IS Guidelines
for International Students

IS – Information System of Masaryk University

http://is.muni.cz
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LOG IN - http://is.muni.cz

Switch language into English

Log in
Click on „Personal administration of Information System MU“, and type in your login (učo – university student number) and primary password (sent by post to you)
IS MAIN PAGE

IS main page (Leftmenu, Mainmenu, Rightmenu). To return to the main page, click on IS.MUNI.CZ.
Your university e-mail **inbox**.
Your e-mail address contains your login **000000@mail.muni.cz**

**We strongly recommend to set up redirection** of e-mails coming to this IS inbox to your personal e-mail address! You can also change the first part of the e-mail address. (in the **Settings**).
NOTICEBOARD

All students and staff can publish important announcements in the main section, and invitations or advertisements.
PEOPLE

Search for contact details and other information of all university students and staff.
PERSONAL

You can edit your personal details here (e.g. telephone or contact address, in case you move)

Please note the IS might notify you (in red blinking letters) to “check and confirm” your personal details, to change/enter your identification number (provided at birth in the Czech Republic), which you obviously do not have. Please ignore the notification. Only students from Slovakia might have the identification number („rodné číslo“), in that case, please fill it in.
STUDENT

You can find here the following:

- **Registration** and **enrolment** in courses and seminar groups ( Detailed guidelines – page 17 )
- **Examination** dates, obtained **grades** (teachers enter grades in the IS)
- **Study materials** (e-learning) (teachers place study materials, students can upload homework)
TIMETABLE

My timetable (and then click on My personal timetable – Show timetable). Timetable (of a course – make sure you set up the right semester and faculty – in the top right corner of the screen).

(Note – you can see timetables of courses among detailed information after clicking on course codes.) (Note – timetables will be published only at the beginning of every semester.)

Term calendar by faculties (detailed academic calendars of faculties)
Czech Abbreviations:
Po = pondělí = Monday, Út = úterý = Tuesday, St = středa = Wednesday, Čt = čtvrtek = Thursday, Pá = pátek = Friday
Jaro = spring (semester), Podzim = autumn (semester)
### Detailed Academic Calendar of Masaryk University – 4th Semester 2013

**Faculty**

<table>
<thead>
<tr>
<th>Name of faculty</th>
<th>L (Faculty of Medicine)</th>
<th>T (Faculty of Arts)</th>
<th>P (Faculty of Law)</th>
<th>F (School of Social Studies)</th>
<th>P (Faculty of Education)</th>
<th>P (Faculty of Science and Education)</th>
<th>F (Faculty of Economics and Administration)</th>
<th>F (Faculty of Information, Sport, and Recreation)</th>
<th>C (Central European Studies Program)</th>
</tr>
</thead>
</table>

**Calendar of all faculties**

- **Course registration period**: This period when the students select the courses they want to attend. This period usually takes place in December and January. Every year, students are allowed to register for any course they desire. During this period, the students are required to meet the enrollment prerequisites and the courses they choose must be approved by the faculty. Students who fail to complete the course registration process during this period may face penalties.

- **Examination period**: This period usually takes place in May and June. Students are required to take examinations to assess their knowledge and skills. During this period, the students are allowed to take only the courses they have registered for, and they are required to attend all scheduled exams. Students who fail to attend any of the exams may fail the course.

- **Semester end**: This period usually takes place in June and July. This period marks the end of the academic year and the beginning of the summer break. During this period, students are allowed to take a break and prepare for the new academic year.

- **Final examination period**: This period usually takes place in July and August. Students are required to take final examinations to assess their knowledge and skills. During this period, students are allowed to take only the courses they have registered for, and they are required to attend all scheduled exams. Students who fail to attend any of the exams may fail the course.
COURSES

Browse term calendars of all faculties (to see when the registration/enrolment/exam periods begin and finish)

Browse catalogue (of all courses taught at MU)

Please note that here you can find all courses taught at MU, with their names translated into English, although they might be taught in Czech or other languages.

To see lists of courses taught in English and any foreign languages, go to http://czs.muni.cz/en/in/students/studies/cof
SCHOLARSHIP

Enter number of the account to which you want scholarship payments to be sent (enter and then click on the button save!)

Application for financial support for accommodation – only Erasmus and degree students can apply for it once in every semester (in November and April, detailed information will be sent by e-mail)
SYSTEM – CHANGE PASSWORD

Change your primary MU password (it can be generated/created only by coordinators)
Change your secondary MU password (everyone can generate/create)
Guidelines and explanations of all IS functions. Or, contact the IS technicians - istech@fi.muni.cz
**COURSE REGISTRATION AND ENROLMENT**

Click on the link **STUDENT**.
Make sure you set up the right semester and faculty – in the top right corner of the screen. Click on „Register for or Enroll in Courses”, and then „Add courses by entering their codes“.

Choose the **faculty** in the left pull-down menu, enter the **coursecode**, and click on „Specify“
If the abbreviation of the faculty is not available, it means that the registration period of this faculty is over. Check the term calendar to know when the enrolment and enrolment changes period starts (= periods, in which you can register for courses again).

**Tick** the chosen courses and **save changes**.

If no course was found, it means:
- you chose the wrong faculty
- you typed in a wrong code

**Czech abbreviations**

LF: Lékařská fakulta = Faculty of Medicine
FF: Filozofická fakulta = Faculty of Arts
PrF: Právnická fakulta = Faculty of Law
PřF: Přírodovědecká fakulta = Faculty of Science
FSS: Fakultas sociálních studií = School of Social Studies
PŠF: Pedagogická fakulta = Faculty of Education
FSPS: Fakulta sportovních studií = Faculty of Sports
ESF: Ekonomicko-správní fakulta = Faculty of Economics and Administration
FI: Fakulta informatiky = Faculty of Informatics
CUS: Celouniverzitní studia = CESP (Central European Studies Program)
- the course is not offered in this term

After saving changes, you can see the following **table of registered courses.**

Some courses are **not enrolled automatically** by the IS, and you can see a comment in red: „offered to the study fields other than yours“ or „not meeting the prerequisite“ or „you cannot enroll in the course since there are no more vacancies in it“
In that case, click on „Submit enrollment permission/exception application“ (If this link does not appear, it means the period, in which you can apply, is ahead/over.)

**In the window that appears, write and send text (= the application for exception) to the teacher. Mention there the following:**

- The name of your home university and country
- Your field of study on your home university
- In which year of study you are
- How long are you going to study at MU, through which program (CESP, Erasmus, ISEP, Erasmus Mundus, bilateral agreement, ...)
- Who is your departmental coordinator
- If the course was written and approved in your learning agreement
- Any relevant reasons and motivations, why you need/wish to attend the course

**After submitting** this enrolment permission/exception application, **go to the class** of the course and **ask the teacher personally**. It is best to visit more courses in the first two weeks.

**The teacher then decides. Either** s/he grants you the exception and enrols you, **or** not, and might write you an e-mail with explanation. In that case, you must choose another course.
APPLICATION FOR ADDITIONAL ENROLMENT

If you **need to make changes** (new registrations, enrolments, cancelations) for some reason, and the **enrolment changes period is over**?

**Degree students:** For an after-deadline enrolment in a regular course taught every week, the degree students are obliged to receive an exception from the Study and Examination Regulations of MU from the Dean of the Faculty or the Vice-dean for studies. **Submit a petition for exception** according to the practices adopted at your Faculty **via your study administrator**.

**Exchange students:** Please use the form "**Application for additional enrolment**", available on the OIS website [http://ois.muni.cz](http://ois.muni.cz)(click on Student – Studies – Documents to Download) Fill it in, get it signed by the **teacher** and your **departmental coordinator**, and deliver it to your exchange **programme coordinators**.
It is **necessary** to enrol in a seminar group, in case the course is divided into seminar groups. Please note that you cannot register for a seminar group, if the course has not been enrolled yet.
Then click on „registration/enrollment cancellation”
Tick the chosen courses and **click on Cancel.**
EXAMINATION DATES & RESERVATIONS

Click on the link STUDENT, then click on „Examination Dates and Reservations“

You can see there „Lists of courses and their series with upcoming examination dates“ (as soon as they are published)
Click on „Attempt to reserve a slot” and choose the slot that suits you. Click on „Details”, in case you later decide to cancel the slot and choose a different one instead.

**GRADES & TYPES OF COMPLETION & ECTS CREDITS**

Click on the link **STUDENT**.

You can see recent activity in the top of the page. You can also find evaluation of the course by clicking on its name.

or you can click on „Courses Enrolled and Grades Obtained” to see all your grades in one.
Teachers enter grades directly into your IS profile, when you fulfil course requirements or pass/fail exams.

There are 3 types of grades&course completions used at Masaryk University:

- A, B, C, D, E (pass), or F (fail) – for courses with the type of completion „zk“ (zkouška – examination) or „kz“ (klasifikovanýzápočet – graded credit)
- P (pass/requirements fulfilled) or N (fail) – for courses with the type of completion „k“ (kolokvium – colloquium)
- Z (pass/requirements fulfilled) or N (fail) – for courses with the type of completion „z“ (zápočet – credit)

Exchange students – please see the document „Grading System at MU“ available on the OIS website, to read more details about the transfer and recognition of various types of grades at your home universities.

The ECTS (European Credit Transfer System) is used at Masaryk University.
PACKAGES

Application “Packeges” is used for enrolling on seminar papers or registering on special events.

Click on the link STUDENT and then on “packages”
HOMEWORK VAULTS

Homework vaults serves for uploading your papers to IS (so as teachers can evaluate them)

Click on the link STUDENT and then on “study materials (e-learning)”
At the section “Homework vaults you can access” you will see list of courses. Click on the link under the name of the course you need.

Click on the upload icon and upload the file.
**CONTACTS**

**Office for International Studies:**

- **For Exchange students– Erasmus**
  Radka Svozilová and Lenka Kopečková ([svozilova@czs.muni.cz](mailto:svozilova@czs.muni.cz)) or the faculty contact below.

- **For Exchange students– Erasmus Mundus Action II exchange**
  Amal Al Khatib ([emecw@czs.muni.cz](mailto:emecw@czs.muni.cz)) or Violeta Osouchová ([em2@czs.muni.cz](mailto:em2@czs.muni.cz)) or the faculty contact below.

- **For Exchange students– ISEP, CESP, TESOL, Utrecht Network, MAUI, AEN, GFPS, bilateral agreements**
  Martin Vašek ([vasek@czs.muni.cz](mailto:vasek@czs.muni.cz)) or the faculty contact below.

**International Offices at Faculties:**

- **For Exchange students– CEEPUS, freemovers, and holders of governmental scholarship**

- **For Degree students** (including Erasmus Mundus Action II degree students)

  - Faculty of Economics and Administration: Bohdana Čechová ([bohdana.cechova@econ.muni.cz](mailto:bohdana.cechova@econ.muni.cz))
  - Faculty of Social Studies: Jolana Navrátilová ([navrati@fss.muni.cz](mailto:navrati@fss.muni.cz)), Dagmar Hábová ([habova@fss.muni.cz](mailto:habova@fss.muni.cz))
  - Faculty of Arts: Jana Sobolová ([jana.sobolova@phil.muni.cz](mailto:jana.sobolova@phil.muni.cz))
  - Faculty of Law: Zora Musilová ([zora.musilova@law.muni.cz](mailto:zora.musilova@law.muni.cz))
  - Faculty of Education: Ivana Hovořáková ([galetova@ped.muni.cz](mailto:galetova@ped.muni.cz))
  - Faculty of Sport Studies: Martina Pluháčková ([pluhackova@fps.muni.cz](mailto:pluhackova@fps.muni.cz))

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Faculty of Informatics: Radka Brolíková (brolikov@fi.muni.cz)
Faculty of Science: Petr Bureš (pburges@sci.muni.cz)
Faculty of Medicine: Marketa Neckářová (mneckar@med.muni.cz) – for exchange students
Helena Melicharová (hvachova@med.muni.cz) – for degree students