

MASARYK UNIVERSITY

Information Sheet for Academic Year 2022–2023

For applying students from Erasmus+ programme

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

Phone: +420 54949 1106

E-mail: info@czs.muni.cz

Director: Mr Jan Pavlík

Phone: +420 54949 1106

E-mail: pavlik@czs.muni.cz

Mailing address

(for transcript of records)

Centre for International Cooperation

Responsible person (see below)

Masaryk University

Komenského nám. 2

602 00 Brno

Czech Republic

MU ERASMUS+ MOBILITY CONTACTS

Erasmus Institutional Coordinator: Mrs Violeta Osouchová

Phone: +420 777 128 119

E-mail: osouchova@czs.muni.cz

Nominations and Bilateral Agreements + MU Outgoing Student Exchange

Contact: Mrs Nikola Maráková

Phone: +420 549 49 6793

E-mail: marakova@czs.muni.cz

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

Phone: +420 549 49 8793 **Cell phone:** +420 777 128 496

E-mail: zemkova@czs.muni.cz

Emergency contact: emergency@muni.cz

Phone: +420 777 44 86 86

APPLICATION PROCESS

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

HOW TO NOMINATE YOUR STUDENT(S)

- 1) WEBLINK – click on the 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 MU the student is nominated to
- 3) AGREEMENT – find the right agreement in the list and create a new nomination
- 4) STUDENT'S BASIC DATA – fill in the basic data about the nominated student and submit (click on the 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 your 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)

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 students 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 2022/2023.

NOMINATION DEADLINES

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

Autumn 2022

For EU students: **31 May 2022**

For non-EU students: **30 Apr 2022**

Spring 2023

For EU students: **01 Nov 2022**

For non-EU students: **01 Oct 2022**

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

COMPLETING THE APPLICATION

Following are the steps that need to be taken by the student and coordinator in order to complete the student's exchange application:

- 1) Exchange student fills out the MU online application. Its electronic version goes automatically to the student's email. Another informative email goes to the exchange agreement contact person at MU partner institution.
- 2) 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 proficiency of at least B2 level (a language certificate of 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 required: 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 certain 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 Masaryk University).

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 the 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 information.

ACADEMIC YEAR'S TIMETABLE

	Autumn semester 2022	Spring semester 2023
Official arrival date	4 Sep 2022	5 Feb 2023
Orientation week	4–11 Sep 2022	5–11 Feb 2023
Formal on-spot admission at MU (compulsory)	5 Sep 2022	6 Feb 2023
Classes begin	12 Sep 2022	13 Feb 2023
Classes end	16 Dec 2022	19 May 2023
Examination period	2 Jan–10 Feb 2023	22 May–30 Jun 2023
Vacation period	N/A	N/A

Exams may be set for earlier, so it is easier to finish them early – before Christmas during Autumn and within the first week of the examination period during Spring.

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](#).

INSURANCE INFORMATION

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

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

Maxima	Online card payment
PVZP	Online card payment
SLAVIA	Online card payment
UNIQA	Online card payment
ERGO	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.

CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

Centre for International Cooperation
Komenského nám. 2, 602 00 Brno, Czech Republic

Phone: +420 777 128 119

E-mail: info@czs.muni.cz

Website: www.czs.muni.cz/en

Facebook: [@MasarykUniversity](https://www.facebook.com/MasarykUniversity)

Instagram: [@masaryk_university](https://www.instagram.com/masaryk_university)

Twitter: [@MasarykUni](https://twitter.com/MasarykUni)

ADMISSION TIMELINE / AUTUMN

BEFORE ARRIVAL

Date	Events/actions to be taken
Mar–May	Students are being nominated by home university/programme. Students apply online .
May	Students send us by email scanned copies of the following: <ol style="list-style-type: none">1) Signed application2) Signed Learning Agreement3) Document proving student's B2 level in English (if applicable)
Late May–Jun	Students receive an acceptance letter by email (and visa students also get documents for visa application).
Jun	Students receive information email on the Masaryk University's Information System and their login details.
Late Jul	Students receive information on how to register courses online (IS Guideline), as well how on how to book a room online via the ISKaM system , and how to pay for booking a room, Orientation Week, and the MU student ISIC card .
Mid-Aug	Students receive information email about the Orientation Week .
Sep	Students arrive to Brno (be in touch with buddy/tutor).

AFTER ARRIVAL

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
Sep	Arrange all duties in a TO-DO LIST given at the admission.
End of Sep	Make changes in the courses choice in IS online and the Learning Agreement, register in seminar groups (IS Guideline).
Mid-Sep–mid Dec	Teaching period (lectures, seminars, etc.).
Late Dec–mid-Feb	Examination period.
Late Dec–mid-Feb	Check-out with the MU Centre for International Cooperation.
Late Feb	Semester ends.

ADMISSION TIMELINE / SPRING

BEFORE ARRIVAL

Date	Events/actions to be taken
Mar–Oct	<p>Students are being nominated by home university/programme. Students apply online.</p> <p>Students send us by email scanned copies of the following:</p> <ol style="list-style-type: none">1) Signed application2) Signed Learning Agreement3) Document proving student's B2 level in English (if applicable)
Oct–Nov	<p>Students receive an acceptance letter by email (and visa students also get documents for visa application).</p>
Nov	<p>Students receive information email on the Masaryk University's Information System and their login details, as well as information on how to register courses online (IS Guideline).</p>
Dec–Jan	<p>Students receive information on how to book a room online via the ISKaM system, and how to pay for booking a room, Orientation Week, and the MU student ISIC card.</p>
Jan	<p>Students receive information email about the Orientation Week.</p>
Feb	<p>Students arrive to Brno (be in touch with buddy/tutor).</p>

AFTER ARRIVAL

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
Feb	Arrange all duties in a TO-DO LIST given at the admission.
Mid-Feb	Make changes in the courses choice in IS online and the Learning Agreement, register in seminar groups (IS Guideline).
Mid-Feb–late May	Teaching period (lectures, seminars, etc.).
Late May–late Jun	Examination period.
May–late Jun	Check-out with the MU Centre for International Cooperation.
Late Jun	Semester ends.

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.). Then following scale of grades used at Masaryk University is a part of every transcript of records.

Courses at MU differ by the type of completion as follows:

Completed by "zk" (zkouška = examination)
or "kz" (klasifikovaný zápočet = graded credit)

Grade designation	Grade	Value
Excellent	A	1
Very good	B	1.5
Good	C	2
Satisfactory	D	2.5
Sufficient	E	3
Failed	F	4

Completed by "k" (kolokvium = colloquium)
or "z" (zápočet = credit)

Grade designation	Grade	Value
Requirements fulfilled	Pass	Pass/A
Requirements not fulfilled	Fail	Fail/F

NOTE

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 Airport (Václav Havel Airport, PRG) or from Vienna International Airport is by bus or train (details at our web). General information about transport connections within the Czech Republic (as well as from Prague or Vienna to Brno) can be found at www.idos.cz. More information can be found [here](#).

ACCOMMODATION AND RESIDENCE HALLS CHECK-IN

Type of housing provided: two twin-rooms with ensuite bathroom and mini-kitchenette (fridge, sink, double hotplate). A **refundable housing deposit** of equal to the amount of a month's rent (EUR 160), should be paid partly online before students' departure for 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 of night time of arrival and check-in at dorms is possible.

Students can apply for accommodation within the online 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/month

Services provided: bed linen, laundry facilities, blankets

ORIENTATION WEEK

When student arrives in Brno, they 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 their 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. More about the Orientation Week (OW) [here](#).

There is a voluntary fee for some activities of the Orientation Week (circa EUR 23). Students are supposed to pay for the OW online (they will be given the information from MU coordinator circa 1–2 months before the beginning of the semester).

INTENSIVE CZECH COURSES

Intensive language courses of all levels are offered during the academic year in both semesters. 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. More information [here](#).

TRANSCRIPT ISSUANCE

- ▶ **Semester 1:** after the examination period
- ▶ **Semester 2:** after the examination period
- ▶ **Full year:** after the second examination 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 their 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. Student should make sure they have cleared all financial arrangements with the host institution in order for the academic transcript to be sent to the home university. Student should also make sure that results have been registered before returning home.

ABOUT MASARYK UNIVERSITY

Location: Brno, Czech Republic (www.brnoregion.com)

City population: 380,000 (approx. 20% students)

Students: 70,000 in Brno, 32,000 at Masaryk (approx. 7,000 international)

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 monthly personal expenses are estimated to be EUR 150–200.

AVERAGE MONTHLY EXPENSES

- ▶ **On-campus housing:** EUR 160
- ▶ **Off-campus housing:** EUR 160
- ▶ **Food:** EUR 150–200
- ▶ **Local transportation:** EUR 10
- ▶ **Entertainment, etc.:** EUR 150–200
- ▶ **One-time academic:** EUR 0–40

See the current [CZK/EUR exchange rates](#).

USEFUL LINKS

General Information on the Czech Republic

[Czech Republic Tourism](#)
[Czech Republic Travel](#)
[Czech Republic website](#)
[European Travel Commission](#)
[Trains and Buses – you can switch it to English](#)
[Czech Weather Forecast](#)
[The Prague Post](#)
[Local time in the Czech Republic](#)
[Czech Republic at Wikipedia](#)

Czech and foreign authorities in the Czech Republic

[Foreign Missions in the Czech Republic](#)
[Czech Embassies Abroad](#)

General information on Brno and its sites of interest or culture

[Brno Philharmonic](#)
[Brno Transit website](#) and [Brno Public Transport timetables](#)
[Official Brno website](#)
[Brno Tourist Information Portal](#)
[BrnoPolis](#)
[Brno Expat Centre](#)
[Brno Tourist Centre](#)
[Moravian Museum](#)
[National Theatre Brno](#)
[Moravian Gallery](#)
[Brno ZOO](#)
[Villa Tugendhat](#)
[Moravian Library](#)
[American Corner: Info USA Brno](#)
[Brno at Wikipedia](#)

Other places

[Accommodation](#)
[Špilberk Castle](#)
[Mendel's Museum](#)
[Museum of Roma Culture](#)
[Lednice–Valtice Cultural Landscape](#)
[Southern Moravia](#)

Information on the Local Host

[Masaryk University official page](#)
[Centre for International Cooperation of MU](#)
[International Students Club at MU](#)