

MASARYK UNIVERSITY

Information Sheet for Academic Year 2020–2021

For applying students from Erasmus+ programmes

Centre for International Cooperation

Komenského nám. 2, 602 00 Brno, Czech Republic

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www.czs.muni.cz/en

CONTACT DETAILS

Exchange Office: Centre for International Cooperation

Tel.: +420 54949 1106

Mail: info@czs.muni.cz

Director: Mr. Jan Pavlík

Tel.: +420 54949 1106

Mail: director@czs.muni.cz

Mailing Address: Centre for International Cooperation
(for transcript of records) Responsible person (see below)
Masaryk University
Komenskeho nam. 2
602 00 Brno
Czech Republic

MU ERASMUS+ MOBILITY CONTACT DETAILS

Erasmus Institutional Coordinator: Mrs. Violeta Osouchová

Tel.: +420 777 128 119

Mail: osouchova@czs.muni.cz

Nominations and Bilateral Agreements: Mrs. Nikola Maráková

Tel.: +420 549 49 6793

Mail: marakova@czs.muni.cz

Incoming (to MU) Exchange Student Contact: Mrs. Kristýna Zemková

Tel.: +420 549 49 8793, **Cell phone:** +420 777 128 496

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MU Outgoing Student Exchange Contact: Mrs. Nikola Maráková

Tel.: +420 549 49 6793

Mail: marakova@czs.muni.cz

Emergency contact: emergency@muni.cz

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APPLICATION PROCESS

Please nominate your students via MU ONLINE NOMINATION SYSTEM. Nominations by email will not be accepted. A unique WEB LINK must be used which leads you to our MU online nomination system. If you have not received your link, please contact marakova@czs.muni.cz

HOW TO NOMINATE YOUR STUDENT(S)

1. WEBLINK – click on the web link sent to you by email (it is unique for each coordinator)
2. FACULTY/DEPARTMENT – select a country the nominated student studies in and faculty/department at Masaryk University the student is nominated to
3. AGREEMENT – find the right agreement in the list and continue by creating a new nomination
4. BASIC STUDENT'S DATA – fill in the basic data about the nominated student and submit (click on button "Continue")
5. CHECK THE DATA – go through the nomination once again and if everything is correct, click on the button "Save application"
6. SAVED – your student's nomination was saved to our database
7. NOMINATE OTHER STUDENTS – you can nominate other students by clicking on the link which will appear after the nomination was saved (if you plan to nominate later, you can always use the web link in the email you received from us).

AGREEMENT NOT FOUND IN THE LIST?

You can nominate student(s) if there is a duly signed agreement with Masaryk University at particular faculty/department which your student wishes to study at. If you could not find the agreement, it means that your agreement is either in the process of negotiation or is not valid for the academic year 2020/2021.

NOMINATION DEADLINES

Please nominate your outgoing students until below mentioned deadlines (no later nominations will be accepted):

Autumn 2020

For EU students: 15. 5. 2020

For non-EU students: 15. 4. 2020

Spring 2021

For EU students: 1. 11. 2020

For non-EU students: 1. 10. 2020

See application process in more detail on our websites. Nominate only students who meet language requirements and will meet our credit requirements.

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 the student's email. Another informative email goes to exchange agreement contact person at MU partner institution.
- 2) The student has the responsibility to upload the required documents.
- 3) Masaryk University has to find the application files upload completed by the given deadlines.

NOTE : 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](#).

TOEFL PAPER	TOEFL CBT	TOEFL IBT	IELTS	Cambridge Exam	CEFR	TOEIC® Listening and Reading
513	183	70	5.5	FCE	B2	785-940

GPA requirement: MU – at least 2.5 GPA (4.0 best, 1.0 worst)

VISA REQUIREMENTS

The regulations for obtaining visas change sometimes. Embassies in individual countries are given leeway in applying them. Students from non-EU countries are required to apply for a student visa. Visa processing takes several weeks (and up to 2 months), it is highly advisable to apply for it immediately (students will receive written confirmation about their acceptance at MU).

Type of visa: Long term visa for the purpose of studies; **Validity:** Up to 12 months;
Mobility length: 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.

See [web pages of Czech Ministry of Foreign Affairs for more details.](#)

ACADEMIC YEAR'S TIMETABLE

	Autumn Semester 2020	Spring Semester 2021
Official Arrival Date:	September 7, 2020	February 8, 2021
Orientation Week:	September 7–14, 2020	February 8–15, 2021
Formal On-Spot Admission at MU:	September 9, 2020 (compulsory)	February 10, 2021 (compulsory)
Classes Begin:	September 14, 2020	February 15, 2021
Classes End:	December 20, 2020	May 23, 2021
Examination Period:	January 2, 2020– February 12, 2021	May 24–June 30, 2021
Vacation Period:	N/A	N/A

Exams may be set for earlier, for the autumn semester before Christmas. For the spring semester within the first week of the examination period, so that it is easier to finish them early.

! STUDENTS WITH SPECIAL NEEDS !

It is important to state the nature of your special needs in the application itself, so that our Teiresiás centre for students with special needs is notified. Find out more on Teiresiás [here](#).

INFORMATION ON INSURANCE

Masaryk University has an advantageous contract with two Czech insurance companies, one being **VZP Insurance** and the other being **AXA Assistance CZ**. Further information on both options can be found [here](#).

- ▶ Note: There are several other insurance companies offering travel health insurance mentioned above. List updated in December 2018:

Maxima	https://goo.gl/1ghT2u	Online card payment
PVZP	https://goo.gl/CkB8Fq	Online card payment
SLAVIA	https://goo.gl/e4coMC	Online card payment
UNIQA	https://goo.gl/CJVXaF	Online card payment
Ergo	https://goo.gl/cQs1AR	Online card payment

ACADEMIC RELATED INFORMATION

Student home institution sets the policy regarding the award of credit for work completed at MU. Student is responsible for knowing home institution's policies and procedures regarding that.

CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

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Czech Republic

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E-mail: info@czs.muni.cz

www.czs.muni.cz/en

FB: @MasarykUniversity

IG: @muni_international

TW: @MasarykUni

ADMISSION TIMELINE - AUTUMN

Date	Actions to be taken
March–May	Students are being nominated by home university/programme. Students apply online .
May	Students send us by email scanned copies of documents as follows: <ol style="list-style-type: none"> 1. signed application 2. signed learning agreement 3. document proving student's B2 level knowledge of English (if applicable)
Late May–June	Students will receive an acceptance letter by e-mail (visa students also documents for visa application)
June	Students will receive information email on MU Information System and its login details
Late July	Student will receive information email how to register courses online (IS Guideline)
Late July	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card
Mid-August	Students will receive information email on how to book a room online in ISKaM system
Mid-August	Students receive e-mail on how to register for Orientation Week Activities
September	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission
September	Arrange all duties in TO-DO-LIST given at the admission
End of September	Make changes in courses choice in IS online and the Learning Agreement, register in seminar groups IS Guideline
Mid-September to mid-December	Teaching period (lectures, seminars, etc.)
Late December to mid-February	Examination period
Late December to mid-February	Check-out with MUNI Centre for International Cooperation
Late February	End of semester

ADMISSION TIMELINE - SPRING

Date	Actions to be taken
March–October	Students are being nominated by home university/programme. Students apply online.
	Students send us by email scanned copies of documents as follows: <ol style="list-style-type: none">1. signed application2. signed learning agreement3. document proving student's B2 level knowledge of English (if applicable)
October–November	Students will receive an acceptance letter by e-mail (visa students also documents for visa application)
November	Students will receive information email on MU Information System and its login details Student will receive information email how to register courses online (IS Guideline)
December–January	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card Students will receive information email on how to book a room online in ISKaM system
January	Students receive e-mail on how to register for Orientation Week Activities
February	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission Arrange all duties in TO-DO-LIST given at the admission
February	Make changes in courses choice in IS online and the Learning Agreement,
Mid-February	register in seminar groups IS Guideline
Mid-February to late May	Teaching period (lectures, seminars, etc.)
Late May–late June	Examination period
May–late June	Check-out with MUNI Centre for International Cooperation
Late June	End of semester

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	Sufficient	E	3
Good	C	2	Failed	F	4

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

Grade designation	Grade	Value
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. **!**

HOW TO GET TO BRNO

An easy way to get to Brno from Prague's International Airport (Praha Ruzyně) or from Vienna International Airport is by bus or train. Find the 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 from Prague/Vienna to Brno. More information can be found [here](#).

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 (EUR 160), 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 one month 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.

Students can 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: EUR 160 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 ESN MUNI Brno 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, a Czech language crash course, a welcoming snack with Masaryk University teachers and students and a tour of Brno.

There is a voluntary fee for some activities during in Orientation week (app. EUR 23).

Students are supposed to pay for the Orientation week on-line (they will be given the information from MU coordinator app. 1–2 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 COURSES

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>

TRANSCRIPT ISSUANCE

- ▶ **Semester 1:** after exam period
- ▶ **Semester 2:** after exam period
- ▶ **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.

UNIVERSITY FACTS

Location: Brno, Czech Republic, www.brno.cz

City population: 380,000 inhabitants

Student population: Masaryk University – 30,000, (the City of Brno student population: 70,000)

Number of students from abroad: – around 7,000 in given academic year

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

Average monthly expenses:

- ▶ **On-campus housing:** 160 EUR
- ▶ **Off-campus housing:** 160 EUR
- ▶ **Food:** 150–200 EUR
- ▶ **Local Transportation:** 10 EUR
- ▶ **Personal (entertainment etc.):** 150–200 EUR
- ▶ **One time academic expenses (books etc.):** 0–40 EUR

Exchange rates: CZK to EUR: ([see current rate](#))

LINKS TO FURTHER INFORMATION

General Information on the CR:

Czech Republic Tourism: czechtourism.com

Czech Republic Travel: discoverczech.com

Czech Republic website: czech.cz

European Travel Commission: visiteurope.com/home.aspx

Trains and Buses – you can switch it to English: jizdnirady.idnes.cz/vlakyaubusy/spojeni

Czech Weather Forecast: portal.chmi.cz/?l=en

The Prague Post: praguepost.com

Local time in the Czech Republic: www.timeanddate.com/worldclock/city.html?n=204

Czech Republic at Wikipedia: en.wikipedia.org/wiki/Czech_Republic

Czech and foreign authorities in the CR:

Foreign Missions in the Czech Republic: mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html

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

General information on Brno and its sites of interest or culture

Brno Philharmonic: filharmonie-brno.cz/en/

Brno Transit website: dpmbrno.cz; Brno Public Transport timetables: jizdnirady.idnes.cz/brno/spojeni/

Official Brno website: www2.brno.cz/index.php?lan=en&nav01=20608&nav02=20617

Brno Tourist Information Portal - gotobrnno.cz/en#

BrnoPolis: brnopolis.eu

Brno Expat Centre: brnoexpatcentre.eu

Brno Touristic Centre: ticbrno.cz/en

Moravian Museum: mzm.cz/en/

National Theatre Brno: ndbrno.cz/?lang=2

Moravian Gallery: moravska-galerie.cz/?lang=en

Brno ZOO: zoobrnno.cz/en

Villa Tugendhat: tugendhat.eu/en/homepage.html

Moravian Library: mzk.cz/en

American Corner: Info USA Brno: mzk.cz/en/study-rooms/foreign-libraries/infousa

Brno at Wikipedia: 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://czi.muni.cz/en/>

International Students Club at MU: <http://esn.muni.cz>