination steps for a partner:

- Step 1. **Check and update** your institution profile information if needed
- Step 2. **Nomination** - how to nominate your students – see [https://wiki.upol.cz/upwiki/Erasmus Nominations](https://wiki.upol.cz/upwiki/Erasmus_Nominations)
- Step 3. **Nomination submitted.** An **information e-mail** about UP application procedure is automatically sent **to the nominated student** after you **submit** the nomination

Summary of Application steps for a student:

- Step 1. An **information e-mail** about UP application procedure is received by the **nominated student**
- Step 2. **Online application** including a request for accommodation and the orientation week is submitted by the student (see deadlines)*
- Step 3. **Learning Agreement** is submitted by the student
- Step 4. **Letter of acceptance** is sent to the nominated/accepted student

Online Application Deadlines:

- Winter semester/whole year:
 - **May 31** (visa required)
 - **June 30** (visa non-required = EU, Norway, Iceland, Lichtenstein and Switzerland citizens)
- Summer semester:
 - **October 15** (visa required)
 - **November 15** (visa non-required = EU, Norway, Iceland, Lichtenstein and Switzerland citizens)

Please note, that if your students cancel the mobility during the application process or even after they are accepted, you can also cancel the nomination by clicking on the WITHDRAW button in the students application.

Thank you for your kind cooperation.

Best regards,

International Relations Office

Zuzana Hamdanieh – Erasmus+ Incoming Students (zuzana.hamdanieh@upol.cz)

Eva Ohniskova – Erasmus International Credit Mobility (eva.ohniskova@upol.cz)

Stepanka Bublikova – Cooperation Agreements (stepanka.bublikova@upol.cz)