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MUNI Orientation week – Observation Notes on Presentations

Welcome to Masaryk University – Day 1

Violeta - Welcome - emphasis on international nature of Muni & importance of Internationalization and student exchange. Key benefits of living in Brno

Second speaker

Academic calendar and events

Grading system - students need to check with home universities to ensure compliance

Plagiarism

Libraries - by faculty

Computers - wifi

Canteens (dining options)

Student life - video presentation

Accommodation

Cards - ISIC (student discounts) & ESN card for members

Do's & don'ts - study, live academically & socially, come to international office to ask questions. Don't - miss lectures/seminars, leaving things up last minute, travel during the week, plagiarism

Divided students into groups using bracelets

ESN MUNI presentation - encouraging students to join - buy ESN cards which give discounts to events & local businesses, welcome bag - sim card, merch, etc... Erasmus festival - week after orientation.

Students divide into groups based on faculty or type of exchange

Admission presentation

ISEP, partner institutions, Czech mates, CESP, Erasmus+

Who we are - Center for international cooperation

What we do? School stuff, courses, transcript, scholarship

What is ESN MUNI Brno? Out of school stuff - trips parties, social Erasmus, sports, buddy program, ESN card



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International student guide on website - give link

Roles of people in international office - who to go to for help

Address and location of offices - office hours they are available

Survival kit - to be given in afternoon

Includes - To do list - comply and voluntary activities, Confirmation statement - that you arrived, registration at foreign policy/ministry of interior (visa status & whether you need to register with police), confirmation you are a student (in Czech) - needed for opening bank account, etc...

Transportation pass - student discount. Need to verify yourself in system

ISIC card - need to pay for it (czk380). Need to bring photo. Used for student ID, libraries, PC rooms, printing, photocopies, canteen - can load money onto it

Course registration/enrollment - website with guides & tutorials, YouTube videos

Problems with registration/enrollment - system doesn't recognize history of foreign students. "Not meeting prerequisites" - need to apply for exception. Course teacher approves or rejects. Suggest to talk to prof at first course.

Changes to course enrollment - Sept 25th is deadline for making changes. Ensure list of correct & complete by then

20 ECTS - required per semester for exchange students. Full load. Can do less with permission from home university

Types of completion - letter grade, pass/fail

Accommodation rules - parties, night time, security and safety, cctv video, home university informed of breaking rules & deal with, ISIC cards needed to enter



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Pay for rent - website link given. Details there on past payments & amounts due. First month rent based on arrival date. Refundable deposit up to CZK 5,900. Rent due 10th of the month. - students had lots of questions on this section. There will be IS training tomorrow. How to top up SUPO card.

Benefits/stipends for ISEP exchange/ Kansai Gaidi University students

Orientation week - signed up & paid (optional) for activities - each student generates a ticket showing what they signed up for. Given 4 vouchers for places of interest - good for 1 month

Erasmus ICM students - rules to follow to meet requirements of program. Structured program.

Who is who in international office dealing with Erasmus

Registration folder - name, login number, faculty

Confirmation of arrival - needed for admin if program. Scholarship is based on arrival date. Orientation is part of student activities.

Grant agreement - must be signed by students and brought with bank account number on it to get scholarship

Observation notes - Day 2

Online session

Info on various social media accounts and what info is posted in the different accounts

List of different handles

Giveaway if people post to social media

- Emergency procedures - phone numbers, pictures of what emergency vehicles look like, what to do in case of emergency

- Secure safety, health protection and fire prevention - mostly focused on fire safety, showing signs for emergency exit and fire evacuation plans

- General rules - no alcohol or drugs during class, no smoking, location of first aid kits

- How to work fire extinguishers



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- Siren signals
- Health in Brno - understand health insurance plan. Might be different from home country
- non urgent medical aid options
- Masaryk university emergency number, email address
- COVID-19 measures & updates

ESN presentation - explaining what the network is, what they do, introduce board members, mascot, vision of ESN MUNI, what they organize - karaoke, board games, country presentations, language courses, culture events, sports, entertainment, causes of ESN, how to join

Language center at MUNI

- What do we do? - courses for students, staff & public, language materials, soft skills, research, largest university language center in Czech Republic
- languages available - colourful Czech, English, Spanish, french, German, Russian - 2-5 ECTS per course
- language teaching assistant for native speakers. Can help prepare classes with teachers. Get 2 credits & certificate
- writing lab - help with English writing. Open & free for everyone

Services for students - support for students with special needs

- where they are located
- what they help with - psychologist, extended test time, hard of hearing, barrier free accommodation, chronic disease issues, learning difficulties, visual loss
- contact info for the support center

Info system training

- Overview of relevant sections on website for international students - English courses, guidebook,
- How to register for courses
- How to see what courses you are registered for
- How to delete a course



- How to request permission/exemption for acceptance for courses that need - request goes directly to the lecturer
- Seminar groups - need to sign up separately in addition to the course
- Where to find timetable with locations of courses
- End of term tab - shows grades, exam dates (need up sign up for a date and time if there are multiple), course opinion polls results of feedback forms
- How to find list of university personnel - phone numbers and office locations
- scholarship info - need to set bank account info through information system
- rent payment - responding to questions from day 1. Showing the online system (SUPO) and walking through process
- Library catalogue - how to use it and locate/order books
- Muni Discovery - access to electronic resources MUNI has access to (journals, etc...)

Student activities fair

- 7 tables set-up for various clubs
- 1 hour
- done in 2 groups due to so many students

List

- MU language center
- MU sports studies
- IUSTITIA - NPO
- Brno daily English newspaper
- investor's club
- English via board games
- japanese club