

**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**

search the IS

**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

**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 výběru červeného cuvée President od Vinselkt 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 user dashboard with a top navigation bar containing a home icon, a star icon, and the text 'CS'. On the right side of the top bar, it displays 'Mgr. Lucie Zimmermanová, učo 333022' and a user profile icon. The main content area is a grid of application tiles. The 'SYSTEM' tile, located in the bottom-left quadrant, is highlighted with a red box and a red arrow pointing to it. This tile contains the text 'SYSTEM', 'Change password', 'News', 'Suggestions for SO', and 'Settings'. To the left of the main grid is a vertical sidebar with a 'Home' icon and a section titled 'MY APPLICATIONS' containing a list of links: 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 of the dashboard, there are two news items: 'Noticeboard: Centre for International C...' and 'Jiný pohled na smlouvu Práv...', each with a 'more' link. At the bottom right, there is a 'Fewer applications' link.

## 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 a 'Home' link and a 'MY APPLICATIONS' section with various links. The 'My Mail' link in the sidebar is highlighted with a red box. A red arrow points from the 'MY MAIL' link in the sidebar to the 'MY MAIL' link in the main content area. Another red arrow points from the 'MY MAIL' link in the main content area to the 'MY MAIL' link in the sidebar. The main content area is divided into several sections: 'SURVEYS', 'MANAGERIAL DATA', 'MEET PEOPLE', 'MY MAIL', 'TOOLS', 'EXTERNAL SERVICES', and 'SYSTEM'. The 'MY MAIL' section is highlighted with a red box and contains links for 'Settings' and 'Group email'. The 'MEET PEOPLE' section contains a link for 'Graduates'. The 'EXTERNAL SERVICES' section contains links for 'Owncloud', 'G Suite', and 'Microsoft O365'. The 'SYSTEM' section contains links for 'Change password', 'News', 'Suggestions for SO', and 'Settings'. A red 'OR' is placed between the two arrows.

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

**SURVEYS**

**MANAGERIAL DATA**

**MEET PEOPLE**  
Graduates

**MY MAIL**  
Settings  
Group email

**TOOLS**  
Bookmarks  
Projects  
Printing from IS

**EXTERNAL SERVICES**  
Owncloud  
G Suite  
Microsoft O365

**SYSTEM**  
Change password  
News  
Suggestions for SO  
Settings

**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

## 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     A	Subject     A     Threads     A	Date     A	Size     A
No messages to display.			
Sender     A	Subject     A     Threads     A	Date     A	Size     A

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 Information System interface. The top left corner features the 'M INFORMATION SYSTEM' logo. The top right corner shows the user's session information: 'FSS D-MS4 MV [sem 8, roč 4]' and a dropdown menu for the semester, currently set to 'Autumn 2018'. The main navigation bar includes 'Home', 'Student', and a breadcrumb trail 'Student'. The left sidebar lists 'MY APPLICATIONS' with categories like 'Academic records', 'Smart cards and ID cards', 'Term Calendars by Faculties', 'System', 'Certificate - Print', and 'Library-related obligations'. 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'. Below this, there are three main panels. The first panel, 'Course Registration and Enrolment', contains links for 'Starred courses', 'Courses enrolled in most often', 'Physical Education courses', and 'My operations history'. The second panel, 'Select seminar groups', contains links for 'Seminar Group Exchange', 'Browse groups', and 'Enrolment history'. The third panel, 'Requests', contains links for 'Apply for course-repetition exemption' and 'Apply for being enrolled in the term'. Red boxes and numbers 1 through 4 highlight the 'Student' link in the sidebar, the 'Autumn 2018' dropdown, the 'START OF TERM' tab, and the 'Course Registration and Enrolment' panel, respectively.

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**.

The screenshot shows a form titled "Select courses by entering their codes:". It features a pull-down menu with "Faculty of Science" selected. To the right of the menu is an empty text input field. A red box highlights the "Specify" button. Below the form, there is a red instruction: "You can enter several codes separated by spaces. You can also enter part(s) of a code(s) followed by '%'.", with a red arrow pointing to the text input field.

7. Tick the chosen courses and save changes.

The screenshot shows a table with the following data:

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

Below the table, there is a red instruction: "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." A red box highlights the "Save changes" button. To the right of the button is a "Back" link.

## !!! 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 <b>offered to the study fields other than yours.</b> Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník		<b>not possible</b> <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

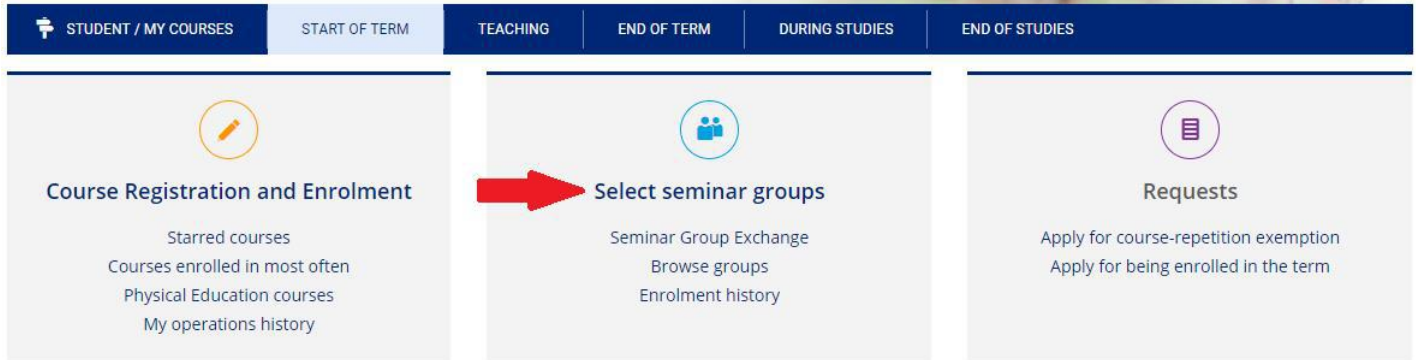
**The teacher then decides.** Either he grants you the exception and enrolls you, or not, and might write you an e-mail with explanation. In that case, you must choose another course.

## 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!

iS > Student ✱

Student



The screenshot shows the Student portal interface. At the top, there is a navigation bar with five tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. Below the navigation bar, there are three main content areas. The first area is 'Course Registration and Enrolment', which includes links for 'Starred courses', 'Courses enrolled in most often', 'Physical Education courses', and 'My operations history'. The second area is 'Select seminar groups', which is highlighted with a red arrow and includes links for 'Seminar Group Exchange', 'Browse groups', and 'Enrolment history'. The third area is 'Requests', which includes links for 'Apply for course-repetition exemption' and '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' section 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

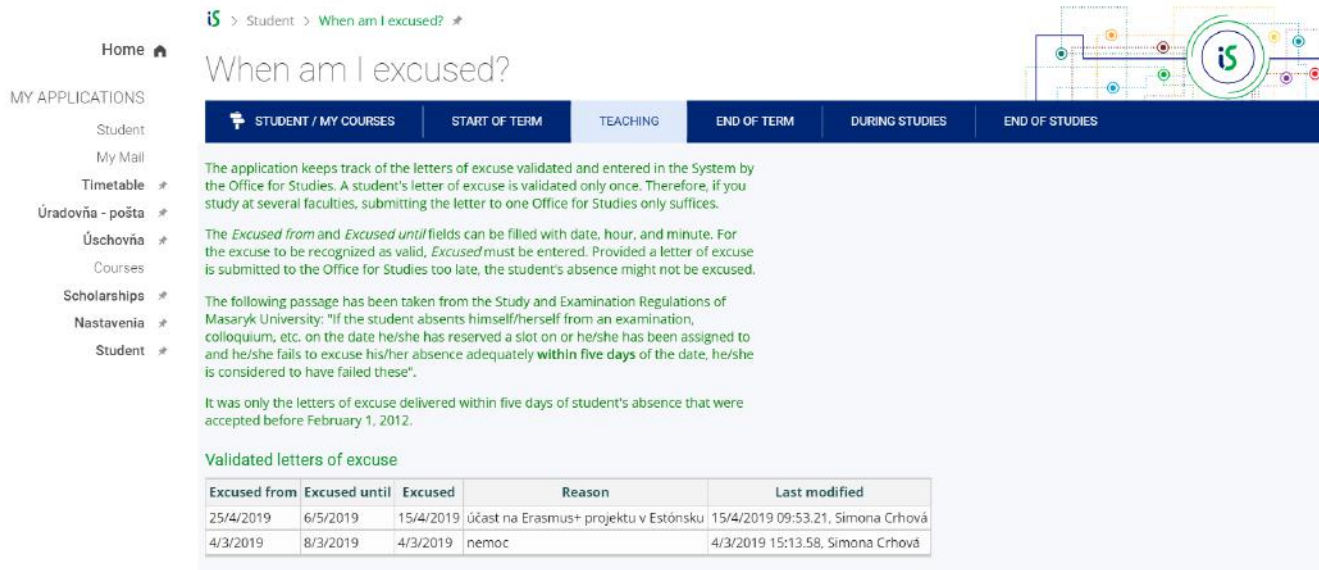
File not selected

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 5 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**.

The screenshot shows the MU portal interface. At the top, there is a header for 'Traffic lights of MU' with a green circular logo containing 'MU'. Below this is a navigation menu on the left with 'Home' and 'MY APPLICATIONS' (including Student, My Mail, Timetable, Úradovňa - pošta, Úschovňa, Courses, Scholarships, Nastavenia, and Student). The main content area is titled 'Test and Test Exemption Records' and contains two main sections: 'Enter a new test record' and 'Add another record'. A red arrow points to the 'Add another record' button. Below this section is a 'Records of Entries' button. The second section is 'Reporting a stay abroad' with a 'Reporting a stay abroad' button. A light blue information banner at the top of the main content area states: 'Registration is mandatory for students living in dormitories.' A help icon and 'Traffic light explanation' link are also visible.

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

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

# COVID-19 Testing



[Home](#)

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 displays a dashboard with a sidebar on the left and a main grid of application tiles on the right. The sidebar includes a 'Home' link and a 'MY APPLICATIONS' section with the following items: 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 main grid contains nine tiles:

- 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

The 'NOTICEBOARD' tile is highlighted with a red border. A 'More applications' link is located at the bottom right of the grid.

# 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.



















- 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

 <b>FILES</b> Documents MU regulations File Depository	 <b>E-LEARNING</b> For teachers Drill Course-unrelated	 <b>PEOI</b> Personnel Groups <b>Personal Section</b> Contacts
 <b>TIMETABLE</b> Timetable Reservation	 <b>CARDS</b> Order	 <b>E-VOTE</b>
 <b>SURVEYS</b>	 <b>MANAGERIAL DATA</b>	 <b>MEET PEOPLE</b> Graduates

# STUDENT

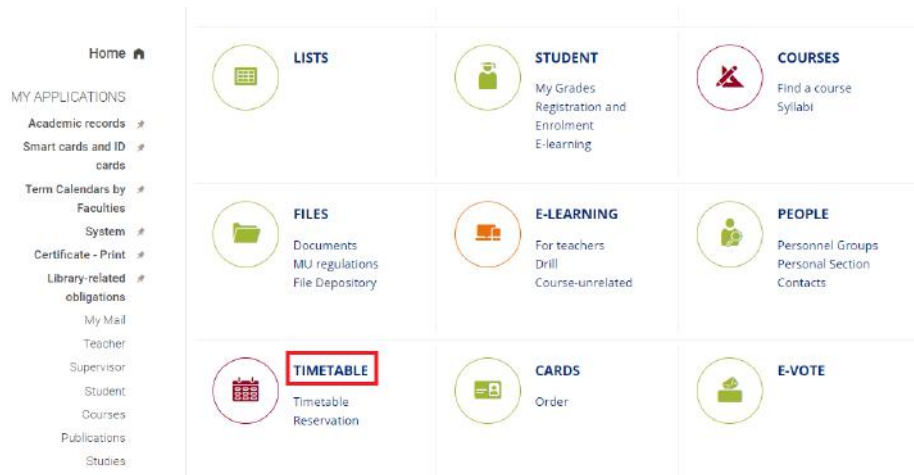
You can find here the following:

- **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 </p> <p>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><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 screenshot shows a university portal dashboard. 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 (with a red box around it), Supervisor, Student, Courses (with a red box around it), Publications, and Studies. The main area is a grid of nine icons, each with a title and description: 1. LISTS (calendar icon): My Grades, Registration and Enrolment, E-learning. 2. STUDENT (graduation cap icon): My Grades, Registration and Enrolment, E-learning. 3. COURSES (crossed-out book icon): Find a course, Syllabi (this icon and title are highlighted with a red box). 4. FILES (folder icon): Documents, MU regulations, File Depository. 5. E-LEARNING (books icon): For teachers, Drill, Course-unrelated. 6. PEOPLE (person with magnifying glass icon): Personnel Groups, Personal Section, Contacts. 7. TIMETABLE (calendar icon): Timetable, Reservation. 8. CARDS (ID card icon): Order. 9. E-VOTE (ballot box icon): 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
  - 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. The 'Student' option is highlighted with a red box and a red 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 with a red box and a red number '2'. Below the navigation bar, three main content panels are visible. The middle panel, titled 'Examination dates', is highlighted with a red box and a red 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 under 'MY APPLICATIONS' lists various options. The 'Student' option is highlighted with a red box and a red number '1'. The main content area is titled 'Student' and features a horizontal navigation bar with several 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 number '2'. Below the navigation bar, three main content cards are visible. The first card, 'Grades obtained', is highlighted with a red box and a red number '3'. It includes sub-links for 'Request to correct a passing grade' and 'Evaluate a Doctoral Student'. The second card is 'Examination dates' with a sub-link for 'Examination Date Exchange'. The third card is '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

Supervisor

**Student** 1

Courses

Publications

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.

# HOMEWORK 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 under 'MY APPLICATIONS' lists various options. The 'Student' option is highlighted with a red box and a red number '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 'TEACHING' tab is highlighted with a red box and a red number '2'. Below the navigation bar, there are three main sections: 'E-learning', 'Notebooks', and 'Other'. The 'E-learning' section contains a red box around 'Study Materials' with a red number '3'. Below 'Study Materials' are links for 'ROPOT (Revision, Opinion Poll and Testing)' and 'Discussion groups - courses'. The 'Notebooks' section contains links for 'Information from notebooks' and 'Notebook score statistics'. The 'Other' section contains links for '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.



FILES DOCUMENTS OFFICIAL NOTICE BOARD STUDY MATERIALS MY WEB FILE DEPOSITORY


    ZIP 

✓ NAME	POSTED BY ▲	UPLOADE...	RIGHTS
↑ Homework Vaults ode /2 ●		11. 6. 2017	
<input type="radio"/> Stud_presentations stud_presentations /26	Kříž, Z.	25. 9. 2017	
<input type="radio"/> Students' essays students_essays /29	Kříž, Z.	5. 12. 2017	

 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 shield).



# 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.Hrazdilкова@phil.muni.cz">Michaela.Hrazdilкова@phil.muni.cz</a> )
Faculty of Law:	Věra Redrupová ( <a href="mailto:Vera.Redrupova@law.muni.cz">Vera.Redrupova@law.muni.cz</a> )
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Faculty of Sport Studies:	Andrea Kakulidu ( <a href="mailto:kakulidu@fsps.muni.cz">kakulidu@fsps.muni.cz</a> )
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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