

Dear Partners,

Greetings from Charles University Erasmus+ office!

As the **nomination period for the academic year 2025/2026** is approaching, we would like to provide you with relevant information regarding the necessary administrative steps, deadlines, and contacts.

NOMINATION PERIOD & DEADLINE

The nomination period for the winter semester/full academic year starts on **1st March 2025** and ends on **15th April 2025**. If you are not able to meet this deadline due to the selection procedure period at your institution, please **inform us in advance**, so we can discuss possible adjustments.

During this period, you may also nominate your students for the summer semester 2025/26. However, there will be also an additional nomination period specifically for the summer term from August to mid-September.

ONLINE NOMINATION

All information related to nomination & application process is available in the enclosed **Infosheet** and on our **website**. Please note that Charles University accepts only nominations submitted via our **online nomination form**, which is accessible through the link provided in the **Infosheet** (since the nomination period starts on 1st March 2025, the form is currently closed).

While completing the nomination form, we kindly ask you to select the right faculty **according to the existing bilateral agreement** and, if applicable, specify the **host department** in the "Additional information for the host faculty" field. The more accurate information we have, the faster and smoother we can administrate the nomination.

FURTHER STEPS

Once a nomination is accepted by the relevant faculty, the student will receive an **email** with instructions on the next steps that are **mandatory** for completing their Erasmus+ application. The evaluation of the nomination should take no longer than **14 days**, so if your students do not receive any information by that time, we kindly ask them to contact us at: erasmus.incoming@ruk.cuni.cz. In the meantime, we highly recommend that students check our **FAQs section**.

If you have any further questions, please don't hesitate to contact us.

We look forward to welcoming your students to Charles University for the 2025/26 academic year!

Kind regards,

Erasmus+ Team

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