

# MASARYK UNIVERSITY

## Information Sheet for Academic Year 2019–2020

For applying students from partner institutions  
(except for Erasmus+ programmes)

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Centre for International Cooperation

Komenského nám. 2, 602 00 Brno, Czech Republic

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[www.czs.muni.cz/en](http://www.czs.muni.cz/en)

# APPLICATION PROCESS

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

**H I N T** – 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 nomination of students within the given application period. Please see the **example** nomination table to be sent by email to [boucnik@czs.muni.cz](mailto:boucnik@czs.muni.cz).

| First name | Last name | E-mail address   | Lenght of study | Major/'s | Level      |
|------------|-----------|--|-----------------|----------|------------|
| Petr       | Boucník   | <a href="mailto:boucnik@czs.muni.cz">boucnik@czs.muni.cz</a> | Autumn, Spring  | Business | Bachelor's |

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 CZS 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) :

- 1) A print-out of the MU on-line application (signed by the international office coordinator and by the exchange student)
- 2) A motivation letter to identify student's academic goals at MU
- 3) A copy of the photo page of the student's passport
- 4) 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).
- 5) 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.

**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®<br>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)

## NOMINATION AND APPLICATION DEADLINES

- Application deadlines:**
- ! Autumn semester 2019 – May 1st, 2019
  - ! Spring semester 2020 – October 1st, 2019
- Online course registration:**
- ! Autumn semester July–September 2019 (online)
  - ! Spring semester – November 2019–February 2020 (online)

CZS MUNI will send a login name and a password to students in order to register for courses on-line. Each MU faculty/school may have different time windows for course registration.

## 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. 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](#).

## ACADEMIC YEAR'S TIMETABLE

|  | Autumn Semester 2019                     | Spring Semester 2020                     |
|--|--|--|
| <b>Official Arrival Date:</b>  | September 8, 2019                        | February 9, 2020                         |
| <b>! No later arrival date than official arrival date is acceptable !</b>  |  |  |
| <b>Orientation Week:</b>   | September 8–15, 2019                     | February 9–16, 2020                      |
| <b>Formal On-Spot Admission at MU:</b>   | September 9, 2019<br><b>(compulsory)</b> | February 10, 2020<br><b>(compulsory)</b> |
| <b>Classes Begin:</b>  | September 16, 2019                       | February 17, 2020                        |
| <b>Classes End:</b>  | December 22, 2019                        | May 24, 2020                             |
| <b>Examination Period:</b>   | January 2, 2019–<br>February 12, 2020    | May 25–July 5, 2020                      |
| Exams may be set for earlier, for the autumn semester before Christmas. For the spring semester within the first week of the examination period. |  |  |
| <b>Vacation Period:</b>  | N/A                                      | N/A                                      |

**! No later arrival date than official arrival date is acceptable !**

## ! 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:

|                        |   |                                      |
|------------------------|---|--------------------------------------|
| <a href="#">Maxima</a> | <a href="https://goo.gl/1ghT2u">https://goo.gl/1ghT2u</a> | <a href="#">On-line card payment</a> |
| <a href="#">PVZP</a>   | <a href="https://goo.gl/CkB8Fq">https://goo.gl/CkB8Fq</a> | <a href="#">On-line card payment</a> |
| <a href="#">SLAVIA</a> | <a href="https://goo.gl/e4coMC">https://goo.gl/e4coMC</a> | <a href="#">On-line card payment</a> |
| <a href="#">UNIQA</a>  | <a href="https://goo.gl/CJVXaF">https://goo.gl/CJVXaF</a> | <a href="#">On-line card payment</a> |
| <a href="#">Ergo</a>   | <a href="https://goo.gl/cQs1AR">https://goo.gl/cQs1AR</a> | <a href="#">On-line card payment</a> |

## 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.

- ▶ Minimal ECTS workload to keep MU student status: 20 ECTS/semester.
- ▶ Regular ECTS workload in order to graduate in regular number of years: 30 ECTS/semester.
- ▶ Students as well as a home-university coordinator are emailed the transcript of records by CZS MU. Additionally, original is sent only to the home-university coordinator.

## CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

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**FB:** @MasarykUniversity

**IG:** @muni\_international

**TW:** @MasarykUni

# ADMISSION TIMELINE - AUTUMN

| <b>Date</b>                      | <b>Actions to be taken</b>   |
|----------------------------------|--|
| March–May 1                      | Students are being nominated by home university/programme<br>Students <a href="#">APPLY ONLINE</a>   |
| May 1                            | Students send us by email scanned copies of documents as follows:<br>1) application print-out<br>3) course choice<br>4) motivation letter<br>5) document proving Student's <a href="#">English B2 level for non-native speakers</a><br>6) copy of the photo page of the student's passport |
| Late May–June                    | Students will receive an acceptance letter by regular mail<br>(visa students also documents for visa application)  |
| June                             | Students will receive information email on MU<br><a href="#">Information System and its login details</a><br>Student will receive information email how to register courses online<br><a href="#">(IS Guideline)</a>   |
| July                             | Students will receive information email – <a href="#">Orientation Week</a>   |
| Late July                        | Students will receive information email on how to pay for booking a room,<br>for Orientation Week and for MU student <a href="#">ISIC card</a><br>Students will receive information email on how to book<br>a room online in <a href="#">ISKaM system</a>                                  |
| Mid-August                       | Students will receive information email – on-arrival information   |
| Late August                      | Students will receive a Welcoming Letter from <a href="#">ESN MUNI Brno</a>  |
| September                        | Students finally arrive to Brno (be in touch with <a href="#">tutor/buddy</a> )  |
| Week before<br>semester starts   | <a href="#">Orientation Week</a>   |
| First Monday of OW               | Attend the <a href="#">Compulsory admission</a>  |
| September                        | Arrange all duties in TO-DO-LIST given at the admission  |
| End of September                 | Make changes in courses choice in IS online,<br>register in seminar groups <a href="#">IS Guideline</a>  |
| Mid-October                      | Finalise of a list of courses in IS (within 2 days after classes start)  |
| Mid-September to<br>mid-December | Teaching period (lectures, seminars, etc.)   |
| Late December<br>to mid-February | Examination period   |
| Late December to<br>mid-February | Check-out with MUNI Centre for International Cooperation   |
| Late June                        | End of semester  |

# ADMISSION TIMELINE - SPRING

| Date               | Actions to be taken  |
|--------------------|--|
| March–October 1    | Students are being nominated by home university/programme<br>Students <a href="#">APPLY ONLINE</a>   |
|                    | Students send us by email scanned copies of documents as follows:<br>1) application print-out<br>2) course choice<br>4) motivation letter<br>3) document proving Student's <a href="#">English B2 level for non-native speakers</a><br>4) copy of the photo page of the student's passport |
| October–November   | Students will receive an acceptance letter by regular mail<br>(visa students also documents for visa application)  |
| November           | Students will receive information email on MU<br><a href="#">Information System and its login details</a>  |
|                    | Student will receive information email how to register courses online<br><a href="#">(IS Guideline)</a>  |
| December           | Students will receive information email – <a href="#">Orientation Week</a>   |
| December–January   | Students will receive information email on how to pay for booking a room,<br>for Orientation Week and for MU student <a href="#">ISIC card</a>   |
|                    | Students will receive information email on how to book<br>a room online in <a href="#">ISKaM system</a>  |
| January            | Students will receive information email with on-arrival information  |
|                    | Students will receive a Welcoming Letter from <a href="#">ESN MUNI Brno</a>  |
| February           | Students finally arrive to Brno (be in touch with <a href="#">tutor/buddy</a> )  |
| Week before        |  |
| semester starts    | <a href="#">Orientation Week</a>   |
| First Monday of OW | Attend the <a href="#">Compulsory admission</a>  |
|                    | Arrange all duties in TO-DO-LIST given at the admission  |
| February           | Make changes in courses choice in IS online,   |
| Mid-February       | register in seminar groups <a href="#">IS Guideline</a>  |
| Mid-March          | Finalise of a list of courses in IS (within 30 days after classes start)   |
| 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  |