Visa

Students will apply for *long-term residence permit for study purpose* at:
The Embassy of the Czech Republic in New Delhi
50-M, Niti Marg
Chanakyapuri
110 021 New Delhi
INDIA

http://www.mzv.cz/newdelhi/en/visa_and_consular_information/index.html

Before submitting the application the applicant may be required to make a registration of an

appointment for submitting the visa application via an internet registration system (system Visapoint).

The application needs to be submitted in person.

Documents

Along with the application for a long-term residence permit you must submit:
   a) a passport,
   b) a document confirming the purpose of your stay in the territory (issued by FI MU),
   c) proof of accommodation (issued by FI MU),
   d) a photograph; not necessary if a pictorial recording has been made of you,
   e) proof of funds, if it concerns university studies or unpaid professional work experience, in other cases a document stating that the costs for your stay are paid by a domestic host organisation,
   f) a document similar to an extract from the Penal Register record,
   g) upon request a medical report, that you do not have a serious illness.

The requirements for the application shall not be older than 180 days except for the travel document and the photograph of the foreign national if it corresponds to his/her actual appearance.

In the event of a positive processing of an application, you are obliged to submit proof of travel medical insurance.

The time-limit for issuing a decision on an application for a long-term residence permit for the purpose of studies is **60 days**.

Usage of full name

Always use your full name as written in the passport in all documents meant for the Czech Republic for your

own convenience. Most of the systems here are name-based and having a different name in the passport and

in (whatever) system here can cause trouble!!!

ACADEMIC LIFE

Academic Calendar

http://is.muni.cz/predmety/obdobi?lang=en;fakulta=1433

Using the Information System

Each MU student, teacher, and employee has his/her own personal IS account, including e-mail, web space, and access to numerous applications and data. You can enter your account ("Personal Administration") by logging in at **http://is.muni.cz**. On enrolment, new students receive their university ID number (UČO) and an automatically generated primary password. The primary password is used to access the IS system and also works for the INET system. It is recommended that you change this to a personalized password. Most but not all pages in the IS are available in English as well as Czech. Training for use of the IS is available for new international students at the beginning of autumn semester. If you have any questions about how to use the IS, read its Help section, or contact the Study Administrator.

The Information System has been designed so that students can easily administer virtually all aspects of their studies online, including selecting courses, reading course materials, communicating with teachers and fellow students, and checking your progress in studies at any time. All records of studies and grades are saved in the IS. A Transcript of Records for courses students have completed can be printed on request at any time. Students can also use the IS for general communication and to get information about the University; for example, there are discussions and notice boards where they can place or reply to advertisements of various kinds, or engage in discussion with classmates in your courses.

Listed below are some examples of the most important IS applications used in different phases of studies. When using IS account, check the top right corner to make sure you are managing resources in the right semester.

Before the start of each semester, students can:
 Browse the catalogue for information about courses they may be interested in
 Enrol or cancel enrolment in courses during the period for enrolment changes
 Enrol in seminar groups (if there are any in the course)
 Apply for special permission to enrol in a course (for students who do not meet the course enrolment prerequisites)

During the semester, students can:
 Print timetables and search others' timetables
 View detailed syllabi of each courses and other related information
 Specify a paper topic or a topic of a thesis, a project, etc.
 Submit papers, thesis, or projects
 Share electronic materials with other students or teachers

Receive information or comments from teachers

 Evaluate courses that students are enrolled in

 Make comments about courses and share opinions with student´s peers

At any time, student can:

 Send and receive e-mail

 Perform full-text IS database searches (for documents, people, courses, etc.)

 Search for information related to departments as well as people at the university

 Access some applications over the phone

 Display a wide range of statistical information

 Upload large files into the File Depository and store them there

 Post and read messages on the Notice Board

 Participate in university or faculty e-elections

Students can choose from among many IS functions depending on their needs, using any computer connected to the Internet. Students should check their IS mailbox regularly – this is the most important means of communication between students and teachers or administrative staff!

Courses Enrolment

Before the start of each semester, student should confirm in the Student section of your Information System profile that you wish to be enrolled in the coming semester. If student meets study requirements (i.e., if you successfully earned a minimum of 20 credits in the immediately preceding semester or 45 credits within the two preceding semesters) – student can be enrolled to the next semester and enrol for courses.
Student uses the following series of commands in the Information System to enrol for the semester:

Personal Administration ➔ *Student* ➔ *Apply for Being Enrolled in the Term*

Compulsory courses are enrolled by Study Administrator according to the template of your study programme. A template is a list of courses tailored to student´s degree programme. Student can enrol some elective courses according to his/her interest and with approval from prof. Matyáš.

Personal Administration ➔ *Student* ➔ *Register for and Enroll in Courses*

Changes in enrolment could be done by student only during the first two weeks of tuition in each semester.

Online Course Folders

Each course has an online Study Materials folder in the IS, in which teachers post course information (the syllabus etc.), as well as assignments, compulsory and recommended literature, and other information. Students may be asked to submit their homework, such as essays, summaries, or research papers, by uploading documents into appointed folders. Working with the course folders (and other document folders in the IS) is meant to be easy and intuitive. The icons for operations are subtitled in English, and there is a full English-language Operations menu, so you can learn how to use the system. You can open the Study Materials folder from each course homepage, or from student menu:

Student → *Matters Related to the Term Selected* → *Study Materials (e-learning)*

Degree Requirements

The duration of Master degree program with orientation "Security of Information and Communication Technologies" (SICT) is three semesters. Typically, the first two semesters are devoted to coursework, while the last semester is a time for research and thesis writing. Coursework consists of reading assignments, written assignments, in-class discussions, and in-class presentations. All courses are taught in English. The language of assigned readings, exams, and individual consultations is also English.

To earn the Master's diploma, students must complete 120 ECTS credits of coursework, submit and successfully defend a diploma thesis and pass a final state examination. Of the required 120 credits, students must complete certain amount of credits of coursework in **mandatory and mandatory elective** courses and the rest can be collected in selective courses .

The programme concludes with a final state exam that takes place at the end of the third semester of study. The final state examination is an oral examination consists of two separately classified parts: master thesis defence and final exam. In the last semester of studies, each student should officially register with a supervisor to oversee the thesis writing. To qualify to take the final state exam, students are required to have completed 120 credits and submitted the Master's thesis by the date set in the academic calendar (http://www.fi.muni.cz/studies/master/dates.xhtml.en). Please note that all required course credits and grades must be entered into the Information System at least three days prior to final state exams. To earn the Master's degree, students must successfully complete 120 ECTS credits of study. The normal course load is 30 credits per semester, for four semesters. Students may take more than 30 credits each semester, and there is a diverse range of courses available to students in other departments at Masaryk University.

Mandatory and Selective Courses

All master programmes consist of **mandatory courses** (that students need to take at any case) and **mandatory elective** (from the degree programme), and **selective** (free electives, taken outside the programme). The number of selective courses is limited in each program according to its own accreditation documents and rules. Any selective courses taken above this limit are counted as extra credit (above the 120 ECTS credits minimum).

Students are recommended to follow the optimal study plans created for each programme, even if a great deal of flexibility is allowed.

Please note that before graduating student **must successfully complete all courses in which has been enrolled.** This may mean student will need to repeat an uncompleted course. It is possible to submit a request to not repeat uncompleted selective courses. However, such selective courses may be left uncompleted only up to a value of ten percent of the total value of credits you have earned (to a maximum of 12 credits).
Here is the path in IS for adding courses by their codes:

Student →   Register for and Enrol in Courses →   Add courses by entering their codes

Final Exams and Grades

According to the MU Study and Examination Regulations, if a student fails to pass course examination on the regularly scheduled date, s/he may repeat the exam on an alternate date ("re-sit" the exam) set by the teacher. For students taking a course for the first time, two re-sits are possible; for repeated course, students have only one re-sit opportunity. If a student does not successfully complete a course s/he is obliged to re-enrol in the same course in the first following semester in when the course is offered (the IS will automatically enrol that course). If the student fails to complete a repeated course, s/he loses the right to enrol in the next semester and his/her study is terminated.

Each semester grade consists of a single character representing the teacher's assessment of the student's work and knowledge. When enrolling in a course, you agree to a certain *type of completion* of the course (such as a graded examination or simply pass/fail) and thus you can only earn a grade corresponding to this type. The following grades are used at MU:

Code	Czech meaning	English translation	Possible Grades
z	Zápočet	Course unit credit	Z N
k	Kolokvium	Colloquium	P N
zk	Zkouška	Examination	A B C D E F

The following scale is used to record the letter grades of your academic performance:

Explanation of Grades

A	Excellent	Z	Credit earned
B	Outstanding	N	Credit not earned
C	Good	P	Passed
D	Satisfactory	F	Unacceptable (Fail)
E	Acceptable		

In the IS, once the course is completed, you will see the grade you have earned for the course. If you have taken the exam multiple times, the evaluation form may list more than one grade. The final grade in this "evaluation string" is the grade you receive for the semester. For instance, the string of FFB consists of two failing grades and a B. In this example, the student failed the exam as well as the first re-sit, but earned a B on the second re-sit, and thus B is the final letter grade for the semester.

Academic Honesty

All Masaryk University students are obliged to maintain academic honesty by refraining from plagiarism and from cheating during exams. Plagiarism means that one presents other peoples' ideas or work as one's own without crediting the original author. Plagiarism is one of the most serious breaches of ethical standards in the academic environment, for it denies the mission of the university and the meaning of studying. From a legal perspective, plagiarism is the stealing of intellectual property. The official FI disciplinary policy states that academic dishonesty is not tolerated under any circumstances.
For any students caught plagiarising or cheating in a course is referral to the Faculty Dean, who may choose to send the case to the FI Disciplinary Committee. The Disciplinary Committee consists of teachers, administrators, and students, who determine if FI academic policy has been breached, and if so, decide appropriate punishment, which can include expulsion from the university.
To avoid plagiarism, students are responsible for learning and following the rules about proper citation of sources. When writing assignments for courses and their thesis paper, students should follow the citation guidelines.

Master Thesis

http://www.fi.muni.cz/studies/BP_DP.xhtml.en

Final State Exam

http://www.fi.muni.cz/studies/szz_mgr/index.xhtml.en

Studying and Living in Brno - Practicalities

Resources for International students

The centre for international cooperation handles most of the international students coming to MU. Much can be learned from their websites in the Incoming>Student section at http://cic.muni.cz/en/left-incoming-mobility/incoming-student

More specifically, they provide a good lexicon of practicalities (almost anything students may need A-Z). To be found at: http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-practicalities

Library

Each faculty at Masaryk University has its own library. The FI library is located in the faculty building at Botanicka street in the entrance hall. It provides highly professional library and information services, and visitors to the library find a rich collection of books and journals in a pleasant environment. During the semester, the library is open from 8.00-16.30 on work days (Fridays until 14.00).
The library offers more than 15,000 books mainly for Computer Sciences and about 50 magazines. The library provides on-line access to the main single-disciplinary and multidisciplinary literature databases. A wifi network and a cable connection are available on the premises.
In addition to the FI library, you can register for free in all the other eight faculty libraries of Masaryk University. All libraries have a common catalogue with a joint search system at http://aleph.muni.cz. Here you can use your UČO and secondary password to make bookings, and follow your loans. For a small yearly fee, you can become a member of the Moravian Library, as well, which has a collection of English-language literature and is very close to FI.

Canteens

Masaryk University has three large canteens, nine cafeterias, and one pizzeria daily serving several lunch meals, a wide range of meals made to order, and selling assorted goods, salads, fruits, desserts, and cold dishes. You can order your meal in advance using your secondary password to access the canteen system (https://kredit.skm.muni.cz/, change language in the upper right corner), or buy food on the spot using the money on your student ISIC card. The account used in canteens is different than the SUPO account, but money can be transferred between these two. At the ground of the FI building (left side from the entrance) there is a small café at which you can purchase hot and cold drinks, baked goods, and sandwiches. However, you have to pay in cash here (they are not connected to the canteen system).

Computer Labs

Students can use computers in the PC rooms at FI, including the use of printers and photocopiers. The University Computer Centre is open to all ISIC card holders 24 hours a day; seven days a week (see http://www.muni.cz/ics/services/ups/cps/?lang=en).
All MU students can use the wi-fi network which is accessible in most university facilities (there are also internet sockets for cable connection in some libraries and other buildings). To set up your laptop to use the MU network, you have to choose one of the networks and connect. The ultimate guide to MU wi-fi network is here: http://www.muni.cz/ics/services/wifi/?lang=en.

There are two basic types of wi-fi networks:

- **EduRoam:** This network is available at all the faculties (and also other European universities). You can connect using your secondary password, see the specific configuration at: http://eduroam.muni.cz/doku.php?id=en:uvod.

- **Wlan FI:** This network is specific to the Faculty of Informatics MU. After connecting to the network you have to authenticate your computer at wifi.fi.muni.cz (use your faculty credentials). This network is rather weakly secured (and is used mainly for compatibility purposes), using EduRoam is strongly preferred.

Password system at the Faculty of Informatics

You have several different accounts and passwords:

- **primary password** - it is only to access the Information System (is.muni.cz) and the intranet services (inet.muni.cz). Login using your University ID Number (UČO).
- **secondary password** – also used with your University ID Number (UČO) for lower security services: logging into University Computer Centre at Komenského square, to order food, login to university wi-fi, ... The primary and secondary passwords can be changed in the Information System (https://is.muni.cz/auth/system/heslo.pl?lang=en)
- **faculty password** - used only for the faculty services. Always used with your faculty login (your (shortened) surname starting with the letter "x"). Used to login to faculty computers and access other services such as Microsoft Academic Alliance, more information at fadmin.fi.muni.cz. This password can be changed at the Information System (https://is.muni.cz/auth/system/heslo_fi.pl).
- **other (specific) passwords** – such as the password to the computer at the security laboratory (A403), not used anywhere else

Printing at the faculty

Paid student printers are available at FI (computer hall, ground floor) as well as your dorm (lobby). Documents are sent to the central server, at the printer you login using your ID card and print them. Prices are around 1Kc/A4 page.

You pay from your SUPO account (main university finance account). You can top the balance on your SUPO account in cash machines (orange boxes) at several locations, such as the faculty (in the PC hall next to the printer), the Kounicova dormitory (lobby opposite the reception), canteens (Veveří at the Faculty of Law being the closest) or the University Computer Centre (at Komenského nám. 2). Firstly however, you need to activate the account: Give consent with MU SUPO ToS at: https://inet.muni.cz/app/supo/aktivace?app.setlang=EN (login using your ID number and primary password, language is switched in the upper right corner). You need to add some money to it (at least 50 Kc).

To print from the FI computers ("the easy way"): Select printer "BAREVNA TISKARNA FI" (colour printer FI), when prompted authenticate using your ID and secondary password. BEWARE: If you forget to select "grayscale" in the printer settings, you'll be charged for colour print (6 Kc/A4).

 To print from your own computer (more difficult to set up properly): You have to install a SafeQ client and add the printer. Download the zip file provided by the faculty from: http://www.muni.cz/ics/services/ups/files/tiskfi.zip and run "tiskarnyFI.cmd". Installing that on

linux is slightly more involved. Some more info may be obtained by google-translating the official support page at: http://www.fi.muni.cz/tech/tisk_supo.xhtml

Learning the Czech Language

In the Czech Republic, learning survival Czech is not just an asset, but sometimes a must. All Masaryk University students can get a discounted price for intensive Czech language courses offered by the specialized staff of the Department of Czech for Foreigners at the Faculty of Arts (http://www.phil.muni.cz/kabcest). Besides these courses, the MU International Student Club organizes tandem teaching and evening informal courses of various languages, including Czech. Also various private language schools in Brno offer Czech for foreigners´ courses. Furthermore, there are some courses organized by the Centre for International cooperation, see the current info at: http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-preparatorycourses/85-incoming-mobility/student/352-incoming-student-practicalities-czech-courses

Public Transportation

Public transportation on South Moravia region is divided into many zones. Inside of Brno you need only tickets to zones 100+101. For those interested, here is map of all zones: http://www.idsjmk.cz/mapa/Plan-site-celek.gif
The overall price list in English can be found at http://www.idsjmk.cz/cenik/CenikEN.pdf
The variable option is to buy an "universal ticket" for 156 CZK for multiple uses, which needs to be stamped 3 times to be able to travel up to 45 minutes (virtually everywhere within the city). There are 24 slots so you can use it for 8 trips.

Second option is to use SMS ticket. It will take 1-2 minutes for SMS ticket to arrive to your inbox. To use it, you need to send SMS message to number 90206. Text, prices and validity are as follows:

- "BRNO20" = 20 minute ticket for 20 CZK
- "BRNO" = 75 minutes for 29 CZK
- "BRNOD" = 24 hour ticket for 99 CZK

Third option is to buy tickets in yellow ticket machines. Beware, you are not entitled to discount ones if you are over 26 years old.