IS Guideline for International Students

IS – Information System of Masaryk University http://is.muni.cz
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Log in
Click on „Personal administration of Information System MU“, and type in your login (učo – university student number) and primary password (sent to you by e-mail)
IS main page (Left menu, Main menu, Right menu). To return to the main page, click on Home.
Change of primary MU password (can be generated only by coordinators)
Change of secondary MU password (can be changed by the user)
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)
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 prerequisite,
  - you cannot enrol in the course since there are no more vacancies in it.

<table>
<thead>
<tr>
<th>Courses currently registered for or enrolled in:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>FF-PSA 005 0 Cognitive Psychology</td>
</tr>
<tr>
<td>The course is offered to the study fields other than yours,</td>
</tr>
<tr>
<td>Seminar pouze pro řádné posluchače jednoburošte studia, 1 ročník</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Vice informaci</th>
<th>Enrolled</th>
<th>Requesting</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE:PSA 005 - Cognitive Psychology</td>
<td>Tue 11:40-14:05 C21</td>
<td>not possible</td>
<td>enrolment exception application</td>
<td>103/4</td>
</tr>
<tr>
<td></td>
<td>The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborého studia, 1 ročník</td>
<td></td>
<td>registration/enrolment cancellation</td>
<td></td>
</tr>
</tbody>
</table>

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 on 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, Erasmus Mundus, bilateral agreement, ...)
   - If the course was written and approved in your learning agreement
   - Any relevant reasons and motivations, why you need/wish to attend the course

The teacher then decides. Either he grants you the exception and enrolls 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.
2. **Tick** the chosen course/s and click on **Cancel**.
All students and staff can publish important announcements in the main section, invitations or advertisements.
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).

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.
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)
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.

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 & 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.
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 - istech@fi.muni.cz
CONTACTS

Centre for International Cooperation:

- For Exchange students– Erasmus+ (Europe)
  Lucie Zimmermanová (zimmermanova@czs.muni.cz)

- For Exchange students– Erasmus ICM (out of Europe)
  Violeta Osouchová (em2@czs.muni.cz) or the faculty contact below.

- For Exchange students– ISEP, CESP, TESOL, Utrecht Network, MAUI, AEN, GFPS, bilateral agreements
  Martin Vašek (vasek@czs.muni.cz) or the faculty contact below.

International Offices at Faculties:

- For Exchange students– CEEPUS, freelovers, and holders of governmental scholarship
- For Degree 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 Sochorová (Michaela.Sochorova@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@fps.muni.cz)
Faculty of Informatics: Radka Brolíková (brolikov@fi.muni.cz)
Faculty of Science: Eva Beránková (berankova@sci.muni.cz)
Faculty of Medicine: Zuzana Pilátová (zpilatova@med.muni.cz) – for exchange students
  Markéta Neckářová (mneckar@med.muni.cz) – for degree students