

# MASARYK UNIVERSITY

## Information Sheet for Academic Year 2023–2024

For applying students from Erasmus+ programm

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Centre for International Cooperation  
Komenského nám. 2, 602 00 Brno, Czech Republic

**E-mail:** [info@czs.muni.cz](mailto:info@czs.muni.cz)

[www.czs.muni.cz/en](http://www.czs.muni.cz/en)

# CONTACT DETAILS

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**Exchange Office:** Centre for International Cooperation  
**Mail:** [info@czs.muni.cz](mailto:info@czs.muni.cz)

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**Director:** Violeta Osouchová  
**Phone:** +420 549 495 878  
**Mail:** [osouchova@czs.muni.cz](mailto:osouchova@czs.muni.cz)

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**Mailing Address:** Centre for International Cooperation  
(for transcript of records) Responsible person (see below)  
Masaryk University  
Komenskeho nam. 2  
602 00 Brno  
Czech Republic

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## MU Erasmus+ mobility contacts

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**Erasmus Institutional Coordinator:** Mrs. Violeta Osouchová  
**Phone:** +420 549 495 878  
**Mail:** [osouchova@czs.muni.cz](mailto:osouchova@czs.muni.cz)

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**Bilateral Agreements:** Mrs. Nikola Maráková  
**Phone:** +420 549 496 793  
**Mail:** [marakova@czs.muni.cz](mailto:marakova@czs.muni.cz)

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**Incoming (to MU) Exchange Student Contact:** Mrs. Veronika Chylíková  
**Phone:** +420 549 493 990  
**Mail:** [chylikova@czs.muni.cz](mailto:chylikova@czs.muni.cz)

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**Outgoing (from MU) Exchange Student Contact:** Mrs. Gabriela Složilová  
**Phone:** +420 549 494 800  
**Mail:** [slozilova@czs.muni.cz](mailto:slozilova@czs.muni.cz)

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**Emergency contact:** [emergency@muni.cz](mailto:emergency@muni.cz)  
**Cell phone:** +420 777 448 686

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# APPLICATION PROCESS

Please nominate your students via [MU Online Nomination System](#). Nominations sent by email will not be accepted. A unique **web link** must be used which leads you to our online nomination system. **If you did not receive the link**, please contact [marakova@czs.muni.cz](mailto:marakova@czs.muni.cz).

## How to nominate your student(s)

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- 1) **Weblink** – click on the link sent to you by email (it is unique for each coordinator)
  - 2) **Faculty/Department** – select a country the nominated student studies in and faculty/department at MU the student is nominated to
  - 3) **Agreement** – find the right agreement in the list and create a new nomination
  - 4) **Student's Basic Data** – fill in the basic data about the nominated student and submit (click on the button Continue)
  - 5) **Check the data** – go through the nomination once again and if everything is correct, click on the button Save application
  - 6) **Saved** – your student's nomination was saved to your database
  - 7) **Nominate other students** – you can nominate other students by clicking on the link which will appear after the nomination was saved (if you plan to nominate later, you can always use the web link in the email you received)
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## Agreement not found in the list?

You can nominate student(s) if there is a duly signed agreement with Masaryk University at particular faculty/department which your students wishes to study at. If you could not find the agreement, it means that your agreement is either in the process of negotiation or is not valid for the academic year 2023/2024.

## Nomination deadlines

Please nominate your outgoing students until below mentioned deadlines (no later nominations will be accepted):

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|                     |   |  |
|---------------------|---|--|
| For EU students     | <b>Autumn semester 2023</b><br><b>31 May 2023</b> | <b>Spring semester 2024</b><br><b>1 Nov 2023</b> |
| For non-EU students | <b>Autumn semester 2023</b><br><b>30 Apr 2023</b> | <b>Spring semester 2024</b><br><b>1 Oct 2023</b> |

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See application process in more detail on our [websites](#). Nominate only students who meet language requirements and will meet our credit requirements.

## Completing the Application

Following are the steps that need to be taken by the student and coordinator in order to complete the student's exchange application:

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- 1) Exchange student fills out the MU online application. Its electronic version goes automatically to the student's email. Another informative email goes to the exchange agreement contact person at MU partner institution.
  - 2) Student has the responsibility to upload the required documents.
  - 3) Masaryk University has to find the application files upload completed by the given deadlines.
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**Note:** Application documents are not required to be sent by regular post nor by email.

## Language and GPA Requirements

A confirmation of English proficiency of at least B2 level (a language certificate of confirmation from home institution). Feel free to use [MU form for language confirmation](#).

| TOEFL PAPER | TOEFL CBT | TOEFL IBT | IELTS | Cambridge Exam | CEFR | TOEIC® Listening and Reading |
|-------------|-----------|-----------|-------|----------------|------|------------------------------|
| 513         | 183       | 70        | 5.5   | FCE            | B2   | 785–940                      |

**GPA required:** MU – at least 2.5 GPA (4.0 best, 1.0 worst)

## Visa Requirements

The regulations for obtaining visas change sometimes. Embassies in individual countries are given certain leeway in applying them. Students from non-EU countries are required to apply for a student visa. Visa processing takes several weeks (and up to 2 months), it is highly advisable to apply for it immediately (students will receive written confirmation about their acceptance at Masaryk University).

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**Type of visa:** Long-term visa for the purpose of studies

**Validity:** Up to 12 months

**Mobility length:** Semester exchange/two semester exchange

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All students coming with a visa are required to purchase a health travel insurance plan which complies with the Czech Republic visa requirements. Students will receive further details on the health travel insurance after acceptance at MU. See web pages of [Czech Ministry of Foreign Affairs](#) for more information.

## ACADEMIC YEAR'S TIMETABLE

|  | Autumn semester 2023 | Spring semester 2024 |
|--|----------------------|----------------------|
| <b>Official arrival date</b>                       | 10 Sep 2023          | 11 Feb 2024          |
| <b>Orientation week</b>                            | 10–17 Sep 2023       | 11–18 Feb 2024       |
| <b>Formal on-spot admission at MU (compulsory)</b> | 11 Sep 2023          | 12 Feb 2024          |
| <b>Classes begin</b>                               | 18 Sep 2023          | 19 Feb 2024          |
| <b>Classes end</b>                                 | 22 Dec 2023          | 24 May 2024          |
| <b>Examination period*</b>                         | 2 Jan–16 Feb 2024    | 27 May–5 Jul 2024    |
| <b>Vacation period</b>                             | N/A                  | N/A                  |

\* Exams may be set for earlier, so it is easier to finish them early – before Christmas during Autumn and within the first week of the examination period during Spring.

## Students with Special Needs

It is important to state the nature of your special needs in the application itself, so that our Teiresiás centre for students with special needs is notified. Find out more on Teiresiás [here](#).

## Insurance Information

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Due to a change in law, all foreigners (staying more than 90 days in the Czech Republic) are required to purchase **Czech medical travel insurance** only with the **Czech insurance company**, see [VZP Insurance](#). It complies with Czech legal requirements.

More details at [Travel medical insurance overview](#).

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## Academic-Related Information

Student home institution sets the policy regarding the award of credit for work completed at MU. Student is responsible for knowing home institution's policies and procedures.

## Contact Information for Additional Questions

Centre for International Cooperation  
Komenského nám. 2, 602 00 Brno, Czech Republic

E-mail: [info@czs.muni.cz](mailto:info@czs.muni.cz)

Website: [www.czs.muni.cz/en](http://www.czs.muni.cz/en)

Facebook: [@MasarykUniversity](#)

Instagram: [@masaryk\\_university](#)

Twitter: [@MasarykUni](#)

Youtube: [MasarykUniversity](#)

# ADMISSION TIMELINE / AUTUMN

## Before Arrival

| Date         | Events/actions to be taken  |
|--------------|---|
| Jan–Apr/May  | Students are being nominated by home university/programme. Students <a href="#">apply online</a> .  |
| Late Apr–May | Students upload application scanned copies of following: <ol style="list-style-type: none"><li>1) Signed application</li><li>2) Signed Learning Agreement (Only if your university is not connected to EWP)</li><li>3) Document proving student's B2 level in English (if applicable)</li></ol> |
| Feb–Sep      | Students receive an acceptance letter by email (and visa students also get documents for visa application).   |
| Feb–Sep      | Students receive information email on the <a href="#">Masaryk University's Information System</a> and their login details.  |
| Feb–Sep      | Students receive information on how to register courses online ( <a href="#">IS Guideline</a> ), as well how on how to book a room online via the <a href="#">ISKaM system</a> , and how to pay for booking a room, Orientation Week, and the MU student <a href="#">ISIC card</a> .            |
| Feb–Sep      | Students receive information email about the <a href="#">Orientation Week</a> .   |
| Sep          | Students arrive to Brno (be in touch with <a href="#">buddy/tutor</a> ).  |

## After Arrival

| Date             | Events/actions to be taken   |
|------------------|--|
| Before semester  | <a href="#">Orientation Week</a> (a week before the semester starts).  |
| 1st Monday of OW | Students attend the <a href="#">Compulsory Admission</a> .   |
| Sep              | Arrange all duties in a TO-DO LIST given at the admission.   |
| End of Sep       | Make changes in the courses choice in IS online and the Learning Agreement, register in seminar groups ( <a href="#">IS Guideline</a> ). |
| Mid-Sep–mid-Dec  | Teaching period (lectures, seminars, etc.).  |
| Late Dec–mid-Feb | Examination period.  |
| Late Dec–mid-Feb | Check-out at the University International Office.  |
| Late Feb         | Semester ends.   |



# ADMISSION TIMELINE / SPRING

## Before Arrival

| Date        | Events/actions to be taken  |
|-------------|---|
| Jan–Sep/Oct | Students are being nominated by home university/programme. Students <a href="#">apply online</a> .  |
| Jan–Sep/Oct | Students upload application scanned copies of following: <ol style="list-style-type: none"><li>1) Signed application</li><li>2) Signed Learning Agreement (Only if your university is not connected to EWP)</li><li>3) Document proving student's B2 level in English (if applicable)</li></ol> |
| Feb–Jan     | Students receive an acceptance letter by email (and visa students also get documents for visa application).   |
| Nov–Feb     | Students receive information email on the <a href="#">Masaryk University's Information System</a> and their login details, as well as information on how to register courses online ( <a href="#">IS Guideline</a> ).   |
| Nov–Feb     | Students receive information on how to book a room online via the <a href="#">ISKaM system</a> , and how to pay for booking a room, Orientation Week, and the MU student <a href="#">ISIC card</a> .  |
| Nov–Feb     | Students receive information email about the <a href="#">Orientation Week</a> .   |
| Feb         | Students arrive to Brno (be in touch with <a href="#">buddy/tutor</a> ).  |

## After Arrival

| Date                      | Events/actions to be taken   |
|---------------------------|--|
| <b>Before semester</b>    | <a href="#">Orientation Week</a> (a week before the semester starts).  |
| <b>1st Monday of OW</b>   | Students attend the <a href="#">Compulsory Admission</a> .   |
| <b>Feb</b>                | Arrange all duties in a TO-DO LIST given at the admission.   |
| <b>Mid-Feb</b>            | Make changes in the courses choice in IS online and the Learning Agreement, register in seminar groups ( <a href="#">IS Guideline</a> ). |
| <b>Mid-Feb–late May</b>   | Teaching period (lectures, seminars, etc.).  |
| <b>LateMay–early July</b> | Examination period.  |
| <b>May–early July</b>     | Check-out at the University International Office.  |
| <b>Early July</b>         | Semester ends.   |

# GRADING SYSTEM

At Masaryk University, the [ECTS grading system is used](#). The number of ECTS credits for each course reflects number of hours a student is expected to devote to the course per week (in the form of lectures, homework, reading, essays, consultations, etc.). The following scale of grades used at Masaryk University is a part of every transcript of record.

**Courses with the type of completion „zk“ (zkouška – examination) or „kz“ (klasifikovaný zápočet graded credit):**

| Grade designation | Grade | Value | Grade designation | Grade | Value |
|-------------------|-------|-------|-------------------|-------|-------|
| Excellent         | A     | 1     | Satisfactory      | D     | 2,5   |
| Very Good         | B     | 1,5   | Sufficient        | E     | 3     |
| Good              | C     | 2     | Failed            | F     | 4     |

**Courses with the type of completion „k“ (kolokvium – colloquium) and „z“ (zápočet – credit)**

| Grade designation          | Grade | Value     |
|----------------------------|-------|-----------|
| Requirements fulfilled     | Pass  | Pass or A |
| Requirements not fulfilled | Fail  | Fail or F |

**Note to MU grading system:** It is impossible to issue attachments to MU transcript of records with estimated equivalent evaluation/percentage rate used at student home university. Herewith, it is advisable to make sure there is a policy at home university that it enables student to convert the ECTS grades into the evaluation in use there.

## HOW TO GET TO BRNO

An easy way to get to Brno from Prague's International Airport (Václav Havel Airport, PRG) or from Vienna International Airport is by bus or train. General information about transport connections within the Czech Republic (as well as from Prague or Vienna to Brno) can be found at [www.idos.cz](http://www.idos.cz). More information can be found [here](#).

# ACCOMMODATION AND RESIDENCE HALLS CHECK-IN

Type of housing mostly provided: two twin-rooms with ensuite bathroom and mini-kitchenette (fridge, sink and double hotplate) or a shared kitchen. See all the available halls of residence at [www.skm.muni.cz/en/accommodation](http://www.skm.muni.cz/en/accommodation). A **refundable housing deposit/reservation deposit** of equal to amount of a month rent (from USD 260/EUR 240 to USD 360/EUR 390 depending on the particular hall), should be paid partly on-line before students' departure for Brno in order to secure a bed at MU halls of residence (students will be informed by email two months in advance), partly as a security deposit paid within 10 days after arrival in Brno.

The reception desk at MU Halls of residence is open non-stop for students to check-in to MU residence halls, so any day or night time of arrival and check-in at dorms is possible (subject to change that will be shared with students in advance).

MU assists with the application for MU halls of residence. Students apply for accommodation within the on-line application (see above) where they indicate their approximate arrival/departure date.

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**Accommodation rent: USD 260/EUR 240–USD 360/EUR 390 per month**

**Bed linens and blankets are available for purchase at check-in. Laundry facilities provided.**

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## ORIENTATION WEEK

When the student arrives in Brno he/she will be given a pack with an orientation week programme and information material about Masaryk University, Brno and the Czech Republic. The ESN MUNI Brno will arrange for a Czech student to wait for a foreign student at the place of his/her arrival in Brno. In addition to arrangements for registering for courses and obtaining all the various official documents, a typical orientation week includes tours of the university and its facilities, Czech language crash course, a welcoming snack with Masaryk University teachers and students and a tour of Brno.

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**There is a fee for participation in Orientation week (app. EUR 20/USD 22). Students are supposed to pay for the Orientation week on-line (they will be given the information from MU coordinator circa 1 month before beginning of semester).**

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More information on Orientation Week is available at

[czs.muni.cz/en/student-from-abroad/international-student-guide/orientation-week](http://czs.muni.cz/en/student-from-abroad/international-student-guide/orientation-week)

## INTENSIVE CZECH COURSES

Intensive language courses of all levels are offered during the academic year in both semesters. The semester Czech language courses are offered by the Department of Czech for Foreigners at the Faculty of Arts or another course offered by MU Language Centre. More information [here](#).

## TRANSCRIPT ISSUANCE

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**Semester 1:** after examination period

**Semester 2:** after examination period

**Full Year:** after the second examination period

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Procedure each student should follow in order to ensure timely processing of transcripts: Masaryk University has an electronic system of registration of courses whereby transcripts are issued upon teachers' filling in the grades for the courses they taught. Each student can access his or her authenticated study agenda and check the state of the grade completion, i.e. see what grades are missing and contact the teacher concerned to load the grade in the system. The student should make sure that he/she has cleared all financial arrangements with the host institution in order for the academic transcript to be sent to home university. The student should also make sure that results have been registered before returning home.

## ABOUT MASARYK UNIVERSITY

**Location:** Brno, Czech Republic, [www.bрно.cz](http://www.bрно.cz)

**City population:** 380,000 inhabitants (approx. 20% students)

**Student population:** Masaryk University – 32,000 (the City of Brno student population – 70,000)

# ESTIMATED EXPENSES

Students are responsible for all of their personal expenses including fees not required of all participants (e. g. computer, language, and science lab fees), books, local transportation, entertainment, etc. (it varies according to the conditions of particular partner institution agreement). The amount below is provided as a guide; the actual amount needed will vary depending on courses and personal habits.

Your personal expenses per month are estimated at: 200–250 EUR (accommodation excluded).

## Average monthly expenses:

|   |  |
|---|--|
| <b>On-campus housing:</b>                       | EUR 240/USD 260–EUR 390/USD 360                  |
| <b>Off-campus housing:</b>                      | EUR 240/USD 260–EUR 390/USD 360<br>(shared room) |
| <b>Food:</b>                                    | 150–200 EUR/160–216 USD                          |
| <b>Local Transportation:</b>                    | 10 EUR/12 USD                                    |
| <b>Personal (entertainment etc.):</b>           | 150–200 EUR/160–216 USD                          |
| <b>One time academic expenses (books etc.):</b> | 0–40 EUR/0–43 USD in total                       |

Exchange rates: CZK to EUR – 24–27 ([see current rate](#)); CZK to USD – 18–24 ([see current rate](#))

# USEFUL LINKS

## General Information on the CR

Czech Republic Tourism: [czechtourism.com](http://czechtourism.com)

Czech Republic Travel: [discoverczech.com](http://discoverczech.com)

Czech Republic website: [czech.cz](http://czech.cz)

European Travel Commission: [visiteurope.com](http://visiteurope.com)

Trains and Buses – you can switch it to English: [jizdnirady.idnes.cz/vlakyautobusy/spojeni](http://jizdnirady.idnes.cz/vlakyautobusy/spojeni)

Czech Weather Forecast: [www.chmi.cz](http://www.chmi.cz)

The Prague Post: [praguepost.com](http://praguepost.com)

Local time in the Czech Republic: [www.timeanddate.com/worldclock/czech-republic](http://www.timeanddate.com/worldclock/czech-republic)

Czech Republic at Wikipedia: [en.wikipedia.org/wiki/Czech\\_Republic](http://en.wikipedia.org/wiki/Czech_Republic)

## Czech and foreign authorities in the CR

Foreign Missions in the Czech Republic:

[www.mzv.cz/jnp/en/diplomatic\\_missions/foreign\\_missions\\_to\\_the\\_czech\\_republic](http://www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic)

Czech Embassies Abroad: [www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad)

## General information on Brno and its sites of interest or culture

Brno Philharmonic: [filharmonie-brno.cz/en](http://filharmonie-brno.cz/en)

Brno Transit website: [dpmb.cz](http://dpmb.cz)

Brno Public Transport timetables: [jizdnirady.idnes.cz/brno/spojeni](http://jizdnirady.idnes.cz/brno/spojeni)

Official Brno website: [www.brno.cz](http://www.brno.cz)

Brno Tourist Information Portal: [gotobrno.cz/en](http://gotobrno.cz/en)

BrnoPolis: [brnopolis.eu](http://brnopolis.eu)

Brno Expat Centre: [brnoexpatcentre.eu](http://brnoexpatcentre.eu)

Brno Touristic Centre: [ticbrno.cz/en](http://ticbrno.cz/en)

Moravian Museum: [mzm.cz/en](http://mzm.cz/en)

National Theatre Brno: [www.ndbrno.cz/en](http://www.ndbrno.cz/en)

Moravian Gallery: [moravska-galerie.cz](http://moravska-galerie.cz)

Brno ZOO: [zoobrno.cz/en](http://zoobrno.cz/en)

Villa Tugendhat: [tugendhat.eu/en](http://tugendhat.eu/en)

Moravian Library: [mzk.cz/en](http://mzk.cz/en)

American Corner – Info USA Brno: [mzk.cz/en/study-rooms/foreign-libraries/infousa](http://mzk.cz/en/study-rooms/foreign-libraries/infousa)

Brno at Wikipedia: [en.wikipedia.org/wiki/Brno](http://en.wikipedia.org/wiki/Brno)

## Other places

Accommodation: [www.continentalbrno.cz/en](http://www.continentalbrno.cz/en)

Špilberk Castle: [www.spilberk.cz/en](http://www.spilberk.cz/en)

Mendel's Museum: [www.mendelmuseum.muni.cz/en](http://www.mendelmuseum.muni.cz/en)

Museum of Roma Culture: [www.rommuz.cz/en](http://www.rommuz.cz/en)

Lednice–Valtice Cultural Landscape: [en.wikipedia.org/wiki/Lednice-Valtice\\_Cultural\\_Landscape](http://en.wikipedia.org/wiki/Lednice-Valtice_Cultural_Landscape)

Southern Moravia: [www.south-moravia.info](http://www.south-moravia.info)

## Information on the Local Host

Masaryk University official page: [www.muni.cz/en](http://www.muni.cz/en)

Centre for International Cooperation of MU: [czs.muni.cz/en](http://czs.muni.cz/en)

International Students Club at MU: [www.muni.cz/studenti/studentske-spolky](http://www.muni.cz/studenti/studentske-spolky)