

Information Sheet for Academic Year 2011–2012



Masaryk University

Office for International Studies

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<http://ois.muni.cz>

■ Institution: Masaryk University

Address: Office for International Studies • Komenského nám. 2 • 602 00 Brno • Czech Republic • Europe

General Web site: <http://www.muni.cz>

OIS Web site: <http://ois.muni.cz>

OIS Web site for Bilateral Agreement Students:

<http://czs.muni.cz/en/in/students/studies/xprogram-bilagreement>

■ Contact Details

	Name	Phone	Email Address
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<i>Other Important Contacts</i>	non-stop emergency mobile phone number: +420 777 128 339 (Martin Vasek)		ois@czs.muni.cz
<i>Fax:</i>	+420 54949 1113		
<i>Mailing Address:</i>	Responsible coordinator (see above) Office for International Studies Masaryk University Komenskeho nam. 2 602 00 Brno Czech Republic		

■ Application process

Application form is available on <https://isois.ois.muni.cz/application> (open from March 1st 2011 to May 15th 2011 for autumn semester 2011 and from July 1st to October 15th 2011 for the spring semester 2012).

All incoming international students are required to fill out the online application form. Printed version of online application form has to be signed by home institution outgoing students' coordinator and then sent to OIS (via email as a

scanned copy first to speed up the issue of documents for visa, then via regular post service).

Masaryk online application form includes accommodation request, so students do not need to apply for accommodation at dormitory separately. However, students will be informed later on about the accommodation booking deposit payment and room selection.

Exchange applications must include:

- A print-out of MU online application dully signed by a student as well as home university international office representative.
- Original official academic transcript showing all previous university studies and grades received
- A copy of the photo page of student's passport
- A confirmation of English language skills (language certificate or confirmation from home institution)
- A list of courses choices

Please note that the originals of the application including all documents mentioned above have to be sent via email as a scanned copy first, and then via regular post to OIS mailing address (see above).

Application Deadlines	Autumn semester 2011 – May 15th, 2011 Spring semester 2012 – October 15th, 2011
Deadlines apply to the dates when a scanned copy of the student's application reaches OIS MU.	
Courses registration	Autumn semester – July - September 2011 (online) Spring semester – November 2011- January 2012 (online)
OIS MU will send a login name and a password to the students in order to register for courses online. Each faculty/school has different time windows for course registration.	

	Autumn semester 2011	Spring semester 2012
<i>Official Arrival Date:</i>	September 10-11, 2011	February 11-12, 2012
<i>Orientation week</i>	September 12-18, 2011	February 13-19
<i>Formal Registration at MU</i>	during the orientation week	during the orientation week
<i>Classes Begins</i>	September 19, 2011	February 20, 2011
<i>Classes Ends</i>	December 16, 2011	May 18, 2011
<i>Examination Period</i>	January 2- February 10, 2012	May 21- June 29, 2012
	Exams may be set for earlier, for the autumn semester before Christmas 2011. For the spring semester 2012 within the first week of examination period	
<i>Vacation Period</i>	N/A	July – August 2012

<i>Courses in other languages then Czech available to exchange students</i>	http://czs.muni.cz/en/in/students/studies/cofi
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■ Visa Requirements:

The regulations for obtaining visas change from time to time. In addition, embassies in individual countries are given a certain leeway in applying them. Student from non-EU countries are required to apply for student visa. As processing of visa takes several months, usually up to 2 months, it is highly advisable to apply for it immediately (Students will receive written confirmation about their official acceptance and confirmation of their accommodation at Masaryk halls of residence).

All students coming on visa are required to purchase a health travel insurance plan which complies with Czech Republic visa requirements. Student 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.

<i>Is a Student visa required in the Czech republic?</i>	Student from non-EU countries are required to apply for student visa and be in the possession of visa at time when entering Czech Republic. Visa sticker can not be picked up after the arrival to the Czech Republic.
<i>Is Special health travel insurance plan required?</i>	Yes, for visa applicants (see above)
<i>Visa information web pages</i>	List of mission of the Czech Republic abroad

■ Travel Information

Before leaving home, advise your host institution coordinator of the exact date and time of your arrival (see Official arrival date above). Brno has an excellent public transport system that serves the city and its surroundings. Directions and map locations of university buildings are available at <http://czs.muni.cz/en/in/practicalities/brno-cr/travelling>. Reception desk at MU Halls of residence is open non-stop for students to check-in to MU residence halls.

■ Description of Orientation week program

When the student arrives in Brno he/she will be given a packet with an orientation week program and information material about Masaryk University, Brno and the Czech Republic. The International Student Club will arrange for a Czech student to wait for a foreign student at the place of his/her arrival in Brno. In addition to arrangements for registering for courses and obtaining all the various official documents, a typical orientation week includes tours of the university and its facilities, lectures on Czech culture and Czech society and on the Czech university system, a Czech intensive introductory course, a welcoming party with Masaryk University teachers and students, a tour of Brno, visits to Brno museums and theatres, and a day-long excursion in the environs of the city. There is a fee for participation in Orientation week (app. 37 EUR/55 USD). Students are supposed to pay for the Orientation week online (they will be given the information from MU coordinator app. 2 months before beginning of semester).

More information is available at

<http://czs.muni.cz/en/in/students/studies/xprogram-bilagreement>

■ Intensive Language Courses during sessions

Intensive language courses are offered during the academic year in both semesters.

Dates of sessions: throughout each semester

Level of instruction offered: all levels

Additional information regarding language course: The semester Czech language courses are offered by the Department of Czech for foreigners at the Faculty of Arts. For more information about the department see <http://czs.muni.cz/en/in/students/studies/xprogram-bilagreement>.

<i>Type of Language Instruction Offered</i>	Czech language courses at the Division of Czech for Foreigners; cost approx. 70EUR/100 USD per semester
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■ Accommodation

Type of housing provided: double-rooms with ensuite bathroom and mini-kitchenette (fridge, sink and double hotplate). A refundable housing deposit of an equal to the amount of a monthly rent (130 EUR, 190 USD), paid partly online before students' departure to Brno in order to secure a bed at MU halls of residence (students will be informed via email two months in advance), partly as a security deposit paid within 10 days after arrival to Brno.

Number of students sharing room or apartment: 2

Number of students sharing bathroom facilities: 2

The following services are provided:

Bed linens, laundry facilities, blankets.

■ Academic Notes

Your home institution sets the policy regarding the award of credit for coursework completed at Masaryk University. You are responsible for knowing your home institution's policies and procedures regarding this matter.

Academic information useful to participants: Masaryk University subscribes to the system of ECTS - European Credit Transfer System.

Medical Requirements/ Health Services:

Medical Insurance is covered by student (see above Visa requirements).

■ Transcript Issuance

Semester 1: after exam period

Semester 2: after exam period

Full Year: after the second exam period

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

■ Estimated Expenses:

Students are responsible for all of your personal expenses including: fees not required of all participants (e.g. computer, language and science lab fees), books, local transportation, entertainment, etc. (It varies according to conditions of particular bilateral agreements). The amount below is provided as a guide; the actual amount needed will vary depending on courses and personal habits. Your personal expenses per month are estimated at: 150-200 EUR/ 200-250 USD.

<i>Estimated Costs of Housing (per month)</i>	
<i>On-Campus Housing:</i>	On-campus housing – 130 EUR/ 190 USD
<i>Off-Campus Housing:</i>	Off-campus housing – 160 EUR/ 250 USD
<i>Food (per month)</i>	150-200 EUR/ 230-280 USD

<i>Local Transportation (per month)</i>	20 EUR/ 30 USD
<i>Academic (books etc.)</i>	40 EUR/ 55 USD
<i>Personal (entertainment etc.)</i>	150-200 EUR/ 230-280 USD (per month)

■ University Facts:

<i>Location</i>	Brno, Czech Republic, www.brno.cz
<i>City population</i>	400,000
<i>Student population</i>	Masaryk University – 42,000 (the City of Brno – total: 95,000)
<i>Number of students from overseas</i>	Masaryk University; non-Czech – around 4,500

For further information concerning Brno and the Czech Republic, please look at some of the following links:

General Information on the CR:

- Czech Republic Tourism – www.czechtourism.com
- Czech Republic Travel – www.discoverczech.com
- Czech Republic website – www.czech.cz
- European Travel Commission – www.visiteurope.com/home.aspx
- Trains and Buses - <http://jizdnirady.idnes.cz/vlakyaubusy/spojeni>
- Czech Weather Forecast - www.chmi.cz/indexe.html
- The Prague Post - www.praguepost.com
- Local time in the Czech Republic - www.timeanddate.com/worldclock/city.html?n=204
- Czech Republic at Wikipedia - http://en.wikipedia.org/wiki/Czech_Republic

Czech and foreign authorities in the CR:

- Foreign Missions in the Czech Republic <http://www.mzv.cz>
- Czech Embassies Abroad - <http://www.mzv.cz>

General information on Brno and its sites of interest or culture

- Brno Philharmonic – www.sfb.cz
- Brno Transit website – www.dpmb.cz
- Official Brno website – www.brno.cz
- Brno website – www.brno.me
- BrnoPolis – www.brnopolis.eu
- Brno Expat Centre - <http://www.brnoexpatcentre.eu>
- Brno Cultural Centre – www.kultura-brno.cz
- Brno Touristic Centre – www.ticbrno.cz
- Daily Guide to Brno for smart people – <http://brnonow.com>

■ How to get to Brno?

It is easy way to get to Brno from Prague's International Airport (Praha Ruzyně) or from Vienna International Airport is by taking the Student Agency bus. Tickets are available in Student Agency ticket office at Prague's International Airport, Terminal 1 or at the bus driver on Vienna connection or online at <http://www.studentagency.eu>.

A general website about the transport connection within the Czech Republic is accessible at www.idos.cz. Find there information about all connections which go from Prague to Brno.

There are also many train connections from Prague Main Railway station directly to Brno Main Railway Station. In addition, there are also couch lines from Prague

- Moravian Museum – www.mzm.cz/Default-en.htm
- National Theatre Brno – www.ndbrno.cz/en
- Moravian Gallery - www.moravska-galerie.cz/en
- Moravian Museum - www.mzm.cz/Default-en.htm
- Brno ZOO - www.zoobrno.cz/en
- Villa Tugendhat - www.tugendhat-villa.cz
- Virtual Brno (online tours) – www.south-moravia.info/virtual-tours/?id=255
- American Corner - Info USA Brno - www.mzk.cz/eng/studovny/americka/index.php
- Brno at Wikipedia - <http://en.wikipedia.org/wiki/Brno>

Other places

- Accommodation www.continentalbrno.cz
- Špilberk Castle www.spilberk.cz/?lang=en
- Mendel's Museum <http://www.mendelmuseum.muni.cz/en>
- Museum of Roma Culture <http://www.rommuz.cz/index.php?lang=en>
- Lednice–Valtice Cultural Landscape http://en.wikipedia.org/wiki/Lednice%E2%80%93Valtice_Cultural_Landscape

Information on the Local Host:

- Masaryk University official page - www.muni.cz
- Office for International Studies of MU - <http://ois.muni.cz>
- International Students Club at MU - <http://isc.muni.cz>

Bus Main Station Florenc terminal to Brno (see www.idos.cz). The only hitch could be travelling from the airport to those stations and terminals within Prague. In this regard I recommend you taking a cab.