



## **International Student Guide for the Academic Year 2018/19**

# **Masaryk University Faculty of Social Studies**



Institution: Masaryk University, Faculty of Social Studies  
Address: Joštova 10, 602 00 Brno, Czech Republic (Europe)  
University website: <http://www.muni.cz>  
Faculty website: <http://fss.muni.cz>

## Academic Calendar and Contacts

### Autumn semester 2018

Recommended Arrival	7 - 9 September 2018
Orientation	10 - 15 September 2018
Official registration	during the orientation or in the first week of teaching
Classes	17 September – 16 December 2018
Exams	2 January – 12 February 2019 (or earlier before Christmas upon agreement with the teachers)

### Spring semester 2019

Recommended Arrival	9 – 10 February 2019
Orientation	11 - 16 February 2019
Official registration	during the orientation or in the first week of teaching
Classes	18 February – 19 May 2019
Exams	25 May – 30 June 2019 (or earlier upon agreement with the teachers)

### Contacts – Office for International Relations and Study Office

Students	Contact person	email ; phone
Admissions	Klára Němečková	<a href="mailto:217236@muni.cz">217236@muni.cz</a> ; +420 549 491 914
Study Administration	Ludmila Polášková	<a href="mailto:lpolasko@fss.muni.cz">lpolasko@fss.muni.cz</a> ; +420 549 496 289
Ph.D. students	Dagmar Hábová	<a href="mailto:habova@fss.muni.cz">habova@fss.muni.cz</a> ; +420 549 491 913
Exchange and guest students	Klára Němečková Dagmar Hábová	or use our alias addresses: <a href="mailto:int@fss.muni.cz">int@fss.muni.cz</a> <a href="mailto:admission@fss.muni.cz">admission@fss.muni.cz</a> see our webpage: <a href="http://www.fss.muni.cz/en/site/zahranici/intoffice">http://www.fss.muni.cz/en/site/zahranici/intoffice</a>

**Guides for international students** page gives links to Faculty and University guides and information: <http://www.fss.muni.cz/students/practical/advice>

STUDY-related information: see this **Masaryk University** page:

<https://www.muni.cz/en/students>

All English-taught courses at our faculty (and other) can be found via the websites for exchange and guest students: [http://www.fss.muni.cz/students/erasmus\\_guests\\_other/exchange\\_guest\\_students](http://www.fss.muni.cz/students/erasmus_guests_other/exchange_guest_students)

## Degree Students

All degree students who are accepted to study in 2018/19 have been in contact with the Admission Office during the whole application process. Once you receive the notification that you are accepted to a degree program, you can be sent the confirmations of acceptance (for the visa purposes in Czech, and for other purposes in English), and the Decision on Admission is issued. At the same time, you receive information about the conditions of enrolment (Decision on Admission + completed prior education recognition procedure. [Prior degrees and pre-arrival calendar here.](#)) and we send you explanations, guides, links and details.

## Exchange or Guest Students

Students, who come for exchange via bilateral agreements of the Faculty of Social Studies, will be addressed by us, and whenever they are confirmed by their home university, they can obtain all documents necessary for the arrangement of their stay.

Guest students (also Ministry-, CEEPUS-, or IVF-funded) that are approved by our departments receive the same treatment as bilateral exchange students.

If you are selected **for exchange within the large exchange schemes** (Erasmus, Erasmus Mundus, ISEP, CEEPUS or university-wide bilateral agreements), you will be contacted by the central IRO of Masaryk University – CIC MU ([cic.muni.cz](http://cic.muni.cz)). In any case, feel free to ask the Faculty IRO.

## Notes about the academic calendar and your program

The above mentioned academic calendar concerns all the courses taught at the Faculty of Social Studies; other faculties of Masaryk University have slightly different calendars (e.g. may finish courses later). Special arrangement is necessary for courses at the Faculty of Sports, which you will be notified about prior to the semester start. All international students can take part in the Orientation activities. You receive information from us: or follow the links at the end of the guide.

## Visa Requirements

All international students who are not citizens of member states of the EU are obliged to get a student visa if they plan to study in the Czech Republic.

The visa application process might take up to 60 days (in case some documents are missing, even longer), therefore **we recommend you arrange your appointment at a Czech embassy or consulate for June or July latest** (in case of September admission round), or for December/early January (in case of February admission round).

Visa and residence permits information is described in full detail on MU website:

<https://www.muni.cz/en/admissions/visa-requirements>

As the first entry documents for all students (both exchange and degree students) **we recommend to arrange the long-term visa** – newly valid up to 1 year:

**Long-term Visa – for the purpose of studies** (use the link below)

Students **staying 2 semesters or studying for the degree will later on arrange (in Brno)**

**Long-term Residence Permit – for the purpose of studies** (use the link below)

Upon your choice, you can immediately start with the Permit.

Full information can be found via the website of the [Ministry of Interior](#) (linked from the pages mentioned above as well).

See the above mentioned pages for more information. Briefly: both long-term visa and long-term residence permit require you submit the application for it plus the following: **a valid passport, two photographs, confirmation of acceptance** (*confirming the purpose of the stay, provided by us*), **proof of accommodation** (*we provide it to you, if you apply via email*), **proof of financial means** (*a document confirming the availability of funds to cover the costs of your stay in the territory in case of university studies or unpaid practical professional training; in all other cases a document confirming that the costs of your stay are covered by the local host organization; we will give advice to scholarship holders and exchange students*). Usually required: **criminal record transcript** from your home country + countries where you had spent more than 6 months within the last 3 years. Sometimes required: medical examination.

**The estimated amount of money necessary for 6 months – example:** It is necessary to prove the availability of funds that are 15 times the amount of the existential minimum (currently it is set at 2200 CZK) for the first month and double the amount of the existential minimum for every month afterwards, thus, for instance, for a stay from 1 January – 30 June it would be  $(15 \times 2200) + (5 \times 2 \times 2200) = 33\,000 + 22\,000 = 55\,000$  CZK. A foreign national that is under 18 years proves the availability of half the amount.

For contacts to Czech embassies and consulates, see the **List of missions of the Czech Republic abroad** - [http://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)

## Medical Insurance

Health care in the Czech Republic is provided on the basis of health insurance. Students are responsible to find and pay for their own insurance. According to recent changes in Czech law, travel medical insurance valid for a long-term visa must be contracted with a company authorized to provide insurance services in the Czech Republic (i.e., by EU-based companies).

You find the descriptions on the website of the Masaryk University, with explanations of the various types of insurance, and links to insurance companies:

<https://www.muni.cz/en/admissions/medical-insurance>

We will be providing further information to all accepted degree and exchange students.

NOTE: The **citizens of EU and the citizens** insured via the national insurance in one of **these countries** (see: [this page](#) ) are **exempted from** the travel medical insurance.

## How to get to Brno and how to travel around the Czech Republic

Brno has a small [international airport in Tuřany](#) with flights to/from the UK, Italy and Germany. Besides, one easily gets to Brno from Prague's International Airport (Praha Ruzyně) or from Vienna International Airport is by taking the Student Agency buses. Tickets are available online at [www.studentagency.eu](http://www.studentagency.eu) .

A general website about the transport connection within the Czech Republic is accessible at [www.jizdnirady.cz](http://www.jizdnirady.cz) - select English language. Besides all local and international trains and buses (there are several connections a day to Brno from Vienna and Prague), this website includes city transport information for about 50 Czech cities and towns. Save it in your browser.

## Masaryk University passwords and systems... why two?

### UCO (or nick) + primary password

Your primary password in Masaryk University electronic systems can be used to access the information system (IS - for administration of studies and search of courses and people at MU), and the INET (the University's economic system, in which you see your payments for dormitories, canteens, copying at university premises = your SUPO account balance), and the ISKAM system (for dormitory reservations).

### UCO + secondary password

The secondary password is used to access computers in the University PC rooms, use Wifi or Internet in your portable devices, to administer your library reservations and loans (<http://aleph.muni.cz>), and last but not least, to access some external services or to download your IS email using IMAP and POP3 protocols.

You can set and change both passwords in the IS in the SYSTEM menu.

## **ACTIVATING SUPO SYSTEM and OBTAINING A VARIABLE SYMBOL**

All the payments at Masaryk University can be conducted through SUPO the system. (SUPO = The System of Settlement of Individuals' Claims at Masaryk University.) It is a virtual account every student and employee has in the INET (economic database), and all your transactions are automatically recorded within it.

It is important to activate your personal profile in this system, otherwise you cannot pay for your accommodation, access the internet network in the halls of residence and make copies/prints at a university.

- Go to SUPO website (The System of Settlement of Individuals' Claims at Masaryk University) <https://inet.muni.cz/app/supo/info> (Log in, use your login name and your primary password)
- Change the language of the website to English, on the right top of the page.
- Click on the link „SUPO “ in the section “MU economics”, and then on „SUPO client account“ in the submenu.
- Click on the link „Client's Consent with the Conditions of Running the SUPO System” and read the text.
- Choose the option „I agree“ and click on „Confirm“ at the end of the page.
- Your SUPO website is now activated, and you can see your variable symbol. Write it down - it is your personal specific number and it is necessary to mention it when making most regular payments including money transfer from your account to MU account. (Except tuition and application fees and other single payments – they use a special number, identical to the invoice issued.)
- After the activation, the SUPO system sends you automatically a message (in English and in Czech) about a deposit 50 CZK to be paid. Please ignore the message, it applies only to students who will not stay in the university halls of residence. Those who will not stay in the halls and will need to use printers and copy machines at the university, will have to complete the activation by the 50 crowns deposit, after their arrival. The easiest way (without any fees) is to use so called cash registers (device similar to vending machines), where you can deposit cash on your university chip card. You can find these machines in most university buildings. All possibilities: [click at: Payments to/from SUPO](#)
- Students living in the dormitories will complete the activation of the SUPO by the first payment of their accommodation.

## **Accommodation**

### **All about accommodation in the A- Z Guide of Masaryk University**

Follow the link above, or open its contents outlined below.

- Contacts: <http://www.skm.muni.cz/kolej/kontakt?en>
- Documents: <http://www.skm.muni.cz/kolej/dokumenty?en>
- Price list: <http://www.skm.muni.cz/doc/kolej/cenik-kolejne-18-19.en.pdf>
- [Accommodation maintenance](#) (bed sheets, night time, laundry, pets, kitchen utensils, etc.)
- Comprehensive brochure [Housing in the Czech Republic](#)

or check the Dormitory (Halls of residence) website: [www.skm.muni.cz](http://www.skm.muni.cz)

In 2018/19, most international students can stay in Vinařská, Kounicova or in Komárov Halls of Residence (Sladkého or Bří Žůrků). Vinařská is a residential area above the exhibition ground, and

Komárov is a quiet residential area with sports and other facilities in the south of Brno, Kounicova is situated near the city centre. For the comparison of MU dormitories (prices, facilities, etc.), for full information and instructions, and also for the recommendations, refer also to the Accommodation links here:

<http://www.fss.muni.cz/students/practical/advice>



## Photos for the Information System

All students of MU must take a photograph for information system/card in the opposite building (Rectorate, parts of whole-uni services), Komenského nám. 2, Wednesdays and Fridays from 10 to 11 a.m. Take a passport or ID with you for identification. The ISIC (in case you are a degree student) arrives at the FSS, room 1.16 in one week.

## ISIC card

ISIC (International Student Identity Card) is compulsory for all degree students of Masaryk and it can be issued also to exchange and guest students staying one semester and longer. This card includes a chip and bar code, and serves as a multifunctional card used at University libraries, copy machines and canteens. Businesses and services around the Czech Republic and worldwide, from bookstores to travel companies, offer student discounts (sometimes limited to people up to 26 years of age) on the basis of a valid ISIC; each year, active students can pay a small fee to keep the card valid for external purposes. The **link to order ISIC will be sent** to you.

## Other chip cards

Exchange and guest students can be given a temporary card (also with a chip and bar code), for which they pay a returnable deposit of 170 CZK. This card has the same function as other university cards, opening access to most facilities.

The card does not serve as a valid ID for student discounts – in the Czech Republic, such a proof generally is ISIC card. In case you do not have an ISIC card issued by your home university, you can get one at the Student Agency (travel agency) office on the basis of the confirmation of studies. FSS bilateral/guest students: do not order the chip card via any link, you get it from us.

**A note: All university cards are connected with your virtual account at Masaryk University – your SUPO.** You can charge your card with money in special machines (called “Credit Recharging

Stations”), and use this for copying, printing, etc. After depositing the first 100 CZK (or paying any item, e.g dormitories), the SUPO is activated.

## Internet access at Masaryk University

All MU students and employees can use the wifi network of MU which is accessible in most of the university premises (there are also internet sockets for cable connection in some libraries, halls). To set up your laptop to MU network, you have to choose one of the networks and connect.

The ultimate guide to MU wifi network here: <http://wiki.ics.muni.cz/en/wifi>



## DPMB - Brno City Public Transport

Brno has a comprehensive and relatively cheap system of public transport (trams, trolleys, and buses) – the information about the integrated public transport system (switch to English):

<http://www.dpmb.cz>

### Where to buy a city transport pass:

Address: DPMB, Novobranská 18

If you are under 26, you can have student discount – ask for “studentský kupón” – bring confirmation of studies to arrange this (EU students under 26 do not need the confirmation, other students need one). You need one passport-size photograph for the pass and some ID to show.

### Quarterly coupon for 685 CZK (student discount) – in Czech “čtvrtletní - zóna 100+101”

An overall bus/tram/trolley pass – “čtvrtletní” - coupon for 3 months, two basic zones, valid on buses, trolleybuses, trams... most of the basic city area. The regular price (for people over 26 years of age) is 1370 CZK. This is the recommended option.

Or buy just a **monthly coupon** for **275 CZK** (student discount, under 26) – called “měsíční” in Czech, show them written on paper from which date you want it, which zones, etc. (Zones 100+101 – is the best choice.) The regular price is double the discounted price, i.e. 550 CZK per month.

**Single tickets are sold at** ticket vending machines, DPMB shops, kiosks and railway stations (15-min ticket for 20 CZK, one hour ticket for 25 CZK). You can also buy these tickets for 25 or 30 CZK (the price is higher) price in the bus, just ask the driver.

## Bank account

Each Masaryk University student should have a bank account in the Czech Republic, to be able to get university scholarships and stipends. Exchange students (not receiving any scholarship from MU) can choose not to open an account in the Czech Republic. The bank machines around the city enable the usage of international banking cards and it is possible to pay via bank cards in many shops.

If you are opening a bank account in the Czech Republic, just know that you can get a student account in any Czech bank on the basis of confirmation of studies. You also must provide them with an address in CR, so take your accommodation contract with you.

## Registration after arrival – long-term residence, long-term visa

### Long-term residence:

Ministry of the Interior

Department for Asylum and Migration Policy

**Regionální oddělení pobytu cizinců Brno**

Hněvkovského 30/65

Tel.: 543 213 313, 974 620 830 (incl. telephone appointments)

Opening hours:

Mo, We: 8.00 – 17.00

Tu, Th: 8.00 – 14.00

Fr: 8.00 – 11.00 (upon invitation) See this [website in the Comprehensive Guide](#)

### Czech Police Office for Foreigners

**verification of invitations, students with LONG TERM VISA – registration of your address (for the non-EU students staying in the dormitories not necessary, the dormitories will report your address in the lists)**

Mon & Wed 8:00-17:00

Fri 8:00-13:00

Cejl 62b

Tel: 974 628 131

Fax: 974 628 140

e-mail: [oppbm@mvr.cz](mailto:oppbm@mvr.cz)

## University Catering Services

[www.skm.muni.cz](http://www.skm.muni.cz) – see: **Boarding**

There are snack bars in most MU buildings, four university canteens, one restaurant and one pizzeria. The canteens offer seven kinds of meals: two meat meals, one non-meat meal, a vegetable meal, a lowfat meal (poultry or fish), salads, fruits and deserts. Opening hours of canteens: Vinařská Canteen (Vinařská 5): opening times 11.00 – 14.00.

Canteens close to FSS: Moravské nám. Canteen at the Rectorate (Žerotínovo nám. 9): opening times 11.00 - 19.00, but lunches are available only from 11.00 to 14.00. Veverí Canteen (Veverí 70, in the premises of the Faculty of Law): opening times 11.00 – 14.00. LF snack bar in Komenského 2 building: Mon - Fri 7.30 – 15.00.

Students take their meals through their SUPO or catering account and a valid university card. The card is activated by depositing money on your canteen account, at any cash counter of the catering services. You can use the credit you deposit on your card for paying for your meals, but you can also pay in cash.

## Libraries at Masaryk University

Masaryk University does not have one single central library. Instead, library information structure consists of 9 central faculty libraries (each provides services to its home faculty) and specialized libraries. After you register to one library, you automatically become the member of all libraries. Use your chip card and your UCO (student ID number) to register.

This university website lists all 9 faculty libraries with links to their descriptions and pages:

<https://www.muni.cz/en/cooperation/services/libraries-and-publications>

The Faculty of Social Studies library to highlight: <http://knihovna.fss.muni.cz>



All libraries have a common catalogue with a joint search:

<http://aleph.muni.cz> - you can use your UCO and secondary password to make bookings, and follow your loans; but non-authenticated search is possible, too.

## Work permit and job offers

Both EU and non-EU (third country) students **who are studying in a full-time (daily) form of studies in a degree program accredited by the Ministry of Education, Youth and Sports in the**

Czech Republic don't need an employment permit. The employer is only obliged to notify the relevant regional office of the Public Employment Service of the start of your work. Read more:

[http://www.fss.muni.cz/students/practical/money\\_matters](http://www.fss.muni.cz/students/practical/money_matters)



## Doctors, Hospitals, Pharmacy



**Unless it's urgent, we recommend to make an appointment in advance on the phone.  
!!! Don't forget to take the insurance card, number or any document proving your insurance !!!**

The list of doctors (speaking English): <https://czs.muni.cz/en/student-from-abroad/international-student-guide/medical-aid#doctors-speaking-english>

## Orientation Week

All students are offered orientation activities including presentation of the university and the faculty where you study, introduction to university facilities and information system, tour of Brno city, lecture on Czech culture and a survival Czech language workshop. The International Student Club can arrange a tutor for you to help you with the practicalities, and it organizes many informal events during the week to help the new students settle down. Fun activities during the Orientation week include excursions, international dinner, welcome party and other socializing. Sometimes registration is necessary, and some evening events can be offered as pay-on-spot events for non-registered students.

The Orientation week costs about 22 EUR, and any new degree or exchange student can apply. All students will be informed in advance. Please read the:

[Orientation Week – full info and registration](#)

## ISC – International Student Club MU Brno o. s.

winner of the ESN Star Award 2010 and one of the most active ESN sections in European countries.

Komenskeho nam. 2, 602 00 Brno, Czech Republic

Tel.: + 420 774 774 831

e-mail: [isc@isc.muni.cz](mailto:isc@isc.muni.cz)

web: <http://isc.muni.cz>

**Tutoring** (= Masaryk University students **helping** international students)

**& many other activities** like: Country presentations

- Trips & excursions
- SocialErasmus
- Sports
- Parties
- Culture events
- Language classes
- Games

**Comprehensive Guide for Masaryk University international students:**

<https://czs.muni.cz/en/student-from-abroad/international-student-guide/>

**We look forward to welcoming you here in Brno!**



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