# KARLSTAD UNIVERSITY
STUDENT NOMINATION PROCEDURE

*The list of partner institutions has been generated automatically from our database. In case we do not have any student exchange agreement with your institution (anymore) in 2023/24, please ignore this e-mail, or contact us.*

Dear Colleagues,

You are welcome to nominate your students for exchange studies at Karlstad University for the Spring semester 2024.

**The nomination deadline is      1 October 2023**

### HOW TO NOMINATE STUDENTS
Please fill in the student details in the Excel-sheet attached and email it back to exchange@kau.se

### HOW STUDENTS APPLY FOR COURSES
1. After Karlstad University has confirmed the nomination, the student will receive the application instructions toward the end of September. Courses offered to exchange students can be found at: https://www.kau.se/en/exchangecourses

2. Students have to apply online. They select courses and upload requested supporting documents through an online application portal. Please be aware of the application deadlines, incomplete or late applications will not be accepted. Online applications ONLY!

**Application deadline            15 October**

### LEARNING AGREEMENTS (Erasmus+ students mainly)
We encourage the use of **Online Learning Agreements**!
Learning Agreements should only be submitted **once** students have received their Admissions Notification. **Only courses the student has actually been admitted to should be listed in the Learning Agreement**.
Paper-based Learning Agreements should be send to exchange@kau.se once they have been signed by the student's home university.

### SPRING SEMESTER 2024
Classes begin       15 January, 2024
Classes end         2 June, 2024

*Students must be prepared to stay until the end of the semester.*
*An Introduction week will be held **ONLINE** the week before the start of classes.*

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

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