centrum office
zahraničních for international
studií studies

IS Guidelines

for International Students

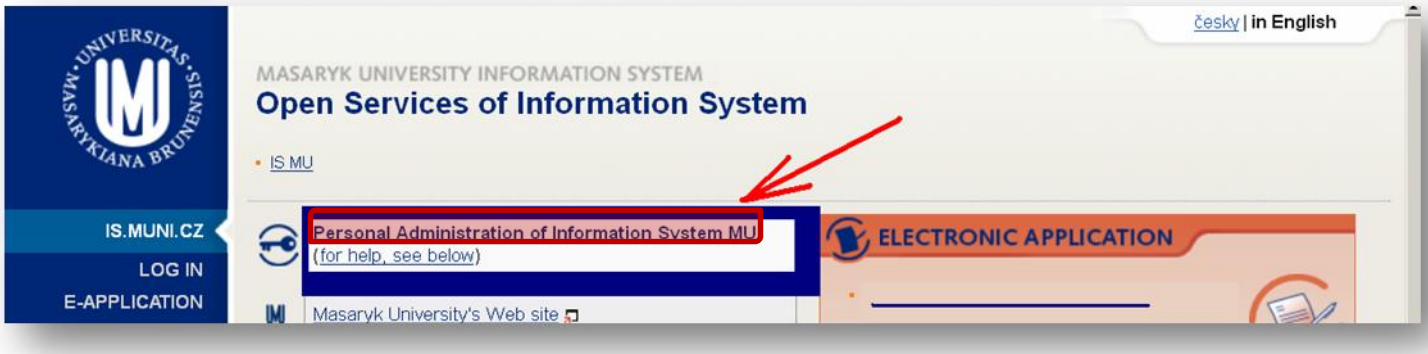
IS – **I**nformation **S**ystem of Masaryk University

http://**is**.muni.cz

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)



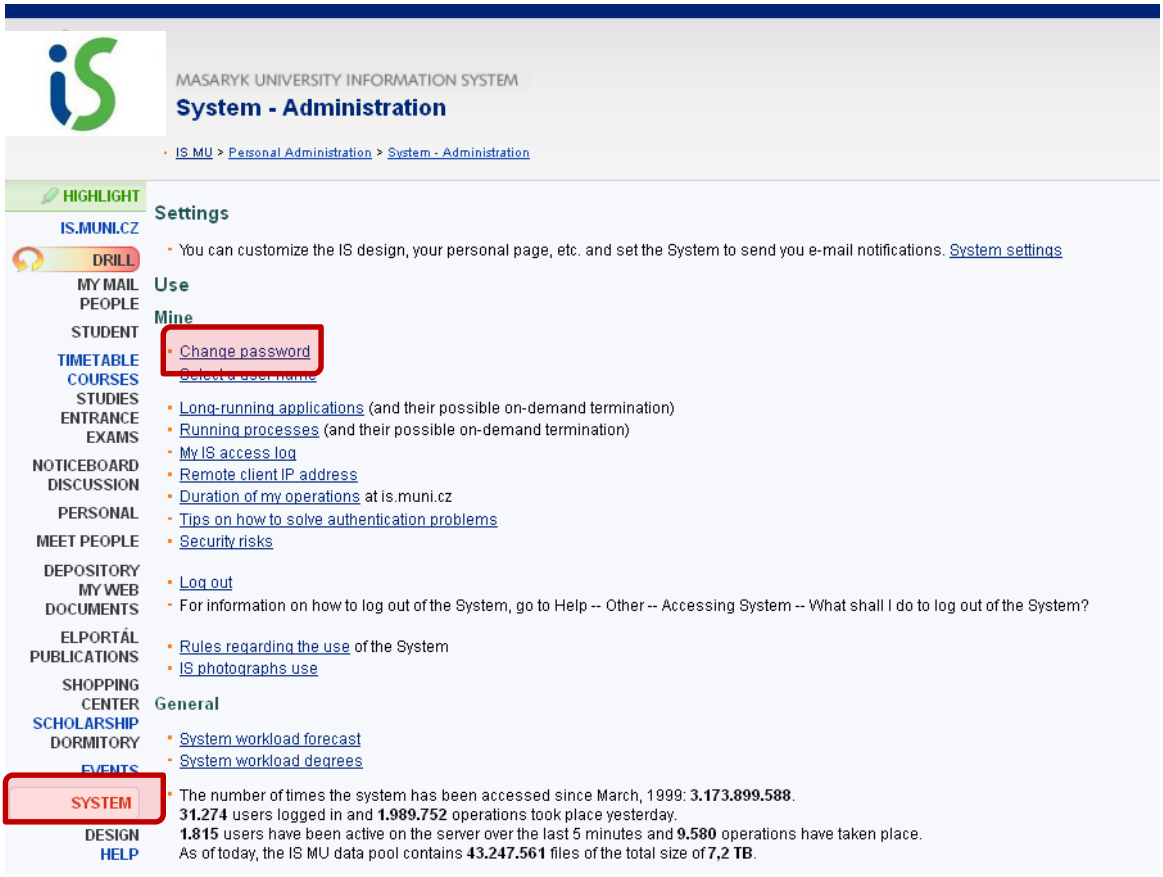
You need to know these short basic information to go smoothly through the semester. For advanced application please see the Help section in IS MU.

First, please read through help section titled as 'Getting Started with is.muni.cz as a Student'.

Personal Administration → Help → Student .. Getting Started with is.muni.cz as a Student

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)



Password

The **primary password** is used exclusively for logging into the Information System (IS MU) and the Inet one (Inet MU) located at https://is.muni.cz/auth/ and https://inet.muni.cz/ respectively. Inet offers services chiefly relevant to the Masaryk University staff. The primary password should not be used for logging into other systems. This also applies to other school sites and e-mail accounts, for which you should use your secondary password.

To change your primary password, use the following path:

Personal Administration → System → change my password

Please make sure that you always take special care of your primary password and do your best to prevent it from any misuse. In this respect, it is important that you not share it with anyone else or send it anywhere in an unencrypted format (e.g. via e-mail).

You should never allow your browser to save your password either. If you do so, anyone working with the computer when you are not around will be able to log into IS under your profile.

The MU **secondary password** is usually required for other services using IS MU authentication means such as school e-mail accounts working with IMAP and POP3 protocols, the services offered at Comenius Computer Study, WIFI Eduroam authentication, etc.

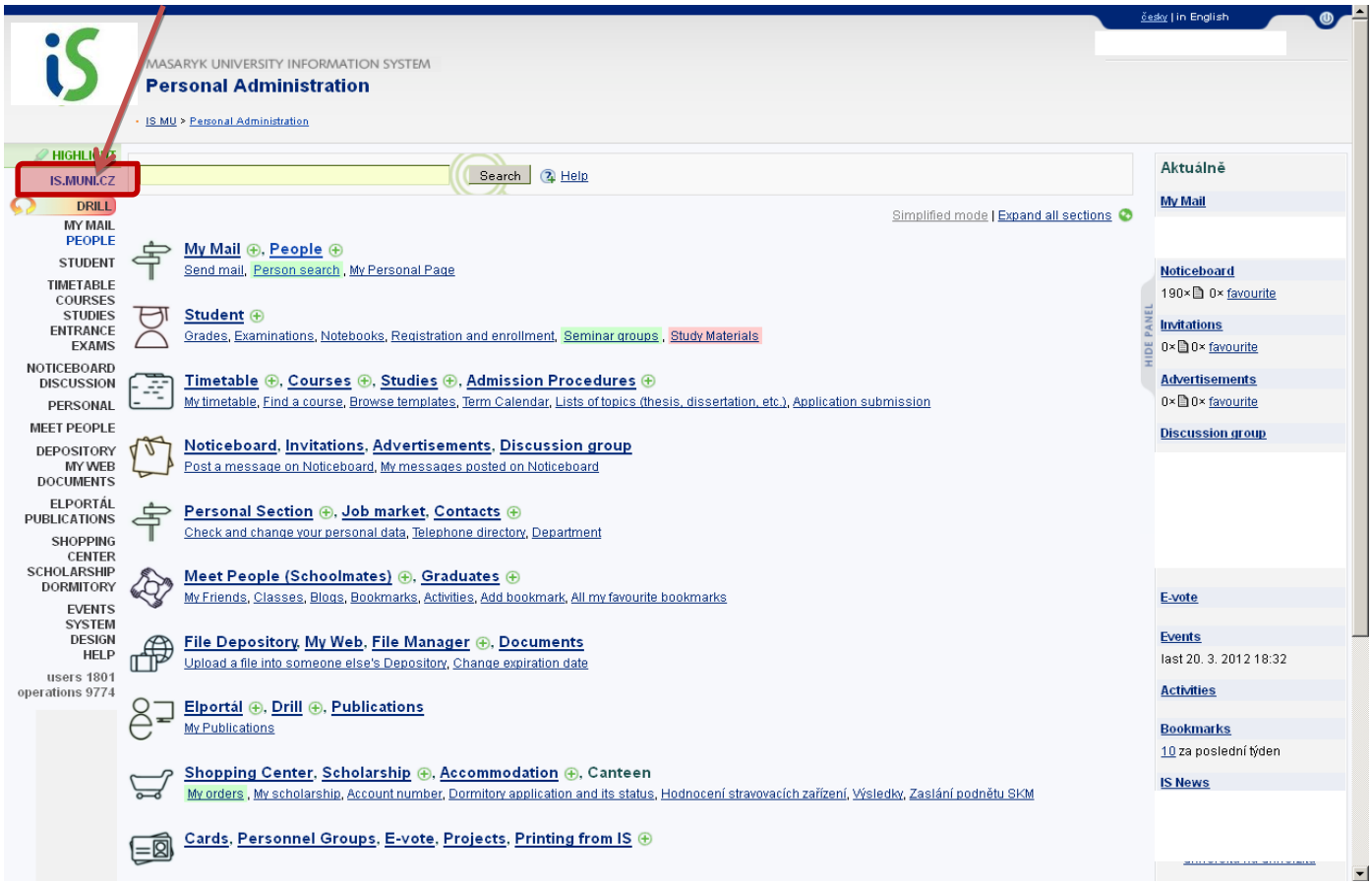
You can change/specify your secondary password using your primary one directly in IS MU on the page you use for changing your primary password:

Personal Administration → System → change my password

Please make sure that your secondary password is different from the primary one, as the former is sometimes transferred over networks in an unencrypted form, which makes it more vulnerable.

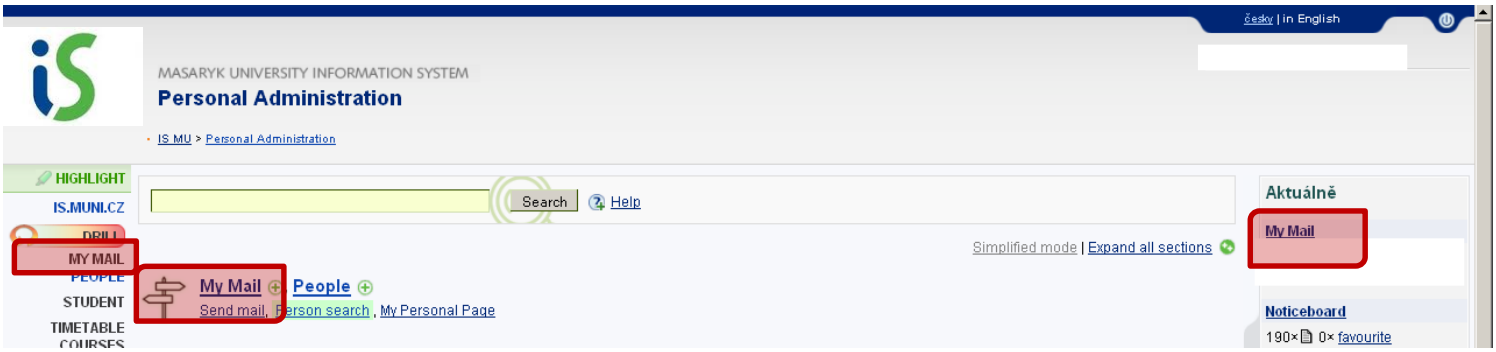
IS MAIN PAGE

IS main page (Leftmenu, Mainmenu, Rightmenu). To return to the main page, click on **IS.MUNI.CZ**

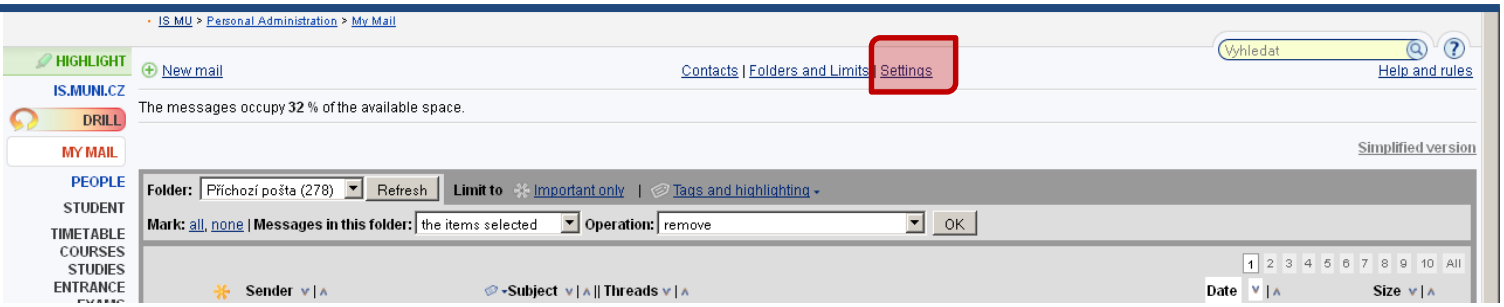


MY MAIL

Your university e-mail **inbox**.
Your **e-mail address** contains your **login** 000000@mail.muni.cz

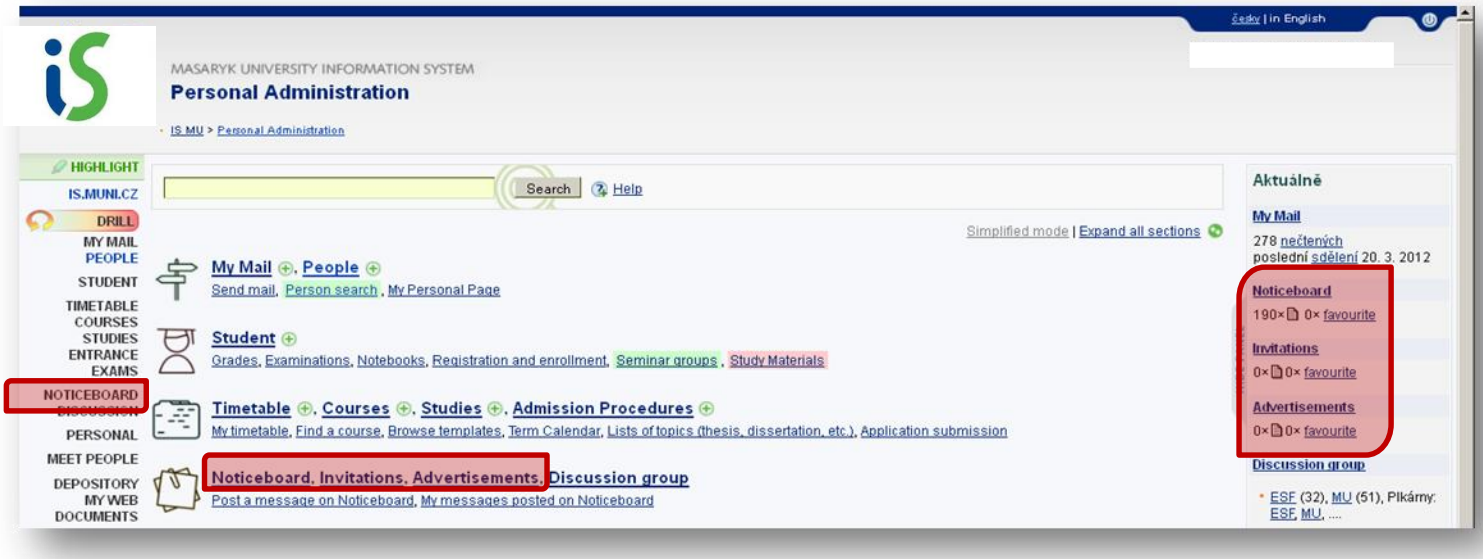


We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! You can also change the first part of the e-mail address. (in the Settings)



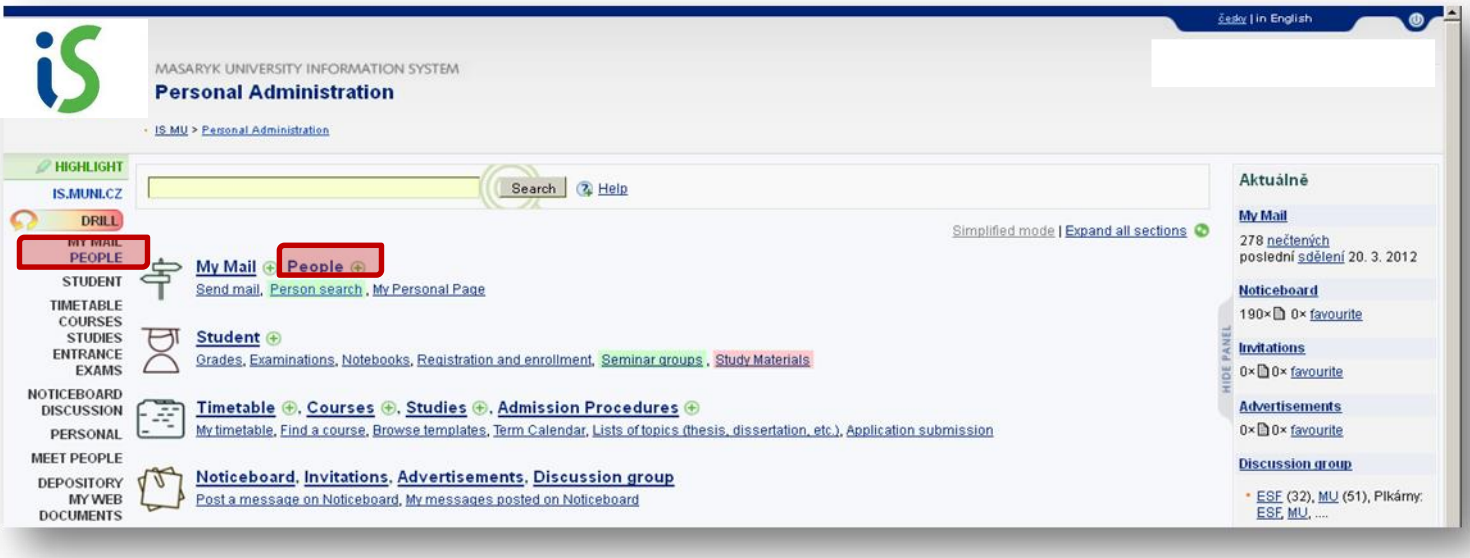
NOTICEBOARD

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



PEOPLE

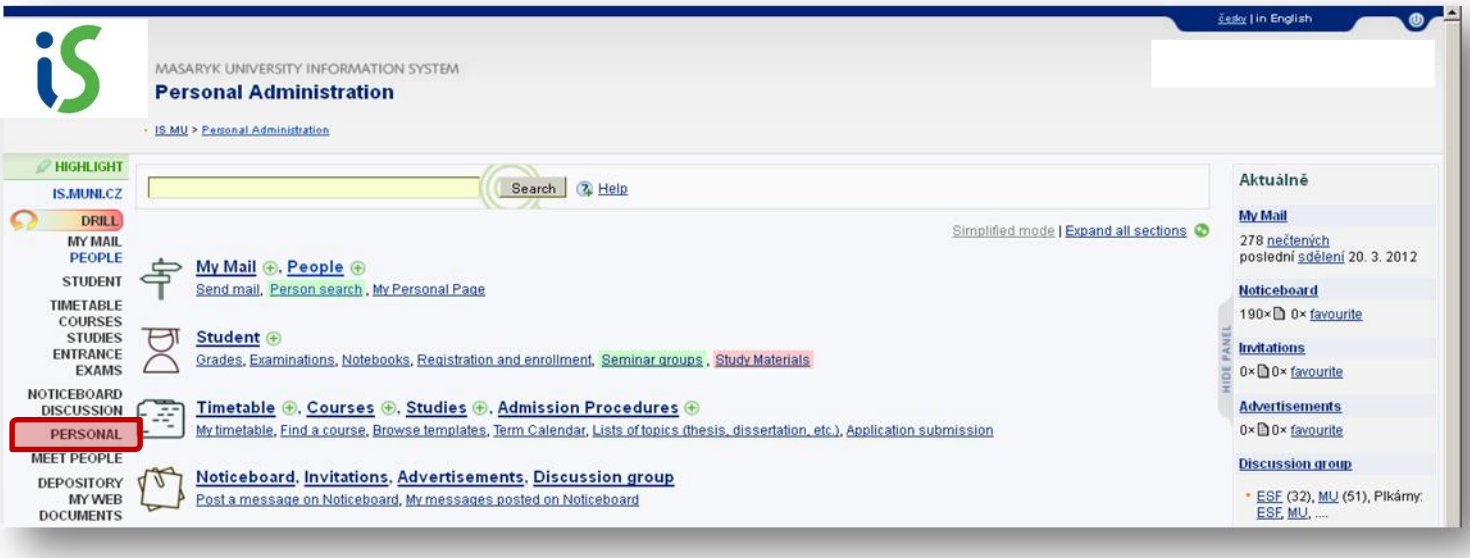
Search for contact details and other information of all university students and staff.



PERSONAL

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

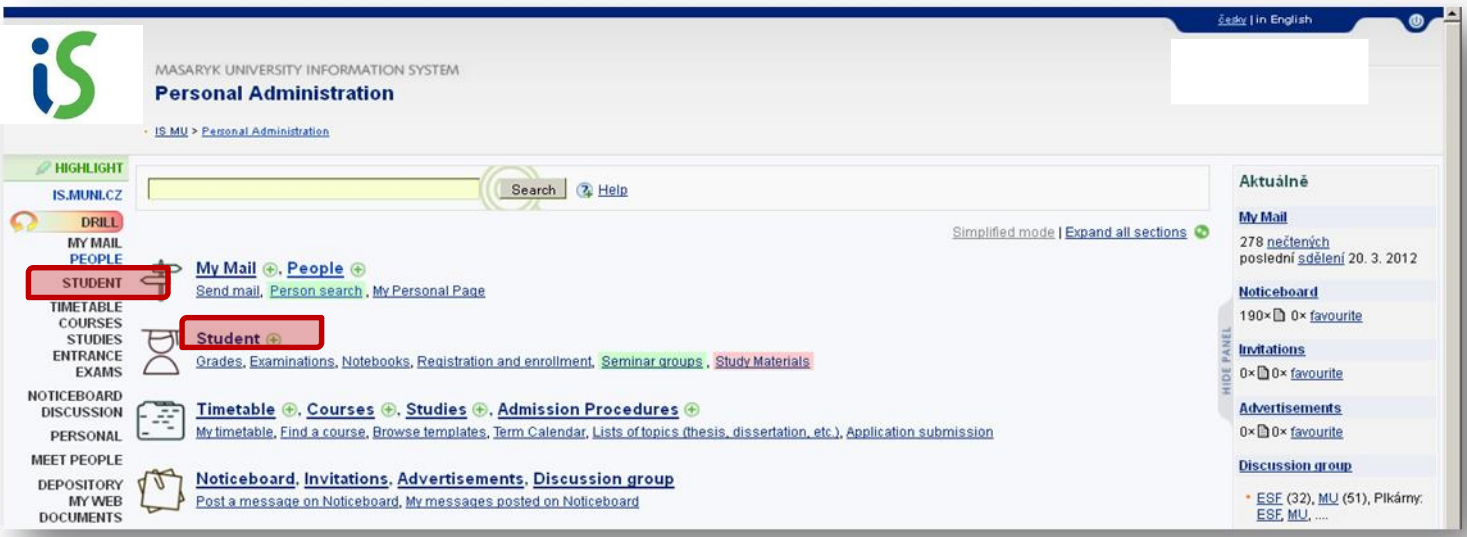
Please note the IS might notify you (in red blinking letters) to „**check and confirm**" your personal details, to change/enter your identification number (provided at birth in the Czech Republic), which you obviously do not have. Please **ignore** the notification. Only students from **Slovakia** might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



STUDENT

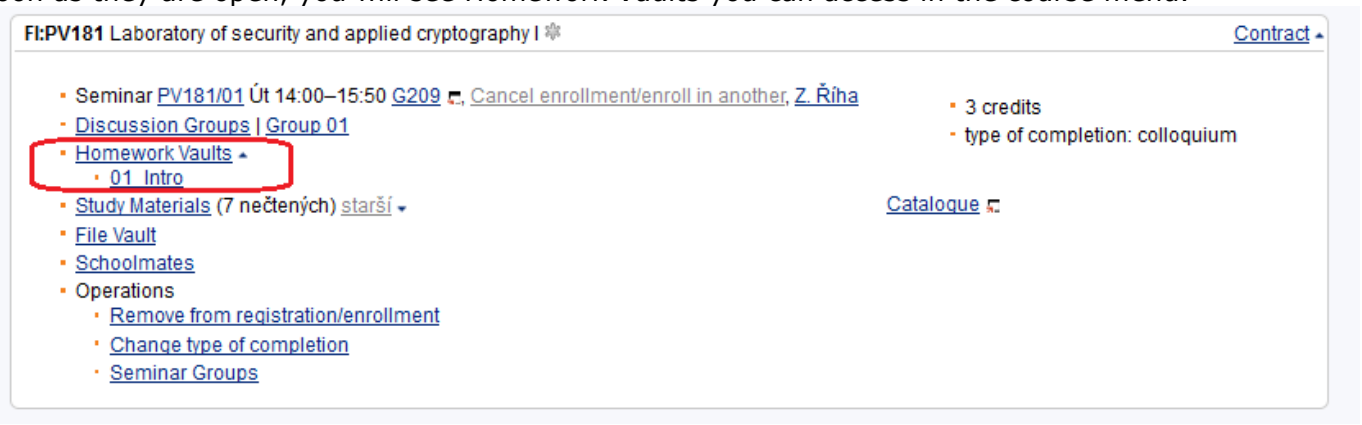
You can find here the following:

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



- **Homework Vaults**

  As soon as they are open, you will see Homework Vaults you can access in the course menu.



Provided you wish to upload a file, click on . If your assignment spans several files, create a new folder using . Your file or newly created folder should bear your name (it is not possible to upload several files of the same name, though). After uploading the file(s), you can re-write it (them) with a newer one(s) or delete it (them) any time you see fit.

As regards the default access rights set for your files and folders, you need not change these. The access rights of the Homework Vault, or rather the folder into which students are requested to upload their assignments, may be pre-set so that the assignment uploaded can only be read by the student himself/herself (and his/her teacher) or by him/her, the teacher and other students. To find out which of the two options has been chosen, see the folder description.

- **ROPOTs**

The ROPOT (acronym standing for **R**evision **O**pinion **PO**ll and **T**esting) applications can be filled with questions that students are then asked to answer. Finally, the System saves their answers and evaluates them automatically.

If there are ROPOTs for you, you will see the link ROPOT (Revision, Opinion Poll and Testing)

Select the ROPOT application and when you are ready to start the test click on *I want to compile the first question set*

- **Notebooks**

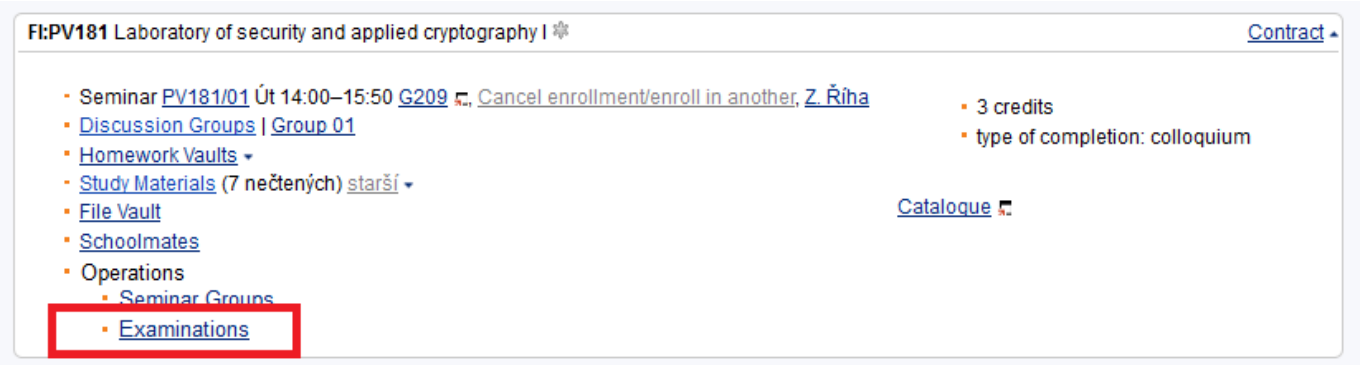
The notebooks are used for storing messages for students or their interim results, scores, etc.
To browse the contents of notebooks, use the following path:

Student → Teaching .. Information from Notebooks

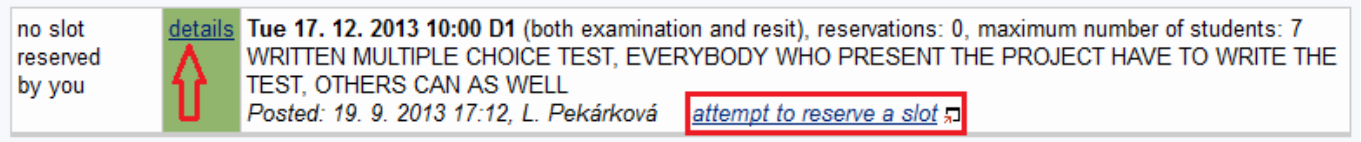
or access it directly from the Course menu.

- **Examination dates and reservations**

You can see the link as soon as the examination dates are published.

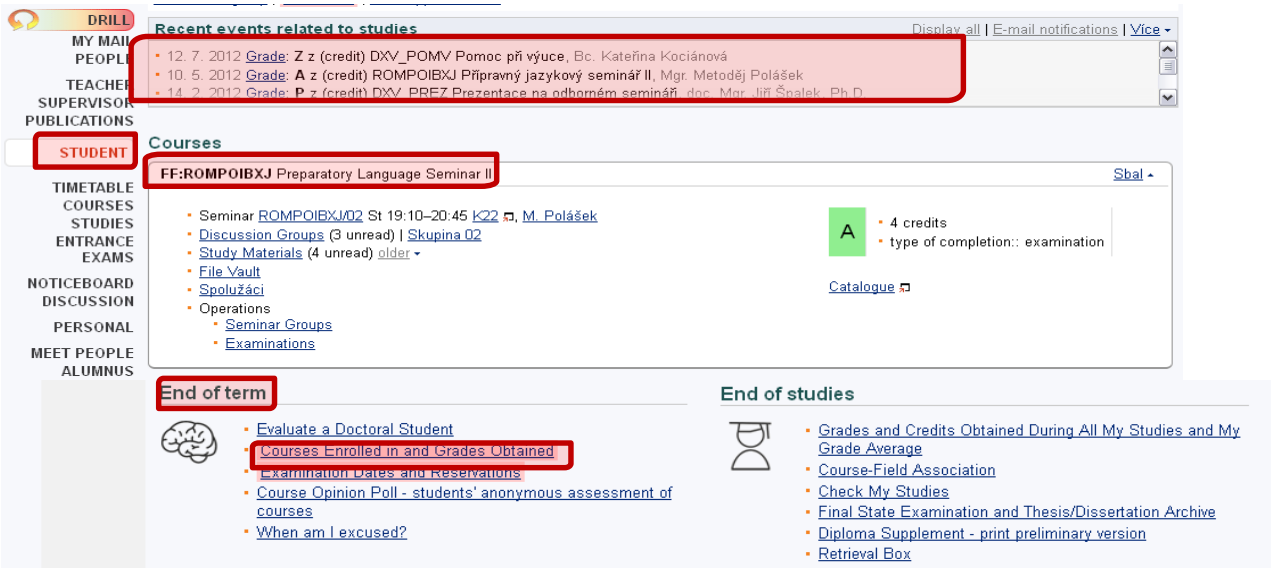


To reserve a slot on a date, click on 'details' of the date and then on 'Reserve a slot on the examination date' or directly click on 'attempt to reserve a slot'.



- **Grades, types of completion, ECTS credits**

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.

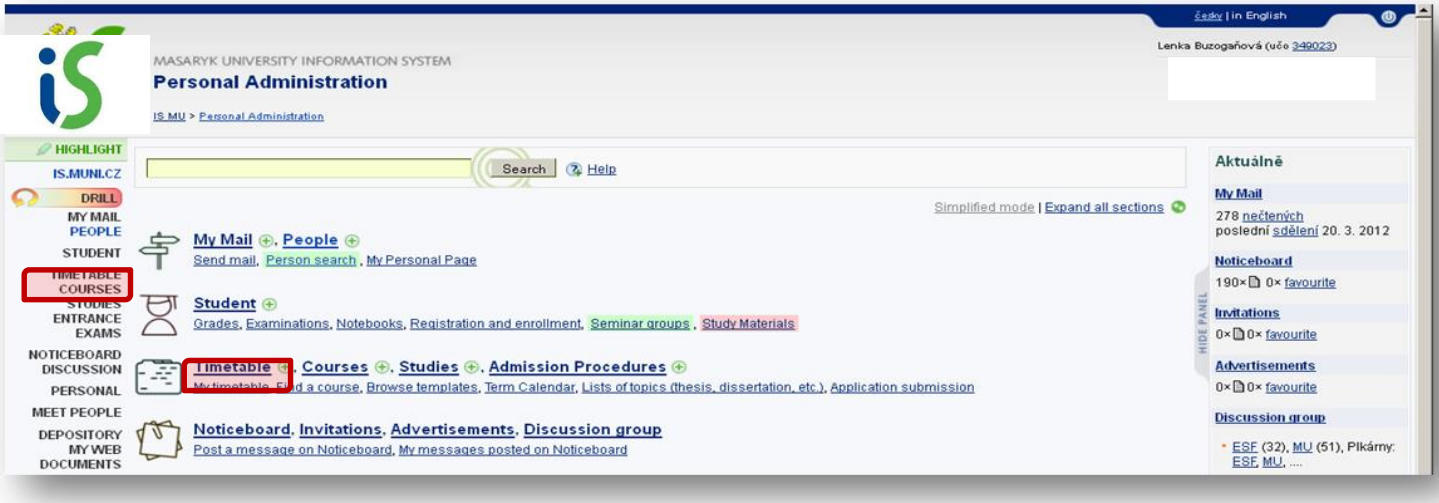


Teachers enter grades directly into your IS profile, when you fulfil course requirements or pass/fail exams.
There are 3 types of grades&course completions used at Masaryk University:

- **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"** availableon 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.

TIMETABLE

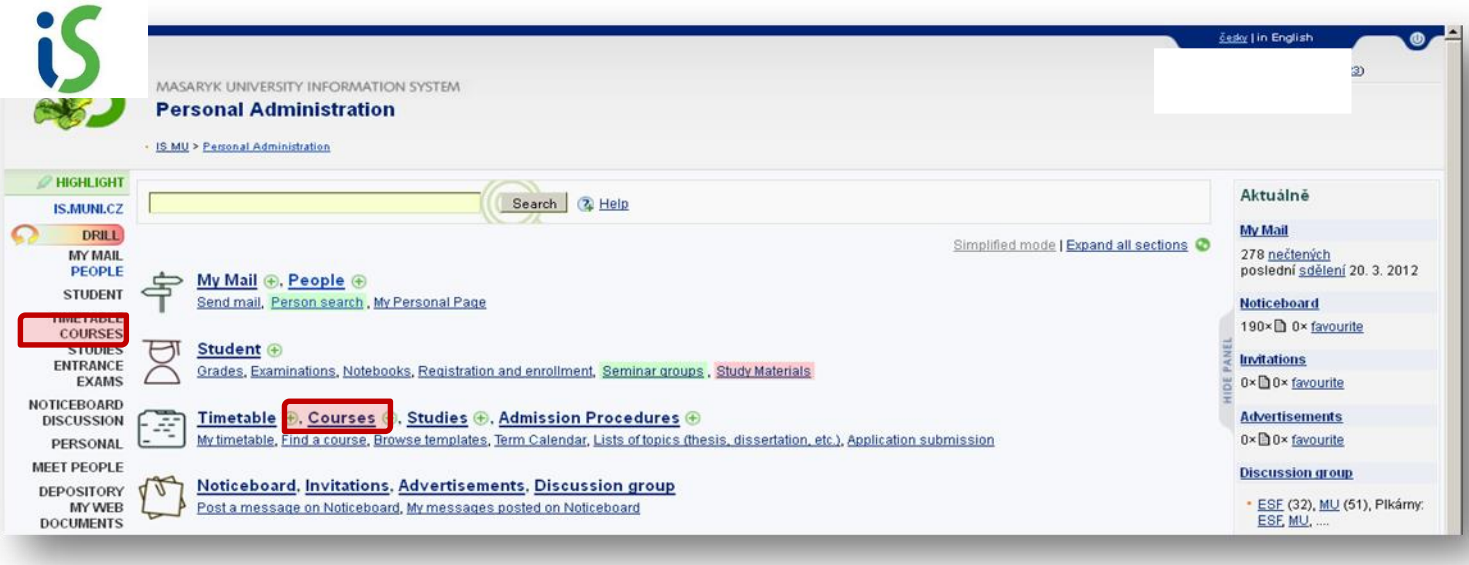


My timetable(and then click on My personal timetable – Show timetable).
Timetable (of a course – make sure you set up the right semester and faculty – in the top right corner of the screen).

(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)

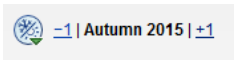
COURSES

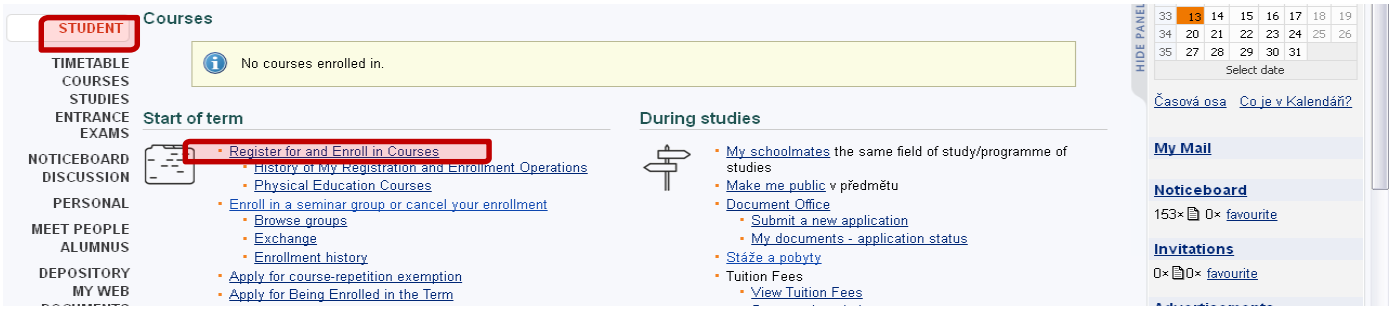


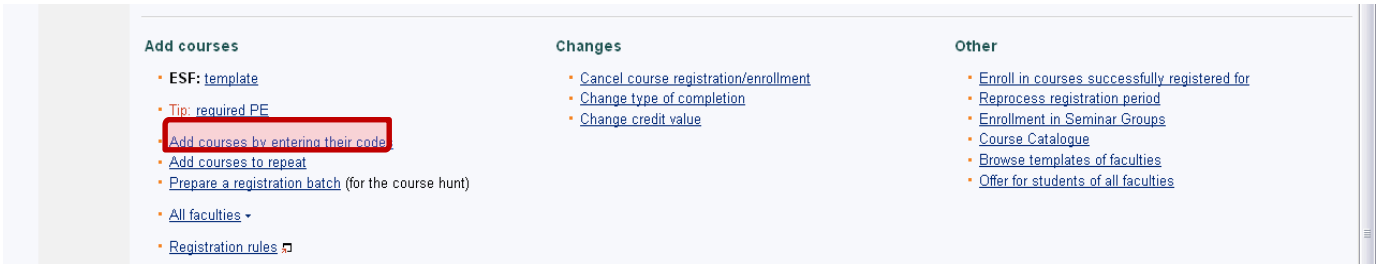
Browse term calendars of all faculties(to see when the registration/enrolment/exam periods begin and finish)
Browse catalogue (of all courses taught at MU)
Please note that here you can find **all courses** taught at MU, with their **names translated** into English, althought they might be **taught in Czech** or other languages. To see **lists of courses taught in English** and any foreign languages, go to http://www.fi.muni.cz/international/courses.xhtml.en

COURSE REGISTRATION AND ENROLMENT

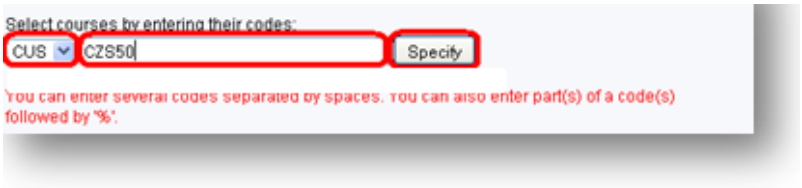
Click on the link STUDENT.
Make sure you set up the right semester and faculty – in the top right corner of the screen.
Click on „Register for or Enroll in Courses", and then „Add courses by entering their codes".







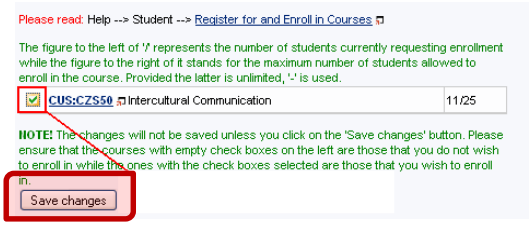
Choose the **faculty** in the left pull-down menu, enter the **coursecode,** and click on „**Specify**"



Czech abbreviations
LF: Lékařskáfakulta = Faculty of Medicine
FF: Filozofickáfakulta = Faculty of Arts
PrF: Právnickáfakulta = Faculty of Law
PřF: Přírodovědeckáfakulta = Faculty of Science
FSS: Fakultasociálníchstudií = School of Social Studies
PdF: Pedagogickáfakulta = Faculty of Education
FSpS: Fakultasportovníchstudií = Faculty of Sports
ESF: Ekonomicko-správnífakulta = Faculty of Economics and Administration
FI: Fakultainformatiky = Faculty of Informatics
CUS: Celouniverzitnístudia = **CESP** (Central European Studies Program)

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).

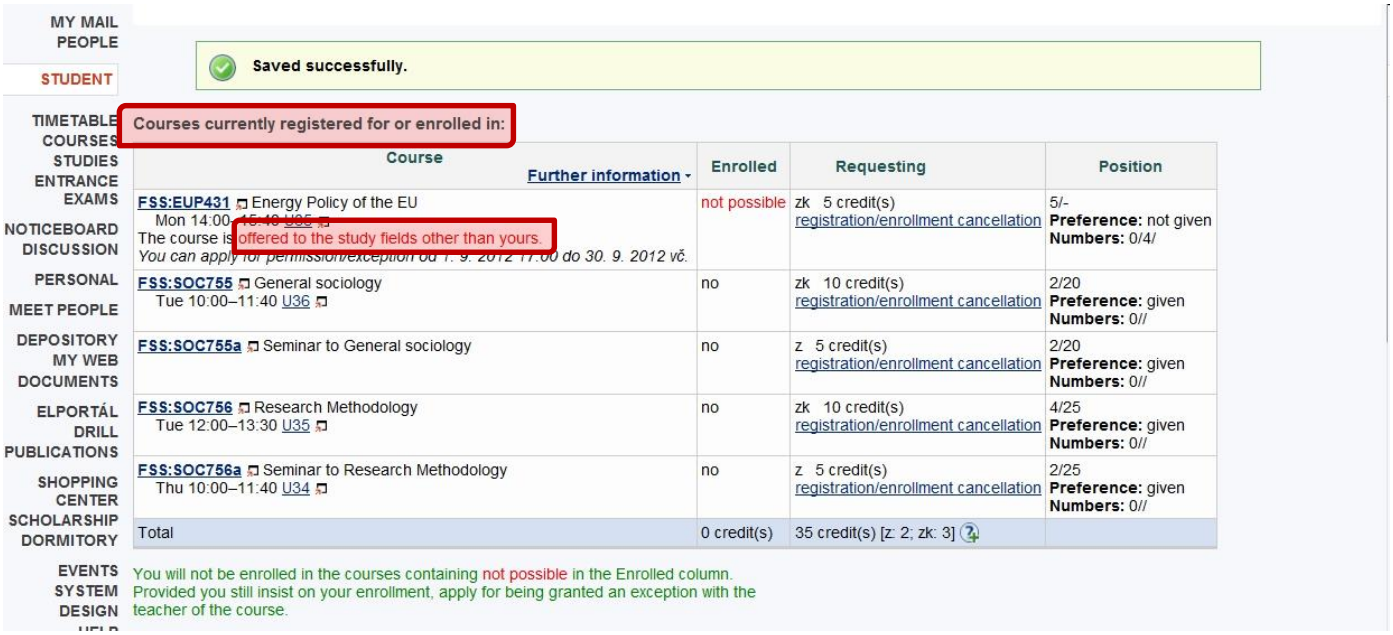
Tick the chosen courses and **save changes**.



If no course was found, it means:

- you chose the wrong faculty
- you typed in a wrong code
- the course is not offered in this term

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



Some courses are <u>not</u> 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 eroll 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:

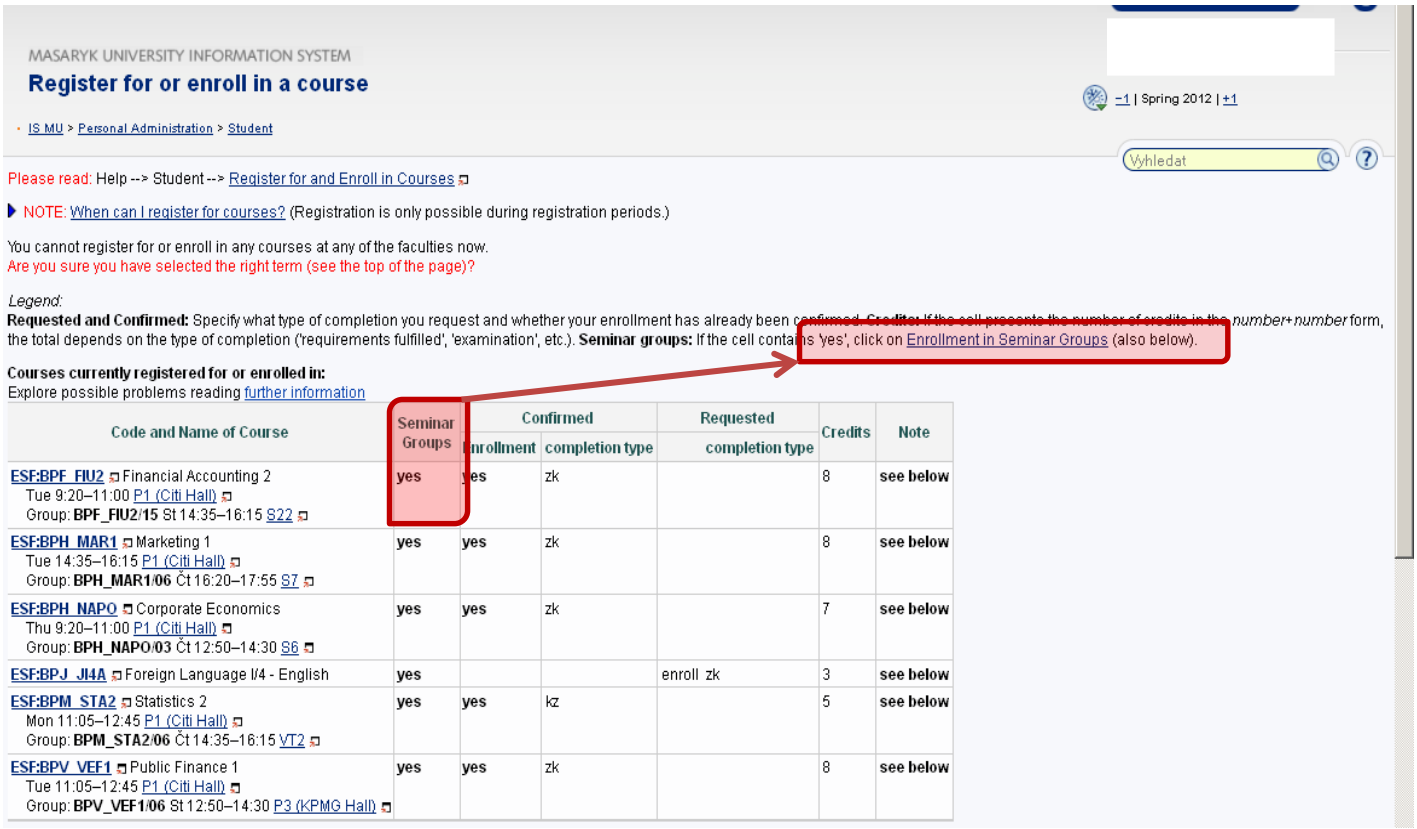
- The name of your home university and country
- Your field of study on your home university
- In which year of study you are
- How long are you going to study at MU, through which program (CESP, Erasmus, ISEP, Erasmus Mundus, bilateral agreement, …)
- Who is your departmental coordinator
- If the course 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.

SEMINAR GROUPS ENROLMENT

It is **necessary** to enrol in a seminar group, in case the course is divaded into seminar groups. Please note that you cannot register for a seminar group, if the course has not been enrolled yet.



MASARYK UNIVERSITY INFORMATION SYSTEM

Register for or enroll in a course

IS MU > Personal Administration > Student

−1 | Spring 2012 | +1

Vyhledat

Please read: Help --> Student --> Register for and Enroll in Courses

NOTE: When can I register for courses? (Registration is only possible during registration periods.)

You cannot register for or enroll in any courses at any of the faculties now.
Are you sure you have selected the right term (see the top of the page)?

Legend:
Requested and Confirmed: Specify what type of completion you request and whether your enrollment has already been confirmed. **Credits:** If the cell presents the number+number form, the total depends on the type of completion ('requirements fulfilled', 'examination', etc.). **Seminar groups:** If the cell contains 'yes', click on Enrollment in Seminar Groups (also below).

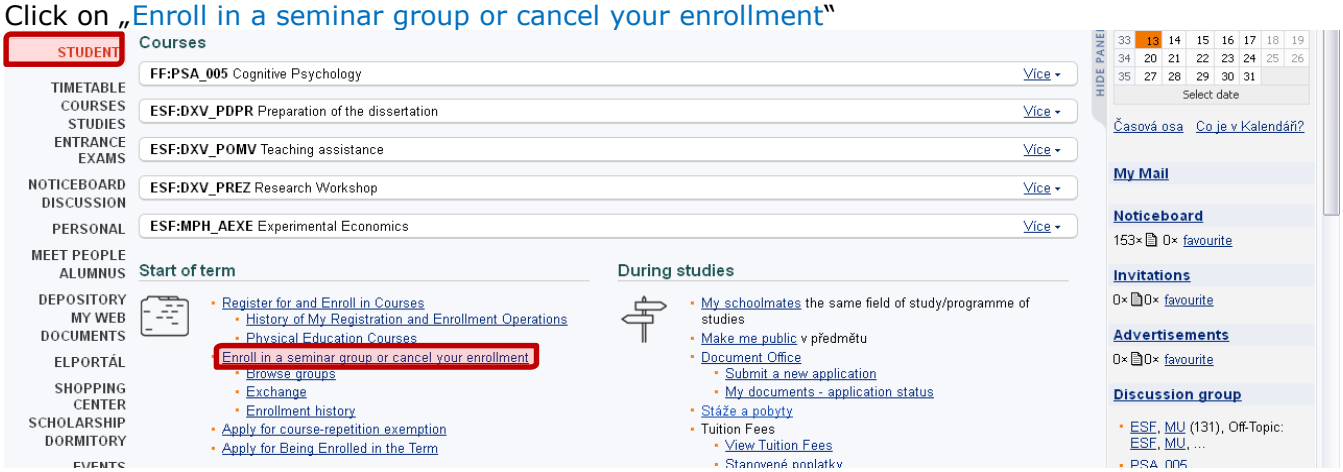
Courses currently registered for or enrolled in:
Explore possible problems reading further information

Code and Name of Course	Seminar Groups	Confirmed		Requested	Credits	Note
		enrollment	completion type	completion type		
ESF:BPF_FIU2 Financial Accounting 2 Tue 9:20–11:00 P1 (Citi Hall) Group: **BPF_FIU2/15** St 14:35–16:15 S22	yes	yes	zk		8	see below
ESF:BPH_MAR1 Marketing 1 Tue 14:35–16:15 P1 (Citi Hall) Group: **BPH_MAR1/06** Čt 16:20–17:55 S7	yes	yes	zk		8	see below
ESF:BPH_NAPO Corporate Economics Thu 9:20–11:00 P1 (Citi Hall) Group: **BPH_NAPO/03** Čt 12:50–14:30 S6	yes	yes	zk		7	see below
ESF:BPJ_JI4A Foreign Language I/4 - English	yes			enroll zk	3	see below
ESF:BPM_STA2 Statistics 2 Mon 11:05–12:45 P1 (Citi Hall) Group: **BPM_STA2/06** Čt 14:35–16:15 VT2	yes	yes	kz		5	see below
ESF:BPV_VEF1 Public Finance 1 Tue 11:05–12:45 P1 (Citi Hall) Group: **BPV_VEF1/06** St 12:50–14:30 P3 (KPMG Hall)	yes	yes	zk		8	see below

CANCELLATION OF REGISTRATION IN A SEMINAR GROUP

Click on the link STUDENT.

Click on „Enroll in a seminar group or cancel your enrollment"



STUDENT

TIMETABLE
COURSES
STUDIES
ENTRANCE EXAMS
NOTICEBOARD DISCUSSION
PERSONAL
MEET PEOPLE ALUMNUS
DEPOSITORY MY WEB DOCUMENTS
ELPORTÁL
SHOPPING CENTER
SCHOLARSHIP
DORMITORY

Courses

FF:PSA_005 Cognitive Psychology — Více
ESF:DXV_PDPR Preparation of the dissertation — Více
ESF:DXV_POMV Teaching assistance — Více
ESF:DXV_PREZ Research Workshop — Více
ESF:MPH_AEXE Experimental Economics — Více

Start of term

- Register for and Enroll in Courses
  - History of My Registration and Enrollment Operations
  - Physical Education Courses
- Enroll in a seminar group or cancel your enrollment
  - Browse groups
  - Exchange
  - Enrollment history
- Apply for course-repetition exemption
- Apply for Being Enrolled in the Term

During studies

- My schoolmates the same field of study/programme of studies
- Make me public v předmětu
- Document Office
  - Submit a new application
  - My documents - application status
- Stáže a pobyty
- Tuition Fees
  - View Tuition Fees
  - Stanovené poplatky

HIDE PANE

Select date

Časová osa Co je v Kalendáři?

My Mail

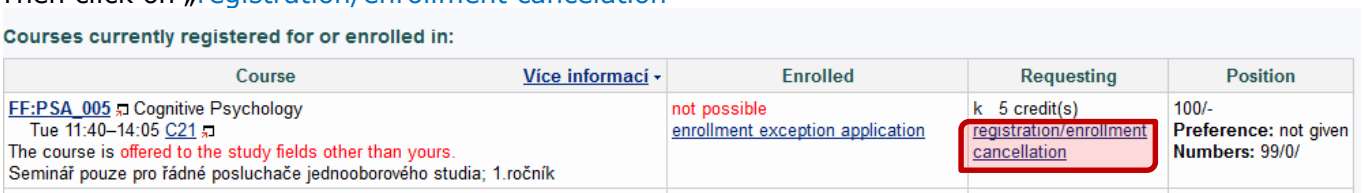
Noticeboard
153× 0× favourite

Invitations
0× 0× favourite

Advertisements
0× 0× favourite

Discussion group
- ESF, MU (131), Off-Topic: ESF, MU, ...
- PSA 005

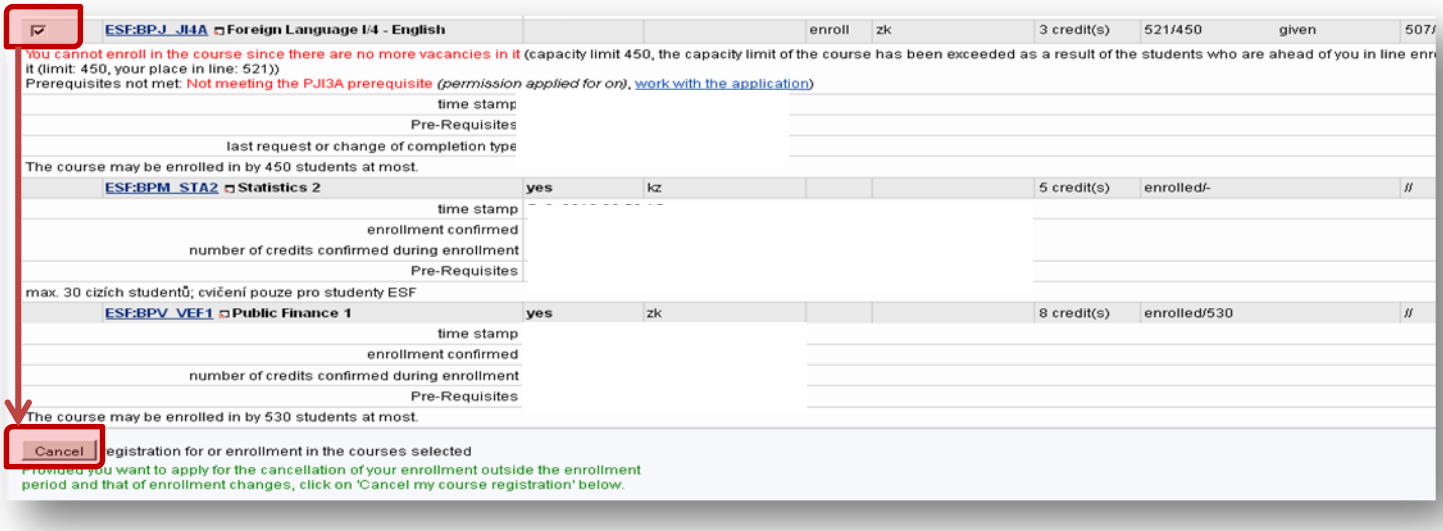
Then click on „registration/enrollment cancelation"

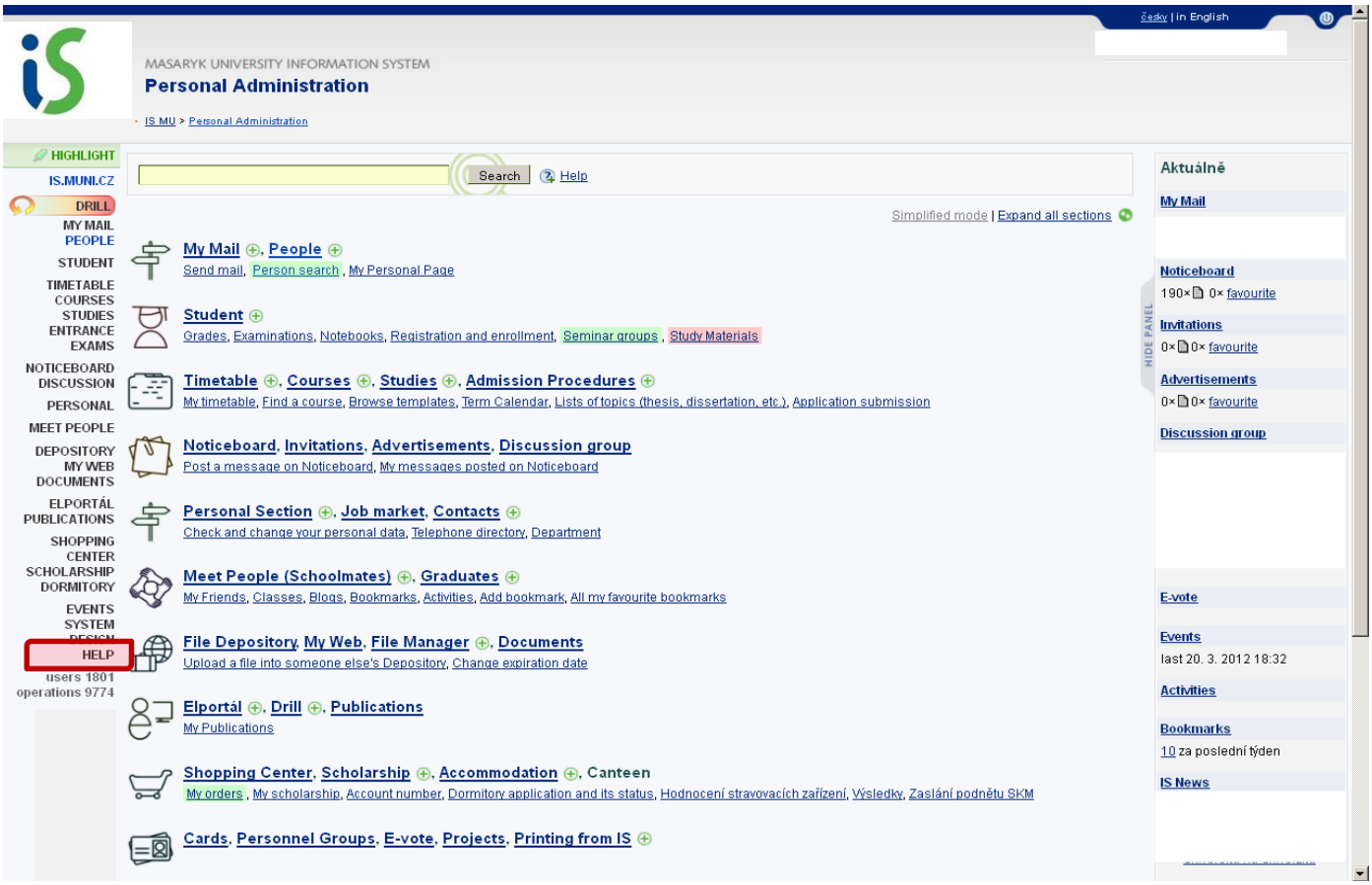


Courses currently registered for or enrolled in:

Course	Více informací	Enrolled	Requesting	Position
FF:PSA_005 Cognitive Psychology Tue 11:40–14:05 C21 The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		not possible enrollment exception application	k 5 credit(s) registration/enrollment cancellation	100/- **Preference:** not given **Numbers:** 99/0/

Tick the chosen courses and **click on Cancel**.



HELP

Guidelines and explanations of all IS functions.
Provided you encounter a problem, feel free to contact our development team at istech@fi.muni.