



IS Guideline for International Students

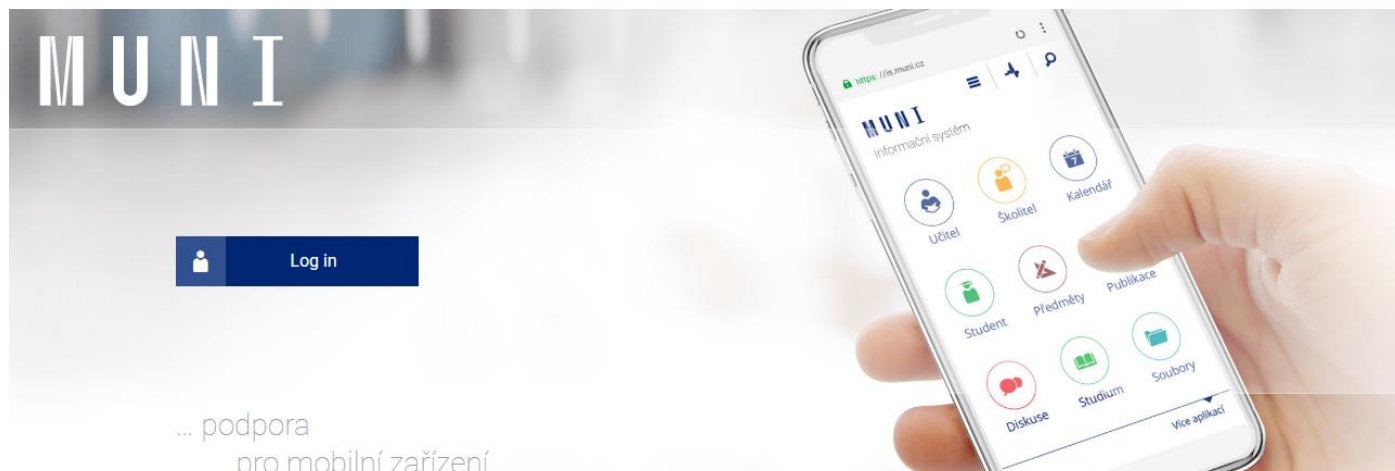
IS – Information System of Masaryk University
<http://is.muni.cz>

LOG IN - <http://is.muni.cz>

Switch language into English



Click on “Log in”, and type in your **login** (učo – university student number) and **primary password** (sent by post to you)



IS MAIN PAGE

IS main page (Left-menu – INDIVIDUAL DESIGN, Main-menu, Right-menu)
To return to the main page, click on “**Home**”

MUNI
Information System

Home 🏠

🔍 search the IS

MY APPLICATIONS

- Fill in Work Report ✦
- Pozastavení individuálních přístupových práv ✦
 - My Mail
 - Student
 - Courses
 - Studies
- is-forum ✦
- Personal records ✦
- Document Office - electronic administration ✦
- Document Office - records overview ✦
- Teacher's Notebook ✦

<p>MY MAIL Send mail Settings Group email Forwarding changes</p>	<p>CALENDAR My timetable</p>	<p>GUARANTOR Programmes</p>
<p>OFFICE FOR STUDIES Batch selection Personal records Academic records Enrolment</p>	<p>DOCUMENT OFFICE Moje úřadovna Manage My documents</p>	<p>SHOPPING CENTER Shopping Center administration Browse orders My orders</p>
<p>SCHOLARSHIPS</p>	<p>ADMISSION PROCEDURES</p>	<p>LISTS</p>

Life at MU

Zbrusu nová verze meziuniver...
Blog: Novinky a zajímavosti ze světa IS ...

Moderní inovační design, pohodlné ovládání přes mobilní zařízení nebo nabídka zdokonalených služeb. To jsou ve zkratce hlavní rysy, které nejlépe vystihují novou verzi systému Theses.cz pro odhalování plagiatů napříč závěrečnými pracemi, který vyvíjí

Novinky a zajímavosti ze světa IS... more

Jak vyřídít šalinkartu? Kupte s...
Vyplatí se vám to při cestování po Brně? A jak si ušetřit starosti s potvrzováním studentského statusu?

MU news portal, 8/9/2019 more

Information System

Home

search the IS

MY APPLICATIONS

Fill in Work Report

Pozastavení
individuálních
přístupových práv

My Mail

Student

Courses

Studies

is-forum

Personal records

Document Office -
electronic
administration

Document Office -
records overview

Teacher's Notebook

Reset Done

MY MAIL ✦ Send mail ✦ Settings ✦ Group email ✦ Forwarding changes ✦	CALENDAR ✦ My timetable ✦	GUARANTOR ✦ Programmes ✦
OFFICE FOR STUDIES ✦ Batch selection ✦ Personal records ✦ Academic records ✦ Enrolment ✦	DOCUMENT OFFICE ✦ Moje úřadovna ✦ Manage ✦ My documents ✦	SHOPPING CENTER ✦ Shopping Center administration ✦ Browse orders ✦ My orders ✦
SCHOLARSHIPS ✦	ADMISSION PROCEDURES ✦ Submit application ✦ Edit application ✦	LISTS ✦

Life at MU

Zbrusu nová verze meziuniver...
Blog: Novinky a zajímavosti ze světa IS ...

Moderní inovační design, pohodlné ovládání přes mobilní zařízení nebo nabídka zdokonalených služeb. To jsou ve zkratce hlavní rysy, které nejlépe vystihují novou verzi systému Theses.cz pro odhalování plagiatů napříč závěrečnými pracemi, který vyvíjí Novinky a zajímavosti ze světa IS...



more

Jak vyřídit šalinkartu? Kupte s...

Vyplatí se vám to při cestování po Brně? A jak si ušetřit starosti s potvrzováním studentského statusu?



MU news portal, 8/9/2019



more

MY MAIL

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”)

- Fill in Work Report ✦
- Pozastavení ✦
- individuálních
- přístupových práv
- My Mail**
- Student
- Courses



MY MAIL

- Send mail
- Settings
- Group email
- Forwarding changes



CALENDAR

- My timetable



GUARANTOR

- Programmes

General settings

You can read the mail delivered to 481109@mail.muni.cz and eichlervit@mail.muni.cz using the My Mail application available in IS MU.

You can activate and set an alternative interface for IS MU email using the external services of G Suite or Microsoft Office 365 on the IS MU External Services page.

Settings for IS MU

Forward messages to:




Vyplňte-li jinou e-mailovou adresu, budou zprávy pro univerzitní adresu 481109@mail.muni.cz (nebo vaše přezdívka@mail.muni.cz) automaticky přeposílány tam. Kopie přeposílaných zpráv se neuchovávají. Změna přesměrování se uplatní nejpozději do 10 minut. Přesměrování můžete zrušit vymazáním zadané adresy a potvrzením.





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**

Home 

MY APPLICATIONS

- Fill in Work Report 
- Pozastavení individuálních přístupových práv
- My Mail
- Student
- Courses
- Studies
- is-forum 
- Personal records 
- Document Office - electronic administration
- Document Office - records overview
- Teacher's Notebook 

Course-unrelated	Departments - Overview	
 CARDS Order	 E-VOTE	 SURVEYS
 MANAGERIAL DATA	 MEET PEOPLE Graduates	 TOOLS Bookmarks Projects Printing from IS
 EXTERNAL SERVICES Owncloud G Suite Microsoft O365	 SYSTEM Change password News Suggestions for SO Akademie IS	



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).

Highly important

✉ Mail Delivery System - Undelivered Mail Returned to Sender

iS search the IS

 <p>MY MAIL Send mail Settings Group email Forwarding changes</p>	 <p>CALENDAR My timetable</p>	 <p>GUARANTOR Programmes</p>
 <p>OFFICE FOR STUDIES Batch selection Personal records Academic records Enrolment</p>	 <p>DOCUMENT OFFICE Moje úřadovna Manage My documents</p>	 <p>SHOPPING CENTER Shopping Center administration Browse orders My orders</p>
 <p>SCHOLARSHIPS</p>	 <p>ADMISSION PROCEDURES Submit application Edit application</p>	 <p>LISTS</p>
 <p>NOTICEBOARD Invitations Advertisements</p>	 <p>DISCUSSION GROUP Blogs</p>	 <p>STUDIES Programmes and fields Timetable</p>

PEOPLE

Use search bar for information of all university students, courses and staff.

The screenshot displays a user interface for a university portal. At the top left, there is a 'Home' link with a house icon. Below it, a section titled 'APPLICATIONS' lists several items: 'n Work Report' with a star icon, 'Pozastavení individuálních tupových práv' with a star icon, 'My Mail', 'Student', and 'Courses'. A search bar is located at the top center, containing the text 'search the IS' and a magnifying glass icon. Below the search bar, there are three main navigation cards: 'MY MAIL' with an envelope icon and sub-items 'Send mail', 'Settings', 'Group email', and 'Forwarding changes'; 'CALENDAR' with a calendar icon showing the number '7' and the sub-item 'My timetable'; and 'GUARANTOR' with a person icon and the sub-item 'Programmes'. The background of the interface features a decorative image of a lantern on a snowy surface.

PERSONAL

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.



E-LEARNING

My E-courses
Drill
Peer assessment
Course-unrelated



PEOPLE

Personnel Groups
Personal Section
Contacts
Departments - Overview



TIMETABLE

Timetable
Reservation

Pozastavení
individuálních
právních práv

My Mail
Student
Courses

Information related to me

- Check and change your personal data
- Academic qualifications, Errors in data for REDOP
- Personnel sheet for accreditation (Use the application once invited to do so (usually by the vice dean))
- link my previous studies to my personal identification number (učo)
- Edit history of my names and degrees
- Vacation

STUDENT

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

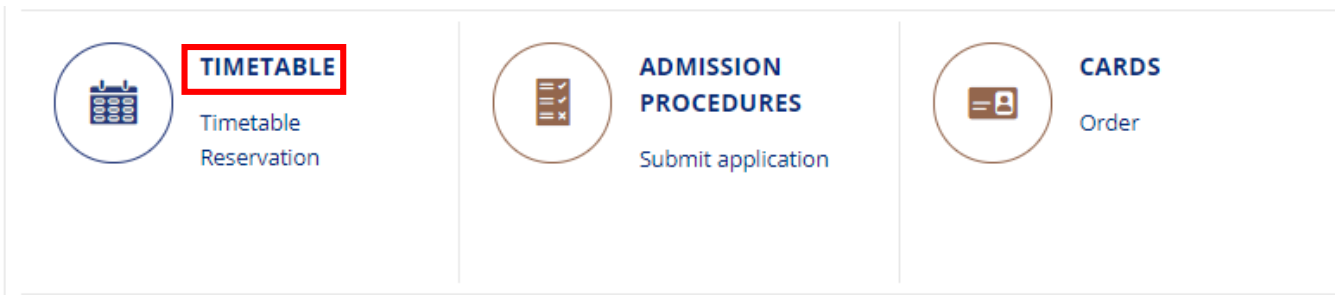
End of Studies – grades and credits obtained during studies, final state examinations, thesis archive

The screenshot displays the Student portal interface. At the top left, there are navigation links: Home, Student, and MY APPLICATIONS. The MY APPLICATIONS section includes links for Fill in Work Report, Pozastavení individuálních přístupových práv, My Mail, Student, Courses, Studies, is-forum, and Personal records. The main content area features a search bar with the text "search the IS" and a magnifying glass icon. Below the search bar, the "My courses" section is visible, showing a dropdown menu with the selected course "DEpDRN History of the Middle Ages and Early Modern Time". A dark blue navigation bar at the top contains tabs for "STUDENT / MY COURSES", "START OF TERM", "TEACHING", "END OF TERM", "DURING STUDIES", and "END OF STUDIES". On the right side, there is a "Life at MU" section with an "IS TIP" icon and a "Položky v menu na přání" section with a "More" button and a gear icon.

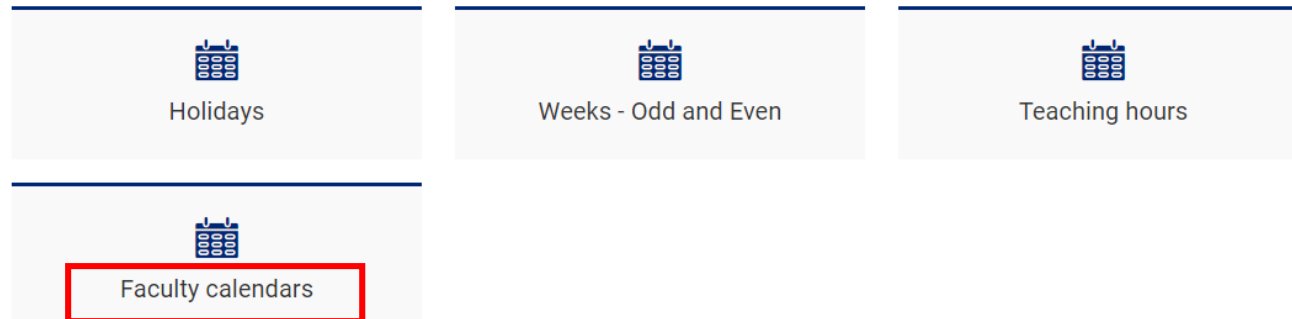
TIMETABLE

My timetable (check the right semester and faculty – in the top right corner of the screen).

Overview and statistics – Faculty calendars (detailed academic calendars of faculties)



Overviews



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.



Browse Catalogue

graphic ? Show (395)

Courses in the selection: 2 [show the selection](#) [discard the selection](#) [Other operations](#)

Search -

Faculties

- Faculty of Medicine
- Faculty of Arts
- Faculty of Law
- Faculty of Social Studies
- Faculty of Science
- Faculty of Informatics
- Faculty of Education
- Faculty of Sports Studies
- Faculty of Economics and Administration
- Pan-university studies

- FI:PV083 Graphic Design II (Autumn 2019) [show](#) [info](#)
MgA. Jana Malíková
2 credit(s)
- FI:PV257 Graphic Design and Multimedia Project (Autumn 2019) [show](#) [info](#)
MgA. Helena Lukášová, ArtD., Mgr.art. Katarína Czikorová, ArtD., MgA. Jana Malíková, Mgr. Lukáš Pevný, MgA. ...
2 credit(s)
- FI:PV267 Graphic Design for Web (Autumn 2019) [show](#) [info](#)
MgA. Helena Lukášová, ArtD.
2 credit(s)
- FI:PV078 Graphic Design I (Autumn 2019) [show](#) [info](#)
MgA. Jana Malíková
2 credit(s)

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”*.

The screenshot displays the 'INFORMATION SYSTEM' interface for a student. The top right corner shows the study program 'FI N-IN BITA [sem 1, roč 1]' and the semester 'Autumn 2017'. The main navigation bar includes 'Home', 'iS > Student', and 'Student'. Below this, a horizontal menu contains 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. The 'STUDENT / MY COURSES' section is active, showing three main cards: 'Course Registration and Enrolment' (highlighted with a red box), 'Select seminar groups', and 'Requests'. The 'Course Registration and Enrolment' card lists 'Starred courses', 'Courses enrolled in most often', 'Physical Education courses', and 'My operations history'. The 'Select seminar groups' card lists 'Seminar Group Exchange', 'Browse groups', and 'Enrolment history'. The 'Requests' card lists 'Apply for course-repetition exemption' and 'Apply for being enrolled in the term'. A decorative image of daisies is visible in the top right background.

Choose the **faculty** in the left pull-down menu, enter the **course code**, and click on “**Specify**”

Select courses by entering their codes:

Faculty of Education ▼

PA215|

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).

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**.

student enrollment.

FI:PA215 Game Design I 90/-

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.

Is the registration period under way?

Now you can *enroll* in courses offered by the following faculties:

- LF (autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- FF (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)
- PrF (Autumn 2019, enrolment from 12. 6. 2019 17:00 to 15. 9. 2019)
- FSS (Autumn 2019, enrolment from 2. 9. 2019 17:00 to 15. 9. 2019)
- PrF (Autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- FI (Autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- PdF (Autumn 2019, enrolment from 2. 9. 2019 17:00 to 15. 9. 2019)
- FSpS (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)
- ESF (Autumn 2019, enrolment from 3. 9. 2019 17:00 to 15. 9. 2019)
- CST (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)

When can I register for courses?

Courses currently registered for or enrolled in:

Course	Further information	Enrolled	Requesting	Position
PdF:DEpDRN <input type="checkbox"/> History of the Middle Ages and Early Modern Time Mon 18:00–19:50 učebna 5 <input type="checkbox"/> Group: DEpDRN/002 Thu 17:00–17:50 učebna 4 <input type="checkbox"/> change Group: DEpDRN/01 Wed 14:00–14:50 učebna 24 <input type="checkbox"/> change		yes zk 6 credit(s)	registration/enrolment cancellation	enrolled/-
PdF:DEpPVH <input type="checkbox"/> Auxiliary Historical Sciences Thu 15:00–15:50 učebna 50 <input type="checkbox"/> Group: DEpPVH/01 Thu 14:00–14:50 učebna 10 <input type="checkbox"/> change		yes zk 4 credit(s)	registration/enrolment cancellation	enrolled/-
PdF:DEpSTA <input type="checkbox"/> History of the Classic World Mon 14:00–14:50 učebna 1 <input type="checkbox"/>		yes zk 4 credit(s)		enrolled/-

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 “Start of term” → “ Course registration and enrolment “

STUDENT / MY COURSES START OF TERM TEACHING END OF TERM DURING STUDIES END OF STUDIES

Is the registration period under way?

Now you can *enroll* in courses offered by the following faculties:

- LF (Autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- FF (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)
- PrF (Autumn 2019, enrolment from 12. 6. 2019 17:00 to 15. 9. 2019)
- FSS (Autumn 2019, enrolment from 2. 9. 2019 17:00 to 15. 9. 2019)
- PpF (Autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- FI (Autumn 2019, enrolment from 1. 9. 2019 17:00 to 15. 9. 2019)
- PdF (Autumn 2019, enrolment from 2. 9. 2019 17:00 to 15. 9. 2019)
- FSpS (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)
- ESF (Autumn 2019, enrolment from 3. 9. 2019 17:00 to 15. 9. 2019)
- CST (Autumn 2019, enrolment from 1. 8. 2019 17:00 to 15. 9. 2019)

When can I register for courses?

Courses currently registered for or enrolled in:

Course	Further information	Enrolled	Requesting	Positic
PdF:DEpDRN History of the Middle Ages and Early Modern Time Mon 18:00–19:50 učebna 5 Group: DEpDRN/002 Thu 17:00–17:50 učebna 4 change Group: DEpDRN/01 Wed 14:00–14:50 učebna 24 change		yes zk 6 credit(s)	registration/enrolment cancellation	enrollec
PdF:DEpPVH Auxiliary Historical Sciences Thu 15:00–15:50 učebna 50 Group: DEpPVH/01 Thu 14:00–14:50 učebna 10 change		yes zk 4 credit(s)	registration/enrolment cancellation	enrollec

Then click on “Registration/enrollment cancellation“

EXAMINATION DATES AND RESERVATIONS

is > Student ✦

Student



STUDENT / MY COURSES	START OF TERM	TEACHING	END OF TERM	DURING STUDIES	END OF STUDIES
<p>Grades obtained</p> <p>Request to correct a passing grade</p>			<p>Examination dates</p> <p>Examination Date Exchange</p>		<p>Course opinion polls</p>

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.

no slot reserved by you **details** ↑ Thu 16. 5. 2019 10:15 učebna 50 (examinations only (no resits)), reservations: 63, maximum number of students: 93
 open for reservations to Wed 15. 5. 2019, cancellation possible to Wed 15. 5. 2019
 Řádný termín zápočtového testu pro studenty všech seminárních skupin prezenčního bakalářského programu, kteří v jarním semestru navštěvovali předmět Angličtina pro pedagogy - A a Angličtina pro učitelství praktického vyučování A. K testu se mohou dostavit pouze ti studenti, kteří mají splněny všechny průběžné semestrální úkoly zadané vyučujícími. Test bude částečně ve skenovatelné podobě - vhodné vzít s sebou měkkou tužku a gumu. Části testu: poslech, čtení, gramatika a slovní zásoba (z celého semestru, Units 1-5).
 Posted: 30. 4. 2019 10:17, D. Trčková, učo 63689 [attempt to reserve a slot](#)

My Grades



STUDENT / MY COURSES

START OF TERM

TEACHING

END OF TERM

DURING STUDIES

END OF STUDIES

Show my evaluation results obtained in all the terms of my studies

Autumn 2019

Course	Credits	Type of Completion	Evaluation	Note	Entered by
PdF:DEpDRN History of the Middle Ages and Early Modern Time	6	zk			
PdF:DEpPVH Auxiliary Historical Sciences	4	zk			

STUDY MATERIALS

Home [is](#) > Student > Study Materials (e-learning)

MY APPLICATIONS

- Fill in Work Report
- Pozastavení
individuálních
přístupových práv
- My Mail
- Student
- Courses
- Studies
- is-forum
- Personal records
- Document Office

Study Materials (e-learning)

[STUDENT / MY COURSES](#) **START OF TERM** [TEACHING](#) [END OF TERM](#) [DURING STUDIES](#) [END OF STUDIES](#)

Interactive Syllabi

Study materials ordered logically or chronologically:

- PdF:SZ6005
 - Speciální a inkluzivní pedagogika
- PdF:SZ6007
 - Asistentská praxe

New (still unread) files in the Study Material

- PdF:JVp012 English for Teachers - B (35 new files)
- PdF:OVp012 History of Ethics 2-seminar (1 new file)

Student → Teaching → E-learning → Study Materials

To open a folder, you should click on it. Double click to download the file or you can also download the file into your computer by clicking on its name using the right button and selecting “Download file”.


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

> Student ✕

Student









Home 🏠

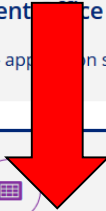
STUDENT / MY COURSES 📄 START OF TERM TEACHING END OF TERM DURING STUDIES END OF STUDIES

MY APPLICATIONS

- My Mail
- Student
- Courses
- Studies

OLD IS

 Check my studies Course-field association	 IS reminders	 Document release My documents - application status
 Internships and stays	 Tuition Fees Calculated fees History of my studies and fee calculation Study fees calculator View tuition fees	 Topic Lists My topics





- My Mail
- Student
- Courses
- Studies
- is-forum ✖
- Personal records ✖
- Document Office -
electronic
administration
- Document Office -
records overview ✖
- Teacher's Notebook ✖

Select a topic:

Bachelor's theses [check all](#)

- Bakalářské práce (SBAPR) →

Master's theses [check all](#)

- Diplomové práce (SDIPR) →

Final state examinations [check all](#)

- Test →

Other [check all](#)

- Erasmus - test z AJ →
- IBM Mainframe →
- Master's Thesis in English →
- PPS (pps) →
- Právní informatika II →
- Přednáška IT Architect →
- Seminare AT&T →
- Soft skills LARP →
- Technical writing workshop →
- Test (testZP) →
- TEST →

Selected Not selected All

[Disable multi-list selection](#)

[+ Create a list](#)

individuální
přístupových práv

- My Mail
- Student
- Courses
- Studies
- is-forum ✖
- Personal records ✖
- Document Office -
electronic
administration
- Document Office -
records overview ✖
- Teacher's Notebook ✖

Diplomové práce [details, instructions, timetable ▾](#)

Order topics by: names | last modification | supervisor
 Display topics: my current ones | **currently available ones** | all current ones | awaiting approval | for verification | advanced selection ▾

Mgr. et Mgr. Vít Baisa, Ph.D.

1. **A map of public events**

Supervisor: Mgr. et Mgr. Vít Baisa, Ph.D., učo 139654

Student (max. 1): none yet

Pre-Requisites: NOW (SDIPR) (taken from a list)

API design data analysis data mining geovisualization HTML information retrieval monitoring NLP Python smart city UX visualization
 web application

Display operations

prof. RNDr. Jiří Barnat, Ph.D.

2. **State-space generation in Cloud (reader not confirmed)**

Supervisor: prof. RNDr. Jiří Barnat, Ph.D., učo 3496

HELP

Guidelines and explanations of all IS functions.

At the bottom of each page.

Or contact the IS technicians - istech@fi.muni.cz



The Information System of Masaryk University
More about IS MU, administered by Faculty of Informatics, MU



Do you need help?
istech@fi.muni.cz



10/9/2019 | 14:26
Current date and time



Help



Settings



Privacy