

MASARYK UNIVERSITY

Information Sheet for Academic Year 2021–2022

Erasmus+ ICM

Centre for International Cooperation

Komenského nám. 2, 602 00 Brno, Czech Republic

Phone: +420 54949 3583

E-mail: info@czs.muni.cz

www.czs.muni.cz/en

APPLICATION PROCESS

The application form is available on <https://isois.ois.muni.cz/application>, opened from February 5th to March 30th (April 15th for nominations) and from July 1st to September 20th (October 1st for nominations).

H I N T – within the on-line application choose ▶ Erasmus+ ICM cycle ▶ choose Country
▶ choose Home university ▶ choose Home university + MU agreement
▶ fill out the application form

All incoming international students to MU are required to fill out the **on-line application form**. **No hard copies required.** Masaryk on-line 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). In case of sending nominations, partners will be sent an individual nomination link via e-mail. Home university coordinator enters the information of the applicant and they will need to complete it afterwards.

STUDENT EXCHANGE APPLICATION MUST INCLUDE (DOCUMENTS TO BE UPLOADED) :

- 1) A motivation letter to identify student's academic goals and personal motivation for MU
- 2) A copy of the photo page of the student's passport
- 3) A confirmation of English language skills for non-native English speakers (Language certificate or confirmation from home institution at B2 level). English native speakers upload a declaration.
- 4) Learning agreement stating a list of course choices at Masaryk University

LANGUAGE AND GPA REQUIREMENTS

A confirmation of English language skills at least B2 level (a language certificate or 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

STEPS TO BE TAKEN BY STUDENT AND BY COORDINATOR TO COMPLETE THE STUDENTS EXCHANGE APPLICATION :

Coordinator is given a link to the online application system. According to previous arrangements, it is either possible:

1) to allow students themselves to apply at the link:

<https://isois.ois.muni.cz/en/incoming-application/application/>

and then the selection process is done through the system.

a) Student fills out the MU online application and receive a confirmation e-mail once the application is closed and all the required documents are uploaded.

2) to have own internal university selection process and submit the nominations through individual links sent by the MU Erasmus+ ICM manager.

a) home university coordinator fills in the basic detail of the nominated student

b) the nominee will receive an e-mail asking for uploading further required details

c) the nominee will receive a confirmation e-mail after the successful closure of the application and uploading necessary documents.

NOTE : Application documents are not required to be sent by regular post nor by email.

NOMINATION AND APPLICATION DEADLINES

! Application deadlines:	Autumn semester 2021: March 30, 2021 (applications)
	Autumn semester 2021: April 15, 2021 (home university nomination)
	Spring semester 2022: September 15, 2021 (applications)
	Spring semester 2022: October 1, 2021 (home university nomination)
! Online course registration:	Autumn semester July–September 2021 (online)
	Spring semester – November 2021–February 2022 (online)

CZS MUNI will send a login name and a password to students in order to register for courses on-line. Each MU faculty/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 MU).

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 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 details.

ACADEMIC YEAR'S TIMETABLE

	Autumn Semester 2021	Spring Semester 2022
Official Arrival Date:	September 5, 2021	February 6, 2022
Orientation Week:	September 5–October 12 2021	February 6–13, 2021
Formal On-Spot Admission at MU:	September 6, 2021 (compulsory)	February 7, 2021 (compulsory)
Classes Begin:	September 13, 2020	February 14, 2021
Classes End:	December 17, 2021	May 20, 2021
Examination Period:	January 3, 2021– February 11, 2021	May 23–July 1, 2021
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](#).

INFORMATION ON INSURANCE

Masaryk University has an advantageous contract with a Czech insurance company **VZP Insurance**. Further information on this option can be found [here](#).

There are several other insurance companies offering travel health insurance, just make sure they meet the [criteria](#) of Czech Republic visa requirements. 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 regarding that.

Minimal ECTS workload to keep MU student status: 20 ECTS/semester.

- ▶ Regular ECTS workload in order to graduate in regular number of years: 30 ECTS/semester.
- ▶ Students are awarded by the Transcript of Records by CZS MU at the end of their study placement period. If the document is still incomplete, CZS will mail the document via regular mail to the student.

CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

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

Phone: +420 54949 3583

E-mail: info@czs.muni.cz

www.czs.muni.cz/en

FB: @MasarykUniversity

IG: @muni_international

TW: @MasarykUni

ADMISSION TIMELINE - AUTUMN

Date	Actions to be taken
March–April 15	Students are being nominated by home university/programme Students APPLY ONLINE
	Online application requires: 1) application print-out 2) course choice 3) motivation letter 4) document proving Student's English B2 level for non-native speakers 5) copy of the photo page of the student's passport
Late April–May	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
Late June	Students will receive information email on MU Information System and its login details
	Student will receive information email how to register courses online (IS Guideline)
July	Students will receive information email – Orientation Week
Late July	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card
	Students will receive information email on how to book a room online in ISKaM system
Mid-August	Students will receive information email – on-arrival information
Late August	Students will receive a Welcoming Letter from ESN MUNI Brno
Late September	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission
After Admission	Arrange all duties in TO-DO-LIST given at the admission
Early october	Make changes in courses choice in IS online, register in seminar groups IS Guideline
Mid-October	Finalise of a list of courses in IS
Early October to mid-January	Teaching period (lectures, seminars, etc.)
Mid-January to late February	Examination period
Late January to late February	Check-out with MUNI Centre for International Cooperation
Late February	End of semester

ADMISSION TIMELINE - SPRING

Date	Actions to be taken
March–October 1	Students are being nominated by home university/programme Students APPLY ONLINE
	Online application requires: <ol style="list-style-type: none"> 1) application print-out 2) course choice 3) motivation letter 4) document proving Student's English B2 level for non-native speakers 5) copy of the photo page of the student's passport
October–November	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
Late November	Students will receive information email on MU Information System and its login details
	Student will receive information email how to register courses online (IS Guideline)
December	Students will receive information email – Orientation Week
December–January	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card
	Students will receive information email on how to book a room online in ISKaM system
January	Students will receive information email with on-arrival information Students will receive a Welcoming Letter from ESN MUNI Brno
Late February	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission
After admission	Arrange all duties in TO-DO-LIST given at the admission
Early March	Make changes in courses choice in IS online, register in seminar groups IS Guideline
Mid-March	Finalise of a list of courses in IS
Early March to late May	Teaching period (lectures, seminars, etc.)
Late May–late June	Examination period
Late May–mid July	Check-out with MUNI Centre for International Cooperation
Mid-July	End of semester