

MASARYK UNIVERSITY

Information Sheet for Academic Year 2022–2023

For applying students from partner institutions
(except for Erasmus+ programmes)

Centre for International Cooperation

Komenského nám. 2, 602 00 Brno, Czech Republic

Phone: +420 54949 6804

E-mail: boucnik@czs.muni.cz

www.czs.muni.cz/en

APPLICATION PROCESS

The application form is available at <https://isois.ois.muni.cz/application> (opened from 1 March to 15 April for autumn semester and from 1 March to 1 October for spring semester).

HINT

Within the online application, choose ▶ Partner institution cycle ▶ choose Country ▶ choose Home university ▶ choose Home university + MU agreement ▶ fill out the application form

MU partner institution is required to send nomination of students within the given application period. Please see the **example** nomination table to be sent by email to boucnik@czs.muni.cz.

First name	Last name	Email address	Length of study	Major(s)	Level
John	Smith	example@example.cz	Autumn, Spring	Business	Bachelor's

All incoming international students to MU are required to fill out the **online application form**. The printed version of the online application form has to be **signed** by the home institution's outgoing students' coordinator and uploaded into the online application system. **No hard copies required.** Masaryk online application form includes an accommodation request, so students **do not need to apply for accommodation** at a dormitory separately. However, students will be informed later on about the accommodation booking deposit payment and room assignment steps (see the administration timeline below).

DOCUMENTS TO BE UPLOADED

Student exchange application must include the following:

- 1) Print-out of the MU online application (signed by the international office coordinator and by the exchange student)
- 2) Motivation letter to identify academic goals at Masaryk University
- 3) Copy of the photo page of the student's passport
- 4) Confirmation of English proficiency for non-native English speakers (language certificate or confirmation from home institution at B2 level). English native Speakers upload a blank document (MS Word file).
- 5) List of course choices at Masaryk University

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:

- 1) Exchange student fills out the MU online application. Its electronic version goes automatically to coordinator's and student's email. Another informative email goes to exchange agreement contact person at MU partner institution.
- 2) Partner institution coordinator either requests above mentioned documents to be provided to him/her by the student and the coordinator uploads them to the database (coordinator receives the link for upload after student fills out the on-line application). Or coordinator gives the responsibility to upload all documents to student (coordinator is given a link to delegate the upload steps after student fills out the online application).
- 3) No matter who uploads the documents to the database, Masaryk University has to find the application files upload completed by given deadlines.

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)

NOMINATION AND APPLICATION DEADLINES

Application deadlines	Autumn semester 2022 15 Apr 2022	Spring semester 2023 1 Oct 2022
Online course registration	Autumn semester Jul–Sep 2022 (online)	Spring semester Nov 2022–Feb 2023 (online)

MU CZS will send a login name and a password to students in order to register for courses online. Each MU faculty or school may have different time windows for course registration.

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).

Type of visa: Long-term visa for the purpose of studies
Validity: Up to 12 months
Mobility length: Semester exchange/two semester exchange

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 2022	Spring semester 2023
Official arrival date	4 Sep 2022	5 Feb 2023
No later arrival date than official arrival date is acceptable!		
Orientation week	4–11 Sep 2022	5–11 Feb 2023
Formal on-spot admission at MU (compulsory)	5 Sep 2022	6 Feb 2023
Classes begin	12 Sep 2022	13 Feb 2023
Classes end	16 Dec 2022	19 May 2023
Examination period	2 Jan–10 Feb 2023	22 May–30 Jun 2023
Exams may be set for earlier by individual agreement with teachers. See more specific schedules (e.g. course registration at different faculties) in the MU Information System .		
Vacation period	N/A	N/A

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

Due to local legislation, medical insurance for foreign nationals has to be arranged with one particular insurance company: [Pojišťovna VZP, a.s.](#) That means there is no other option regarding the provider of the insurance.

For further information, you can contact MU insurance partner at this email address: tf@eurovalley.cz.

Students will receive further details on the health travel insurance after acceptance at MU.

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.

- ▶ Minimal ECTS workload to keep MU student status: 20 ECTS/semester
- ▶ Regular ECTS workload to graduate in regular number of years: 30 ECTS/semester
- ▶ Students and their home-university coordinator are emailed the transcript of records by CZS MU. Additionally, the original is sent to the home-university coordinator.

CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

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Website: www.czs.muni.cz/en

Facebook: [@MasarykUniversity](https://www.facebook.com/MasarykUniversity)

Instagram: [@masaryk_university](https://www.instagram.com/masaryk_university)

Twitter: [@MasarykUni](https://twitter.com/MasarykUni)

ADMISSION TIMELINE / AUTUMN

BEFORE ARRIVAL

Date	Events/actions to be taken
Mar–15 April	<p>Students are being nominated by home university/programme. Students apply online.</p> <p>Online application requires:</p> <ol style="list-style-type: none">1) Application print-out2) Course choice3) Motivation letter4) Document proving student's B2 level in English (if non-native)5) Copy of the photo page of student's passport
Late Apr–May	<p>Students receive an acceptance letter by regular mail (and visa students also get documents for visa application).</p>
Late Jun	<p>Students receive information email on the Masaryk University's Information System and their login details, as well as how register courses online (IS Guideline).</p>
Jul	<p>Students receive information email about the Orientation Week.</p>
Late Jul	<p>Students will receive information email on how to book a room online via the ISKaM system, and how to pay for booking a room, Orientation Week, and the MU student ISIC card.</p>
Mid and late Aug	<p>Students receive email with on-arrival information and a welcoming letter from ESN MUNI Brno.</p>
Sep	<p>Students arrive to Brno (be in touch with buddy/tutor).</p>

AFTER ARRIVAL

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
After admission	Arrange all duties in a TO-DO LIST given at the admission.
Early Oct	Students can make changes in the courses choice online and register in seminar groups (IS Guideline).
Mid-Oct	Finalise the list of courses in the IS.
Mid-Sep–mid Dec	Teaching period (lectures, seminars, etc.).
Late Dec–mid-Feb	Examination period.
Late Dec–mid-Feb	Check-out with the MU Centre for International Cooperation.
Mid-Feb	Semester ends.

ADMISSION TIMELINE / SPRING

BEFORE ARRIVAL

Date	Events/actions to be taken
Mar–1 Oct	<p>Students are being nominated by home university/programme. Students apply online.</p> <p>Online application requires:</p> <ol style="list-style-type: none">1) Application print-out2) Course choice3) Motivation letter4) Document proving student's B2 level in English (if non-native)5) Copy of the photo page of student's passport
Oct–Nov	<p>Students receive an acceptance letter by regular mail (and visa students also get documents for visa application).</p>
Late Nov	<p>Students receive information email on the Masaryk University's Information System and their login details, as well as how register courses online (IS Guideline).</p>
Dec	<p>Students receive information email about the Orientation Week.</p>
Dec–Jan	<p>Students will receive information email on how to book a room online via the ISKaM system, and how to pay for booking a room, Orientation Week, and the MU student ISIC card.</p>
Jan	<p>Students receive email with on-arrival information and a welcoming letter from ESN MUNI Brno.</p>
Feb	<p>Students arrive to Brno (be in touch with buddy/tutor).</p>

AFTER ARRIVAL

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
After admission	Arrange all duties in a TO-DO LIST given at the admission.
Feb to Mid-Feb	Students can make changes in the courses choice online and register in seminar groups (IS Guideline).
Mid-Mar	Finalise the list of courses in the IS.
Mid-Feb–late May	Teaching period (lectures, seminars, etc.).
Late May–late Jun	Examination period.
May–late Jun	Check-out with the MU Centre for International Cooperation.
Late Jun	Semester ends.