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

Phone: +420 777 128 119
E-mail: info@czs.muni.cz

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

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## 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  
**Mail:** zemkova@czs.muni.cz

**MU Outgoing Student Exchange Contact:** Mrs. Nikola Maráková  
**Tel.:** +420 549 49 6793  
**Mail:** marakova@czs.muni.cz

**Emergency contact:** emergency@muni.cz  
**Cell phone:** +420 777 44 86 86
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.

<table>
<thead>
<tr>
<th>TOEFL PAPER</th>
<th>TOEFL CBT</th>
<th>TOEFL IBT</th>
<th>IELTS</th>
<th>Cambridge Exam</th>
<th>CEFR</th>
<th>TOEIC® Listening and Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>513</td>
<td>183</td>
<td>70</td>
<td>5.5</td>
<td>FCE</td>
<td>B2</td>
<td>785-940</td>
</tr>
</tbody>
</table>

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](#).

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**ACADEMIC YEAR’S TIMETABLE**

<table>
<thead>
<tr>
<th></th>
<th>Autumn Semester 2020</th>
<th>Spring Semester 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Arrival Date:</td>
<td>September 7, 2020</td>
<td>February 8, 2021</td>
</tr>
<tr>
<td>Orientation Week:</td>
<td>September 7–14, 2020</td>
<td>February 8–15, 2021</td>
</tr>
<tr>
<td>Classes Begin:</td>
<td>September 14, 2020</td>
<td>February 15, 2021</td>
</tr>
<tr>
<td>Classes End:</td>
<td>December 20, 2020</td>
<td>May 23, 2021</td>
</tr>
</tbody>
</table>

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.

| Vacation Period: | N/A                                  | N/A                                  |
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:

<table>
<thead>
<tr>
<th>Company</th>
<th>Website</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxima</td>
<td><a href="https://goo.gl/1ghT2u">https://goo.gl/1ghT2u</a></td>
<td>Online card payment</td>
</tr>
<tr>
<td>PVZP</td>
<td><a href="https://goo.gl/CkB8Fq">https://goo.gl/CkB8Fq</a></td>
<td>Online card payment</td>
</tr>
<tr>
<td>SLAVIA</td>
<td><a href="https://goo.gl/e4coMC">https://goo.gl/e4coMC</a></td>
<td>Online card payment</td>
</tr>
<tr>
<td>UNIQA</td>
<td><a href="https://goo.gl/CJVXaF">https://goo.gl/CJVXaF</a></td>
<td>Online card payment</td>
</tr>
<tr>
<td>Ergo</td>
<td><a href="https://goo.gl/cQs1AR">https://goo.gl/cQs1AR</a></td>
<td>Online card payment</td>
</tr>
</tbody>
</table>

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

Phone: +420 777 128 119
E-mail: [info@czs.muni.cz](mailto:info@czs.muni.cz)

FB: @MasarykUniversity
IG: @muni_international
TW: @MasarykUni
## Admission Timeline – Autumn

<table>
<thead>
<tr>
<th>Date</th>
<th>Actions to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>March–May</td>
<td>Students are being nominated by home university/programme. Students apply online.</td>
</tr>
</tbody>
</table>
| May                    | Students send us by email scanned copies of documents as follows:  
                        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)                                                                                                                             |
|                        | 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                                                                                                                             |
| September              | Students receive e-mail on how to register for Orientation Week Activities                                                                                                                                     |
| Week before semester starts | Orientation Week                                                                                                                                                                                                  |
| First Monday of OW September | Attend the Compulsory admission                                                                                                                                                                                    |
|                        | 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Actions to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>March–October</td>
<td>Students are being nominated by home university/programme. Students apply online.</td>
</tr>
<tr>
<td></td>
<td>Students send us by email scanned copies of documents as follows:</td>
</tr>
<tr>
<td></td>
<td>1. signed application</td>
</tr>
<tr>
<td></td>
<td>2. signed learning agreement</td>
</tr>
<tr>
<td></td>
<td>3. document proving student’s B2 level knowledge of English (if applicable)</td>
</tr>
<tr>
<td>October–November</td>
<td>Students will receive an acceptance letter by e-mail (visa students also documents for visa application)</td>
</tr>
<tr>
<td>November</td>
<td>Students will receive information email on MU Information System and its login details</td>
</tr>
<tr>
<td></td>
<td>Student will receive information email how to register courses online (IS Guideline)</td>
</tr>
<tr>
<td>December–January</td>
<td>Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card</td>
</tr>
<tr>
<td></td>
<td>Students will receive information email on how to book a room online in ISKaM system</td>
</tr>
<tr>
<td>January</td>
<td>Students receive e-mail on how to register for Orientation Week Activities</td>
</tr>
<tr>
<td>February</td>
<td>Students finally arrive to Brno (be in touch with tutor/buddy)</td>
</tr>
<tr>
<td>Week before semester starts</td>
<td>Orientation Week</td>
</tr>
<tr>
<td>First Monday of OW</td>
<td>Attend the Compulsory admission</td>
</tr>
<tr>
<td></td>
<td>Arrange all duties in TO-DO-LIST given at the admission</td>
</tr>
<tr>
<td>February</td>
<td>Make changes in courses choice in IS online and the Learning Agreement, register in seminar groups IS Guideline</td>
</tr>
<tr>
<td>Mid-February</td>
<td>Teaching period (lectures, seminars, etc.)</td>
</tr>
<tr>
<td>Mid-February to late May</td>
<td>Examination period</td>
</tr>
<tr>
<td>Late May–late June</td>
<td>Check-out with MUNI Centre for International Cooperation</td>
</tr>
<tr>
<td>May–late June</td>
<td>End of semester</td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>Grade designation</th>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>Very Good</td>
<td>B</td>
<td>1,5</td>
</tr>
<tr>
<td>Good</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>D</td>
<td>2,5</td>
</tr>
<tr>
<td>Sufficient</td>
<td>E</td>
<td>3</td>
</tr>
<tr>
<td>Failed</td>
<td>F</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade designation</th>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements fulfilled</td>
<td>Pass</td>
<td>Pass or A</td>
</tr>
<tr>
<td>Requirements not fulfilled</td>
<td>Fail</td>
<td>Fail or F</td>
</tr>
</tbody>
</table>

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).

**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](http://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: visitczech.com/home.aspx
- Trains and Buses – you can switch it to English: jizdnirady.idnes.cz/vlakyautobusy/spojeni
- Czech Weather Forecast: portal.chmi.cz/?l-en
- The Prague Post: praguepost.com
- General information on Brno and its sites of interest or culture:
  - Brno Transit website: jizdnirady.idnes.cz/brno/spojeni/
  - Brno Polis: brnopolis.eu
  - Brno Expat Centre: bmeexpatcentre.eu
  - Brno Touristic Centre: trobeno.cz/en
  - National Theatre Brno: ndbrno.cz/？lang=2
  - Moravian Gallery: moravska-galerie.cz/?lang=en
  - Brno Zoo: zoo.brno.cz
  - Moravian Library: mzk.cz/en
  - American Corner: Info USA Brno: mgk.cz/en/study-rooms/foreign-libraries/infousa
  - Brno at Wikipedia: en.wikipedia.org/wiki/Brno

Other places
- 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
- International Students Club at MU: http://esn.muni.cz