

STEPS TO BE TAKEN BY STUDENT AND BY COORDINATOR TO COMPLETE THE STUDENTS EXCHANGE APPLICATION :

- 1) Exchange student fills out the MU on-line application. Electronic version of the application 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 (coordinators is given a link to delegate the upload steps after students fills out the on-line application.).
- 3) No matter who uploads the documents to the database Masaryk University has to find the application files upload completed by the 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 language skills at least B2 level (a language certificate or 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 requirement: MU – at least 2.5 GPA (4.0 best, 1.0 worst)

NOMINATION AND APPLICATION DEADLINES

- Application deadlines:**
- ! Autumn semester 2020 – April 15th, 2020
 - ! Spring semester 2021 – October 1st, 2020
- Online course registration:**
- ! Autumn semester July–September 2020 (online)
 - ! Spring semester – November 2020–February 2021 (online)

CZS MUNI will send a login name and a password to students in order to register for courses on-line. Each MU faculty/school may have different time windows for course registration.

VISA REQUIREMENTS

The regulations for obtaining visas change sometimes. Embassies in individual countries are given 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 MU).

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 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 details](#).

ACADEMIC YEAR'S TIMETABLE

	Autumn Semester 2020	Spring Semester 2021
Official Arrival Date:	September 6, 2020	February 7, 2021
! No later arrival date than official arrival date is acceptable !		
Orientation Week:	September 6–13, 2020	February 7–14, 2021
Formal On-Spot Admission at MU:	September 7, 2020 (compulsory)	February 8, 2021 (compulsory)
Classes Begin:	September 14, 2020	February 15, 2021
Classes End:	December 20, 2020	May 22, 2021
Examination Period:	January 4, 2020– February 12, 2021	May 23–July 3, 2021
Exams may be set for earlier, for the autumn semester before Christmas. For the spring semester within the first week of the examination period.		
Vacation Period:	N/A	N/A

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

! 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](#).

INFORMATION ON INSURANCE

Masaryk University has an advantageous contract with two Czech insurance companies, one being **VZP Insurance** and the other being **AXA Assistance CZ**. Further information on both options can be found [here](#).

- ▶ Note: There are several other insurance companies offering travel health insurance mentioned above. List updated in December 2018:

Maxima	https://goo.gl/1ghT2u	On-line card payment
PVZP	https://goo.gl/CkB8Fq	On-line card payment
SLAVIA	https://goo.gl/e4coMC	On-line card payment
UNIQA	https://goo.gl/CJVXaF	On-line card payment
Ergo	https://goo.gl/cQs1AR	On-line card payment

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 regarding that.

- ▶ Minimal ECTS workload to keep MU student status: 20 ECTS/semester.
- ▶ Regular ECTS workload in order to graduate in regular number of years: 30 ECTS/semester.
- ▶ Students as well as a home-university coordinator are emailed the transcript of records by CZS MU. Additionally, original is sent only to the home-university coordinator.

CONTACT INFORMATION FOR ADDITIONAL QUESTIONS

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

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E-mail: info@czs.muni.cz

www.czs.muni.cz/en

FB: @MasarykUniversity

IG: @muni_international

TW: @MasarykUni

ADMISSION TIMELINE - AUTUMN

Date	Actions to be taken
March–April 15	Students are being nominated by home university/programme Students APPLY ONLINE
April 15	Students send us by email scanned copies of documents as follows: 1) application print-out 3) course choice 4) motivation letter 5) document proving Student's English B2 level for non-native speakers 6) copy of the photo page of the student's passport
Late April–May	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
June	Students will receive information email on MU Information System and its login details Student will receive information email how to register courses online (IS Guideline)
July	Students will receive information email – Orientation Week
Late July	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card Students will receive information email on how to book a room online in ISKaM system
Mid-August	Students will receive information email – on-arrival information
Late August	Students will receive a Welcoming Letter from ESN MUNI Brno
September	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission
September	Arrange all duties in TO-DO-LIST given at the admission
End of September	Make changes in courses choice in IS online, register in seminar groups IS Guideline
Mid-October	Finalise of a list of courses in IS (within 2 days after classes start)
Mid-September to mid-December	Teaching period (lectures, seminars, etc.)
Late December to mid-February	Examination period
Late December to mid-February	Check-out with MUNI Centre for International Cooperation
Late June	End of semester

ADMISSION TIMELINE - SPRING

Date	Actions to be taken
March–October 1	Students are being nominated by home university/programme Students APPLY ONLINE
	Students send us by email scanned copies of documents as follows: <ol style="list-style-type: none"> 1) application print-out 2) course choice 4) motivation letter 3) document proving Student's English B2 level for non-native speakers 4) copy of the photo page of the student's passport
October–November	Students will receive an acceptance letter by regular mail (visa students also documents for visa application)
November	Students will receive information email on MU Information System and its login details Student will receive information email how to register courses online (IS Guideline)
December	Students will receive information email – Orientation Week
December–January	Students will receive information email on how to pay for booking a room, for Orientation Week and for MU student ISIC card Students will receive information email on how to book a room online in ISKaM system
January	Students will receive information email with on-arrival information Students will receive a Welcoming Letter from ESN MUNI Brno
February	Students finally arrive to Brno (be in touch with tutor/buddy)
Week before semester starts	Orientation Week
First Monday of OW	Attend the Compulsory admission Arrange all duties in TO-DO-LIST given at the admission
February	Make changes in courses choice in IS online,
Mid-February	register in seminar groups IS Guideline
Mid-March	Finalise of a list of courses in IS (within 30 days after classes start)
Mid-February to late May	Teaching period (lectures, seminars, etc.)
Late May–late June	Examination period
May–late June	Check-out with MUNI Centre for International Cooperation
Late June	End of semester