



CENTRE FOR
INTERNATIONAL
COOPERATION

Information Sheet for Academic Year 2018–2019
For MU partner institution (except for Erasmus+ programmes)

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 Partner institution students (no Erasmus+ outside EU details):

<https://goo.gl/EMQjHt>

■ 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 |
|--|---|---|--|
| <i>MU partner institution manager</i> | 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+ international credit mobility

| | 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+ international credit mobility (Erasmus+ with partner country institutions) or Erasmus+ programme countries

■ Application process

The application form is available on <https://isois.ois.muni.cz/application> (open from March 1st to May 1st 2018 for autumn semester 2018 and from July 1st to October 1st 2018 for spring semester 2019).

HINT for students: within the on-line application choose ► partner institution 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 to vasek@czs.muni.cz:

| | 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 (documents to be uploaded):

- 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. Another informative email goes to exchange agreement contact person at MU partner institution.
- 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 student fills out the on-line application). Or coordinator gives the responsibility to upload all documents to student (coordinators 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) |
|----|---|

Nomination and Application Deadlines

| | |
|---|--|
| <i>Deadlines</i> | Autumn semester 2018 – May 1st, 2018 Spring semester 2019 – October 1st, 2018 |
| On-line Course registration | Autumn semester – July - September 2018 (on-line) Spring semester – November 2018- February 2019 (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 2018 | Spring semester 2019 |
|---|--|---|
| <i>Official Arrival Date:</i> | September 9, 2018 | February 10, 2019 |
| No later arrival date than official arrival date is acceptable | | |
| <i>Orientation week</i> | September 9-14, 2018 | February 10-15, 2019 |
| <i>Formal on-spot admission at MU</i> | September 10, 2018 (compulsory) | February 11, 2019 (compulsory) |
| <i>Classes Begin</i> | September 17, 2018 | February 18, 2019 |
| <i>Classes End</i> | December 21, 2018 | May 17, 2019 |
| <i>Examination Period</i> | January 2, 2019–February 8, 2019 | May 20–June 28, 2019 |
| Exams may be set for earlier, for the autumn semester before Christmas. For the spring semester within the first week of the examination period | | |
| <i>Vacation Period</i> | N/A | July – mid September 2019 |
| No later arrivals than official arrival date allowed | | |

| | |
|---|---|
| <i>Courses in other languages than Czech available to exchange students</i> | https://goo.gl/wRRkFs |
|---|---|

■ 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. |
|--|--|

| | |
|---|---|
| Is a special health travel insurance plan required? | Yes, for visa applicants (see above and below) |
| Visa information web pages | 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://goo.gl/1ghT2u | On-line card payment |
| PVZP | https://goo.gl/CkB8Fq | On-line card payment |
| SLAVIA | https://goo.gl/e4coMC | On-line card payment |
| UNIQA | https://goo.gl/CJVXaF | On-line card payment |
| Ergo | https://goo.gl/cQs1AR | On-line card payment |
| Updated on December 2017 | | |

■ 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.

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,X | 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 <https://goo.gl/fvUoaW> 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

<https://czs.muni.cz/en/student-from-abroad/international-student-guide/orientation-week>

■ 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 or another course offered by MU Language Centre. For more information about the department see

<https://czs.muni.cz/en/student-from-abroad/international-student-guide/czech-language-courses>

| | |
|----------------------------|--|
| <i>Courses for credits</i> | <i>Two courses (conversation and grammar), 4 ECTS credits each or one course for 2 credits</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 partner institution agreement). 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 24 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> | 380,000 inhabitants |
| <i>Student population</i> | Masaryk University – 32,000 (the City of Brno student population: 70,000) |
| <i>Number of students from overseas</i> | Masaryk University; non-Czech students – around 7,000 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 – you can switch it to English <http://jizdnirady.idnes.cz/vlakyautobusy/spojeni>
- Czech Weather Forecast - <http://portal.chmi.cz/?l=en>

- 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/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html

- Czech Embassies Abroad - http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html

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
- Brno Public Transport timetables - <https://jizdnirady.idnes.cz/brno/spojeni/>
- Official Brno website – <http://www2.brno.cz/index.php?lan=en&nav01=20608&nav02=20617>
- Brno Tourist Information Portal - <http://www.gotobrno.cz/en#>
- BrnoPolis – www.brnopolis.eu
- Brno Expat Centre - <http://www.brnoexpatcentre.eu>
- Brno Touristic Centre – <http://ticbrno.cz/en>
- Moravian Museum – <http://www.mzm.cz/en/>
- National Theatre Brno – <http://www.ndbrno.cz/?lang=2>
- Moravian Gallery - <http://www.moravska-galerie.cz/?lang=en>
- Brno ZOO - www.zoobrno.cz/en
- Villa Tugendhat - <http://www.tugendhat.eu/en/homepage.html>

- Moravian Library: <https://www.mzk.cz/en>
- American Corner - Info USA Brno - <https://www.mzk.cz/en/study-rooms/foreign-libraries/infousa>
- Brno at Wikipedia - <http://en.wikipedia.org/wiki/Brno>

Other places

- Accommodation <https://www.continentalbrno.cz/page/en/homepage>
- Špilberk Castle <http://www.spilberk.cz/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
- Southern Moravia <http://www.south-moravia.info/>

Information on the Local Host:

- Masaryk University official page - <https://www.muni.cz/en>
- Centre for International Cooperation of MU – <https://czs.muni.cz/en/>
- 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 bus or train. Find details at our [web pages](#).

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/Vienna to Brno.

■ Further details available on-line

CIC web pages lists [Practicalities - International Student Guide](#) for further useful information for incoming students.

■ Communication and action timeline for incoming students

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 |
| late May-June | 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 ISIC card |
| late July | Students will receive information email - 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 |
| October-November | 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 ISIC card |
| December/January | Students will receive information email - 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 (December's exams based on requests towards teachers) |
| May- late June | check-out with MU Centre for International Cooperation |
| late June | end of semester |