



CENTRE FOR
INTERNATIONAL
COOPERATION

Information Sheet for Academic Year 2017–2018
For MU bilateral partners (except for Erasmus+ programme)

Masaryk University

Centre for International Cooperation

• Komenského nám. 2 • 602 00 Brno • Czech Republic

Phone: +420 54949 7785 • Fax: +420 54949 1113 E-mail: cic@czs.muni.cz • <http://www.cic.muni.cz>

■ Institution: Masaryk University

Location: [Brno](#) (city), [Czech Republic](#) (country), Europe

Name of institution in local language (Czech): Masarykova univerzita

General university web site: <http://www.muni.cz>

International Office: Centre for International Cooperation of Masaryk University (CIC)

CIC Web site: <http://www.cic.muni.cz>

CIC Web site for Bilateral Agreement Students (no Erasmus+ outside EU details):

<http://goo.gl/f2gTf5>

■ Contact details

	Name	Phone	Email Address
<i>Exchange Office</i>	Centre for International Cooperation	+420 54949 1106	cic@czs.muni.cz
<i>Director</i>	Mr. Jan Pavlík	+420 54949 1106	director@czs.muni.cz
<i>Mailing Address: (for transcript of records)</i>	Centre for International Cooperation Responsible person (see above or below) Masaryk University Komenského nám. 2 602 00 Brno Czech Republic		

MU partner institution agreement contact details (non-Erasmus+ mobility)

	Name	Phone	Email Address
MU bilateral agreements manager	Ms. Šárka Prokopová	+420 54949 6386	prokopova@czs.muni.cz
<i>Incoming (to MU) Exchange student Contact</i>	Mr. Martin Vašek	+420 54949 7785 cell: +420 777128339	vasek@czs.muni.cz
<i>MU Outgoing Student Exchange Contact</i>	Mr. Martin Vašek	+420 54949 7785 cell: +420 777128339	vasek@czs.muni.cz
<i>Other Important Contacts</i>	emergency mobile phone number: +420 777128339 (Martin Vasek)		cic@czs.muni.cz

MU Erasmus+ outside EU

	Name	Phone	Email Address
<i>Incoming (to MU) Exchange student Contact</i>	Ms. Alena Konecna Ms. Magdalena Rihakova	+420 54949 6087 +420 54949 7983	konecna@czs.muni.cz rihakova@czs.muni.cz
<i>MU Outgoing Student Exchange Contact</i>	Ms. Alena Konecna Ms. Magdalena Rihakova	+420 54949 6087 +420 54949 7983	konecna@czs.muni.cz rihakova@czs.muni.cz

All the details below apply only to the MU – partner institution cooperation, not including the Erasmus+ outside EU (Erasmus+ with partner country institutions) or Erasmus+ EU

■ Application process

The application form is available on <https://isois.ois.muni.cz/application> (open from March 1st to May 1st 2017 for autumn semester 2017 and from July 1st to October 1st 2017 for spring semester 2018).

HINT for students: within the on-line application choose ► bilateral agreements cycle ► choose country ► choose home university ► choose home university+MU agreement ► fill out the application form

MU partner institution is required to send MU nomination of students within the given application period. Please see the nomination table to be sent by email:

	First name	Last name	E-mail address	Length of Study	Major/s	Level
<i>example</i>	<i>Martin</i>	<i>Vasek</i>	<i>vasek@czs.muni.cz</i>	<i>Autumn, Spring</i>	<i>Business</i>	<i>Bachelor's</i>

All incoming international students to MU are required to fill out the on-line application form. The printed version of the on-line application form has to be signed by the home institution's outgoing students' coordinator and then emailed to the CIC as a scanned copy. **No hard copies required.**

Masaryk on-line application form includes an accommodation request, so students do not need to apply for accommodation at a dormitory separately. However, students will be informed later on about the accommodation booking deposit payment and room assignment steps (see the administration timeline below).

Student exchange application must include:

- A print-out of the MU on-line application (signed by the international office coordinator and by the exchange student)
- A photo (passport size)
- A motivation letter to identify student's academic goals at MU
- A copy of the photo page of the student's passport
- A confirmation of English language skills for non-native English speakers (Language certificate or confirmation from home institution at B2 level). English native speakers upload blank document (word file).
- A list of course choices at Masaryk University

Steps to be taken by student and by coordinator to complete the students exchange application.

- 1) Exchange student fills out the MU on-line application. Electronic version of the application goes automatically to coordinator's and student's email.
- 2) Partner institution coordinator either requests above mentioned documents to be provided to him/her by the student and the coordinator uploads them to the database (coordinator receives the link for upload after students fills out the on-line application). Or coordinator gives the responsibility to upload all documents to student (coordinator is given a link to delegate the upload steps after students fills out the on-line application.).
- 3) No matter who uploads the documents to the database Masaryk University has to find the application files upload completed by the given deadlines.

Application documents are not required to be sent by regular post nor by email.

Language and GPA requirements

A confirmation of English language skills at least **B2** level (a language certificate or confirmation from home institution). Feel free to use [MU form for language confirmation](#).

English Exam Equivalency chart

TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS	Cambridge Exam	CEFR
513	183	70	5.5	FCE	B2

GPA requirement

MU	At least 2.5 GPA (4.0 best, 1.0 worst)
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Nomination and Application Deadlines

Deadlines	Autumn semester 2017 - May 1st, 2017 Spring semester 2018 - October 1st, 2018
On-line Course registration	Autumn semester - July - September 2017 (on-line) Spring semester - November 2017- February 2018 (on-line)
CIC MU will send a login name and a password to the students in order to register for courses on-line. Each MU faculty/school has different time windows for course registration.	

	Autumn semester 2017	Spring semester 2018
Official Arrival Date:	September 10, 2017	February 11, 2018
No later arrival date than official arrival date is acceptable		
Orientation week	September 10-17, 2017	February 11-18, 2018
Formal on-spot admission at MU	September 11, 2017	February 12, 2018 (compulsory)
Classes Begin	September 18, 2017	February 19, 2018
Classes End	December 22, 2017	May 20, 2018
Examination Period	January 2, 2018–February 9, 2018	May 21–June 29, 2018
Exams may be set for earlier, for the autumn semester before Christmas. For the spring semester within the first week of the examination period		
Vacation Period	N/A	July – mid September 2017
No later arrivals than official arrival date allowed		

<i>Courses in other languages than Czech available to exchange students</i>	http://goo.gl/51NzX5
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■ Visa requirements:

The regulations for obtaining visas change from time to time. In addition, embassies in individual countries are given certain leeway in applying them. Students from non-EU countries are required to apply for a student visa. As processing of a visa takes several weeks, usually up to 2 months, it is highly advisable to apply for it immediately (students will receive written confirmation about their official acceptance at MU). The confirmation of their accommodation at Masaryk halls of residence will be mailed directly to the Czech Embassy or the Czech Consulate General Abroad).

Type of visa	Validity	Mobility length
Long term visa for the purpose of studies	up to 12 months	semester exchange/two semester exchange

All students coming with a visa are required to purchase a health travel insurance plan which complies with Czech Republic visa requirements. Students will receive further details on the health travel insurance after acceptance at MU. See [web pages of Czech Ministry of Foreign Affairs](#) for more details.

<i>Is a student visa required in the Czech republic?</i>	Students from non-EU countries are required to apply for a student visa and be in possession of a visa at the time of entering the Czech Republic. The visa sticker cannot be picked up after arrival in the Czech Republic.
<i>Is a special health travel insurance plan required?</i>	Yes, for visa applicants (see above and below)
<i>Visa information web pages</i>	A list of mission of the Czech Republic

Note: There are several Czech Republic based Czech insurance companies offering travel health medical insurance mentioned above (Check out the insurance plan features before the purchase).

Insurance company	Web in English	Payment for insurance plan
Maxima	https://www.maximapojistovna.cz/pojistenionline/pojisteni-cizincu-maxmedical/insurance-type	On-line card payment
PVZP	https://www.pvzp.cz/on-line-pojisteni/zzpcvpip/zzpc/basedata.aspx?language=en	On-line card payment
SLAVIA	http://www.slavia-pojistovna.cz/en/	On-line card payment
UNIQA	http://www.uniqa.cz/home/01_obcane/05_zdravi/03_Cizinci.php	Money transfer
Ergo	http://www.ergo.cz/en/privatni-klienti/nabidka-produktu/welcome-medical-insurance-for-foreigners/	Money transfer
Updated on November 23, 2016		

■ Academic related information

Student home institution sets the policy regarding the award of credit for coursework completed at Masaryk University. Student is responsible for knowing home institution's policies and procedures regarding this matter.

However, Masaryk University does require exchange students to take at least 20 ECTS credits a semester

- Minimal ECTS workload to keep MU student status: 20 ECTS per semester
- Regular ECTS workload in order to graduate in regular number of years: 30 ECTS per semester.
- Students as well as a home-university coordinator are emailed the transcript of records by CIC MU. Additionally, original is sent only to the home-university coordinator.

■ Grading system

At Masaryk University, the ECTS grading system is used. The number of ECTS credits for each course reflects number of hours a student is expected to devote to the course per week (in the form of lectures, homework, reading, essays, consultations, etc.).

The following scale of grades used at Masaryk University is a part of every transcript of record.

Courses with the type of completion „zk“ (zkouška – examination) or „kz“ (klasifikovaný zápočet – graded credit)

Grade designation	Grade	Value	Grade designation	Grade	Value
Excellent	A	1	Satisfactory	D	2,5
Very Good	B	1,5	Sufficients	E	3
Good	C	2	Failed	F	4

Courses with the type of completion „k“ (kolokvium – colloquium) and „z“ (zápočet – credit)

Grade designation	Grade	Recommended equivalent grade for recognition at home institution
Requirements fulfilled	Pass	Pass or A
Requirements not fulfilled	Fail	Fail or F

Note to MU grading system: It is impossible to issue attachments to MU transcript of records with estimated equivalent evaluation/percentage rate used at student home university. Herewith, it is advisable to make sure there is a policy at home university that it enables student to convert the ECTS grades into the evaluation in use there.

■ Travelling

Before leaving home, students should advise host institution coordinator of the exact date and time of arrival (see official arrival date above). Brno has an excellent public transport system that serves the city and its surroundings.

Directions and map locations of university buildings are available at http://www.muni.cz/general/mu_quarters/complex_map/23 or [Google maps](#).

■ Accommodation and residence halls check-in information

Type of housing provided: two twin-rooms with ensuite bathroom and mini-kitchenette (fridge, sink and double hotplate). A refundable housing deposit of equal to the amount of a month's rent (USD 180/EUR130), should be paid partly on-line before students' departure for Brno in order to secure a bed at MU halls of residence (students will be informed by email two months in advance), partly as a security deposit paid within 10 days after arrival in Brno.

The reception desk at MU Halls of residence is open non-stop for students to check-in to MU residence halls, so any day or night time of arrival and check-in at dorms is possible.

MU guarantees placement in MU halls of residence. Students apply for accommodation within the on-line application (see above) where they indicate their approximate arrival/departure date.

Number of students sharing room or apartment: 2

Number of students sharing bathroom facilities: 2

Accommodation rent: USD 180/EUR 130 per month

The following services are provided: bed linen, laundry facilities, and blankets.

■ Orientation week programme

When the student arrives in Brno he/she will be given a pack with an orientation week programme and information material about Masaryk University, Brno and the Czech Republic. The International Student Club will arrange for a Czech student to wait for a foreign student at the place of his/her arrival in Brno. In addition to arrangements for registering for courses and obtaining all the various official documents, a typical orientation week includes tours of the university and its facilities, lectures on Czech culture and Czech society and on the Czech university system, a Czech language crash course, a welcoming snack with Masaryk University teachers and students and a tour of Brno.

There is a fee for participation in Orientation week (app. EUR 20/ USD 30). Students are supposed to pay for the Orientation week on-line (they will be given the information from MU coordinator app. 2 months before beginning of semester).

More information on Orientation Week is available at <http://ois.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-exchange/incoming-student-exchange-bilateral>.

■ Intensive Czech language courses during terms

Intensive language courses are offered during the academic year in both semesters.

Dates of sessions: throughout each semester

Level of instruction offered: all levels

Note to Czech language courses: Additional information regarding language course: The semester Czech language courses are offered by the Department of Czech for foreigners at the Faculty of Arts. For more information about the department see

<http://ois.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-exchange/incoming-student-exchange-bilateral>.

<i>Courses for credits</i>	<i>Two courses (conversation and grammar), 4 ECTS credits each</i>
<i>Further information</i>	<i>Costs app. 70EUR/100 USD per semester</i>

■ Transcript issuance

Semester 1: after exam period (by sending it to home institution by post)

Semester 2: after exam period (by sending it to home institution by post)

Full Year: after the second exam period

Procedure each student should follow in order to ensure timely processing of transcripts: Masaryk University has an electronic system of registration of courses whereby transcripts are issued upon teachers' filling in the grades for the courses they taught. Each student can access his or her authenticated study agenda and check the state of the grade completion, i.e. see what grades are missing and contact the teacher concerned to load the grade in the system. The student should make sure that he/she has cleared all financial arrangements with the host institution in order for the academic transcript to be sent to home university. The student should also make sure that results have been registered before returning home.

■ Medical requirements/ Health services:

Medical Insurance is covered by a student (see also above *Visa requirements*).

■ Estimated expenses:

Students are responsible for all of their personal expenses including: fees not required of all participants (e.g. computer, language and science lab fees), books, local transportation, entertainment, etc. (It varies according to the conditions of particular bilateral agreements). The amount below is provided as a guide; the actual amount needed will vary depending on courses and personal habits. Your personal expenses per month are estimated at: 150-200 EUR/ 200-250 USD.

<i>Estimated Costs of Housing (per month)</i>	
<i>On-Campus Housing:</i>	On-campus housing – 130 EUR/ 190 USD
<i>Off-Campus Housing:</i>	Off-campus housing – 160 EUR/ 250 USD
<i>Food (per month)</i>	150-200 EUR/ 230-280 USD
<i>Local Transportation (per month)</i>	10 EUR/ 20 USD
<i>Academic (books etc.)</i>	40 EUR/ 55 USD
<i>Personal (entertainment etc.)</i>	150-200 EUR/ 230-280 USD (per month)
<i>USD/CZK exchange rate</i>	It varies from 18 to 22 CZK for one USD (see current exchange rate here)
<i>EUR/CZK exchange rate</i>	It varies from 24 to 27 CZK for one EUR (see current exchange rate here)

■ University facts:

<i>Location</i>	Brno, Czech Republic, www.brno.cz
<i>City population</i>	400,000 inhabitants
<i>Student population</i>	Masaryk University – 45,000 (the City of Brno student population: 80,000)
<i>Number of students from overseas</i>	Masaryk University; non-Czech students – around 4,500 in given academic year

■ For further information concerning Brno and the Czech Republic, please look at some of the following links below:

General Information on the CR:

- Czech Republic Tourism – www.czechtourism.com
- Czech Republic Travel – www.discoverczech.com
- Czech Republic website – www.czech.cz
- European Travel Commission – www.visiteurope.com/home.aspx
- Trains and Buses - <http://jizdnirady.idnes.cz/vlakyautobusy/spojeni>
- Czech Weather Forecast - www.chmi.cz/indexe.html

- The Prague Post - www.praguepost.com
- Local time in the Czech Republic - www.timeanddate.com/worldclock/city.html?n=204
- Czech Republic at Wikipedia - http://en.wikipedia.org/wiki/Czech_Republic

Czech and foreign authorities in the CR:

- Foreign Missions in the Czech Republic <http://www.mzv.cz>
- Czech Embassies Abroad - <http://www.mzv.cz>

General information on Brno and its sites of interest or culture

- Brno Philharmonic – <http://www.filharmonie-brno.cz/en/>
- Brno Transit website – www.dpmb.cz
- Official Brno website – www.brno.cz
- Brno website – www.brno.me
- BrnoPolis – www.brnopolis.eu
- Brno Expat Centre – <http://www.brnoexpatcentre.eu>
- Brno Cultural Centre – www.kultura-brno.cz
- Brno Touristic Centre – www.ticbrno.cz
- Daily Guide to Brno for smart people – <http://brnonow.com>
- Moravian Museum – www.mzm.cz/Default-en.htm
- National Theatre Brno – www.ndbrno.cz/en
- Moravian Gallery – www.moravska-galerie.cz/en
- Moravian Museum – www.mzm.cz/Default-en.htm
- Brno ZOO – www.zoobrno.cz/en
- Villa Tugendhat – www.tugendhat-villa.cz
- Virtual Brno (on-line tours) – www.south-moravia.info/virtual-tours/?id=255

- American Corner - Info USA Brno - www.mzk.cz/eng/studovny/americka/index.php
- Brno at Wikipedia - <http://en.wikipedia.org/wiki/Brno>

Other places

- Accommodation www.continentalbrno.cz
- Špilberk Castle www.spilberk.cz/?lang=en
- Mendel's Museum <http://www.mendelmuseum.muni.cz/en>
- Museum of Roma Culture <http://www.rommuz.cz/index.php?lang=en>
- Lednice–Valtice Cultural Landscape http://en.wikipedia.org/wiki/Lednice%E2%80%93Valtice_Cultural_Landscape

Information on the Local Host:

- Masaryk University official page - www.muni.cz
- Centre for International Cooperation of MU – <http://www.cic.muni.cz>
- International Students Club at MU - <http://isc.muni.cz>

■ How to get to Brno?

It is easy way to get to Brno from Prague's International Airport (Praha Ruzyně) or from Vienna International Airport is by taking the Student Agency bus. Tickets are available in Student Agency ticket office at Prague's International Airport, Terminal 1 or at the bus driver on Vienna connection or on-line at <http://www.studentagency.eu>.

A general website about the transport connection within the Czech Republic is accessible at www.idos.cz. Find information there about all connections which go from Prague to Brno.

There are also many train connections from Prague Main Railway Station directly to Brno Main Railway Station. In addition, there are also coach lines from Prague Bus Main Station Florenc terminal to Brno (see www.idos.cz). The only hitch could be travelling from the airport to those stations and terminals within Prague. In this regard I recommend you to take a cab.

See the detailed description how to travel to Brno [here](#).

■ Further details available on-line

CIC web pages lists [Practicalities - assistance page](#) for further useful information for incoming students.

■ Communication and action timeline

Autumn semester

Date	Action to be taken
March - May 1	Students are being nominated by home university/programme
March - May 1	Students APPLY ONLINE
February - May 1	Students send us by email scanned copies of documents as follows
	1. application print-out
	2. passport size photograph
	3. course choice
	4. motivation letter
	5. document proving Student's English B2 level for non-native speakers
February - May 1	6. copy of the photo page of the student's passport
late May-June	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
June	Students will receive information email on MU Information System and its login details
June	Student will receive information email - how to register courses online (IS Guideline)
July	Students will receive information email - Orientation Week
late July	Students will receive information email - how to pay for booking a room, for Orientation Week and for MU student chip card
late July	Students will receive information email V. - how to book a room online in ISKaM system

mid-August	Students will receive information email - on-arrival information
late August	Students will receive a Welcoming Letter from MU International Student Club
September	Students finally arrive to Brno (be in touch with tutor/buddy)
September - a week before semester starts	Orientation Week
first Monday of Orientation Week	attend the Compulsory admission to Centre for International Cooperation (with us)
September	arrange all duties in TO-DO-LIST given at the admission
end of September	make changes in courses choice in IS online, register in seminar groups IS Guideline
mid October	finalization of a list of courses in IS (within 30 days after classes start)
mid-September – mid-December	teaching period (lectures, seminars, etc.)
late December– mid-February	examination period (December's exams based on requests towards teachers)
late December/February	check-out with MU Centre for International Cooperation
mid February	end of semester

Spring Semester

Date	Action to be taken
May - October 1	Students are being nominated by home university/programme
May - October 1	Students APPLY ONLINE
May - October 1	Students send us by email scanned copies of documents as follows
	1. application print-out
	2. passport size photograph
	3. course choice
	4. motivation letter
	5. document proving Student's English B2 level for non-native speakers
6. copy of the photo page of the student's passport	
October-November	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
November	Students will receive information email on MU Information System and its login details
November	Student will receive information email - how to register courses online (IS Guideline)
December	Students will receive information email - Orientation Week
December/January	Students will receive information email - how to pay for booking a room, for Orientation Week and for MU student chip card
December/January	Students will receive information email V. - how to book a room online in ISKaM system
January	Students will receive information email - on-arrival information
January	Students will receive a Welcoming Letter from MU International Student Club
February	Students finally arrive to Brno (be in touch with tutor/buddy)
February - a week before semester starts	Orientation Week
first Monday of Orientation Week	attend the Compulsory admission to Centre for International Cooperation (with us)
February	arrange all duties in TO-DO-LIST given at the admission
mid February	make changes in courses choice in IS online, register in seminar groups IS Guideline
mid-March	finalization of a list of courses in IS (within 30 days after classes start)
mid-February - late May	teaching period (lectures, seminars, etc.)
late May– late June	examination period (earlier exams based on requests towards teachers)
May- late June	check-out with Centre for International Cooperation
late June	end of semester