**KARLSTAD UNIVERSITY**

**S KARLSTA01**

>>> "Erika Bergare" <erika.bergare@kau.se> 1.2.2012 14:11 >>>



Dear colleagues,

After experiencing an extremely mild autumn and winter until December with flowers still blooming and trees thinking it starts to get spring, we finally have at least something which is similar to winter. Still very mild though. I´ve met some students from Canada who says they also have a very mild winter this year. So from snow chaos last year to quite the opposite kind of winter this year. Still, if you have sent students to us this semester I hope they will enjoy their semester here. Now it´s time to think about if you have any students who are interested in applying to us in fall 2012, starting August.

You are welcome to nominate your students online on moveonnet for courses in fall 2012, according to the information below.

**DEADLINE**

For studies at our courses in fall 2012 we need the students signed paper application by **April 15** . To be able to apply the student first has to be nominated by you online (see enclosed information). After this the student will get information on how to make the online application and how to finalize it and send it to us, after getting your signature.

**E-NOMINATION**

As you probably know by now we are using a computer system, Moveon, to deal with our exchanges. This means that most things will be done online. Therefore applications from your students can only be taken into account if you nominate them by using e-nomination. If you have problems don´t hesitate to contact me. Once nominated, the students will be informed directly by e-mail about the application procedure at our institution and about housing. This means that it is now even more important that you nominate the students before sending any applications. We need to have your nominations no later than **April 1**  so the student have time to fill in the application form online, print it, get your signature and send it to us by post so we have it by April 15. Even if takes some time I hope you also save some time by not having to pass on information from us to the student. All information goes directly to the student this way.

**NOMINATING/APPLYING LATE**

We are aware of the different semester dates in other countries and that some might have problems meeting the deadline. If so, please let me know and we can have a discussion about it. However, it is not possible to stretch the deadline too much since we need to have time to process the applications before the semester ends here and the vacations starts, as well as the student needs to know about admission before applying for accommodation. Sending a late application and getting admitted late also means that the student will get housing assigned late and getting the least attractive one, normally the most expensive housing. It could also be fully booked at that time. There is of course also a risk that the courses are full when applying late.

To nominate your students please follow the link <https://www.moveonnet.eu/mymoveonnet/enomination>

**HOW TO NOMINATE/REGISTER**

Most of you have done this before and know how to do it. If you want to refresh your memory you can read the enclosed document. Skip the first part and start at page 4 under “Step 2“. If you haven´t done this before you need to register on the website first. Read the instructions from the first page. Register is free of charge. E-nomination simplifies the student nomination for the International Office and keeps students updated about the status of their nomination. We realize this causes job for you using it the first time and we really appreciate the time you spend on this and hope for your understanding. More and more universities in Europe are buying this system so I think we will see more of it and you will hopefully get used working with e-nominations this way with some of your partners. You find it all covered on following link <http://www.moveonnet.eu/institutions/faq>

If you have technical problems with the nomination please contact moveonnet support team, either by phone (+49 711 2535 91 88) or by email support@qs-unisolution.com . If you have other question related to it you are welcome to contact me.

**HOW STUDENTS APPLY**

The students will get information about how to apply when you have nominated them online and we have confirmed the nomination.

**COURSES**

All courses offered in English is found at <http://narvi.sae.kau.se/en/education/courses/in-english>

**LEARNING AGREEMENT (Only European universities)**

Please make sure to sign the Learning Agreements before sending them to us. We have the ECTS-quality label and can therefore not sign any Learning Agreements before they have been signed by the student and you. If you have questions about this don´t hesitate to contact me.

**CLARIFICATIONS**

Winter semester (WS) on the nomination site is what we in Sweden call fall semester, starting in the end of August. Summer semester (SS) is what we call spring semester, starting in the end of January. I´m afraid we can´t change that as the same form is used by many universities over the world.

**HOW MANY STUDENTS CAN YOU SEND AND WHEN?**

If we have an Erasmus agreement with you the amount is stated in our agreement. If we have another agreement and it is not stated there, we will of course have a discussion about this as usual. No matter what kind of agreement we have I must kindly ask you to *distribute the amount of students over both of the semesters. This mean you can send half of them in fall and half in spring.* We have been quite flexible with this before but as we get more and more students we can´t find enough suitable housing in fall semester for all students, as we receive a much larger group then. It is very important for us that your students get a good experience from Karlstad, both with studies and with housing, as this affect them a lot. Therefore we will be a bit harder with this from now on. We hope for your understanding but will of course be open for a discussion if it is absolutely not possible to arrange this, due to too big differences in the semester dates. Still, the students need a place to stay. For those who wish to send students only in spring this is still possible.

It will be a pleasure receiving your students at Karlstad University! If you have any questions, don´t hesitate to contact me.

Kind regards,

Erika Bergare

International Student Coordinator

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