

MUNI
CZS

IS guidelines for international students



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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

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

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
Renew orders

STUDIES
Programmes and fields
Timetable

NOTICEBOARD
Invitations
Advertisements

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)

The screenshot shows a web dashboard interface. At the top right, there is a user profile for 'Mgr. Lucie Zimmermanová, učo 333022'. The main content area is a grid of application tiles:

- Timetable Reservation** (calendar icon)
- Order** (shopping cart icon)
- SURVEYS** (bar chart icon)
- MANAGERIAL DATA** (line graph icon)
- MEET PEOPLE** (coffee cup icon) with sub-link 'Graduates'
- MY MAIL** (envelope icon) with sub-links 'Settings' and 'Group email'
- TOOLS** (wrench icon) with sub-links 'Bookmarks', 'Projects', and 'Printing from IS'
- EXTERNAL SERVICES** (cloud icon) with sub-links 'Owncloud', 'G Suite', and 'Microsoft O365'
- SYSTEM** (gear icon) with sub-links 'Change password', 'News', 'Suggestions for SO', and 'Settings'. This tile is highlighted with a red box and a red arrow.

A sidebar on the left 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.

On the right side, there are two news items:

- Noticeboard: Centre for International C...** with a sub-link 'more'.
- Jiný pohled na smlouvu Práv...** with a sub-link 'more'.

At the bottom right, there is a link for 'MU news portal, 21/11/2018' and a 'Fewer applications' button.

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	▼
Online using video call	▲
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.	
Verify using video call	
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

The screenshot shows a university dashboard interface. On the left is a sidebar menu 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 (highlighted with a red box), Teacher, Supervisor, Student, Courses, Publications, and Studies. The main content area is a grid of six tiles: SURVEYS (with a bar chart icon), MANAGERIAL DATA (with a line graph icon), MEET PEOPLE (with a coffee cup icon and 'Graduates' text), MY MAIL (with an envelope icon, highlighted with a red box, and 'Settings' and 'Group email' text), TOOLS (with a wrench icon and 'Bookmarks', 'Projects', and 'Printing from IS' text), and EXTERNAL SERVICES (with a cloud icon and 'Owncloud', 'G Suite', and 'Microsoft O365' text). Below the grid is a SYSTEM tile (with a gear icon and 'Change password', 'News', 'Suggestions for SO', and 'Settings' text). A red 'OR' is placed between the sidebar and the grid, with a red arrow pointing from the 'OR' to the 'MY MAIL' tile in the grid and another red arrow pointing from the 'OR' to the 'My Mail' item in the sidebar. A blue triangle and a lock icon are visible in the bottom right corner of the dashboard.

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

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'. Red boxes and numbers 1 through 4 highlight the specific steps mentioned in the instructions.

Information System

Home > Student

MY APPLICATIONS

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

Student

FSS D-MS4 MV [sem 8, roč 4] **2** Autumn 2018

3

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

4

Course Registration and Enrolment

Starred courses
Courses enrolled in most often
Physical Education courses
My operations history

Select seminar groups

Seminar Group Exchange
Browse groups
Enrolment history

Requests

Apply for course-repetition exemption
Apply for being enrolled in the term

5. Click on **Add courses**

FF

Registration 2/1/2023 – 31/1/2023

Enrolment 1/2/... Changes 13/2/202...

Display the dates of other faculties ▾


Current term

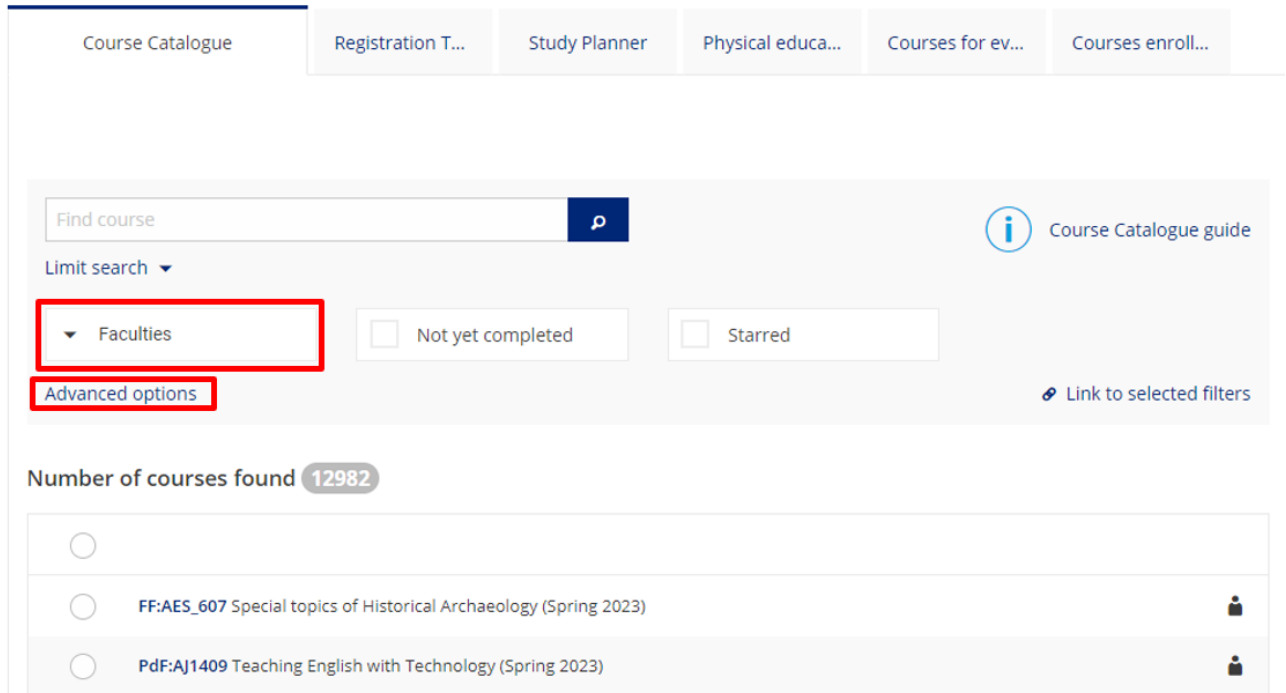
Change of my registration start date

You have no registered or enrolled courses in this term.

+
Add courses


6. Find your courses in a **course catalogue** by entering the **course code**, use a filter “faculties” and choose your faculty or in “advanced options” choose filter “teaching language” for subjects taught in English or other languages


 Add the course to the term Spring 2023



The screenshot shows the 'Course Catalogue' search interface. At the top, there are navigation tabs: 'Course Catalogue', 'Registration T...', 'Study Planner', 'Physical educa...', 'Courses for ev...', and 'Courses enroll...'. Below the tabs is a search bar with the text 'Find course' and a search icon. To the right of the search bar is a 'Course Catalogue guide' link with an information icon. Below the search bar is a 'Limit search' dropdown menu. The 'Faculties' option is highlighted with a red box. Below the 'Faculties' dropdown is an 'Advanced options' link, also highlighted with a red box. To the right of the 'Faculties' dropdown are two checkboxes: 'Not yet completed' and 'Starred'. To the right of the 'Advanced options' link is a 'Link to selected filters' link with a link icon. Below the search bar is a section titled 'Number of courses found' with a badge showing '12982'. Below this section is a list of courses, each with a radio button, a course code and title, and a user icon. The first course is 'FF: AES_607 Special topics of Historical Archaeology (Spring 2023)'. The second course is 'PdF: AJ1409 Teaching English with Technology (Spring 2023)'. The second course is highlighted with a light grey background.


Course Catalogue Registration T... Study Planner Physical educa... Courses for ev... Courses enroll...

Find course 



Course Catalogue guide 

Limit search ▼

▼ Faculties Not yet completed Starred

Advanced options  Link to selected filters

Number of courses found **12982**

<input type="radio"/>		
<input type="radio"/>	FF: AES_607 Special topics of Historical Archaeology (Spring 2023)	
<input type="radio"/>	PdF: AJ1409 Teaching English with Technology (Spring 2023)	

7. Choose a course you want to add and click on „Add selected course“

Courses in the selection 1 Add selected course x


Find course 🔍 Course Catalogue guide

Limit search ▼

▼ Faculties Not yet completed Starred

Advanced options 🔗 Link to selected filters

Number of courses found 12982

<input type="radio"/>		
<input checked="" type="radio"/>	FF:AEM_02 Evaluation of archaeological data (Spring 2023)	

8. Now you have the course prepared for registration
- Once the **registration** starts (9) you can click on **“Try to register or enroll in courses”** (10) to **register** for the course
 - Then you also must officially **enroll** in the course once the **enrollment** (11) starts by again clicking on **“Try to register or enroll in courses”** (10)

9

11

FF

Registration 2/1/2023 - 31/1/2023

Enrolment 1/2/...; Changes 13/2/202...

Display the dates of other faculties ▾

Current term

Change of my registration start date

COURSES

In preparation 1

Registered 0

Enrolled 0

Add courses

Prepared for Registration

AEM_02 Evaluation of archaeological data

k | 5 credit(s)

Total: Credits 5 | Type of Completion 1 k

10

Try to register or enroll in courses

Once the registration/enrolment period starts, you can register/enrol in your prepared courses with a single click.

!!! 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
FF:PSA_005 Cognitive Psychology Tue 11:40–14:05 C21 The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		<div style="border: 1px solid red; padding: 2px; display: inline-block;">not possible</div> enrolment exception application	k 5 credit(s) registration/enrollment cancellation	103/ Preference: not given Numbers: 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	Více informací ▾	Enrolled	Requesting	Position
FF:PSA_005 Cognitive Psychology Tue 11:40–14:05 C21		not possible enrollment exception application	k 5 credit(s) registration/enrollment cancellation	103/ Preference: not given Numbers: 102/0/
The course is offered to the study fields other than yours. 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

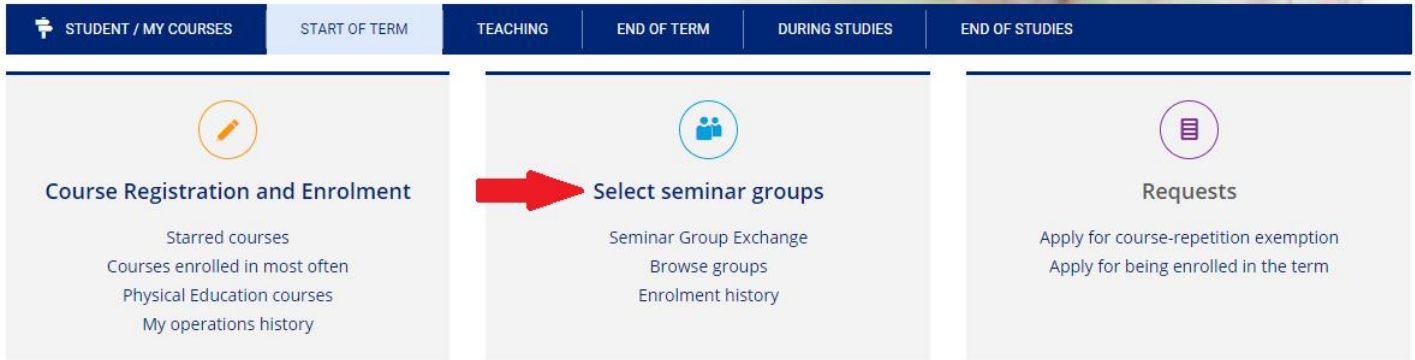
The teacher then decides. Either he grants you the exception and enrolls you, or not, and might write you an e-mail with explanation. In that case, you must choose another course.

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, highlighted with a red arrow):
 - 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/
Total		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 Back			

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)

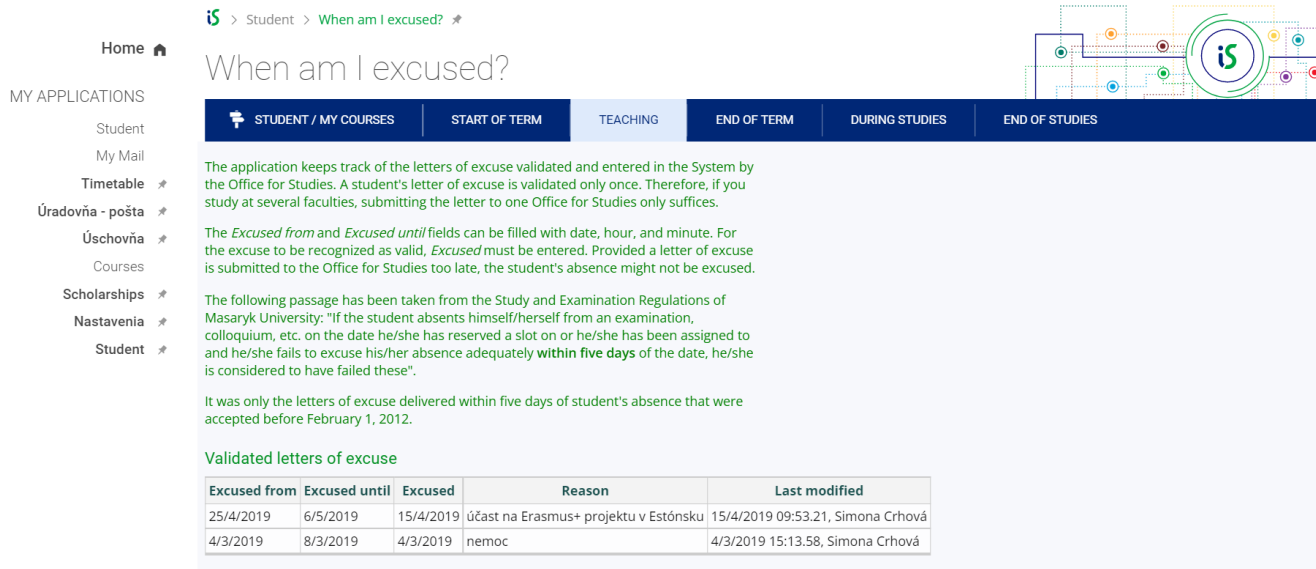
Insert copy of your ID document

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 a 'Home' link and a section titled 'MY APPLICATIONS' containing various menu items with external link icons. The main area is a grid of nine application tiles, each with an icon, a title, and a list of sub-items. The 'NOTICEBOARD' tile is highlighted with a red border. Below the grid is a 'More applications' link with a downward arrow.

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

 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	 NOTICEBOARD 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> FILES</p> <p>Documents MU regulations File Depository</p>	<p> E-LEARNING</p> <p>For teachers Drill Course-unrelated</p>	<p> PEOPLE</p> <p>Personnel Groups Personal Section Contacts</p>
	<p> TIMETABLE</p> <p>Timetable Reservation</p>	<p> CARDS</p> <p>Order</p>	<p> E-VOTE</p>
	<p> SURVEYS</p>	<p> MANAGERIAL DATA</p>	<p> MEET PEOPLE</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">Academic records Smart cards and ID cards Term Calendars by Faculties System Certificate - Print Library-related obligations My MailTeacherSupervisorStudentCoursesPublicationsStudies	<p> FILES</p> <p>Documents MU regulations File Depository</p>	<p> E-LEARNING</p> <p>For teachers Drill Course-unrelated</p>	<p> PEOI</p> <p>Personnel Groups Personal Section Contacts</p>
	<p> TIMETABLE</p> <p>Timetable Reservation</p>	<p> CARDS</p> <p>Order</p>	<p> E-VOTE</p>
	<p> SURVEYS</p>	<p> MANAGERIAL DATA</p>	<p> MEET PEOPLE</p> <p>Graduates</p>

STUDENT

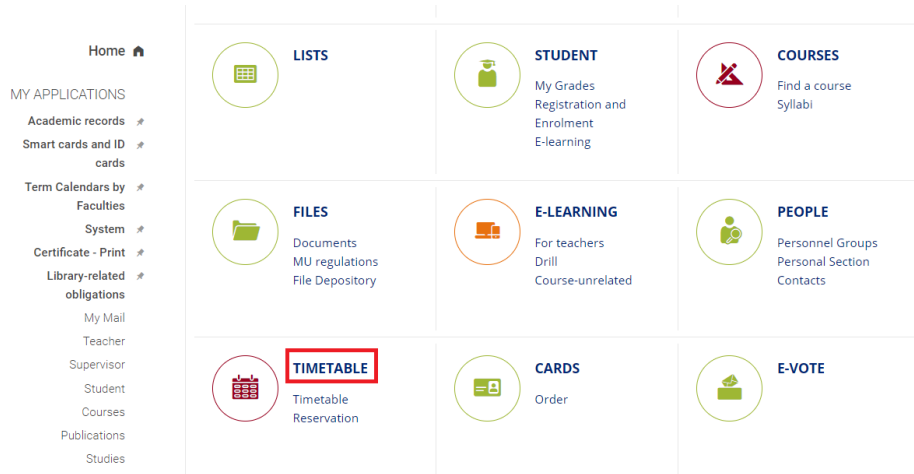
You can find here the following:

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

Home 

MY APPLICATIONS

- Academic records 
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- System 
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- Supervisor
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 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
 TIMETABLE Timetable Reservation	 CARDS Order	 E-VOTE








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
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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 lists various options, with 'Student' highlighted by a red box and labeled with a red '1'. The main content area features a dark blue 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 by a red box and labeled with a red '2'. Below this bar, three main content panels are visible. The middle panel, titled 'Examination dates', is highlighted by a red box and labeled with a red '3'. This panel includes 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.

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

2

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

3

Grades obtained

Request to correct a passing grade
Evaluate a Doctoral Student

Examination dates

Examination Date Exchange

Course opinion polls

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
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 - Student** 1
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 - Studies

Student

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

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 displays the 'Student' interface. On the left, a vertical menu under 'MY APPLICATIONS' includes 'Student' (highlighted with a red box and labeled '1'). The main content area has a top navigation bar with 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING' (highlighted with a red box and labeled '2'), 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. Below this, three main sections are visible: 'E-learning' (containing 'Study Materials' highlighted with a red box and labeled '3'), 'Notebooks', and 'Other'.

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.

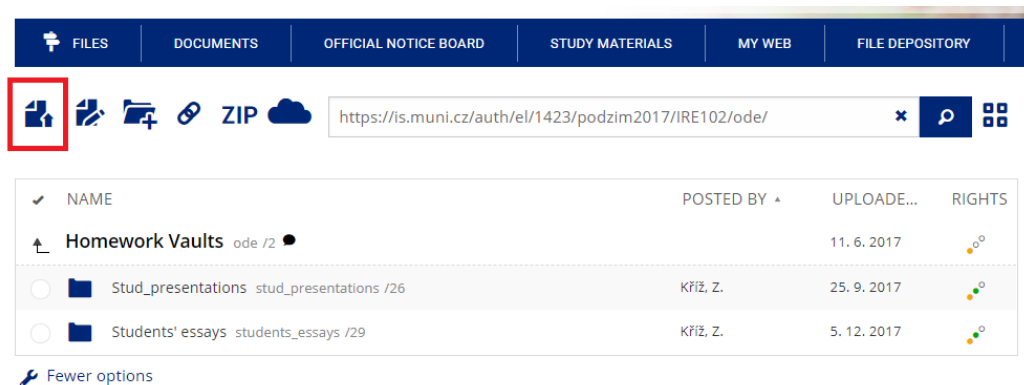
Homework Vaults you can access

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.



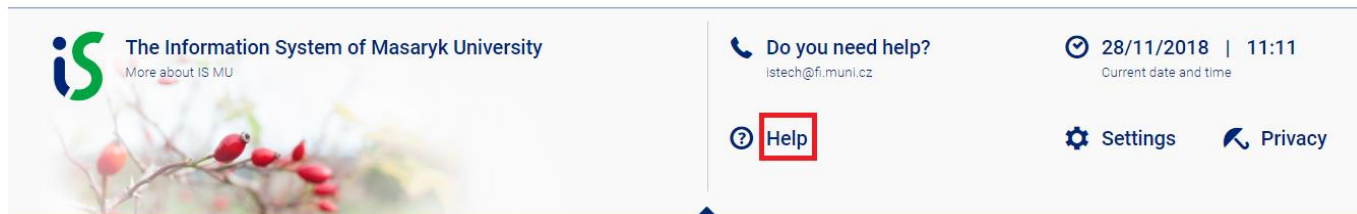
The screenshot shows a web interface for file management. At the top is a dark blue navigation bar with tabs: FILES, DOCUMENTS, OFFICIAL NOTICE BOARD, STUDY MATERIALS, MY WEB, and FILE DEPOSITORY. Below this is a toolbar with icons for home, edit, folder, link, ZIP, and cloud. The upload icon (a blue square with a white arrow) is highlighted with a red box. To the right of the toolbar is a search bar containing the URL: <https://is.muni.cz/auth/el/1423/podzim2017/IIRE102/ode/>. Below the toolbar is a table listing files and folders:

✓	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

Below the table is a link: [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.



The screenshot shows the top navigation bar 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 a smaller link 'More about IS MU'. On the right, there are several utility links: a phone icon with 'Do you need help?' and the email 'istech@fi.muni.cz'; a clock icon with the date '28/11/2018' and time '11:11' and the text 'Current date and time'; a gear icon for 'Settings'; and a shield icon for 'Privacy'. A red rectangular box highlights the 'Help' link, which consists of a question mark icon and the word 'Help'.

CONTACTS



Centre for International Cooperation:

- For **Exchange** students – Erasmus+ (Europe)
Kristýna Zemková (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) 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 (Jana.Nesvadbova@econ.muni.cz)
Faculty of Social Studies:	Dagmar Hábová (habova@fss.muni.cz)
Faculty of Arts:	Michaela Hrazdílková (Michaela.Hrazdilкова@phil.muni.cz)
Faculty of Law:	Věra Redrupová (Vera.Redrupova@law.muni.cz)
Faculty of Education:	Radek Pospíšil (pospasil@ped.muni.cz)
Faculty of Sport Studies:	Andrea Kakulidu (kakulidu@fsps.muni.cz)
Faculty of Informatics:	Radka Brolíková (brolikov@fi.muni.cz)
Faculty of Science:	Kristýna Bajgarová (bajgarova@sci.muni.cz)
Faculty of Pharmacy	Tereza Jůnová (junovat@pharm.muni.cz)
Faculty of Medicine:	Zuzana Pilátová (zpilatova@med.muni.cz) – for exchange students Markéta Neckářová (mneckar@med.muni.cz) – for degree students