

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 summer semester 2019/20 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. We don't require any paper documents except for our Learning Agreement form that your students should fill in, print and confirmed documents send to us by email. The student is supposed to fill in the part about student information and sending institution information, receiving institution (Mendel University in Brno, CZ BRNO02, Zemědělská 1, Brno 613 00, contact person is me), chosen offered english courses with the proper codes and ECTS, level of English of the minimum B2 and send me the document signed and stamped from the sending institution as well as signed from the student. 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 information concerning application procedure you can find at

<http://www.iro.mendelu.cz/incoming-students/27646-exchange-students>.

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: incoming@mendelu.cz

Nomination by the exchange coordinator:

The nomination website is accessible from September 15, 2019. The deadline for nominations for summer semester 2019 is November 15, 2019. 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 than take up to two months! Please consider that and visa needed students should be nominated earlier then the deadline is!

The nomination procedure is to be done at the following website: <http://is.mendelu.cz>

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

1. First Name
2. Surname
3. Date of Birth - day/month/year
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 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 Learning Agreement on time. The Learning Agreement form that we require can be found here:

<http://www.iro.mendelu.cz/incoming-students/exchange-students/erasmus/28140-documents-for-download>

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

<http://www.iro.mendelu.cz/incoming-students/exchange-students/erasmus/28130-courses>

After student's Learning Agreement is confirmed by both faculty and institutional coordinator of MENDELU, it will be send back to your student together with Letter of Acceptance and each on-line nominated student will receive an informative email message with his/her username and password for access to the information system of our university. The student has to complete his/her personal details on the above mentioned site before the end of January 2020 for summer semester.

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. Also please don't forget that the standard Learning Agreement is also needed.

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!

Mgr. Petra Urubek

incoming@mendelu.cz