



KARLSTADS UNIVERSITET

Dear colleagues,

You are welcome to nominate your students online on Moveonnet for exchange studies in **MASTER PROGRAMMES** the fall semester 2014, according to the instructions below.

MASTER PROGRAMME

The difference between a Master programme and Master courses is that a Master programme proceeds according to a fixed course of study and the students take the courses required. They get admitted to the whole programme and all the courses included and we do not check the prerequisites for each course, only for the programme as a whole. If they apply for Master courses they can combine a set of courses and the prerequisites will be checked course by course (this is the reason for the later deadline, 1 of April. For this I will send out information in February).

Deadline for Master programme is no later than 15 of January.

We do not accept late nominations. Due to the increasing amount of students we receive and since we need to have time to process.

HOW TO NOMINATE STUDENTS

1. You nominate the student in Moveonnet. To nominate students please follow the link <https://www.moveonnet.eu/mymoveonnet/enomination>

Most of you have done this before but if you want to refresh your memory, read the enclosed document. Skip the first part and start on page 4 under "Step 2". If this is your first time, you need to register on the website first. Read the instructions from the top. Registration 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 that using it the first time may be inconvenient and we appreciate your effort. All information needed is available at the following link <http://www.moveonnet.eu/institutions/faq>

Any technical problems in connection with the nomination should be referred to Moveonnet support team, either by phone (+49 711 2535 91 88) or by email support@gs-unisolution.com. You are welcome to contact me on any other nomination question.

HOW STUDENTS APPLY TO MASTER PROGRAMME

2. When Karlstad University have received the nomination and confirmed it the student will be informed directly by e-mail about the application procedure at our institution and about accommodations.
3. The student fill in the application form online, print it, get your signature and send the application, transcripts and motivation letter to exchange@kau.se. It should be sent no later than 1 of February. **Online applications ONLY!**

MASTER PROGRAMMES

All programmes in English are found at <http://www.kau.se/en/education/programmes/in-english>

FALL SEMESTER 2014

Introduction week August 19-22, 2014

Classes begin August 26, 2014

Classes end January 18, 2014

It will be a pleasure receiving your students at Karlstad University! If you have any questions, do not hesitate to contact me.

WANT TO NOMINATE STUDENTS FOR SUBJECT COURSES (BACHELOR/MASTER)?

The deadline for students who wish to take courses instead of following a Master programme is 1 of April. I will send out information about the nomination process in February.