

**MUNI**  
**CZS**

# IS guidelines for international students



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	1 -
LOG IN.....	2 -
IS MAIN PAGE .....	3 -
SYSTEM – CHANGE PASSWORD .....	4 -
AUTHENTICATION USING VIDEO CALL .....	5 -
MY MAIL .....	6 -
<b>COURSE REGISTRATION AND ENROLMENT.....</b>	<b>8 -</b>
<b>!!! FAQ: PROBLEMS THAT MIGHT OCCUR DURING THE REGISTRATION!!! .....</b>	<b>10 -</b>
<b>APPLICATION FOR THE EXCEPTION FOR REGISTRATION OF THE COURSE.....</b>	<b>11 -</b>
<b>SEMINAR GROUPS ENROLMENT .....</b>	<b>12 -</b>
<b>CANCELLATION OF REGISTRATION.....</b>	<b>13 -</b>
UPLOAD OF OFFICIAL PHOTOGRAPH .....	15 -
WHEN AM I EXCUSED?.....	16 -
CORONAVIRUS .....	17 -
NOTICEBOARD .....	19 -
PEOPLE .....	20 -
PERSONAL .....	21 -
STUDENT .....	22 -
TIMETABLE.....	23 -
COURSES .....	24 -
SCHOLARSHIP .....	25 -
EXAMINATION DATES & RESERVATIONS .....	26 -
GRADES & TYPES OF COMPLETION & ECTS CREDITS.....	27 -
HOMEWORK VAULTS .....	29 -
HELP .....	31 -
CONTACTS.....	32 -

# LOG IN

## Switch language into English



## Log in

Click on „[Log in](#)“, and type in your **personal ID** (učo – university student number) and **primary password** (sent to you by e-mail)

IS MU Login

---

Personal ID (učo) or user name

Primary password

Do you have problems logging in? [Log in](#)

# IS MAIN PAGE

IS main page (Left menu, Main menu, Right menu). To return to the main page, click on **Home**.

**MASARYK UNIVERSITY**

Information System

Mgr. Lucie Zimmermannová, učo 333022

Home

search the IS

<b>CALENDAR</b> My timetable	<b>TEACHER</b> My students Send mail Grades	<b>SUPERVISOR</b> My students Evaluation Lists
<b>PUBLICATIONS</b> My Publications Repository	<b>OFFICE FOR STUDIES</b> Batch selection Personal records Academic records Enrolment	<b>DOCUMENT OFFICE</b> Manage My documents
<b>SHOPPING CENTER</b> Shopping Center administration Renew orders	<b>STUDIES</b> Programmes and fields Timetable	<b>NOTICEBOARD</b> Invitations Advertisements

**MY APPLICATIONS**

- Academic records
- Smart cards and ID cards
- Term Calendars by Faculties System
- Certificate - Print
- Library-related obligations
  - My Mail
  - Teacher
  - Supervisor
  - Student
  - Courses
- Publications
- Studies

**Life at MU**

**Toptal Scholarships for Women**  
**Noticeboard: Centre for International C...**

Toptal will award five scholarships to aspiring female leaders in five global regions: Africa, the Americas, Asia, Europe, and Oceania. Each winner will receive (US)\$10,000 and a year of weekly one-on-one mentoring by a Toptal expert. For more information and to

Centre for International Coopera... [▼ more](#)

**Univerzita vybrala víno, se kte...**

Cuvée MUNI 100 vzniklo na základě loňského vítěze červeného cuvée President od Vinslekt Michlovský. K přípitkům bude sloužit šumivé víno Cuvée MUNI 100.

MU news portal, 23/11/2018 [▼ more](#)











**IS TIP**


# SYSTEM – CHANGE PASSWORD

Change of primary MU password (can be generated only by coordinators)







Change of secondary MU password (can be changed by the user)



Mgr. Lucie Zimmermanová, učo 333022



 Timetable Reservation	 Order	
 <b>SURVEYS</b>	 <b>MANAGERIAL DATA</b>	 <b>MEET PEOPLE</b> Graduates
 <b>MY MAIL</b> Settings Group email	 <b>TOOLS</b> Bookmarks Projects Printing from IS	 <b>EXTERNAL SERVICES</b> Owncloud G Suite Microsoft O365
 <b>SYSTEM</b> <b>Change password</b> News Suggestions for SO Settings		

Home 


MY APPLICATIONS

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Noticeboard: Centre for International C...  
Greetings from the University of British Columbia (UBC) Asia Pacific Regional Office!  
We are excited to invite your students to participate in the 2019 UBC Vancouver Summer Program (VSP). The VSP is a 4-week academic program where students will be studying 2  
  
Centre for International Coopera... 

Jiný pohled na smlouvu Práv...  
Martin Černý z katedry enviromentálních studií se stává kritický ke spolupráci fakulty s firmou, která investuje do fosilního průmyslu.  
  
MU news portal, 21/11/2019 

other posts...

Fewer applications 

## AUTHENTICATION USING VIDEO CALL

1. Use this link to get to the [authentication page](#).
2. Choose a version **online using video call**, and click on **verify using video call**.

In person at the rights manager	▼
Online using the portal eidentita.cz	▼
<b>Online using video call</b>	▲
In order to identify yourself, you will need a device with a camera and a microphone and a proof of identity (national ID card, passport). If possible, please use the integrated webcam on your laptop or an external camera connected to your desktop. The recording will be made available only to the staff of the Office for Studies.	
<a href="#">Verify using video call</a>	
By mail to the addressee only	▼

3. On the new page click on **start recording** and follow the given instructions.

Create a request for authentication using a video call

To start recording the video, click the Start recording button.  
Proceed further by following the instructions in the following steps.  
Prepare your national ID card.

[Start recording](#)

# MY MAIL

Your university e-mail **inbox**.

Your **e-mail address** contains your **login** [000000@mail.muni.cz](mailto:000000@mail.muni.cz)

The screenshot shows a university dashboard with a sidebar on the left and a main content area on the right. The sidebar contains the following items:

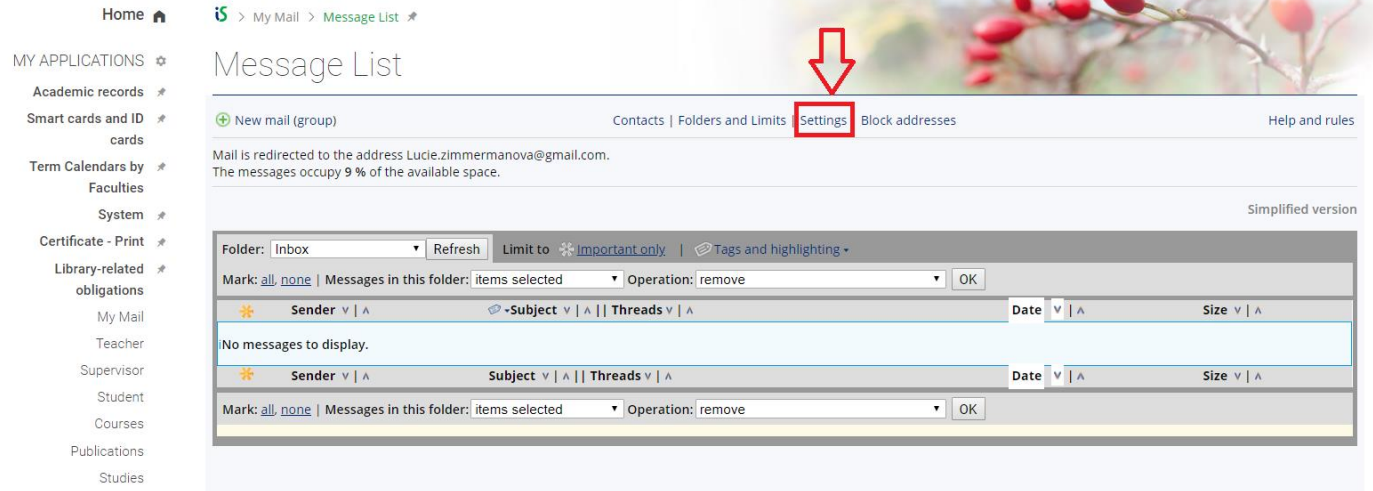
- Home
- MY APPLICATIONS
  - Academic records
  - Smart cards and ID cards
  - Term Calendars by Faculties
  - System
  - Certificate - Print
  - Library-related obligations
  - My Mail**
  - Teacher
  - Supervisor
  - Student
  - Courses
  - Publications
  - Studies

The main content area is divided into several sections:




- SURVEYS** (Bar chart icon)
- MANAGERIAL DATA** (Line graph icon)
- MEET PEOPLE** (Coffee cup icon) with sub-item: Graduates
- MY MAIL** (Envelope icon) with sub-items: Settings, Group email
- TOOLS** (Wrench icon) with sub-items: Bookmarks, Projects, Printing from IS
- EXTERNAL SERVICES** (Cloud icon) with sub-items: Owncloud, G Suite, Microsoft O365
- SYSTEM** (Gear icon) with sub-items: Change password, News, Suggestions for SO, Settings


Red annotations highlight the 'MY MAIL' option in the sidebar and the 'MY MAIL' section in the main content area. A red arrow points from the sidebar to the main content area, and the word 'OR' is written in red between them. Another red arrow points down from the 'My Mail' sidebar item.







**We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! (in Settings)**



The screenshot shows a web interface for 'My Mail' with a 'Message List' page. A red arrow points to the 'Settings' link in the top navigation bar. The interface includes a sidebar with navigation options, a main header with 'Message List', and a content area with a notification about email redirection and a message list table.

Home   > My Mail > Message List 

MY APPLICATIONS 




- Academic records 
- Smart cards and ID cards 
- Term Calendars by Faculties 
- System 
- Certificate - Print 
- Library-related obligations 
- My Mail
- Teacher
- Supervisor
- Student
- Courses
- Publications
- Studies

Message List
























[New mail \(group\)](#) [Contacts](#) | [Folders and Limits](#) **Settings** [Block addresses](#) [Help and rules](#)

Mail is redirected to the address Lucie.zimmermanova@gmail.com.  
The messages occupy 9 % of the available space.

Simplified version

Folder:  Refresh Limit to:  Important only |  Tags and highlighting 

Mark: [all](#), [none](#) | Messages in this folder: items selected | Operation: remove | OK

 Sender    	 -Subject        Threads 	Date    	Size    
No messages to display.			
 Sender    	Subject        Threads 	Date    	Size    

Mark: [all](#), [none](#) | Messages in this folder: items selected | Operation: remove | OK



# COURSE REGISTRATION AND ENROLMENT

1. Click on **Student** in the left menu.
2. Make sure you set up the right semester and faculty – in the top right corner of the screen.
3. Select **Start of Term**.
4. Click on **Course Registration and Enrolment** in the left column.

The screenshot displays the 'Student' interface of the Information System. The top right corner shows the user's name 'FSS D-MS4 MV [sem 8, roč 4]' and a dropdown menu for the semester, currently set to 'Autumn 2018'. The left sidebar contains a menu with 'Student' highlighted. The main content area features a navigation bar with 'START OF TERM' selected, and three main panels: 'Course Registration and Enrolment', 'Select seminar groups', and 'Requests'. The 'Course Registration and Enrolment' panel lists options like 'Stared courses', 'Courses enrolled in most often', 'Physical Education courses', and 'My operations history'.

1 Student

2 Autumn 2018

3 START OF TERM

4 Course Registration and Enrolment

5. Click on **Add courses by entering their codes.**

The screenshot shows a navigation menu with the following items:

- Student
- Courses
- Publications
- Studies

Under the 'Courses' section, there are three main categories:

- Add courses** (highlighted with a red box and a red arrow pointing down to the sub-item below):
  - FSS: template
  - **Add courses by entering their codes** (highlighted with a red box)
  - Add courses to repeat
  - Add starred courses
  - Prepare a registration batch (for the course hunt)
  - All faculties ▾
  - Registration rules
- Changes**
  - Cancel course registration/enrolment
  - Change type of completion
  - Change credit value
- Other**
  - Enrol in courses successfully registered for
  - Reprocess registration period
  - Enrolment in Seminar Groups
  - Course Catalogue
  - Browse templates of faculties
  - Courses enrolled in most often
  - Offer for students of all faculties
  - Tip: Study Planner

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

Select courses by entering their codes:

Faculty of Science

You can enter several codes separated by spaces. You can also enter part(s) of a code(s) followed by '%'.

7. Tick the chosen courses and save changes.

The figure to the right shows the number of students currently requesting enrolment / maximum number of students in the course; '-' means that there is no upper limit for student enrolment.

<input checked="" type="checkbox"/>	ESF:MPE_AMA2	<input type="checkbox"/> Macroeconomics 2	6/40
-------------------------------------	--------------	---	------

**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 enrol in while the ones with the check boxes selected are those that you wish to enrol in.

## !!! FAQ: PROBLEMS THAT MIGHT OCCUR DURING THE REGISTRATION!!!

- **abbreviation of the faculty is not available:** the **registration/enrolment period** of this faculty is **not running**. Check the [term calendar](#) to know when the periods of registration, enrolment and enrolment changes start (= periods in which you can register/enrol to courses).
- **entering the code, no course was found**
  - you chose the wrong faculty
  - you typed in a wrong code
  - the course is not offered in the selected term
- **After saving changes, it appears that registration of some course is “not possible”** and under the name of the course, one of the following announcements appears:
  - *offered to the study fields other than yours,*
  - *not meeting the prerequisites,*
  - *you cannot enrol in the course since there are no more vacancies in it.*

Courses currently registered for or enrolled in:

Course	Více informací	Enrolled	Requesting	Position
<a href="#">EE:PSA_005</a> Cognitive Psychology Tue 11:40–14:05 <a href="#">C21</a> The course is <i>offered to the study fields other than yours.</i> Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		not possible <a href="#">enrolment exception application</a>	k 5 credit(s) <a href="#">registration/enrollment cancellation</a>	103/ <b>Preference:</b> not given <b>Numbers:</b> 102/0/

In this case, you need to apply for an exception for registration of the course. Please, see next page (page 10) to find out how to do it.

You don't have to worry if this issue appears, most of exchange students experience it. Teachers are aware of this fact and they usually grant you the exception.

## APPLICATION FOR THE EXCEPTION FOR REGISTRATION OF THE COURSE

1. Click on **Student** in the left menu.
2. Select **Start of Term**.
3. Click on **Course Registration and Enrolment** in the left column.
4. Click on **Enrolment Exception Application**.

Courses currently registered for or enrolled in:


Course	<a href="#">Více informací</a> ▾	Enrolled	Requesting	Position
<a href="#">FF:PSA_005</a> Cognitive Psychology Tue 11:40–14:05 <a href="#">C21</a>		not possible <a href="#">enrollment exception application</a>	k 5 credit(s) <a href="#">registration/enrollment cancellation</a>	103/- <b>Preference:</b> not given <b>Numbers:</b> 102/0/
The course is <b>offered to the study fields other than yours.</b> Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník				

5. Write and send text (= the application for exception) to the teacher. Do not forget to mention the following:
  - **That you are an exchange student**
  - The name of your home university and country
  - Your field of study at your home university
  - In which year of study you are
  - How long are you going to study at MU, through which program (CESP, Erasmus, ISEP, bilateral agreement, ...)
  - **If the course was written and approved in your learning agreement**
  - Any relevant reasons and motivation, why you need/wish to attend the course

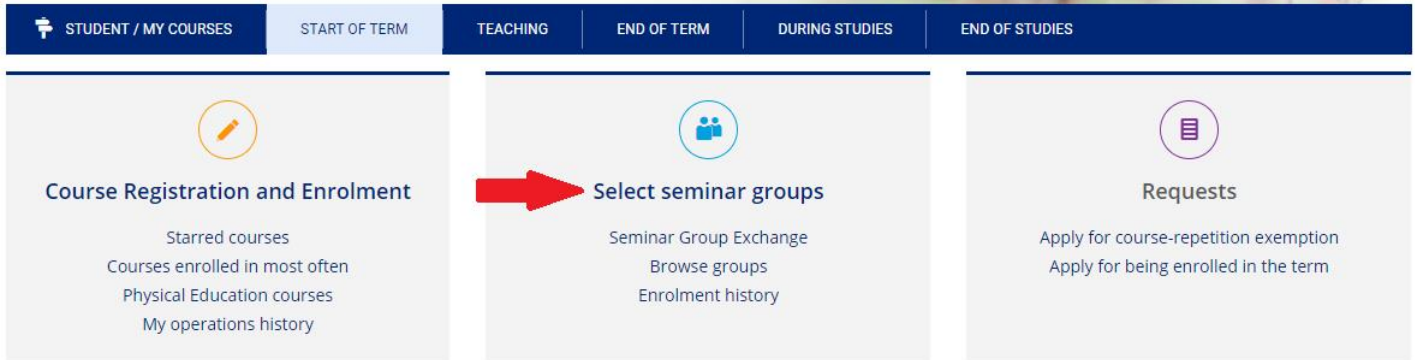
**The teacher then decides.** Either he grants you the exception and enrolls you, or not, and might write you an e-mail with explanation. In that case, you must choose another course.

## SEMINAR GROUPS ENROLMENT

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 you have not been enrolled to the course yet!

 > Student 

Student



The screenshot shows the Student portal interface. At the top, there is a navigation bar with the following tabs: STUDENT / MY COURSES (selected), START OF TERM, TEACHING, END OF TERM, DURING STUDIES, and END OF STUDIES. Below the navigation bar, there are three main content areas:

- Course Registration and Enrolment** (pencil icon):
  - Starred courses
  - Courses enrolled in most often
  - Physical Education courses
  - My operations history
- Select seminar groups** (people icon): A red arrow points to this option.
  - Seminar Group Exchange
  - Browse groups
  - Enrolment history
- Requests** (list icon):
  - Apply for course-repetition exemption
  - Apply for being enrolled in the term

1. Click on **Student** in the left menu.
2. Select **Start of Term**.
3. Click on **Select seminar groups** in the middle column.

# CANCELLATION OF REGISTRATION

The screenshot shows the UIS interface with the following elements highlighted:

- 1:** The 'Student' link in the left sidebar.
- 2:** The 'Autumn 2018' dropdown menu in the top right corner.
- 3:** The 'START OF TERM' tab in the top navigation bar.
- 4:** The 'Course Registration and Enrolment' link in the main content area.

1. Select **Registration/enrolment cancellation** in the middle column **Requesting** by the selected course.

Courses currently registered for or enrolled in:

Course	Further information ▾	Enrolled	Requesting	Position
ESF:BPV_EPSI Economic, Political and Social Identity in the European Union (for Czech studies)		no	zk - 6 credit(s) registration/enrolment cancellation	1/20 Preference: not given Numbers: 0/0/
<b>Total</b>		0 credit(s)	6 credit(s) [zk: 1] ?	

2. Tick the chosen course/s and click on **Cancel**.

	Course	Enrolled	Requesting	Position
<input checked="" type="checkbox"/>	ESF:BPV_EPSI Economic, Political and Social Identity in the European Union (for Czech studies)	no	zk 6 credit(s)	1/20 Preference: not given Numbers: 0/0/
	Time stamp	28. 11. 2018 09:11.07		
	Pre-Requisites	For up to 20 students.		
	Pre-Requisites	(! BPV_APSI ) && (! NOWANY ( BPV_APSI ))		
	Last request for enrolment or change of course completion type	28. 11. 2018 09:11, Lucie Zimmermanová		
Total		0 credit(s)	6 credit(s) [zk: 1] ?	
<input type="button" value="Cancel"/>	registration for or enrolment in the courses selected <a href="#">Back</a>			

# UPLOAD OF OFFICIAL PHOTOGRAPH

To upload an official photograph for your ISIC and IS system, please go to [this link](#) (outside the IS). The photo must meet all the requirements mentioned on the website. To upload a photograph, click on **select file**, and then click on **Save**. You must also upload a **photo of your passport** or ID. In case the photo cannot be accepted, the website will tell you why.

## Insert a new photo

Personal photo

Insert personal photo

File not selected

The photo must meet the following criteria:

- Image file format: JPEG (file extension **.jpg**)
- Orientation: portrait
- Background: white or light grey, plain, all one color and shade
- Framing: head show in full and centered, shoulders visible
- Framing: enough free space around the head (to create a standard crop)
- Headwear and glasses: without headwear (except for medical or religious reasons) and dark glasses
- Dimension: height - minimum 1.000 pixels and maximum 3.000 pixels
- Dimension: width - minimum 1.000 pixels and maximum 2.000 pixels

Place the crop box on the photo according to the following patterns:

- Head inside the ellipse;
- Maintain the same distances from the cutting edge.

Well composed photo composition examples (crop field settings):



Wrong composed composition examples:



Too small distance from the edge.

Too small distance from the edge. Ellipse inside the face.

Copy of the ID document (e.g. ID card, driving licence or passport)

Insert copy of your ID document

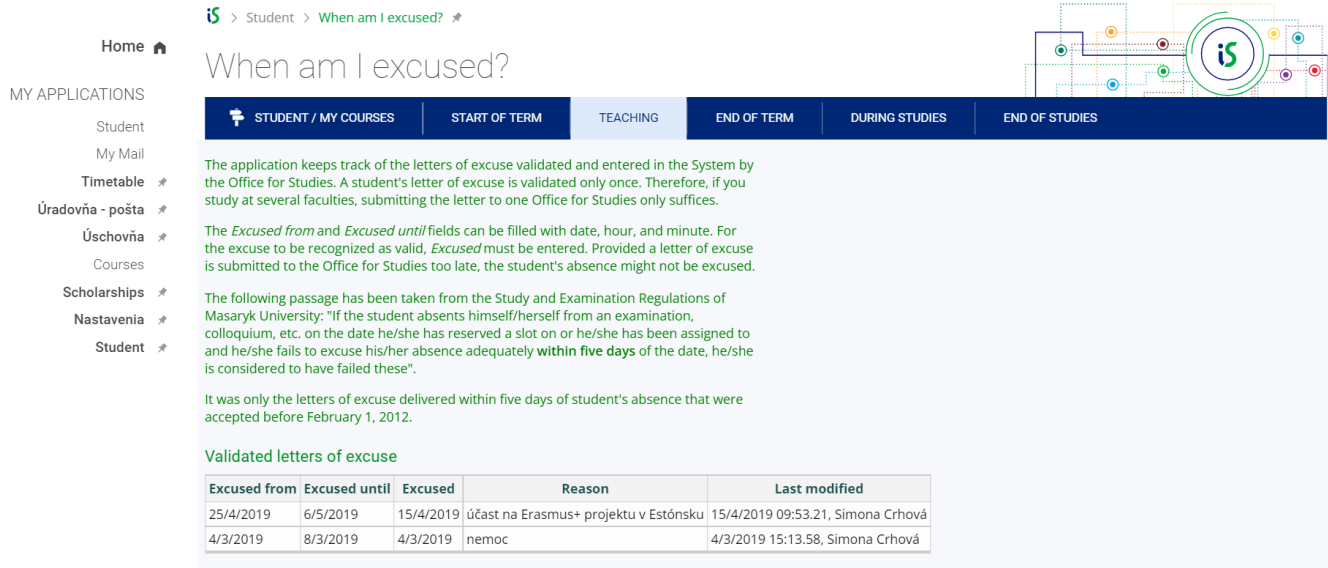
File not selected

A copy of the ID document will be only used to verify the uploaded photo and your identity. The provided copy will be deleted within 6 months of processing the photo.



# WHEN AM I EXCUSED?

To be excused from lectures and seminars with required presence, you need to send your letter of excuse to **your programme coordinator/ study administrator**. It must be stamped by your doctor or another relevant entity, depending on the reason of your absence. You can see when you are excused in: **Student – Teaching – When am I excused**.



is > Student > When am I excused? ↗

## When am I excused?

STUDENT / MY COURSES | START OF TERM | **TEACHING** | END OF TERM | DURING STUDIES | END OF STUDIES

The application keeps track of the letters of excuse validated and entered in the System by the Office for Studies. A student's letter of excuse is validated only once. Therefore, if you study at several faculties, submitting the letter to one Office for Studies only suffices.

The *Excused from* and *Excused until* fields can be filled with date, hour, and minute. For the excuse to be recognized as valid, *Excused* must be entered. Provided a letter of excuse is submitted to the Office for Studies too late, the student's absence might not be excused.

The following passage has been taken from the Study and Examination Regulations of Masaryk University: "If the student absents himself/herself from an examination, colloquium, etc. on the date he/she has reserved a slot on or he/she has been assigned to and he/she fails to excuse his/her absence adequately **within five days** of the date, he/she is considered to have failed these".

It was only the letters of excuse delivered within five days of student's absence that were accepted before February 1, 2012.

### Validated letters of excuse


Excused from	Excused until	Excused	Reason	Last modified
25/4/2019	6/5/2019	15/4/2019	účast na Erasmus+ projektu v Estónsku	15/4/2019 09:53.21, Simona Crhová
4/3/2019	8/3/2019	4/3/2019	nemoc	4/3/2019 15:13.58, Simona Crhová

# CORONAVIRUS

To upload your testing record, or record of a testing exception at MU, choose the application [Coronavirus](#).

1. Click on **Add another record**.


Traffic lights of MU


Home 


MY APPLICATIONS Traffic light explanation

Student


My Mail


Timetable 


Úradovňa - pošta 

Úschovňa 

Courses


Scholarships 

Nastavenia 

Student 

Registration is mandatory for students living in dormitories.

Test and Test Exemption Records

- + Enter a new test record
- + Add another record 

Records of Entries

Reporting a stay abroad


Reporting a stay abroad

## 2. Choose a type of record that you want to add and follow all the instructions given.

[iS](#) > [Coronavirus](#) > [COVID-19 Testing](#)

[Home](#)

# COVID-19 Testing



MY APPLICATIONS

- [Student](#)
- [My Mail](#)
- [Timetable](#)
- [Úradovňa - pošta](#)
- [Úschovňa](#)
- [Courses](#)
- [Scholarships](#)
- [Nastavenia](#)
- [Student](#)

### Add a New Entry

Testing	▼
Testing exemption: Contracted COVID-19 in the past 180 days	▼
Testing exemption: Confirmation of the second dose of a two-dose schedule	▼
Testing exemption: Vaccination of a single-dose vaccine schedule	▼

### Entries recorded










[Hide](#) [Show](#)

Testing	▼
Testing exemption: Contracted COVID-19 in the past 180 days	▼
Testing exemption: Confirmation of the second dose of a two-dose schedule	▼
Testing exemption: Vaccination of a single-dose vaccine schedule	▼

# NOTICEBOARD

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

















The screenshot shows a web application interface. On the left is a vertical sidebar with the following items: Home (with a house icon), MY APPLICATIONS, Academic records (with a star icon), Smart cards and ID cards (with a star icon), Term Calendars by Faculties (with a star icon), System (with a star icon), Certificate - Print (with a star icon), Library-related obligations (with a star icon), My Mail, Teacher, Supervisor, Student, Courses, Publications, and Studies. The main area contains a 3x3 grid of application tiles. The tiles are: CALENDAR (My timetable), TEACHER (My students, Send mail, Grades), SUPERVISOR (My students, Evaluation, Lists), PUBLICATIONS (My Publications, Repository), OFFICE FOR STUDIES (Batch selection, Personal records, Academic records, Enrolment), DOCUMENT OFFICE (Manage, My documents), SHOPPING CENTER (Shopping Center administration, Browse orders, My orders), STUDIES (Programmes and fields, Timetable), and NOTICEBOARD (Invitations, Advertisements). The NOTICEBOARD tile is highlighted with a red border. Below the grid is a blue downward-pointing arrow and the text 'More applications'.

 <b>CALENDAR</b> My timetable	 <b>TEACHER</b> My students Send mail Grades	 <b>SUPERVISOR</b> My students Evaluation Lists
 <b>PUBLICATIONS</b> My Publications Repository	 <b>OFFICE FOR STUDIES</b> Batch selection Personal records Academic records Enrolment	 <b>DOCUMENT OFFICE</b> Manage My documents
 <b>SHOPPING CENTER</b> Shopping Center administration Browse orders My orders	 <b>STUDIES</b> Programmes and fields Timetable	 <b>NOTICEBOARD</b> Invitations Advertisements

More applications

# PEOPLE

















Search for contact details and other information of all university students and staff in section **People** or in the search bar in the main menu.

<p>Home </p> <p>MY APPLICATIONS</p> <p>Academic records </p> <p>Smart cards and ID cards </p> <p>Term Calendars by Faculties </p> <p>System </p> <p>Certificate - Print </p> <p>Library-related obligations </p> <p>My Mail</p> <p>Teacher</p> <p>Supervisor</p> <p>Student</p> <p>Courses</p> <p>Publications</p> <p>Studies</p>	<p> <b>FILES</b></p> <p>Documents MU regulations File Depository</p>	<p> <b>E-LEARNING</b></p> <p>For teachers Drill Course-unrelated</p>	<p> <b>PEOPLE</b></p> <p>Personnel Groups Personal Section Contacts</p>
	<p> <b>TIMETABLE</b></p> <p>Timetable Reservation</p>	<p> <b>CARDS</b></p> <p>Order</p>	<p> <b>E-VOTE</b></p>
	<p> <b>SURVEYS</b></p>	<p> <b>MANAGERIAL DATA</b></p>	<p> <b>MEET PEOPLE</b></p> <p>Graduates</p>

# PERSONAL

You can edit your personal details here (e.g. telephone or contact address, in case you move). You should also edit this in your online application.

















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.

<p>Home </p> <p>MY APPLICATIONS</p> <ul style="list-style-type: none"><li>Academic records </li><li>Smart cards and ID cards </li><li>Term Calendars by Faculties </li><li>System </li><li>Certificate - Print </li><li>Library-related obligations </li><li>My Mail</li><li>Teacher</li><li>Supervisor</li><li>Student</li><li>Courses</li><li>Publications</li><li>Studies</li></ul>	<p> <b>FILES</b></p> <p>Documents MU regulations File Depository</p>	<p> <b>E-LEARNING</b></p> <p>For teachers Drill Course-unrelated</p>	<p> <b>PEOI</b></p> <p>Personnel Groups <b>Personal Section</b> Contacts</p>
	<p> <b>TIMETABLE</b></p> <p>Timetable Reservation</p>	<p> <b>CARDS</b></p> <p>Order</p>	<p> <b>E-VOTE</b></p>
	<p> <b>SURVEYS</b></p>	<p> <b>MANAGERIAL DATA</b></p>	<p> <b>MEET PEOPLE</b></p> <p>Graduates</p>

# STUDENT

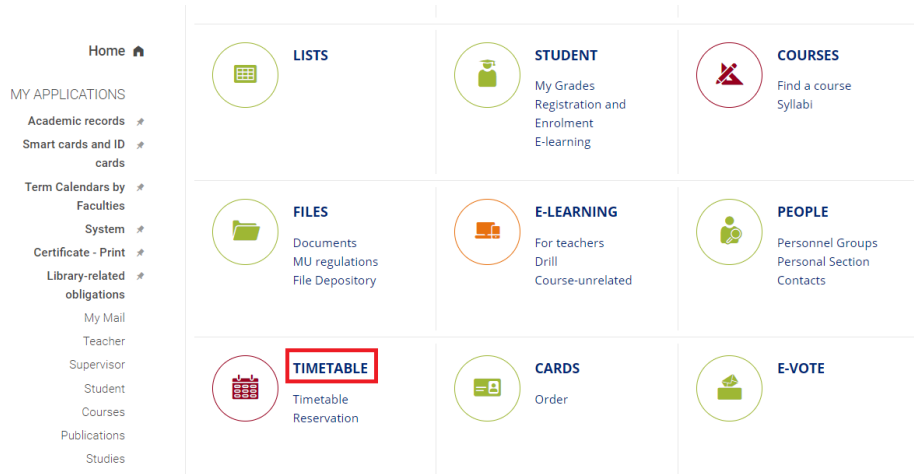
You can find here the following:

- **Registration and enrolment** in courses and seminar groups ( Detailed guidelines ➡ page 7 )
- **Examination** dates, obtained **grades** (teachers enter grades in the IS)
- **Study materials** (e-learning) (teachers place study materials, students can upload homework)

<p>Home </p> <p>MY APPLICATIONS</p> <p>Academic records </p> <p>Smart cards and ID </p> <p>cards</p> <p>Term Calendars by </p> <p>Faculties</p> <p>System </p> <p>Certificate - Print </p> <p>Library-related </p> <p>obligations</p> <p>My Mail</p> <p>Teacher</p> <p>Supervisor</p> <p><b>Student</b></p> <p>Courses</p> <p>Publications</p> <p>Studies</p>	<p> <b>LISTS</b></p>	<p> <b>STUDENT</b></p> <p>My Grades Registration and Enrolment E-learning</p>	<p> <b>COURSES</b></p> <p>Find a course Syllabi</p>
	<p> <b>FILES</b></p> <p>Documents MU regulations File Depository</p>	<p> <b>E-LEARNING</b></p> <p>For teachers Drill Course-unrelated</p>	<p> <b>PEOPLE</b></p> <p>Personnel Groups Personal Section Contacts</p>
	<p> <b>TIMETABLE</b></p> <p>Timetable Reservation</p>	<p> <b>CARDS</b></p> <p>Order</p>	<p> <b>E-VOTE</b></p>

# TIMETABLE

Click on section **Timetable** on the main menu and choose **My timetable**.  
Make sure you set up the right semester and faculty – in the top right corner of the screen.



You can see **timetables of courses** among detailed information after **clicking on course codes**.

Note – timetables will be **published** only at the beginning of every semester! [Term calendar by faculties](#) (detailed academic calendars of faculties).

Do not forget to enrol **seminar groups** too to see them in your timetable!



# COURSES

The image shows a navigation menu on the left and a grid of service tiles on the right. The navigation menu includes: Home, MY APPLICATIONS, Academic records, Smart cards and ID cards, Term Calendars by Faculties, System, Certificate - Print, Library-related obligations, My Mail, Teacher, Supervisor, Student, Courses (highlighted with a red box), Publications, and Studies. The grid of service tiles is as follows:

<b>LISTS</b>	<b>STUDENT</b> My Grades Registration and Enrolment E-learning	<b>COURSES</b> Find a course Syllabi
<b>FILES</b> Documents MU regulations File Depository	<b>E-LEARNING</b> For teachers Drill Course-unrelated	<b>PEOPLE</b> Personnel Groups Personal Section Contacts
<b>TIMETABLE</b> Timetable Reservation	<b>CARDS</b> Order	<b>E-VOTE</b>








**Browse faculty calendars** (to see when the registration/enrolment/exam periods begin and finish)

**Browse catalogue** (of all courses taught at MU)

Please note that here you can find **all courses** taught at MU with their **names translated** into English, although they might be **taught in Czech** or other languages.

To see **lists of courses taught in English** and any foreign languages, go to [the course catalogue for exchange students](#) or check the language of instruction in the course information.

# SCHOLARSHIP

- Home 
- MY APPLICATIONS
  - Academic records 
  - Smart cards and ID cards 
  - Term Calendars by Faculties 
  - System 
  - Certificate - Print 
  - Library-related obligations 
  - My Mail
  - Teacher
  - Supervisor
  - Student
  - Courses
  - Publications
  - Studies



## DISCUSSION GROUP

Blogs



## SCHOLARSHIPS



## ADMISSION PROCEDURES

Submit application  
Edit application



## LISTS



## STUDENT

My Grades  
Registration and  
Enrolment  
E-learning



## COURSES

Find a course  
Syllabi



## FILES

Documents  
MU regulations  
File Depository



## E-LEARNING

For teachers  
Drill  
Course-unrelated



## PEOPLE

Personnel Groups  
Personal Section  
Contacts

**Enter number of the account to which you want scholarship payments to be sent** (enter and then click on the button **Save!**)

**Application for the accommodation grant** – only Erasmus and degree students can apply for it once in every semester (in November and April, detailed information will be sent by coordinator by e-mail)

# EXAMINATION DATES & RESERVATIONS

1. Click on **Student** in the left or main menu.
2. Select **End of Term**.
3. Click on **Examination dates** in the middle column.

The screenshot displays the 'Student' portal interface. On the left, a vertical menu under 'MY APPLICATIONS' lists various options, with 'Student' highlighted by a red box and the number '1'. The main content area is titled 'Student' and features a horizontal navigation bar with five tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. The 'END OF TERM' tab is highlighted by a red box and the number '2'. Below the navigation bar, three main content panels are visible. The middle panel, titled 'Examination dates', is highlighted by a red box and the number '3'. This panel contains a calendar icon and the text 'Examination Date Exchange'. The other two panels are 'Grades obtained' and 'Course opinion polls'.

You can see there **Lists of courses and their series with upcoming examination dates** (as soon as they are published)

1. Click on **Attempt to reserve a slot** and choose the slot that suits you.
2. Click on **Details**, in case you later decide to cancel the slot and choose a different one instead.

# GRADES & TYPES OF COMPLETION & ECTS CREDITS

1. Click on **Student** in the left or main menu.
2. Select **End of Term**.
3. Click on **Grades obtained** in the left column.

The screenshot displays the 'Student' portal interface. On the left, a vertical menu lists 'MY APPLICATIONS' including 'Academic records', 'Smart cards and ID cards', 'Term Calendars by Faculties', 'System', 'Certificate - Print', 'Library-related obligations', 'My Mail', 'Teacher', 'Supervisor', 'Student', 'Courses', 'Publications', and 'Studies'. The 'Student' option is highlighted with a red box and a red '1'. The main content area is titled 'Student' and features a horizontal navigation bar with tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. The 'END OF TERM' tab is highlighted with a red box and a red '2'. Below the navigation bar, three main content cards are visible: 'Grades obtained' (with a red box and red '3'), 'Examination dates', and 'Course opinion polls'. The 'Grades obtained' card includes sub-links for 'Request to correct a passing grade' and 'Evaluate a Doctoral Student'.

Or you can click on **Recent events related to studies** in section student to see all grades recently obtained: (below)

MY APPLICATIONS

- Academic records ✎
- Smart cards and ID cards ✎
- Term Calendars by ✎
  - Faculties
  - System ✎
- Certificate - Print ✎
- Library-related obligations ✎
  - My Mail
  - Teacher
  - Supervisor
  - Student** 1
  - Courses
  - Publications
  - Studies

# Student

STUDENT / MY COURSES    START OF TERM    TEACHING    END OF TERM    DURING STUDIES    END OF STUDIES

is search the IS

## My courses

MVZ002 Doctoral Thesis I. ✓

Currently happening    Happening soon    **Recent events related to studies (12/2/2018 07:12)** 2

**February 2018**

Monday 12. 2.    07:12    Evaluation P  
MVZ002 Disertační práce I. doc. PhDr. Zdeněk Kříž, Ph.D., učo 37415

Teachers enter grades directly into your IS profile, when you fulfil course requirements or pass/ fail exams.

There are 3 types of grades and course completions used at Masaryk University:

- **A, B, C, D, E** (pass), or **F** (fail) – for courses with the type of completion „zk“ (zkouška – examination) or „kz“ (klasifikovaný zápočet – graded credit)
- **P** (pass/requirements fulfilled) or **N** (fail) – for courses with the type of completion „k“ (kolokvium – colloquium)
- **Z** (pass/requirements fulfilled) or **N** (fail) – for courses with the type of completion „z“ (zápočet – credit)

The **ECTS (European Credit Transfer System)** is used at Masaryk University.

# HOMWORK VAULTS

Homework vaults serve for uploading your papers to IS (so the teachers can evaluate them).

1. Click on **Student** in the left or main menu.
2. Select **Teaching**.
3. Click on **Study materials** in the left column.

The screenshot shows the 'Student' interface. On the left, a vertical menu lists 'MY APPLICATIONS' with various options. The 'Student' option is highlighted with a red box and a red number '1'. The main content area has a dark blue header with tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. The 'TEACHING' tab is highlighted with a red box and a red number '2'. Below the header, there are three main sections: 'E-learning', 'Notebooks', and 'Other'. The 'E-learning' section contains 'Study Materials' (highlighted with a red box and a red number '3'), 'ROPOT (Revision, Opinion Poll and Testing)', and 'Discussion groups - courses'. The 'Notebooks' section contains 'Information from notebooks' and 'Notebook score statistics'. The 'Other' section contains 'Timetable' and 'When am I excused?'.

At the section **Homework vaults you can access** you will see list of courses. Click on the link under the name of the course you need. Not all teachers use the homework vaults.

## Homework Vaults you can access

Teacher opens the Homework Vault to collect assignments.

- ESF:DXE\_EMTR Econometrics  
**Exam - 1.7.2011**
- ESF:DXV\_SLIT Study of literature  
**Odevzdávárny**

Domácí úkoly, sběr souborů.

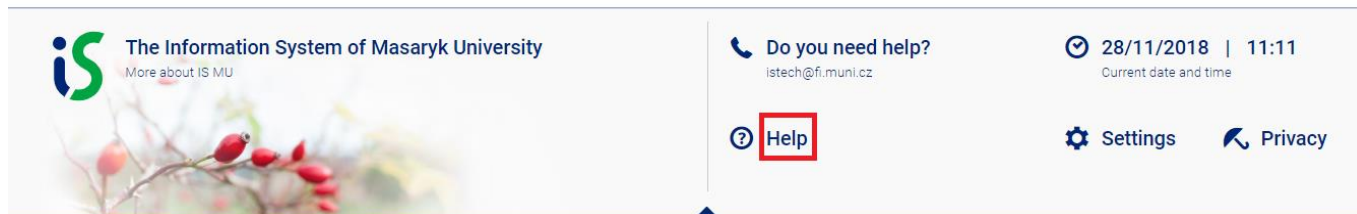
Click on the **upload icon** and upload the file.

✓	NAME	POSTED BY	UPLOADE...	RIGHTS
↑	Homework Vaults ode /2		11. 6. 2017	o
○	Stud_presentations stud_presentations /26	Kříž, Z.	25. 9. 2017	o
○	Students' essays students_essays /29	Kříž, Z.	5. 12. 2017	o

Fewer options

# HELP

Read guidelines and explanations of all IS functions. Scroll down the main page. Or contact the IS technicians at [it@muni.cz](mailto:it@muni.cz).



The screenshot shows the header of the Information System of Masaryk University. On the left, there is a logo with the letters 'is' in blue and green, followed by the text 'The Information System of Masaryk University' and 'More about IS MU'. On the right, there is a navigation area with a phone icon and the text 'Do you need help?' and 'istech@fi.muni.cz'. Below this is a question mark icon and the word 'Help', which is highlighted with a red rectangular box. To the right of the 'Help' link, there is a clock icon and the text '28/11/2018 | 11:11' with 'Current date and time' below it. At the bottom right of the navigation area, there are icons for 'Settings' (a gear) and 'Privacy' (a document with a slash).



# CONTACTS



## Centre for International Cooperation:

- For **Exchange** students – Erasmus+ (Europe)  
Kristýna Zemková ([zemkova@czs.muni.cz](mailto:zemkova@czs.muni.cz))
- For **Exchange** students – Erasmus ICM (out of Europe), ISEP, CESP, TESOL, Utrecht Network, MAUI, AEN, GFPS, bilateral agreements  
Martin Vašek ([vasek@czs.muni.cz](mailto:vasek@czs.muni.cz)) or the faculty contact below.

## MUNI International Offices at Faculties:

- For **Exchange** students– CEEPUS, freemovers, and holders of governmental scholarship
- For **Degree** students (including Erasmus Mundus degree students)

Faculty of Economics and Administration:	Jana Nesvadbová ( <a href="mailto:Jana.Nesvadbova@econ.muni.cz">Jana.Nesvadbova@econ.muni.cz</a> )
Faculty of Social Studies:	Dagmar Hábová ( <a href="mailto:habova@fss.muni.cz">habova@fss.muni.cz</a> )
Faculty of Arts:	Michaela Hrazdílková ( <a href="mailto:Michaela.Hrazdilkova@phil.muni.cz">Michaela.Hrazdilkova@phil.muni.cz</a> )
Faculty of Law:	Věra Redrupová ( <a href="mailto:Vera.Redrupova@law.muni.cz">Vera.Redrupova@law.muni.cz</a> )
Faculty of Education:	Radek Pospíšil ( <a href="mailto:pospisil@ped.muni.cz">pospisil@ped.muni.cz</a> )
Faculty of Sport Studies:	Andrea Kakulidu ( <a href="mailto:kakulidu@fsps.muni.cz">kakulidu@fsps.muni.cz</a> )
Faculty of Informatics:	Radka Brolíková ( <a href="mailto:brolikov@fi.muni.cz">brolikov@fi.muni.cz</a> )
Faculty of Science:	Kristýna Bajgarová ( <a href="mailto:bajgarova@sci.muni.cz">bajgarova@sci.muni.cz</a> )
Faculty of Pharmacy	Tereza Jůnová ( <a href="mailto:junovat@pharm.muni.cz">junovat@pharm.muni.cz</a> )
Faculty of Medicine:	Zuzana Pilátová ( <a href="mailto:zpilatova@med.muni.cz">zpilatova@med.muni.cz</a> ) – for exchange students Markéta Neckářová ( <a href="mailto:mneckar@med.muni.cz">mneckar@med.muni.cz</a> ) – for degree students