

MUNI
ECON

Welcome to ECON MUNI

Instructions for new students

Who are we?



Barbora Němcová
Admissions coordinator



Adéla Benešová
Study coordinator for programmes in English

WiFi

#1 eduroam (Main Network)

👤 UČO¹⁾@muni.cz
🔑 secondary password²⁾

eduroam is the main wireless network at MU enabling connection to internet. This network is being used by a variety of academic institutions around the world, so you can often connect to it automatically even on study or business trips.

1) University unique identification number

2) Your secondary password [can be found/changed here](#).

#2 MUNI (Auxiliary Network)

👤 UČO¹⁾
🔑 secondary password²⁾

Be careful, data transfer via this network is not secured! MUNI network functions as an auxiliary network. You should only use it if having trouble with eduroam network.

- You will be able to connect **after we enrol you in studies** (today in the evening or tomorrow).
- All information is to be found at:
<https://it.muni.cz/en/services/wireless-wi-fi-connection>

Passwords

– Primary password

- To be used mainly when working with the university information system
- You received it from Karel/Barbora

– Secondary password

- To login into computers in classrooms and library
- Wifi
- You have to look for it in the IS (video manual):

To-Do list

1. Verification documents

* I will return the documents to you in a few weeks.

Bachelor students:

- Diploma/certificate (apostilled or superlegalised according to the country)
- Confirmation of accreditation
- Other documents we agreed on in our e-mail conversation

Master students:

- Diploma (apostilled or superlegalised according to the country)
- Transcript of records/Diploma supplement
- Other documents we agreed on in our e-mail conversation

Or Nostrification documents + diploma

2. Sign the enrolment form

- By signing the enrolment form, you officially become a student of our university.

...and safety instructions

- on the other side of the enrolment form.

3. Sign your study contract

- Only tuition fee-paying students
- 2 copies = 2 signatures
- The contract is binding. Please make sure that you read the information about tuition fees in particular carefully.
- Once the Dean signs the contracts, I will email you to pick up a copy.

4. Give us the documents



Verification documents

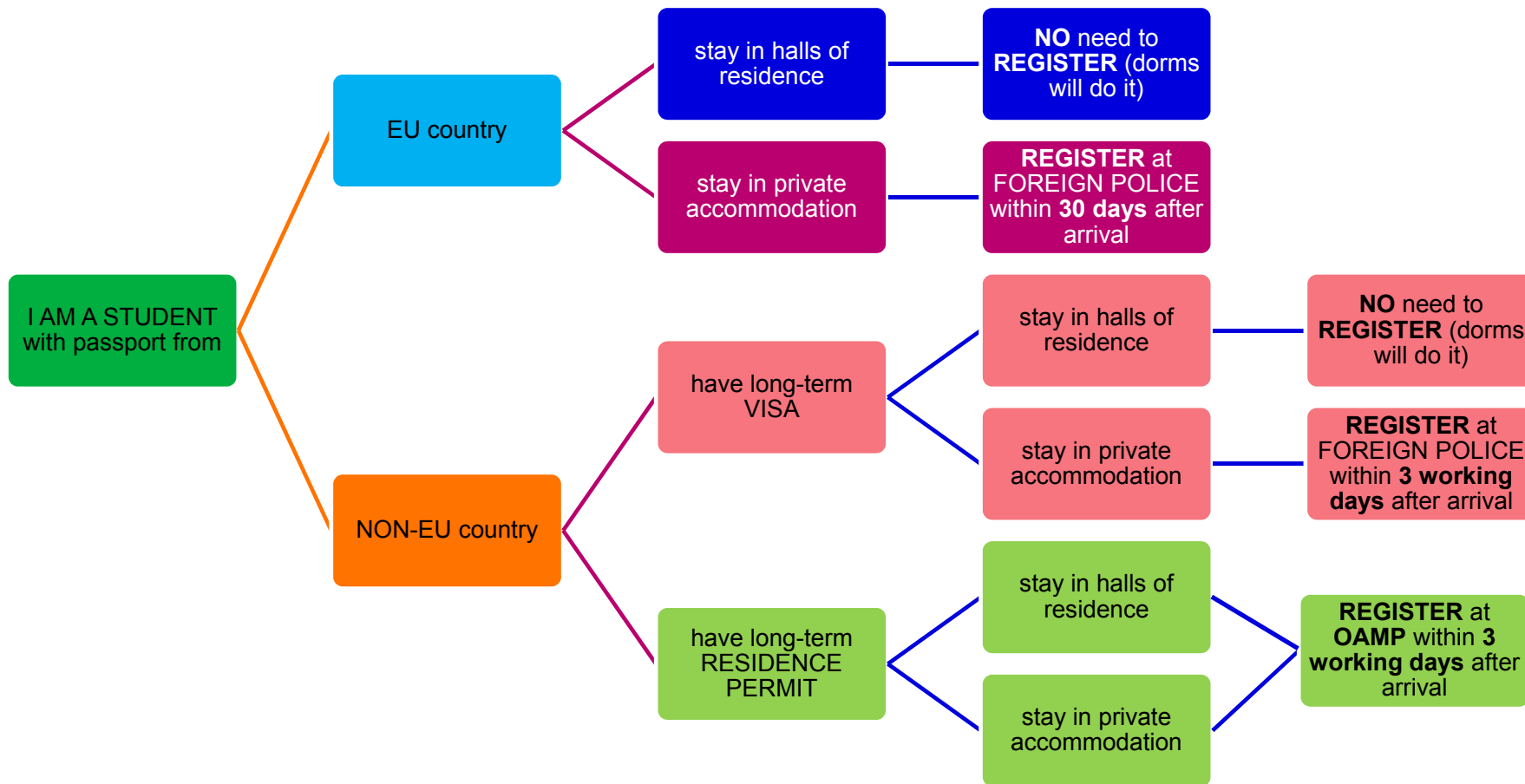


Enrolment form



Study contracts (2 copies)

5. Register with the Immigration Office or Foreign Police Department



**MINISTRY OF
THE INTERIOR
“MOI”**

- Office hours: Mon and Wed 8:00-17:00 Tue and Thu 8:00-14:00
- Address: Tuřanka 1554/115b

**FOREIGN
POLICE**

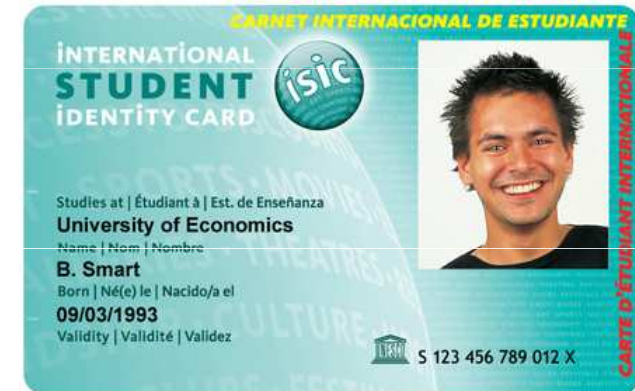
- Office hours: Mon and Wed 8:00-17:00 Tue and Thu 8:00-14:00
- Address: Cejl 62b

Write in your planner that you need to apply for a visa extension on time!

If you do that late, you might be obliged to return home.

6. ISIC card

- = International Student Identity Card
- Usage of the card within MUNI
 - student identification and MU affiliation
 - access to buildings and classrooms
 - access to university computer rooms
 - access to libraries and library services
 - access to copy and print services in libraries and computer rooms
 - access to catering services in university canteens
- A number of student discounts outside of the university



How to get the card?

1

Get photographed

- At 2 pm in this classroom (after this meeting)
- Do not forget to smile

2

Pay for the card here:

- Bachelor students:
<https://is.muni.cz/auth/go/ni27se>
- Master students:
<https://is.muni.cz/auth/go/hp5q4p>
- If you cannot pay online, you can pay in cash when picking up the card.

3

Wait for an e-mail from your study coordinator

4

Once you receive an e-mail saying that your ISIC card is prepared, you can come to the International Office to pick it up.

7. Create an account at BRNO ID and pay for the transport pass and the waste tax

1. Create an account

2. Buy transport pass (if needed)

3. Pay the waste tax (all students) – **EVERY YEAR!**

- You have to fill out a special form first: *BrnoID – Waste tax – Reporting waste forms – [Form for reporting of stay of foreigner in Brno](#)*
- Then you have to pay the tax (CZK 670): *BrnoID – Waste tax – [Pay online](#)* (If you do not have a Personal identification number, you can enter your date of birth instead:

Taxpayers Load form values from saved template: -- none --

* Marked items are mandatory.

Only personal data are loaded from the template. Please choose amounts and rates by the taxpayers according current situation.

Taxpayer 1:

Name: * Adéla Surname: * Benešová

Identification

is citizen of Czechia | is foreigner

If you are a foreigner and have been assigned a Czech personal identification number, enter this value. If you only have a Slovak personal identification number, enter at least this. If you do not have any of this, use the function below and fill in the data.

Personal identification number: * / Date of birth to check: -. -. -

Taxpayer doesn't have assigned identification number

Gender: * Male Female Birth date: * DD.MM.YYYY

8. Open a Czech bank account (in CZK)

- If you are granted a scholarship, the university can only send it to a Czech bank account.
- Students usually go to:
 - Air Bank
 - Raiffeisen bank
 - ...but you can choose another bank according to your preference.
- To open an account, you will need a confirmation of studies (in your folder).
- Once you have the bank account number, enter its number in the IS:
 - IS – Scholarships – [Set the account number for receiving the scholarship](#)
 - You will receive a video tutorial on how to enter the number in the IS this week.

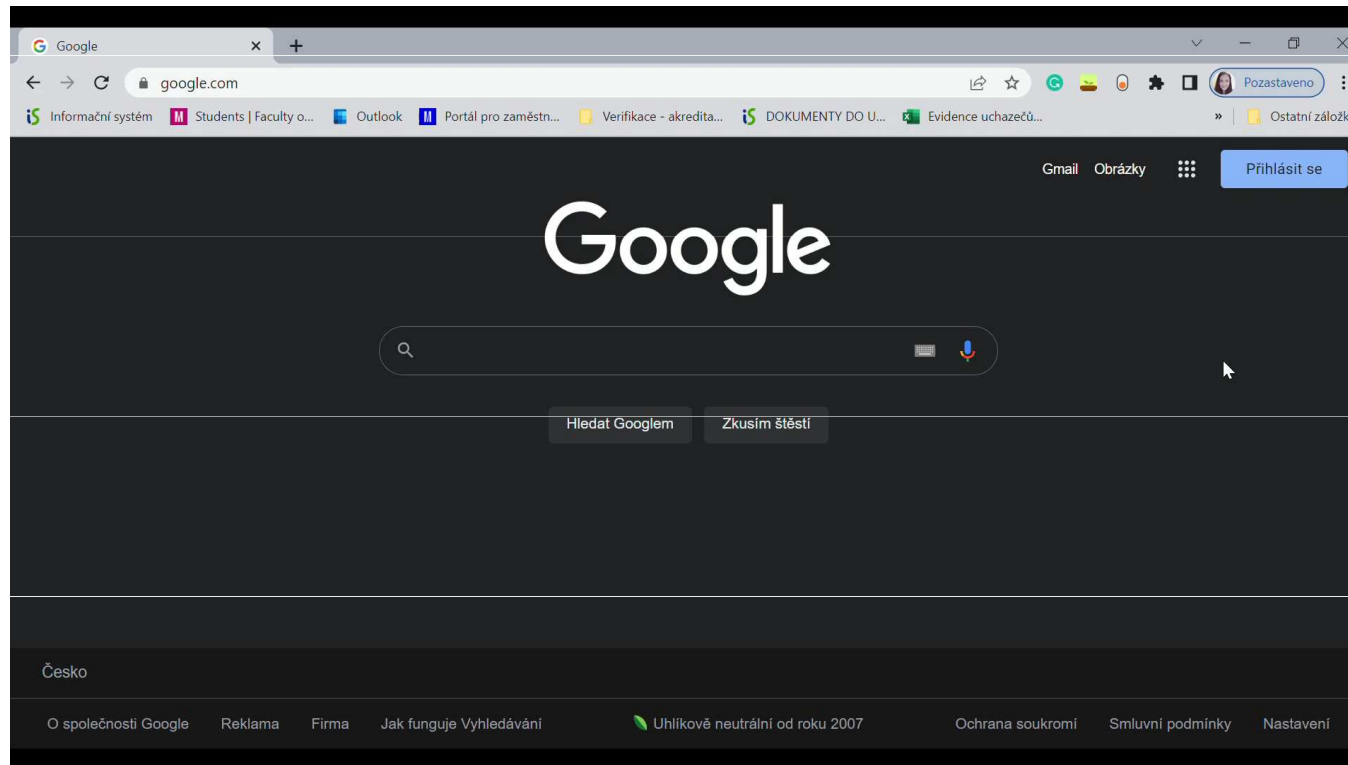


SCHOLARSHIPS

Student's applications

- Set the account number for receiving the scholarship

How to set the account number in the IS:



9. Check your timetable in the IS: IS – Calendar – My timetable

The screenshot displays the MUNI Information System (IS) homepage. The browser address bar shows the URL `is.muni.cz/auth/?lang=en`. The page features a search bar with the text "search the IS" and a magnifying glass icon. A navigation menu on the left lists "MY APPLICATIONS" including Batch selection, Document Office, ISIC stickers, Browse study records, Office for Studies, Academic records, Enrolment, Edit application, Browse orders, Registration and Enrolment Statistics, and Cards. The main content area is titled "Information System" and includes a "CALENDAR" widget with the sub-heading "MY MAIL" and "CALENDAR". The "CALENDAR" widget lists "My timetable", "Reservation", and "Which meeting? Tудle". Other widgets include "MY MAIL" (Send mail, Settings, Group email), "DOCUMENT OFFICE" (Moje úřadovna, Manage, My documents), "SHOPPING CENTER" (Shopping Center administration, Browse orders, My orders), "OFFICE FOR STUDIES" (Batch selection, Personal records, Academic records, Enrolment), and "SCHOLARSHIPS". A "Life at MU" section on the right contains an "IS TIP" and a "Don't have a green IS?" notice with a "Learn more" button. The page also features a "Coronavirus: details and applications" banner at the top.

10. Set your uni e-mail address in the IS

- Official communication channel, check your inbox every day
- You can set forwarding the e-mails to your personal account:
IS – Inbox – IS mail - [Email settings](#)
- Once your coordinator/teacher sends you an e-mail to your uni e-mail, it is regarded as delivered!

11. Register with the ESN (if you want to)

- ESN = Erasmus student network www.esn.muni.cz
- Buddy system
- Trips, events
- Students helping students



Erasmus Student Network
MUNI Brno

12. Attend courses

- Read information about each course in the IS.
- Communicate with the teachers if something is not clear concerning the organization of the tuition.
 - Read the [Communication culture](#) section on the web
- If you have issues, solve them immediately, do not wait for the end of the semester.

12. Check the rest of the documents in the folder

1. Emergency number

- Use in a really serious emergency
- Save the number (+420 777 44 86 86)

2. Office hours of the International Office

- Office hours valid from September 25:
- Study coordinator: Adéla Benešová, room no. 210 (second floor)
- Please respect these hours so that we can work on your e-mails and other requests, thank you.

OFFICE HOURS OF THE OFFICE FOR INTERNATIONAL RELATIONS	
Monday	13:00 - 15:00
Wednesday	9:00 - 11:00 13:00 - 15:00
Friday	9:00 - 11:00*
* Friday office hours are available only during the teaching period.	

13. Plan for the upcoming days (compulsory events):

Wednesday, 13 September: Faculty presentation



Friday, 15 September: Compulsory testing – Master's only



18 September to 22 September: Introduction week



25 September: Start of tuition

Compulsory testing – Master's students only

- **Friday** (15 September) at **9:30** at the Faculty, room no. **VT204** (second floor)
- Essential for your studies, make sure you attend it!

What to do now:

- Get photographed
- Check your university e-mail inbox and go through this presentation again
- Make sure you complete all the steps
- See you on Wednesday! 😊