MUNI Centre for
International
CZS Cooperation

IS guidelines for international students

IS – **I**nformation **S**ystem of Masaryk University http://**is**.muni.cz

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Switch language into English

Log in

Click on „Log in", and type in your **personal ID**
(učo – university student number) and **primary password** (sent to you by e-mail)

IS MU Login

Personal ID (učo) or user name

Primary password

Do you have problems logging in?

Log in

IS MAIN PAGE

IS main page (Left menu, Main menu, Right menu). To return to the main page, click on **Home.**

SYSTEM – CHANGE PASSWORD

Change of primary MU password (can be generated only by coordinators)
Change of secondary MU password (can be changed by the user)

AUTHENTICATION USING VIDEO CALL

1. Use this link to get to the authentication page.
2. Choose a version **online using video call**, and click on **verify using video call**.

In person at the rights manager	▼
Online using the portal eidentita.cz	▼
Online using video call	▲

In order to identify yourself, you will need a device with a camera and a microphone and a proof of identity (national ID card, passport). If possible, please use the integrated webcam on your laptop or an external camera connected to your desktop. The recording will be made available only to the staff of the Office for Studies.

[Verify using video call]

| By mail to the addressee only | ▼ |

3. On the new page click on **start recording** and follow the given instructions.

Create a request for authentication using a video call

To start recording the video, click the Start recording button.
Proceed further by following the instructions in the following steps.
Prepare your national ID card.

[Start recording]

MY MAIL

Your university e-mail **inbox**.
Your **e-mail address** contains your **login** 000000@mail.muni.cz

We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! (in **Settings**)

COURSE REGISTRATION AND ENROLMENT

1. Click on **Student** in the left menu.
2. Make sure you set up the right semester and faculty – in the top right corner of the screen.
3. Select **Start of Term**.
4. Click on **Course Registration and Enrolment** in the left column.

5. Click on **Add courses by entering their codes**.

6. Choose the **faculty** in the left pull-down menu, enter the **course code,** and click on **Specify.**

7. Tick the chosen courses and save changes.

!!! FAQ: PROBLEMS THAT MIGHT OCCUR DURING THE REGISTRATION!!!

➢ **abbreviation of the faculty is not available**: the **registration/enrolment period** of this faculty is **not running**. Check the **term calendar** to know when the periods of registration, enrolment and enrolment changes start (= periods in which you can register/enrol to courses).

➢ **entering the code, no course was found**
  - you chose the wrong faculty
  - you typed in a wrong code
  - the course is not offered in the selected term

➢ **After saving changes, it appears that registration of some course is "not possible"** and under the name of the course, one of the following announcements appears:
  - *offered to the study fields other than yours,*
  - *not meeting the prerequisites,*
  - *you cannot enrol in the course since there are no more vacancies in it.*

Courses currently registered for or enrolled in:

Course	Více informací ▾	Enrolled	Requesting	Position
FF:PSA_005 ⊡ Cognitive Psychology Tue 11:40–14:05 C21 ⊡ The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		not possible enrollment exception application	k 5 credit(s) registration/enrollment cancellation	103/- **Preference:** not given **Numbers:** 102/0/

In this case, you need to apply for an exception for registration of the course. Please, see next page (page 10) to find out how to do it.
You don't have to worry if this issue appears, most of exchange students experience it. Teachers are aware of this fact and they usually grant you the exception.

APPLICATION FOR THE EXCEPTION FOR REGISTRATION OF THE COURSE

1. Click on **Student** in the left menu.
2. Select **Start of Term**.
3. Click on **Course Registration and Enrolment** in the left column.
4. Click on **Enrolment Exception Application.**

Courses currently registered for or enrolled in:

Course	Vice informaci ▾	Enrolled	Requesting	Position
FF:PSA_005 ▢ Cognitive Psychology Tue 11:40–14:05 <u>C21</u> ▢ The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		not possible <u>enrollment exception application</u>	k 5 credit(s) <u>registration/enrollment cancellation</u>	103/- **Preference:** not given **Numbers:** 102/0/

5. Write and send text (= the application for exception) to the teacher. Do not forget to mention the following:
   - **That you are an exchange student**
   - The name of your home university and country
   - Your field of study at your home university
   - In which year of study you are
   - How long are you going to study at MU, through which program (CESP, Erasmus, ISEP, bilateral agreement, …)
   - **If the course was written and approved in your learning agreement**
   - Any relevant reasons and motivation, why you need/wish to attend the course
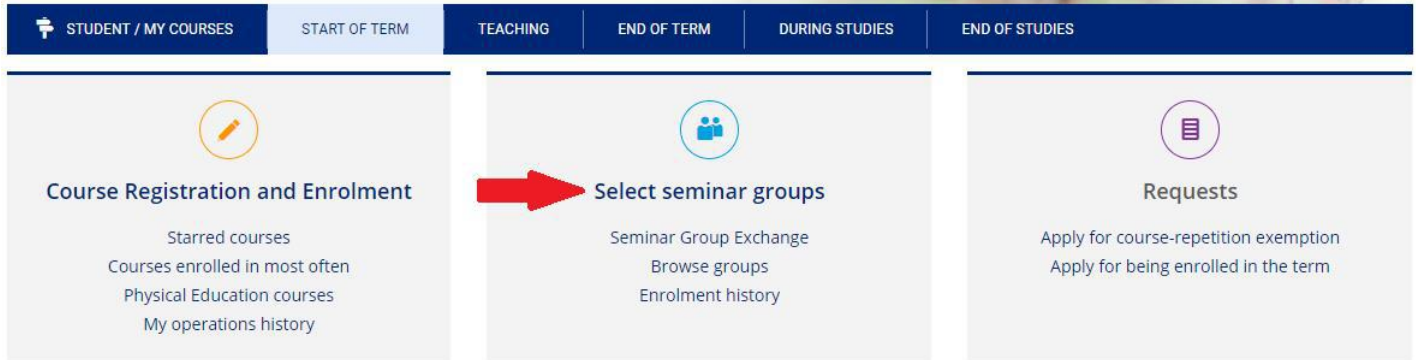
The teacher then decides. Either he grants you the exception and enrols you, or not, and might write you an e-mail with explanation. In that case, you must choose another course.

It is **necessary** to enrol in a seminar group, in case the course is divided into seminar groups. Please note that you cannot register for a seminar group, if you have not been enrolled to the course yet!

1. Click on **Student** in the left menu.
2. Select **Start of Term**.
3. Click on **Select seminar groups** in the middle column.

1. Select **Registration/enrolment cancellation** in the middle column **Requesting** by the selected course.

Course	Further information ▾	Enrolled	Requesting	Position
Courses currently registered for or enrolled in:				
ESF:BPV_EPSI 🖥 Economic, Political and Social Identity in the European Union (for Czech studies)		no	zk 6 credit(s) registration/enrolment cancellation	1/20 Preference: not given Numbers: 0/0/
Total		0 credit(s)	6 credit(s) [zk: 1] ⓘ	

2. **Tick** the chosen course/s and click on **Cancel**.

	Course	Enrolled	Requesting	Position
☑	ESF:BPV_EPSI ⬚ Economic, Political and Social Identity in the European Union (for Czech studies)	no	zk 6 credit(s)	1/20 **Preference:** not given **Numbers:** 0/0/
	Time stamp	28. 11. 2018 09:11.07		
	Pre-Requisites	For up to 20 students.		
	Pre-Requisites	(! BPV_APSI) && (! NOWANY (BPV_APSI))		
	Last request for enrolment or change of course completion type	28. 11. 2018 09:11, Lucie Zimmermanová		
	Total		0 credit(s) 6 credit(s) [zk: 1] ❓	

Cancel | registration for or enrolment in the courses selected   Back

UPLOAD OF OFFICIAL PHOTOGRAPH

To upload an official photograph for your ISIC and IS system, please go to [this link](#) (outside the IS). The photo must meet all the requirements mentioned on the website. To upload a photograph, click on **select file**, and then click on **Save.** You must also upload a **photo of your passport** or ID**.** In case the photo cannot be accepted, the website will tell you why.

WHEN AM I EXCUSED?

To be excused from lectures and seminars with required presence, you need to send your letter of excuse to **your programme coordinator/ study administrator**. It must be stamped by your doctor or another relevant entity, depending on the reason of your absence. You can see when you are excused in: **Student – Teaching – When am I excused.**

CORONAVIRUS

To upload your testing record, or record of a testing exception at MU, choose the application Coronavirus.

1. Click on **Add another record.**

2. **Choose a type of record** that you want to add and follow all the instructions given.

NOTICEBOARD

All students and staff can publish important announcements in the **main section**, **invitations** or **advertisements**.

PEOPLE

Search for contact details and other information of all university students and staff in section **People or** in the **search bar** in the main menu.

You can edit your personal details here (e.g. telephone or contact address, in case you move). You should also edit this in your online application.

Please note the IS might notify you (in red blinking letters) to „**check and confirm**" your personal details, to change/enter your identification number (provided at birth in the Czech Republic), which you obviously do not have. Please **ignore** the notification. Only students from **Slovakia** might have the identification number („**rodné číslo**"), in that case, please fill it in.

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SURVEYS

MANAGERIAL DATA

MEET PEOPLE
Graduates

You can find here the following:
➢ **Registration** and **enrolment** in courses and seminar groups (Detailed guidelines ➡ page 7)
➢ **Examination** dates, obtained **grades** (teachers enter grades in the IS)
➢ **Study materials** (e-learning) (teachers place study materials, students can upload homework)

Home 🏠

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E-VOTE

Click on section **Timetable** on the main menu and choose **My timetable**.
Make sure you set up the right semester and faculty – in the top right corner of the screen.
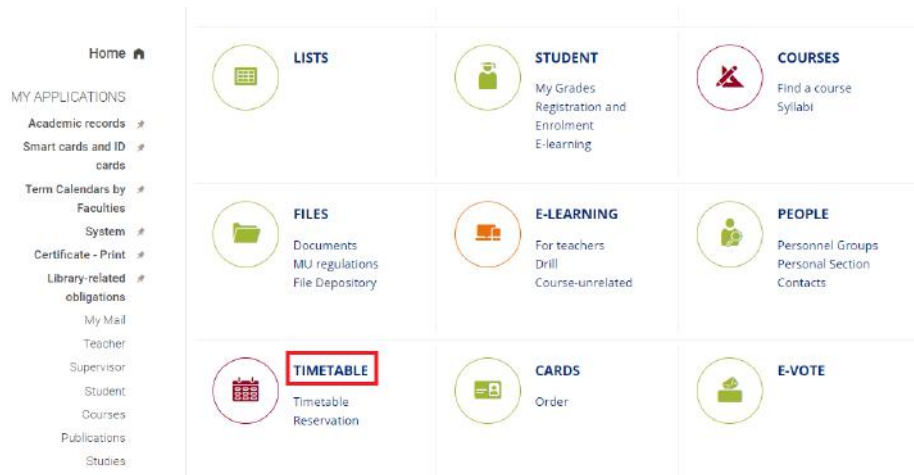
You can see **timetables of courses** among detailed information after **clicking on course codes**.
Note – timetables will be **published** only at the beginning of every semester! Term calendar by faculties (detailed academic calendars of faculties).
Do not forget to enrol **seminar groups** too to see them in your timetable!

Browse faculty calendars (to see when the registration/enrolment/exam periods begin and finish)
Browse catalogue (of all courses taught at MU)
Please note that here you can find **all courses** taught at MU with their **names translated** into English, although they might be **taught in Czech** or other languages.
To see **lists of courses taught in English** and any foreign languages, go to the course catalogue for exchange students or check the language of instruction in the course information.

Enter number of the account to which you want scholarship payments to be sent (enter and then click on the button **Save**!)

Application for the accommodation grant – only Erasmus and degree students can apply for it once in every semester (in November and April, detailed information will be sent by coordinator by e-mail)

EXAMINATION DATES & RESERVATIONS

1. Click on **Student** in the left or main menu.
2. Select **End of Term**.
3. Click on **Examination dates** in the middle column.

You can see there **Lists of courses and their series with upcoming examination dates** (as soon as they are published)
1. Click on **Attempt to reserve a slot** and choose the slot that suits you.
2. Click on **Details**, in case you later decide to cancel the slot and choose a different one instead.

GRADES & TYPES OF COMPLETION & ECTS CREDITS

1. Click on **Student** in the left or main menu.
2. Select **End of Term**.
3. Click on **Grades obtained** in the left column.

Or you can click on **Recent events related to studies** in section student to see all grades recently obtained: (below)

Teachers enter grades directly into your IS profile, when you fulfil course requirements or pass/ fail exams.
There are **3 types of grades and** course completions used at Masaryk University:

- **A, B, C, D, E** (pass),or **F** (fail) – for courses with the type of completion „**zk**" (zkouška – examination) or „**kz**"(klasifikovaný zápočet – graded credit)
- **P** (pass/requirements fulfilled) or **N** (fail) **–** for courses with the type of completion „**k**" (kolokvium – colloquium)
- **Z** (pass/requirements fulfilled) or **N** (fail) **–** for courses with the type of completion „**z**" (zápočet – credit)

The ECTS (European Credit Transfer System) is used at Masaryk University.

HOMEWORK VAULTS

Homework vaults serve for uploading your papers to IS (so the teachers can evaluate them).

1. Click on **Student** in the left or main menu.
2. Select **Teaching.**
3. Click on **Study materials** in the left column.

At the section **Homework vaults you can access** you will see list of courses. Click on the link under the name of the course you need. Not all teachers use the homework vaults.

Click on the **upload icon** and upload the file.

HELP

Read guidelines and explanations of all IS functions. Scroll down the main page. Or contact the IS technicians at it@muni.cz.

CONTACTS

Centre for International Cooperation:

- **For <u>Exchange</u> students – Erasmus+ (Europe)**
  Kristýna Zemková (zemkova@czs.muni.cz)

- **For <u>Exchange</u> students – Erasmus ICM (out of Europe), ISEP, CESP, TESOL, Utrecht Network, MAUI, AEN, GFPS, bilateral agreements**
  Martin Vašek (vasek@czs.muni.cz) or the faculty contact below.

MUNI International Offices at Faculties:

- **For <u>Exchange</u> students– CEEPUS, freemovers, and holders of governmental scholarship**
- **For <u>Degree</u> students** (including **Erasmus Mundus degree** students)

Faculty of Economics and Administration:	Jana Nesvadbová (Jana.Nesvadbova@econ.muni.cz)
Faculty of Social Studies:	Dagmar Hábová (habova@fss.muni.cz)
Faculty of Arts:	Michaela Hrazdílková (Michaela.Hrazdilkova@phil.muni.cz)
Faculty of Law:	Věra Redrupová (Vera.Redrupova@law.muni.cz)
Faculty of Education:	Radek Pospíšil (pospisil@ped.muni.cz)
Faculty of Sport Studies:	Andrea Kakulidu (kakulidu@fsps.muni.cz)
Faculty of Informatics:	Radka Brolíková (brolikov@fi.muni.cz)
Faculty of Science:	Kristýna Bajgarová (bajgarova@sci.muni.cz)
Faculty of Pharmacy	Tereza Jůnová (junovat@pharm.muni.cz)
Faculty of Medicine:	Zuzana Pilátová (zpilatova@med.muni.cz) – for exchange students
	Markéta Neckářová (mneckar@med.muni.cz) – for degree students