Institution: Masaryk University, Faculty of Informatics
Address: Botanická 68a, 602 00 Brno, Czech Republic (Europe)
University website: [http://www.muni.cz](http://www.muni.cz)
Faculty website: [http://www.fi.muni.cz](http://www.fi.muni.cz)

**Autumn semester 2014**

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<tr>
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<th>Dates</th>
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<td>Recommended Arrival</td>
<td>6-7 September 2014</td>
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<td>Orientation</td>
<td>8-12 September 2014</td>
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<td>Official enrolment</td>
<td>during the orientation week and 1st week of tuition</td>
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<td>Classes</td>
<td>15 September – 21 December 2014</td>
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<td>Exams</td>
<td>5 January – 13 February 2014</td>
</tr>
</tbody>
</table>

**Contacts**

<table>
<thead>
<tr>
<th>Students</th>
<th>Contact person</th>
<th>email ; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master degree students</td>
<td>Radka Brolíková</td>
<td><a href="mailto:brolikov@fi.muni.cz">brolikov@fi.muni.cz</a> ; +420 549 494 384</td>
</tr>
<tr>
<td>Ph.D. students</td>
<td>Ada Nazarejová</td>
<td><a href="mailto:nazarej@fi.muni.cz">nazarej@fi.muni.cz</a> ; +420 549 494 963</td>
</tr>
<tr>
<td>Exchange and guest students</td>
<td>Radka Brolíková</td>
<td>use our alias addresses: <a href="mailto:int@fi.muni.cz">int@fi.muni.cz</a></td>
</tr>
</tbody>
</table>

**Masaryk University passwords and systems... why two?**

**UCO (or nick) + primary password**
While your primary password in Masaryk University electronic systems can be used to access the information system (IS - for administration of studies and search of courses and people at MU) as well as INET (the University’s economic system, in which you see your payments for dormitories, canteens, copying at university premises – i.e., your SUPO account balance, see below), you can set a secondary password for some other functions.

**UCO + secondary password**
The secondary password has several uses around the University. It is used to access computers in University PC rooms, and to access information about your use of library resources ([http://aleph.muni.cz](http://aleph.muni.cz)), for example to see your loans and reservations. It is also used to connect your portable computer to cable or Wifi Internet in university buildings.
You can set and change both passwords in the IS in the SYSTEM menu.

**Halls of Residence – Dormitories**

**How to get to the halls of residence**

**Kounicova** (Please note these halls of residence are also unofficially called “Družba”.) If you arrive at the main train station take tram number 12 or 13 direction „Technologický park“ and get off at the stop „Klusáčkova“. Walk about 100 metres back in the direction and you will see a high yellow/orange building of the Kounicova halls of residence.

You can arrive there at any time, there will be always someone at the reception 24 hours a day, 7 days a week. At the reception, they will have your name there and will give you the key to your room. If you arrive during the weekend or late in the evening, you might be asked to show/sign the accommodation contract (signed online and printed out from the ISKaM before your arrival)
directly at the reception. If you arrive during working days (until 14:00), go to fill in and sign the accommodation contract to the accommodation assistant’s office.

Payments for accommodation
First of all, you have to activate your SUPO – see the description just above Dormitories section. Your SUPO account is now activated, and you can see your variable symbol. It is your personal specific number and it is necessary to mention it when making any payment!

Afterwards, you can enter the ISKaM website to check what amount is to be paid for the first rent of your accommodation in the halls of residence.
1) Go to ISKaM (Intranet of the Accommodation and Catering Services) https://iskam.skm.muni.cz
2) Click on the button „Přihlásit“ (Log in) on the right top of the page. (Use your login name and your primary password)
3) Change the language of the website to English, on the right top of the page (however, not everything is translated into English yet.)
4) You can see the current state of your account. In another words, you can see here, how much money you are due to pay.
5) You can see there also the current state of your deposit („Jistina“ in Czech) in an amount of one month rent (cca 3300 CZK = cca 125 Euro). The deposit is to be paid within 10 days after your arrival to Brno. The deposit will be then used for the last month payment, or (in case of problems, damages, breaking residence regulations, or delayed payment) for a compensation of the damage.
6) Click on the link „Information about accommodation“ in the left menu. There you can see the price you have to pay for the room in the particular month, plus other information about your accommodation (the room number etc.) The final amount of rent includes also the price for your computer and the internet connection (only if you activate it on http://ycollege.skm.muni.cz) and electric appliances. Inform the accommodation assistant about any own appliances (electric kettle, CD player, microwave, etc.) This does not apply for computer, refrigerator, shaver, and hair dryer.
a) When you click on the link „Overview of reservation and accommodation“, you can see the period of your accommodation. It might happen that a red blinking Czech sentence appears – “Vaše smlouva ještě není podepsána” – which means “Your agreement has not been signed yet”. Do not pay attention to this, it does not apply to you.
b) There is some more information about your accommodation (e.g. who is your roommate) under the link „Status of request“.

**Ways of payments for accommodation (use your variable symbol)**
- Cash payment at the counters of any bank, towards the MU account.
- Cashless transfer/payment order from your Czech account.
- Cashless transfer/payment order from your home account
- Cash payment through cash registers via your ISIC/other chip card. You can find these devices at all faculties (except for the Faculty of Informatics) and all halls of residences. Please note accepts bank notes only.

When transferring the money from a foreign account the transfer fee is paid by you. Otherwise it will be withdrawn from your SUPO or you will have to pay the transfer fee in cash to the accommodation assistant. Therefore, a Czech bank account can be a solution.

**ISIC card**
Each full-time Masaryk University student is issued a university ID card in the form of an International Student Identity Card (ISIC). This card includes a chip and bar code, and serves as a multifunctional card used at University libraries, copy machines and canteens. Businesses and services around the Czech Republic and worldwide, from bookstores to travel companies, offer student discounts (sometimes limited to people up to 26 years of age) on the basis of a valid ISIC; each year, active students pay a small fee to keep the card valid.

**How to get the ISIC:** take a photograph for information system/card in the building at Komenského nám. 2, room 014, ground floor, to the left. Wednesdays and Fridays from 10 to 11 a.m. Take a passport or ID with you for identification.

**A note:** All university cards are connected with your virtual account at Masaryk University – your SUPO. You can charge your card with money in special machines (called “Credit Recharging Stations”), and use this for copying, printing, etc. After depositing the first 50 CZK (or paying any item, like dormitories), the SUPO is activated.

**DPMB - Brno City Public Transport**
Brno has a comprehensive and relatively cheap system of public transport (trams, trolleys, and buses) – the information about the integrated public transport system in English:


**Where to buy a city transport pass - address:** DPMB, Novobranská 18
If you are under 26, you can have student discount – ask for “studentský kupón” – bring confirmation of studies to arrange this. You need one passport-size photograph and some ID.

**Quarterly coupon for 685 CZK (student discount) – in Czech “čtvrtletní - zóna 100+101”**
An overall bus/tram/trolley pass – “čtvrtletní” is coupon for 3 months, two basic zones, it is valid on buses, trolleybuses, trams... most of the basic city area.
Or buy just a **monthly coupon** for 275 CZK (student discount) – called “měsíční” in Czech, show them written on paper from which date you want it, which zones, etc. (Zones 100+101 – is the best choice.)

**Tickets are sold at** ticket vending machines, DPMB shops, kiosks and railway stations. You can also buy a ticket for a higher price in the bus, just ask the driver.
Bank account
Each MU student should have a bank account in the Czech Republic, to be able to get university scholarships. You can get a student account in any Czech bank – so this is just a tip, look/ask for other banks in the Czech Republic.
University bank: **Komerční banka, nám. Svobody 21**
They speak English – just ask for STUDENT bank account (with student benefits, obviously) and use the confirmation of studies from the enrolment pack to get one.

Registration after arrival – long-term stays, long-term visa
**Long-term stays:**
Ministry of the Interior - Department for Asylum and Migration Policy
Regionální oddělení pobytu cizinců Brno
Hněvkovského 30/65
Tel.: 543 213 313, 543 214 316 (incl. telephone appointments)
Opening hours:
Mon, Wed: 8.00 – 17.00
Tue, Thu: 8.00 – 14.00
Fri: 8.00 – 11.00 (upon invitation)

**Czech Police Office for Foreigners** - verification of invitations, students with LONG TERM VISA – registration (for the non-EU students staying in the dormitories is voluntary, but recommended)
Cejl 62b; Tel: 974 628 131; Fax: 974 628 140
Mon & Wed 8:00-17:00 or Fri 8:00-13:00
e-mail: oppbm@mvcr.cz

Health Insurance
Health care in the Czech Republic is provided on the basis of health insurance. Students are responsible to find and pay for their own insurance. According to recent changes in Czech law, travel medical insurance valid for a long-term visa must be contracted with a company authorized to provide insurance services in the Czech Republic (i.e., by EU-based companies). The citizens of EU are exempt from the travel medical insurance. You find the list of companies via this website of the Ministry of Foreign Affairs of CR:

**Students from EU countries (+ Iceland, Liechtenstein, Norway, Switzerland)** - visit the VZP (Všeobecná zdravotní pojišťovna - General Health Insurance Company) to register – it is voluntary but recommended.
Benešova 10 , 1st floor
Mon & Wed 8:00-17:00 or Tue, Thu, Fri 8:00-15:00
It is a very easy procedure and simplifies appointments and covering costs by doctors. Using your blue European health insurance card, please go to register at the General Health Insurance Company in Brno. You will then be given your personal health insurance number you should show to doctors or in hospitals.
University Catering Services
There are cafeterias at almost every faculty, and three university canteens. The canteens offer five kinds of meals: two meat meals, one nonmeat meal, a vegetable meal, a low fat meal (poultry or fish), salads, fruits and deserts.

Students take their meals through their SUPO or catering account and a valid university card. With the card they authorise in canteens. The card is activated by depositing money on your canteen account, at any cash counter of the catering services. You can use the credit you deposit on your card for paying for your meals, but you can also pay in cash.

Libraries at Masaryk University
Masaryk University does not have one single central library. Instead, library information structure consists of 9 central faculty libraries (each provides services to its home faculty) and specialized libraries. After you register to one library, you automatically become the member of all libraries. Use your chip card and your UCO (student ID number) to register.
This university website lists all 9 faculty libraries with links to their descriptions and pages:
http://www.muni.cz/services/library/
The Faculty of Informatics library to highlight: http://www.fi.muni.cz/about/library/index.xhtm.html.cs
All libraries have a common catalogue with a joint search: http://aleph.muni.cz - you can use your UCO and secondary password to make bookings, and follow your loans; but non-authenticated search is possible, too.

Work permit and job offers
All students are allowed to do temporary work up to 150 hours per a year. If students want to work more than 150 hours per a year, then they need a work permit (except students from the EU member countries). Other international students (nonEU) are required to hold a work permit to undertake paid work of any kind. It is easier to obtain such a permit with the support of an employer that wants to offer you a job.
Short term jobs offers are available at the Facebook profile of the Office for International Studies—http://www.facebook.com/#!/pages/OIS/281091462463?ref=ts
### Doctors, Hospitals, Pharmacy

Unless it's urgent, we recommend to make an appointment in advance on the phone. !!! Don't forget to take the insurance card, number or any document proving your insurance !!!

<table>
<thead>
<tr>
<th><strong>General Practitioner</strong></th>
<th><strong>General Practitioner</strong></th>
<th><strong>Dentist</strong></th>
<th><strong>University Maternal Hospital</strong></th>
<th><strong>Emergency Hospital</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUDr. Otakar Ach-Hübner</td>
<td>MUDr. Taťána Svobodová</td>
<td>MUDr. Marta Gottvaldová</td>
<td>Fakultní nemocnice Brno - porodnice</td>
<td>Úrazová nemocnice v Brně</td>
</tr>
<tr>
<td>Mendlovo nám. 17</td>
<td>Vídeňská 99</td>
<td>Výstaviště 1</td>
<td>Obilní trh 11</td>
<td>Ponávka 6</td>
</tr>
<tr>
<td>Tel: +420 544 525 335</td>
<td>Tel.: +420 543 168 259</td>
<td>Tel.: +420 541 152 751</td>
<td>Tel: +420 545 538 111</td>
<td>Tel: +420 545 538 111</td>
</tr>
<tr>
<td><a href="http://hubner.unas.cz">http://hubner.unas.cz</a></td>
<td><a href="mailto:mudr.svobodova@volny.cz">mudr.svobodova@volny.cz</a></td>
<td><a href="mailto:mudr.svobodova@volny.cz">mudr.svobodova@volny.cz</a></td>
<td><a href="http://www.fnbrno.cz">www.fnbrno.cz</a></td>
<td><a href="http://www.unbr.cz">www.unbr.cz</a></td>
</tr>
<tr>
<td><strong>Surgery hours:</strong></td>
<td><strong>Surgery hours:</strong></td>
<td><strong>Mon-Thu:</strong> 7:00 – 15:00</td>
<td><strong>Mon-Thur:</strong> 7:00 – 15:00</td>
<td><strong>Fri:</strong> 7:00 – 14:00</td>
</tr>
<tr>
<td><strong>Mon, Wed, Fri 7:00 - 12:45</strong></td>
<td><strong>Mon- Fri 7:00 - 13:30</strong></td>
<td><strong>Fri:</strong> 7:00 – 14:00</td>
<td><strong>Tram:</strong> 1 to <strong>Výstaviště hlavní vchod</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tue 8:00 – 12:45</strong></td>
<td></td>
<td><strong>Tram:</strong> 1 to <strong>Výstaviště hlavní vchod</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thu 12:30 - 17:00</strong></td>
<td></td>
<td><strong>Tram:</strong> 1 to <strong>Výstaviště hlavní vchod</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Tram 1 to Mendlovo náměstí</strong></td>
<td><strong>Tram 1 to Mendlovo náměstí</strong></td>
<td><strong>Tram:</strong> 1 to <strong>Výstaviště hlavní vchod</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dentist</strong></th>
<th><strong>Gynaecology – Maternal Hospital</strong></th>
<th><strong>University Hospital</strong></th>
<th><strong>Emergency Hospital</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUDr. Filip Georges</td>
<td>Gynekologicko-podornická ambulance</td>
<td>Fakultní nemocnice Brno-Bohunic</td>
<td>Úrazová nemocnice v Brně</td>
</tr>
<tr>
<td>Rotalova 83</td>
<td>Jihlavská 20</td>
<td>Jihlavská 20</td>
<td>Ponávka 6</td>
</tr>
<tr>
<td>Tel: +420 545 213 959</td>
<td>Tel: +420 532 238 236</td>
<td>Tel: +420 545 538 111</td>
<td>Tel: +420 545 538 111</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:filip@geroges.cz">filip@geroges.cz</a></td>
<td>Fax: +420 532 238 233 902</td>
<td>Fax: +420 545 211 082</td>
<td><a href="http://www.gpkbrno.cz">www.gpkbrno.cz</a></td>
</tr>
<tr>
<td>tram 5 to Venhudova, and 5 minutes walk.</td>
<td>trolley buses 38 or 39 to Udolní Opening hours: <strong>Mon– Sun: nonstop (ambulance)</strong></td>
<td><strong>Opening hours:</strong> <strong>Mon– Sun:</strong> <strong>nonstop</strong></td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
</tr>
<tr>
<td><strong>Surgery hours:</strong></td>
<td><strong>Opening hours:</strong> <strong>Mon– Sun:</strong> <strong>nonstop</strong></td>
<td><strong>Opening hours:</strong> <strong>Mon– Sun:</strong> <strong>nonstop</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mon:</strong> 8:00 – 17:00</td>
<td><strong>Nonstop (ambulance)</strong></td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tue:</strong> 11:00 – 18:00</td>
<td></td>
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<tr>
<td><strong>Wed, Thu:</strong> 8:00 – 15:00</td>
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<tr>
<td><strong>Fri:</strong> 8:00 – 13:00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Medicover Clinic – Complex International Health Care</strong></th>
<th><strong>University Hospital</strong></th>
<th><strong>Emergency Hospital</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(complex care above standard, higher prices)</td>
<td>Fakultní nemocnice Brno-Bohunic</td>
<td>Úrazová nemocnice v Brně</td>
</tr>
<tr>
<td>Masarykova 26/30</td>
<td>Jihlavská 20</td>
<td>Ponávka 6</td>
</tr>
<tr>
<td>Tel.: +420 533 310 111</td>
<td>Tel: +420 532 231 111</td>
<td>Tel: +420 545 538 111</td>
</tr>
<tr>
<td>Fax: +420 533 310 222</td>
<td><a href="http://www.fnbrno.cz">www.fnbrno.cz</a></td>
<td>Fax: +420 545 211 082</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:customer.service@medicover.cz">customer.service@medicover.cz</a></td>
<td><a href="http://www.fnbrno.cz">www.fnbrno.cz</a></td>
<td><a href="http://www.unbr.cz">www.unbr.cz</a></td>
</tr>
<tr>
<td>Tram 1 to Hlavní nádraží</td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency Pharmacy</strong></th>
<th><strong>Opening hours:</strong> <strong>Mon– Sun:</strong> <strong>nonstop</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Koliště 47</td>
<td>Tram 3, 5 or 7 to Náměstí 28. října (+ 5 minutes walk).</td>
</tr>
<tr>
<td>Tel: +420 545 424 811</td>
<td></td>
</tr>
<tr>
<td><strong>Opening hours:</strong> <strong>Mon– Sun:</strong> <strong>nonstop</strong></td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
</tr>
<tr>
<td>Tram 1 to Malinovského náměstí(+ 5 minutes walk)</td>
<td><strong>Trolley bus 25 to Nemocnice Bohunic</strong></td>
</tr>
</tbody>
</table>
Useful Contacts


MU International Student Club – [http://isc.muni.cz](http://isc.muni.cz) – tries to integrate international students (both exchange and degree students) by organizing trips, excursions, sport activities, film screenings and informal language courses

Student Agency – a travel company with cheap bus tickets to many European cities and also air tickets worldwide; soon to be on the rail too: [www.studentagency.cz](http://www.studentagency.cz)

For further information concerning Brno and the Czech Republic, please look at some of the following links:

**General Information on the CR:**
- Czech Republic website – [www.czech.cz](http://www.czech.cz)
- Studying in CR - [www.studyin.cz](http://www.studyin.cz)
- Czech Republic Tourism – [www.czechtourism.com](http://www.czechtourism.com)
- Czech Republic Travel – [www.discoverczech.com](http://www.discoverczech.com)
  - Trains and Buses – Czech Republic (and Europe) - [http://jizdnirady.cz](http://jizdnirady.cz)
- The Prague Post - [www.praguepost.com](http://www.praguepost.com)

**How to arrange stay in CR:**

**General information on Brno and its sites of interest or culture in the city and in the region:**
- Brno website – [www.brno.me](http://www.brno.me)
- South Moravian Region - [www.kr-jihomoravsky.cz](http://www.kr-jihomoravsky.cz)
- BrnoPolic – [www.brnopolis.eu](http://www.brnopolis.eu)
- Brno Expats Centre – [http://www.bronexpatscentre.eu](http://www.bronexpatscentre.eu)
- Brno Cultural Centre – [www.kultura-brno.cz](http://www.kultura-brno.cz)
- Brno Touristic Centre – [www.ticbrno.cz](http://www.ticbrno.cz)

**Religions:**
  - A mass in German language is held second Wednesday of every month at 5 in the church Grohova 18.
  - A mass in Polish language is held on first Sunday of every month at 6 p.m. in the church Minorite Sv. Janu (Minoristiká street 1)
- Jewish: [http://www.zob.cz/?%20q=node/645](http://www.zob.cz/?%20q=node/645) - Friday services in the Synagogue of Agudas Achim, Skorépka 13
- Buddhism:

**Sport:**
- Big One Fitness – [www.big1fitness.cz](http://www.big1fitness.cz)

**University:**
- Masaryk University - [www.muni.cz](http://www.muni.cz)
- Faculty of Informatics - [www.fi.muni.cz](http://www.fi.muni.cz)