IS Guideline
for International Students

IS – Information System of Masaryk University
https://is.muni.cz
LOG IN -  [http://is.muni.cz](http://is.muni.cz)

Click on icon of person, and type in your **login** (učo – university student number) and **primary password** (sent by post to you)

**Switch language** into English
IS MAIN PAGE

IS main page (Left-menu – INDIVIDUAL DESIGN, Main-menu, Right-menu)
To return to the main page, click on “Home”
We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! You can also change the first part of the e-mail address (section “Settings”)

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**MY MAIL**
SYSTEM – CHANGE PASSWORD

Change your primary MU password (it can be generated/created only by coordinators) and your secondary MU password (YOU can generate/create)

Go to: More applications – System – Change password
HELP

Guidelines and explanations of all IS functions.
At the bottom of each page.
Or contact the IS technicians - istech@fi.muni.cz
NOTICEBOARD

All students and staff can publish important announcements and invitations or advertisements in the main section. Important news on the top (blue or red).
PEOPLE

Search for contact details and other information of all university students and staff.

Use “Search” for all information you want to find (people, course, catalogue etc.)
You can edit your personal details (e.g. telephone or contact address, in case you move out) at “People” –> “Personal Section”

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.
You can find here the following:

**My Courses** – list of enrolled courses

**Start of Term** – course registration and enrollment, select seminar group, requests

**Teaching** – study materials

**End of Term** – grades obtained, examinations dates

**During Studies** – check my studies, IS reminders, document office, topic list

**End of Studies** – grades and credits obtained during studies, final state examinations, thesis archive
TIMETABLE

My timetable (check the right semester and faculty – in the top right corner of the screen).
Timetable of courses – see course’s detailed information.
Term calendar by faculties (detailed academic calendars of faculties)
COURSES

Browse term calendars of all faculties (when the registration/enrolment/exam periods begin and finish) and catalogue (select according to the faculty, language of tuition, semester, etc.) Please note that you find all courses taught at MU, with their names translated into English, although they might be taught in Czech or in other languages.
COURSE REGISTRATION AND ENROLLMENT

Click on the “STUDENT”

Make sure you set up the right semester and study program – in the top right corner of the screen.

Choose section “Start of Term” and click on “Course Registration and Enrollment“, and then “Add courses by entering their codes“.
Choose the **faculty** in the left pull-down menu, enter the **course code**, and click on “Specify“.

If the abbreviation of the faculty is **not available**, it means that the **registration period** of this faculty is **over**. Check the **term calendar** to know when the enrolment and enrolment changes period starts (= periods, in which you can register for courses again).

**Czech abbreviations**
- LF: Faculty of Medicine
- FF: Faculty of Arts
- PrF: Faculty of Law
- PřF: Faculty of Science
- FSS: Faculty of Social Studies
- PdF: Faculty of Education
- FSpS: Faculty of Sports
- ESF: Faculty of Economics and Administration
- FI: Faculty of Informatics
- CUS = CESP (Central European Studies Program)

**Tick** the chosen courses and **save changes**.
If no course was found, it means:
- you chose the wrong faculty
- you typed in a wrong code
- the course is not offered in this term
After saving changes, you can see the following **table of registered courses**.
Some courses are **not enrolled automatically** by the IS, and you can see a comment in red: “offered to the study fields other than yours“ or “not meeting the prerequisite“ or “you cannot enroll in the course since there are no more vacancies in it“.

In that case, click on “Submit enrollment permission/exception application“ (if this link does not appear, it means the period, in which you can apply, is ahead/over.)

In the window that appears, write and send text (= the application for exception) to the teacher.

**After submitting** this enrolment permission/exception application, **go to the class** of the course and **ask the teacher personally**. It is best to visit more courses in the first two weeks.

**The teacher then decides.** Either s/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 ENROLLMENT

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 the course has not been enrolled yet.
CANCELLATION OF REGISTRATION

Click on STUDENT.
Click on “Enrol in a seminar group or cancel your enrollment“

Then click on “Registration/enrollment cancellation“
You can see there “Lists of courses and their upcoming examination dates“ (as soon as they are published) 
Click on “Attempt to reserve a slot“ and choose the slot that suits you. 
Click on “Details“, in case you later decide to cancel the slot and choose a different one instead.
### My Grades

#### Spring 2018

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Type of Completion</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESF:BPE_MAC1</td>
<td>8</td>
<td>zk</td>
<td></td>
</tr>
<tr>
<td>ESF:MPH_COSR</td>
<td>5</td>
<td>zk</td>
<td></td>
</tr>
</tbody>
</table>

Number of credits in the term currently displayed: 0 ± 13

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**Explanatory notes:**

- **Green** (úspěšná hodnocení) = successful evaluation
- **Red** (neúspěšná hodnocení) = unsuccessful evaluation

You do not know what the individual types of completion and evaluation stand for?
To open a folder, you should click on it. Clicking on the name of a file opens the file. You can also download the file into your computer by clicking on its name using the right button and selecting “Save Target As”.

As a student, you can post some additional materials (e.g. the notes you took at a lecture) on the System using the **File Vault** application.
DIPLOMA THESIS TOPIC
Agenda umožňuje studentům vybrat téma z nějaké nabídky, tzv. rozpisu.

- Moje témata

Vyberte rozpis:

Diplomové práce
- Diploma thesis in Economics

Státní závěrečné zkoušky
- SZZ září, pouze zahraniční pobyt, navazující magisterské studium