

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 it 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.

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.