



IS Guideline for International Students

<u>IS</u> – Information System of Masaryk University <u>http://is.muni.cz</u>





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

Switch language into English



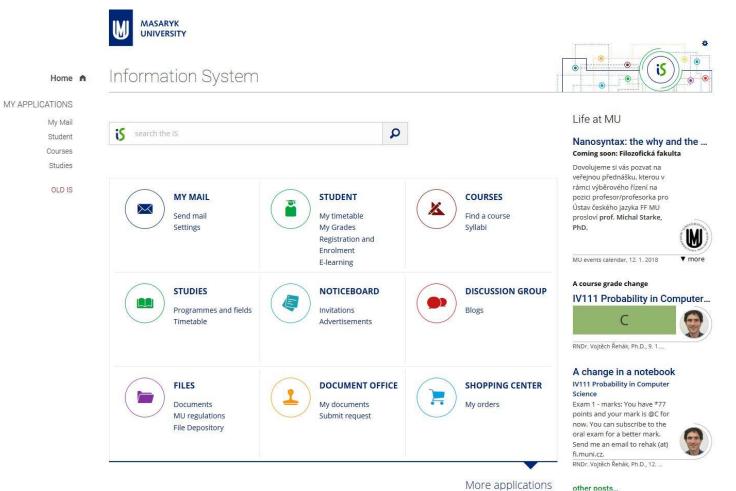
Click on "Personal administration of Information System MU", and type in your **login** (učo – university student number) and **primary password** (sent by post to you)





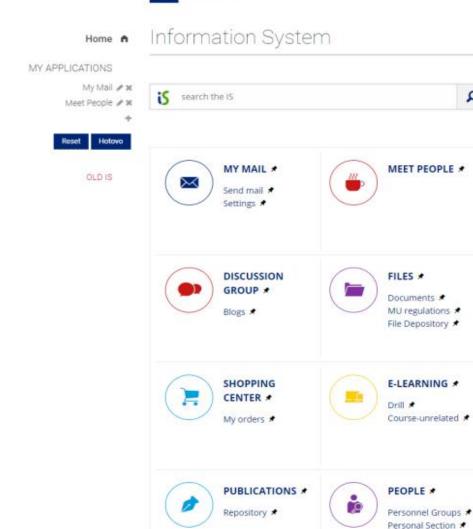
IS MAIN PAGE

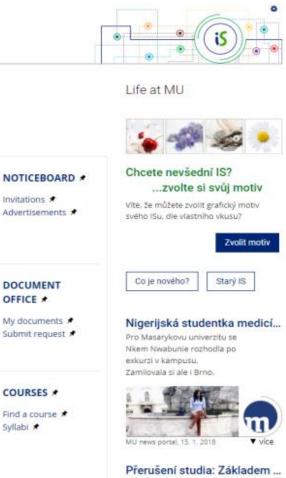
IS main page (Left-menu – INDIVIDUAL DESIGN, Main-menu, Right-menu) To return to the main page, click on "**Home**"





MASARYK UNIVERSITY





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Contacts \$

TIMETABLE #

Timetable #

Reservation #

Občas v životě dojde k situacím, kdy je přerušení studia nejlepší řešení. Přečtěte si, jak na to a na co dát pozor.

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MY MAIL

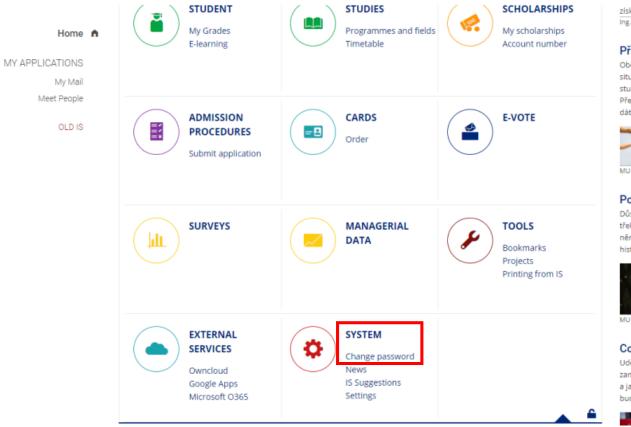
We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! You can also change the first part of the e-mail address (section "Settings")

	MASARYK UNIVERSITY	
Home A	Information System	• • • • • • •
MY APPLICATIONS My Mail Meet People	is search the IS	Life at MU
OLD IS		🧯 🐗 🎿 🔸
	MY MAIL Send mail Settings MEET PEOPLE (Invitations Advertisements	Chcete nevšední IS? zvolte si svůj motiv Víte, že můžete zvolit grafický motiv svého ISu, dle vlastního kusu?
Home A	S > My Mail > Message List ≠ Message List	• • (5) • •
My Mail Meet People	New mail Contacts Folders and Limits Settings Block addresses	Help and rules
OLD IS	The messages occupy 0 % of the available space.	Simplified version
	Folder: Inbox (19) Refresh Limit to Stimportant only © Tags and highlighting +	
	Mark: all, none Messages in this folder: Items selected Operation: remove OK	
	¥ Sender ∨ ∧ Ø - Subject ∨ ∧ Threads ∨ ∧ NT Informační systém MU Ø IS MU: Oznámení o vložení souboru do úschovny	Date V A Size V A 29. 10. 2017 1,1 KB



SYSTEM – CHANGE PASSWORD

Change your primary MU password (it can be generated/created only by coordinators) and your secondary MU password (YOU can generate/create) Go to: **More applications – System – Change password**



získání zahraniční zkušenosti V Ing. Radka Broliková, 15. 1. 2018 V more

Přerušení studia: Základem ...

Občas v životě dojde k situacím, kdy je přerušení studia nejlepší řešení. Přečtěte si, jak na to a na co dát pozor.



Pohled na historii střední Ev...

Důsledky pociťuje dodnes třeba ve vnímá českoněmeckých vztahů, říká historik Martin Wihoda.



Co jít studovat aneb Jak ne...

Udělejte krok zpět a zamyslete se nad tím, jací jste a jaké máte představy o budoucnosti.



NOTICEBOARD

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

Important news on the top (blue or red).

Home h	Information System	
MY APPLICATIONS 🏾 🏶 My Mail Meet People	Highly important	
OLD IS	is search the IS	Life at MU
	MY MAIL Send mail Settings MEET PEOPLE	Chcete nevšední IS? zvolte si svůj motiv Víte, že můžete zvolit grafický motiv svého ISu, dle vlastního vkusu? Zvolit motiv



PEOPLE

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

Use "**Search**" for all information you want to find (people, course, catalogue etc.)

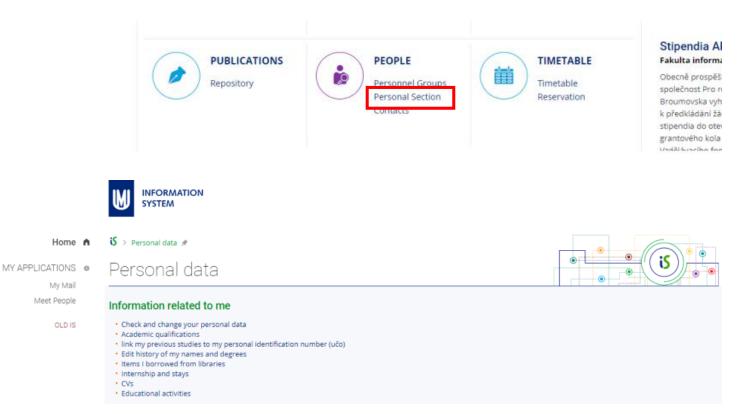




PERSONAL

You can **edit your personal details** (e.g. **telephone** or **contact address**, in case you move out) at "**People" –> "Personal Section**"

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:

My Courses – list of enrolled courses

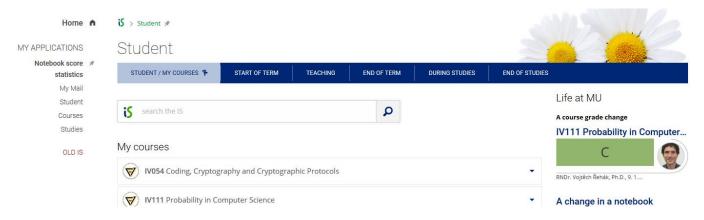
Start of Term – course registration and enrollment, select seminar group, requests

Teaching – study materials

End of Term – grades obtained, examinations dates

During Studies - check my studies, IS reminders, document office, topic list

End of Studies – grades and credits obtained during studies, final state examinations, thesis archive



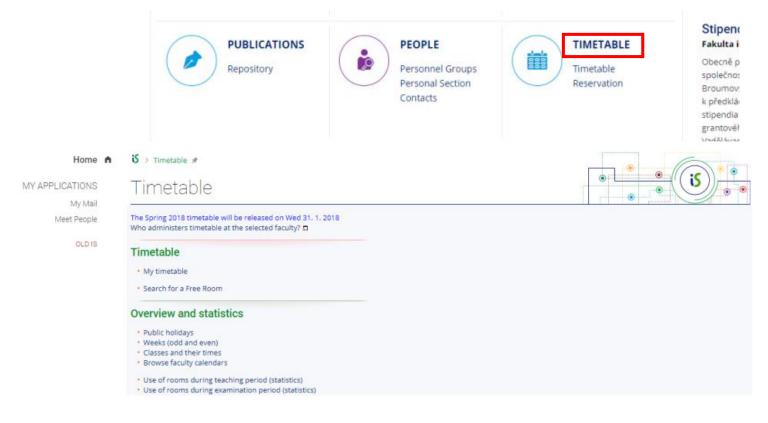


TIMETABLE

My timetable (check the right semester and faculty – in the top right corner of the screen).

Timetable of courses – see course's detailed information.

Term calendar by faculties (detailed academic calendars of faculties)





COURSES

Browse term calendars of all faculties (when the registration/enrolment/exam periods begin and finish) and catalogue (select according to the faculty, language of tuition, semester, etc.) Please note that you find **all courses** taught at MU, with their **names translated** into English, although they might be **taught in Czech** or in other languages.

Deseuri S Hazvetti IVI

	SHOPPING CENTER My orders	E-LEARNING Drill Course-unrelated	COURSES Find a course Syllabi	poklady první repubi sběratelkou módníci doplňků paní Marií P na 15.3. 2018 v 15 hi areálu Památníku pí: na Moravě v Rajhrad akci bude možnost r vístana Mádav dohu Mgr. Miroslava Šudomo
Home n MY APPLICATIONS & My Mail	• > course Catalogue > Browse Catalogue Browse Catalogue	R	•	• • •
Meet People OLD IS	Search term ?	Show (28332)		
	Faculties Faculty of Medicine Faculty of Arts Faculty of Arts Faculty of Law Faculty of Science Faculty of Informatics Faculty of Education Faculty of Education Faculty of Economics and Administration Pan-university studies			
	Department			
	Term			

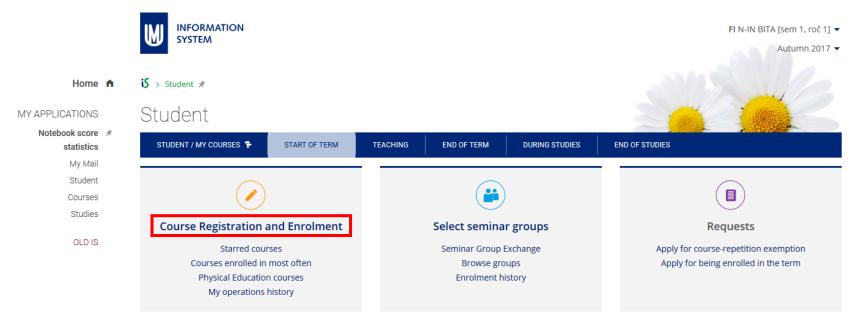


COURSE REGISTRATION AND ENROLLMENT

Click on the "STUDENT"

Make sure you set up the right semester and study program – in the top right corner of the screen.

Choose section "Start of Term" and click on "Course Registration and Enrollment", and then "Add courses by entering their codes".





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

Select courses by entering their codes:	
CUS 🗹 CZS50	Specify
You can enter several codes separated by spaces. followed by %.	rou can also enter part(s) of a code(s)

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).

Czech abbreviations

- **LF**: Faculty of Medicine
- FF: Faculty of Arts
- **PrF**: Faculty of Law
- PřF: Faculty of Science
- FSS: Faculty of Social Studies
- PdF: Faculty of Education
- FSpS: Faculty of Sports
- ESF: Faculty of Economics and
- Administration
- FI: Faculty of Informatics
- **CUS** = **CESP** (Central European Studies Program)

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.

Register for or enrol in a course Home 🔒 Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | Study Materials | ROPOT (Revision, Opinion Poll and Testing) | Discussion group | Notebooks | More applications... -MY APPI ICATIONS Saved successfully. 1 My Mail Student Courses currently registered for or enrolled in: Courses Course Further information + Enrolled Requesting Position Studies ESF:BPE MAC1
Macroeconomics 1 registration/enrolment enrolled/17 ves zk 8 credit(s) Fri 12:50-14:30 P312 🗊 cancellation Group: select OLD IS ESF:MPH COSR Corporate Social Responsibility yes zk 5 credit(s) registration/enrolment enrolled/30 cancellation ESF:MPJ_PJPSFS These Presentation Skills for Foreign Students not possible zk 5 credit(s) 25/14 Group: select enrolment exception registration/enrolment Preference: You cannot enrol in the course since there are no more vacancies in it (capacity limit 14, the capacity limit of the application cancellation not given course has been exceeded as a result of the students who are ahead of you on the waiting list enrolling in it Numbers: (limit: 14, your position on the waiting list: 25)) 13/9/ For up to 14 students. Total 13 credit(s) [zk: 2] 18 credit(s) [zk: 3] 👔 You will not be enrolled in the courses containing not possible in the Enrolled column.

Provided you still insist on your enrolment, apply for being granted an exception with the teacher of the course.

Disalau description: Table langed

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

The figure to the left of 17 represents the number of students currently requesting enrollment while the figure to the right of it stands for the maximum number of students allowed to enroll in the course. Provided the latter is unlimited, 14 is used.

CUS:CZS50 🗊 Intercultural Communication

11/25

NOTE! The changes will not be saved unless you click on the 'Save changes' button. Please ensure that the courses with empty check boxes on the left are those that you do not wish to enroll in while the ones with the check boxes selected are those that you wish to enroll

Save changes

in.



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

"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.

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 ENROLLMENT

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.

	Student > Enrolment in Seminar Groups *
	Enrolment in Seminar Groups
Home 角	Student Grades Examinations Course registration and enrolment Seminar Groups Study Materials ROPOT (<u>Revision, Opinion Poll and Testing</u>) Discussion group Notebooks More applications •
MY APPLICATIONS	Provided you wish to enrol in a seminar group or cancel your enrolment, you can either
My Mail	click on the course name below, or select more checkboxes beside the course names and then click "Show Details" below. You can only enrol in a seminar group of the course you
Student	have previously registered for successfully.
Courses	Tip: Does the seminar group you have enrolled in not suit you? Try out our Seminar Group Exchange.
Studies	I have enrolled in the following:
OLD IS	i You have not enrolled in any seminar group.
	Courses with seminar groups
	ESF:BPE_MAC1 Macroeconomics 1 ESF:MPJ_PJPSFS Presentation Skills for Foreign Students
	Mark all the ones not checked none.
	Courses with no seminar groups
	ESF:MPH_COSR Corporate Social Responsibility
	Show further information on the selected courses



CANCELLATION OF REGISTRATION

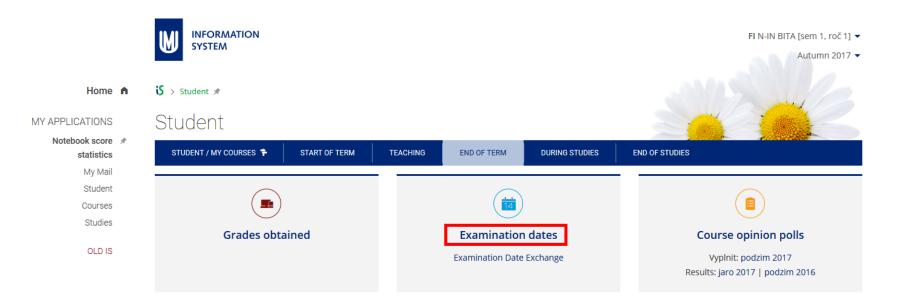
Click on STUDENT.

Click on "Enrol in a seminar group or cancel your enrollment"

	Q > Student > Register for or enrol in a course <i>𝒜</i>			
	Register for or enrol in a course			
Home 角	Student Grades Examinations Course registration and enrolment Seminar Groups Study Materials R Notebooks More applications +	OPOT (<u>R</u> evision, <u>O</u> pin	ion <u>Po</u> ll and <u>T</u> esting) Discuss	on group
MY APPLICATIONS My Mail	Saved successfully.			
Student	Courses currently registered for or enrolled in:			
Courses	Course Further information	- Enrolled	Requesting	Position
Studies OLD IS	ESF:BPE_MAC1 , Macroeconomics 1 Fri 12:50-14:30 P312 , Group: select	yes zk 8 credit(s)	registration/enrolment cancellation	enrolled/17
OLD IS	ESF:MPH_COSR _ Corporate Social Responsibility	yes zk 5 credit(s)	registration/enrolment cancellation	enrolled/30
	ESF:MPJ_PJPSFS © Presentation Skills for Foreign Students Group: select You cannot enrol in the course since there are no more vacancies in it (capacity limit 14, the capacity limit of the course has been exceeded as a result of the students who are ahead of you on the waiting list enrolling in it (limit: 14, your position on the waiting list: 25)) For up to 14 students.	not possible enrolment exceptic application	zk 5 credit(s) on registration/enrolment cancellation	25/14 Preference: not given Numbers: 13/9/
	Total	13 credit(s) [zk: 2]	18 credit(s) [zk: 3] 👔	
	Total You will not be enrolled in the courses containing not possible in the Enrolled column. Provided you still insist on your enrolment, apply for being granted an exception with the teacher of the course.	13 credit(s) [zk: 2]	18 credit(s) [zk: 3] (3)	

Then click on "Registration/enrollment cancellation"

EXAMINATION DATES AND RESERVATIONS



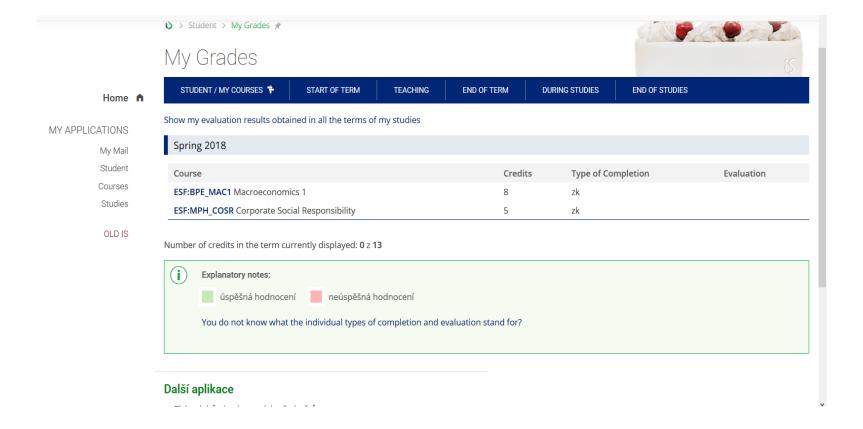
You can see there "Lists of courses and their upcoming examination dates" (as soon as they are published) Click on "Attempt to reserve a slot" and choose the slot that suits you. Click on "Details", in case you later decide to cancel the slot and choose a different one instead.



 no slot
 details
 Tue 17. 12. 2013 10:00 D1 (both examination and resit), reservations: 0, maximum number of students: 7

 reserved
 WRITTEN MULTIPLE CHOICE TEST, EVERYBODY WHO PRESENT THE PROJECT HAVE TO WRITE THE TEST, OTHERS CAN AS WELL

 Posted: 19. 9. 2013 17:12, L. Pekárková
 attempt to reserve a slot site





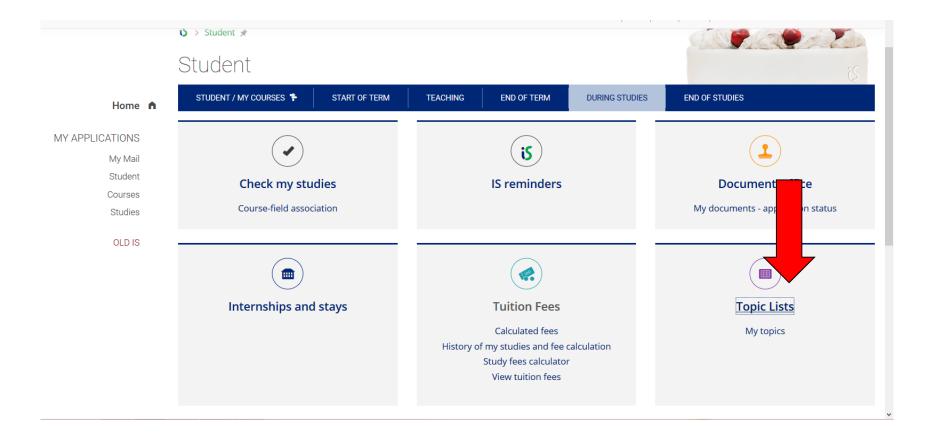
STUDY MATERIALS

	Student > Study Materials (e-learning) *
	Study Materials (e-learning)
Home 🔒	Student Grades Examinations Course registration and enrolment Seminar Groups Study Materials ROPOT (Revision, Opinion Poll and Testing) Discussion group
	Notebooks More applications •
MY APPLICATIONS	Interactive Syllabi
My Mail	Study materials ordered logically or chronologically:
Student	No interactive syllabi available.
Courses	New (still unread) files in the Study Material
Studies	ESF:BPE_MAC1_Macroeconomics 1 (14 new files)
OLD IS	ESF:MPH_COSR Corporate Social Responsibility (31 new files)
	Homework Vaults you can access
	Teacher opens the Homework Vault to collect assignments.
	No Homework Vaults open.
	• operations performed on my files
	Courses with some study materials posted on the Information System
	ESF:BPE_MAC1 Macroeconomics 1 ESF:MPH_COSR Corporate Social Responsibility
	New (still unread) files in File Vaults
	No new (still unread) files in File Denositories

To open a folder, you should click on it. Clicking on the name of a file opens the file. You can also download the file into your computer by clicking on its name using the right button and selecting "Save Target As". As a student, you can post some additional materials (e.g. the notes you took at a lecture) on the System using the *File Vault* application.



DIPLOMA THESIS TOPIC





MASARYK UNIVERSITY

Czech Republic

M

	Rozpisy Z Témata		
	Diploma thesis in Economics		podrobnosti, pokyny, harmonogra
A	Řadit témata dle: názvu poslední modifikace vedo t Zobrazit témata: moje aktuální aktuální volná všeo	Jcího chna aktuální žádající o souhlas k potvrzení pokročilý výběr	·•
	ng. Jan Čapek, Ph.D.		
	1. Causes of household indebtedness		
	Vede: Ing. Jan Čapek, Ph.D., učo 40604 5	*	
	Student (max. 1): zatím žádný		
	Studenti se mohou přihlašovat od 1. 11. 2017 08:	00 do 30. 11. 2017 vč.	
	Zobrazit operace		
	2. Topic on specific issue of your/selected country		
	🗆 Vede: Ing. Jan Čapek, Ph.D., učo 40604 д		
	Student (max. 1): zatím žádný		
	Studenti se mohou přihlašovat od 1. 11. 2017 08:	00 do 30. 11. 2017 vč.	
	Zobrazit operace		
	ng. Ondřej Krčál, Ph.D.		
	3. Efficiency of leniency in antitrust policy		
	Vede: Ing. Ondřej Krčál, Ph.D., učo 63249 5		
	Student (max. 1): zatím žádný		
	Studenti se mohou přihlašovat od 1. 11. 2017 08:	00 do 30. 11. 2017 vč.	
	Zobrazit operace		



HELP

Guidelines and explanations of all IS functions.

At the bottom of each page.

Or contact the IS technicians - istech@fi.muni.cz

