

Dear Erasmus Partner,

I have the pleasure to inform you that the application procedure for the student exchange mobility at the Mendel University in Brno for the Winter Semester 2021/2022 has started.

The nomination of your students coming to the Mendel University in Brno can be done only on-line through our University Information System (UIS).

You do not need to send nomination list by e-mail or by ordinary post. From this year we are accepting Online learning agreement for European Erasmus students. (<https://learning-agreement.eu/>). Instruction for Online Learning agreement can be found here: <https://www.iro.mendelu.cz/students-from-abroad/erasmus/32126-before-your-stay>

For students of Credit Mobility, please use paper form which can be downloaded here: <https://www.iro.mendelu.cz/main/students-from-abroad/31828->

It is not necessary to send their Learning Agreement by ordinary post (That means students don't have to send us their CV, motivation letter or transcript of records anymore as we believe in the quality of our partnership and respect your selection of student.)

All the information concerning application procedure can be found at <https://www.iro.mendelu.cz/main/students-from-abroad/erasmus/32126-before-your-stay>

Please find detailed instruction for the whole on-line application procedure below. Please, read it carefully. If you have any questions or comments, do not hesitate to contact me at the following email address: erasmus-incoming@mendelu.cz

Nomination by the exchange coordinator:

The deadline for nominations for Winter Semester 2021/2022 is June 15, 2021 for EU students and May 15, 2021 for non-EU students. Please meet this deadline, it is very important for us. The application procedure and acceptance of your students can take a few weeks and application for visa (for those who need it) in the Czech Republic can then take up to two months! Please consider that and visa needed students should be nominated till the earlier deadline (May 15, 2021).

The nomination procedure is to be done at the following website:

<http://is.mendelu.cz>

You log-in to the Personal administration of UIS and enter your username and password.

Username: \$\$username\$\$

Identification number: \$\$number\$\$

Password: \$\$password\$\$

In case you changed your password in the past and you cannot remember it, please let me know.

Once logged in, go to section Study System-International Office, then to Student Mobility-Visiting and finally to Student Nomination for the Winter Semester 2021 (WS2021/2022) and nominate your student in framework of the program 99/Erasmus Plus. If it is a Credit Mobility student you should choose the framework 98/Kredivoá mobilita Erasmus.

For each nominated student, please fill in the following data:

1. First Name
2. Surname
3. Date of Birth - DAY/MONTH/YEAR (please pay attention to the correct form!)
5. Length of Stay
6. Sex
7. Number of semesters completed at university before
8. Type of Study (Bachelor/Master)

Each nominated student will be added to the table of your current nominations. You can edit or delete them during the whole nomination period. Please, be aware that all nominated students will receive an informative email with all requirements within the application procedure.

I would like to once again encourage the non-EU coordinators to nominate their students as soon as possible and not to change their nominations once they have been completed. The process of visa application imposes a great time pressure on us to issue all the necessary documents on time. Not changing the nomination will help the students to be on time with their visa issues.

Please note that to accept your students we have to receive also their Online Learning Agreement

The courses offer and other information for international students are here:

<https://www.iro.mendelu.cz/main/students-from-abroad/erasmus/32131-courses>

For CREDIT MOBILITY students, please use standard paper form of Learning agreement, which can be downloaded here: <https://www.iro.mendelu.cz/main/students-from-abroad/31828->

After student's Learning Agreement is confirmed by both faculty and incoming coordinator of MENDELU, your student will be accepted and receive their Letter of Acceptance. Each on-line nominated student will receive an informative email message with their username and password for access to the information system of our university as well. The student has to complete their personal details on the above mentioned site as soon as possible after acceptance so we will be able to register chosen subjects.

IMPORTANT NOTICE! Some coordinators have already sent their nominations by e-mail or by post. I would like to ask you kindly to do also the on-line nomination. Only those students who will be nominated by our partner coordinators online and who will complete their personal details, can be accepted to the Erasmus+ Exchange Programme at our university.

I hope you will find the on-line application user friendly. If you have any questions, you are more than welcome to contact me.

I am looking forward to our further cooperation!

Best regards from Brno!

For the Erasmus+ team of Mendel University in Brno,

Liliana Podškubková
Incoming Coordinator