

MASARYK UNIVERSITY

Information Sheet for Academic Year 2023–2024

For applying students from Erasmus+ programm

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

E-mail: info@czs.muni.cz

www.czs.muni.cz/en

CONTACT DETAILS

Exchange Office: Centre for International Cooperation
Mail: info@czs.muni.cz

Director: Violeta Osouchová
Phone: +420 549 495 878
Mail: osouchova@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 contacts

Erasmus Institutional Coordinator: Mrs. Violeta Osouchová
Phone: +420 549 495 878
Mail: osouchova@czs.muni.cz

Bilateral Agreements: Mrs. Nikola Maráková
Phone: +420 549 496 793
Mail: marakova@czs.muni.cz

Incoming (to MU) Exchange Student Contact: Mrs. Veronika Chylíková
Phone: +420 549 493 990
Mail: chylikova@czs.muni.cz

Outgoing (from MU) Exchange Student Contact: Mrs. Gabriela Složilová
Phone: +420 549 494 800
Mail: slozilova@czs.muni.cz

Emergency contact: emergency@muni.cz
Cell phone: +420 777 448 686

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)
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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 2023/2024.

Nomination deadlines

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

For EU students	Autumn semester 2023 31 May 2023	Spring semester 2024 1 Nov 2023
For non-EU students	Autumn semester 2023 30 Apr 2023	Spring semester 2024 1 Oct 2023

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:

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- 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.
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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 2023	Spring semester 2024
Official arrival date	10 Sep 2023	11 Feb 2024
Orientation week	10–17 Sep 2023	11–18 Feb 2024
Formal on-spot admission at MU (compulsory)	11 Sep 2023	12 Feb 2024
Classes begin	18 Sep 2023	19 Feb 2024
Classes end	22 Dec 2023	24 May 2024
Examination period*	2 Jan–16 Feb 2024	27 May–5 Jul 2024
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

Due to a change in law, all foreigners (staying more than 90 days in the Czech Republic) are required to purchase **Czech medical travel insurance** only with the **Czech insurance company**, see [VZP Insurance](#). It complies with Czech legal requirements.

More details at [Travel medical insurance overview](#).

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

E-mail: info@czs.muni.cz

Website: www.czs.muni.cz/en

Facebook: [@MasarykUniversity](#)

Instagram: [@masaryk_university](#)

Twitter: [@MasarykUni](#)

Youtube: [MasarykUniversity](#)

ADMISSION TIMELINE / AUTUMN

Before Arrival

Date	Events/actions to be taken
Jan–Apr/May	Students are being nominated by home university/programme. Students apply online .
Late Apr–May	Students upload application scanned copies of following: <ol style="list-style-type: none">1) Signed application2) Signed Learning Agreement (Only if your university is not connected to EWP)3) Document proving student's B2 level in English (if applicable)
Feb–Sep	Students receive an acceptance letter by email (and visa students also get documents for visa application).
Feb–Sep	Students receive information email on the Masaryk University's Information System and their login details.
Feb–Sep	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 .
Feb–Sep	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 at the University International Office.
Late Feb	Semester ends.

ADMISSION TIMELINE / SPRING

Before Arrival

Date	Events/actions to be taken
Jan–Sep/Oct	Students are being nominated by home university/programme. Students apply online .
Jan–Sep/Oct	Students upload application scanned copies of following: <ol style="list-style-type: none">1) Signed application2) Signed Learning Agreement (Only if your university is not connected to EWP)3) Document proving student's B2 level in English (if applicable)
Feb–Jan	Students receive an acceptance letter by email (and visa students also get documents for visa application).
Nov–Feb	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).
Nov–Feb	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 .
Nov–Feb	Students receive information email about the Orientation Week .
Feb	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 .
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.).
LateMay–early July	Examination period.
May–early July	Check-out at the University International Office.
Early July	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.). 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 (Václav Havel Airport, PRG) or from Vienna International Airport is by bus or train. 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 mostly provided: two twin-rooms with ensuite bathroom and mini-kitchenette (fridge, sink and double hotplate) or a shared kitchen. See all the available halls of residence at www.skm.muni.cz/en/accommodation. A **refundable housing deposit/reservation deposit** of equal to amount of a month rent (from USD 260/EUR 240 to USD 360/EUR 390 depending on the particular hall), 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 (subject to change that will be shared with students in advance).

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

Accommodation rent: USD 260/EUR 240–USD 360/EUR 390 per month

Bed linens and blankets are available for purchase at check-in. Laundry facilities provided.

ORIENTATION WEEK

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, 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 22). Students are supposed to pay for the Orientation week on-line (they will be given the information from MU coordinator circa 1 month before beginning of semester).

More information on Orientation Week is available at czs.muni.cz/en/student-from-abroad/international-student-guide/orientation-week

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 examination period

Semester 2: after 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 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.

ABOUT MASARYK UNIVERSITY

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

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

Student population: Masaryk University – 32,000 (the City of Brno student population – 70,000)

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: 200–250 EUR (accommodation excluded).

Average monthly expenses:

On-campus housing:	EUR 240/USD 260–EUR 390/USD 360
Off-campus housing:	EUR 240/USD 260–EUR 390/USD 360 (shared room)
Food:	150–200 EUR/160–216 USD
Local Transportation:	10 EUR/12 USD
Personal (entertainment etc.):	150–200 EUR/160–216 USD
One time academic expenses (books etc.):	0–40 EUR/0–43 USD in total

Exchange rates: CZK to EUR – 24–27 ([see current rate](#)); CZK to USD – 18–24 ([see current rate](#))

USEFUL LINKS

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

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

Czech Weather Forecast: www.chmi.cz

The Prague Post: praguepost.com

Local time in the Czech Republic: www.timeanddate.com/worldclock/czech-republic

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

Czech and foreign authorities in the CR

Foreign Missions in the Czech Republic:

www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic

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

General information on Brno and its sites of interest or culture

Brno Philharmonic: filharmonie-brno.cz/en

Brno Transit website: dpmb.cz

Brno Public Transport timetables: jizdnirady.idnes.cz/brno/spojeni

Official Brno website: www.brno.cz

Brno Tourist Information Portal: gotobrno.cz/en

BrnoPolis: brnopolis.eu

Brno Expat Centre: brnoexpatcentre.eu

Brno Touristic Centre: ticbrno.cz/en

Moravian Museum: mzm.cz/en

National Theatre Brno: www.ndbrno.cz/en

Moravian Gallery: moravska-galerie.cz

Brno ZOO: zoobrno.cz/en

Villa Tugendhat: tugendhat.eu/en

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: www.continentalbrno.cz/en

Špilberk Castle: www.spilberk.cz/en

Mendel's Museum: www.mendelmuseum.muni.cz/en

Museum of Roma Culture: www.rommuz.cz/en

Lednice–Valtice Cultural Landscape: en.wikipedia.org/wiki/Lednice–Valtice_Cultural_Landscape

Southern Moravia: www.south-moravia.info

Information on the Local Host

Masaryk University official page: www.muni.cz/en

Centre for International Cooperation of MU: czs.muni.cz/en

International Students Club at MU: www.muni.cz/studenti/studentske-spolky