

MASARYK UNIVERSITY

Information Sheet for Academic Year 2024–2025

For applying students from partner institutions
(except for Erasmus+ programmes)

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

Phone: +420 549 496 804

E-mail: boucnik@czs.muni.cz

www.czs.muni.cz/en

APPLICATION PROCESS

The application form is available at isois.ois.muni.cz/application (opened from 1 Mar to 15 Apr for autumn semester and from 1 Mar to 1 Oct for spring semester).

Hint

Within the online application, choose (→) Partner institution cycle (→) choose Country (→) choose Home university (→) choose Home university + MU agreement (→) fill out the application form

MU partner institution is required to send nomination of students within the given application period. Please see the **example** nomination table to be sent by email to boucnik@czs.muni.cz.

First name	Last name	Email address	Length of study	Major(s)	Level
John	Smith	example@example.cz	Autumn, Spring	Business	Bachelor's

All incoming international students to MU are required to fill out the **online application form**. **No hard copies required.** Masaryk online application form includes an accommodation request, so students **do not need to apply for accommodation** at a dormitory separately. However, students will be informed later on about the accommodation booking deposit payment and room assignment steps (see the administration timeline below).

Documents to be uploaded

Student exchange application must include the following:

- 1) Motivation letter to identify academic goals at Masaryk University
 - 2) Copy of the photo page of the student's passport
 - 3) Confirmation of English proficiency for non-native English speakers (language certificate or confirmation from home institution at B2 level). English native Speakers upload a blank document (MS Word file).
 - 5) List of course choices at Masaryk University
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Completing the Application

Following are the steps that need to be taken by the student and coordinator in order to complete the student's exchange application:

- 1) Exchange student fills out the MU online application. Its electronic version goes automatically to coordinator's and student's email. Another informative email goes to exchange agreement contact person at MU partner institution.
- 2) Partner institution coordinator either requests above mentioned documents to be provided to him/her by the student and the coordinator uploads them to the database (coordinator receives the link for upload after student fills out the on-line application). Or coordinator gives the responsibility to upload all documents to student (coordinator is given a link to delegate the upload steps after student fills out the online application).
- 3) No matter who uploads the documents to the database, Masaryk University has to find the application files upload completed by given deadlines.

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

Language and GPA Requirements

A confirmation of English proficiency of at least B2 level (a language certificate of confirmation from home institution). Feel free to use [MU form for language confirmation](#).

TOEFL PAPER	TOEFL CBT	TOEFL IBT	IELTS	Cambridge Exam	CEFR	TOEIC® Listening and Reading
513	183	70	5.5	FCE	B2	785–940

GPA required: MU – at least 2.5 GPA (4.0 best, 1.0 worst)

Nomination and Application Deadlines

Application deadlines	Autumn semester 2024 15 Apr 2024	Spring semester 2025 1 Oct 2024
Online course registration	Autumn semester Jul–Sep 2024 (online)	Spring semester Nov 2024–Feb 2025 (online)

MU CZS will send a login name and a password to students in order to register for courses online. Each MU faculty or school may have different time windows for course registration.

Visa Requirements

The regulations for obtaining visas change sometimes. Embassies in individual countries are given certain leeway in applying them. Students from non-EU countries are required to apply for a student visa. Visa processing takes several weeks (and up to 2 months), it is highly advisable to apply for it immediately (students will receive written confirmation about their acceptance at Masaryk University).

Type of visa: Long-term visa for the purpose of studies

Validity: Up to 12 months

Mobility length: Semester exchange/two semester exchange

All students coming with a visa are required to purchase a health travel insurance plan which complies with the Czech Republic visa requirements. Students will receive further details on the health travel insurance after acceptance at MU. See web pages of [Czech Ministry of Foreign Affairs](#) for more information.

ACADEMIC YEAR'S TIMETABLE

	Autumn semester 2024	Spring semester 2025
Official arrival date*	08 Sep 2024	9 Feb 2025
Orientation week	8–14 Sep 2024	9–15 Feb 2025
Formal on-spot admission at MU (compulsory)	9 Sep 2024	10 Feb 2025
Classes begin	16 Sep 2024	17 Feb 2025
Classes end	20 Dec 2024	23 May 2025
Examination period**	2 Jan–14 Feb 2025	26 May–4 July 2025
Vacation period	N/A	N/A

* **No later arrival date than official arrival date is acceptable!**

** Exams may be set for earlier by individual agreement with teachers. See more specific schedules (e.g. course registration at different faculties) in the [MU Information System](#).

Students with Special Needs

It is important to state the nature of your special needs in the application itself, so that our Teiresiás centre for students with special needs is notified. Find out more on Teiresiás [here](#).

Insurance Information

Unless exempt due to citizenship or special circumstances, you must provide proof that you hold Czech medical insurance before the visa/residence permit is affixed to your travel document. The insurance must cover the entire period of your stay in the Czech Republic determined in accordance with the period your permit has been issued for. The insurance is provided by more Czech-Republic-based insurance companies.

For further information, you can visit [this page](#).

Students will receive further details on the health travel insurance after acceptance at MU.

Academic-Related Information

Student home institution sets the policy regarding the award of credit for work completed at MU. Student is responsible for knowing home institution's policies and procedures.

- 1) Minimal ECTS workload to keep MU student status: 20 ECTS/semester
 - 2) Regular ECTS workload to graduate in regular number of years: 30 ECTS/semester
 - 3) Students and their home-university coordinator are emailed the transcript of records by CZSMU. Additionally, the original is sent to the home-university coordinator.
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Contact Information for Additional Questions

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Phone: +420 549 496 804

E-mail: info@czs.muni.cz

Website: www.czs.muni.cz/en

Facebook: [@MasarykUniversity](https://www.facebook.com/MasarykUniversity)

Instagram: [@masaryk_university](https://www.instagram.com/masaryk_university)

Twitter: [@MasarykUni](https://twitter.com/MasarykUni)

ADMISSION TIMELINE / AUTUMN

Before Arrival

Date	Events/actions to be taken
Mar–15 April	<p>Students are being nominated by home university/programme. Students apply online.</p> <p>Online application requires:</p> <ol style="list-style-type: none">1) Course choice2) Motivation letter3) Document proving student's B2 level in English (if non-native)4) Copy of the photo page of student's passport
Late Apr–May	<p>Students receive an acceptance letter by regular mail (and visa students also get documents for visa application).</p>
Late Jun	<p>Students receive information email on the Masaryk University's Information System and their login details, as well as how register courses online (IS Guideline).</p>
Jul	<p>Students receive information email about the Orientation Week.</p>
Late Jul	<p>Students will receive information email on how to book a room online via the ISKaMsystem, and how to pay for booking a room, Orientation Week, and the MU student ISIC card.</p>
Mid and late Aug	<p>Students receive email with on-arrival information and a welcoming letter from ESN MUNI Brno.</p>
Sep	<p>Students arrive to Brno (be in touch with buddy/tutor).</p>

After Arrival

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
After admission	Arrange all duties in a TO-DO LIST given at the admission.
Early Oct	Students can make changes in the courses choice online and register in seminar groups (IS Guideline).
Mid-Oct	Finalise the list of courses in the IS.
Mid-Sep–mid-Dec	Teaching period (lectures, seminars, etc.).
Late Dec–mid-Feb	Examination period.
Late Dec–mid-Feb	Check-out with the MU Centre for International Cooperation.
Mid-Feb	Semester ends.

ADMISSION TIMELINE / SPRING

Before Arrival

Date	Events/actions to be taken
Mar-1 Oct	<p>Students are being nominated by home university/programme. Students apply online.</p> <p>Online application requires:</p> <ol style="list-style-type: none">1) Course choice2) Motivation letter3) Document proving student's B2 level in English (if non-native)4) Copy of the photo page of student's passport
Oct-Nov	<p>Students receive an acceptance letter by regular mail (and visa students also get documents for visa application).</p>
Late Nov	<p>Students receive information email on the Masaryk University's Information System and their login details, as well as how register courses online (IS Guideline).</p>
Dec	<p>Students receive information email about the Orientation Week.</p>
Dec-Jan	<p>Students will receive information email on how to book a room online via the ISKaMsystem, and how to pay for booking a room, Orientation Week, and the MU student ISIC card.</p>
Jan	<p>Students receive email with on-arrival information and a welcoming letter from ESN MUNI Brno.</p>
Feb	<p>Students arrive to Brno (be in touch with buddy/tutor).</p>

After Arrival

Date	Events/actions to be taken
Before semester	Orientation Week (a week before the semester starts).
1st Monday of OW	Students attend the Compulsory Admission .
After admission	Arrange all duties in a TO-DO LIST given at the admission.
Feb to mid-Feb	Students can make changes in the courses choice online and register in seminar groups (IS Guideline).
Mid-Mar	Finalise the list of courses in the IS.
Mid-Feb–late May	Teaching period (lectures, seminars, etc.).
Late May–late Jun	Examination period.
May–late Jun	Check-out with the MU Centre for International Cooperation.
Late Jun	Semester ends.