**Masaryk University Course Selection +
Grade Conversion Guide**

This document provides guidance for selecting courses to take at Masaryk University and an overview of how we determine the KU credit and grade equivalents. Read this document in full and keep it on hand for reference throughout your study abroad program.

**MASARYK LIST OF COURSES**

**Use the following resources to identify available courses at Masaryk University:**

* [**Masaryk University Course Catalog**](http://cic.muni.cz/en/left-incoming-mobility/incoming-student/courses-for-international-students)

Masaryk’s course catalog provides a listing of course options in English. The course catalog is organized by FACULTY (known as Schools or Colleges at KU) and TERM. Find the faculty that offers courses needed for your degree (see below). Click on a term – autumn or spring – to see the list of courses offered during this term. KU students can take any course for which they are qualified, including courses designated as Master’s level classes.

If the term during which you are planning to study abroad is not available, refer to the corresponding term of the year prior to see courses LIKELY to be offered. Courses are continually added to the catalog, so additional courses may also be available.

Note that some faculty and department names are different from the KU department name (*Economics and* *Administration* at Masaryk offers courses in *Business*, for example) and some KU departments are represented in multiple Masaryk departments.

Below are the most popular faculties and subject areas for KU students:

* Faculty of Arts: courses in American Studies, Art History, English, Film Studies, History, Foreign Languages, Linguistics, Literature and Creative Writing, Philosophy, Religious Studies, and Theatre.
* Faculty of Economics and Administration: courses in Business, Finance and Accounting, Economics, Management, Marketing, Supply Chain Management, and System Engineering. \*Many courses appropriate for KU students are listed under Courses for Masters Students\*
* Faculty of Social Studies: courses in Communication Studies, Environmental Humanities, Journalism, Political Science, Psychology, Social Policy and Social Work, and Sociology.
* Faculty of Science: courses in Anthropology, Biochemistry, Biology, Cartography, Chemistry, Ecology, Evolutionary Biology, Geography, Geology, Mathematics, and Physics.
* Faculty of Sports Studies Exercise Science, Kinesiology, Physical Education.
* Central European Studies Program: an interdisciplinary program with a select set of courses designed to explore the social, economic, political, and cultural transformations that have shaped the Czech Republic and Central Europe.
* [**KU Course Equivalency Database**](http://studyabroad.ku.edu/course-equivalencies)

This is a list of courses that are pre-approved for KU credit (approved equivalency) and courses that students have had approved for KU credit in the past (possible equivalency). Use ‘Masaryk’ in the search field. This is NOT A COMPLETE LIST of courses available to you.

Course approvals are subject to the discretion of the academic department. Any course listed in the database as an ‘Approved Equivalency’ is pre-approved for credit as listed. Any course not appearing in the database or listed as a ‘Possible Equivalency’ will require departmental approval to determine the KU course credit. Any course listed as ‘No Equivalency’ can be approved for study abroad topics credits or approved through a different department.

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FOR ACCEPTED STUDENTS ONLY (The following information is for students who have already applied and been accepted to the Masaryk University exchange program.)

**COURSE SELECTION + ENROLLMENT**

There will be two phases for enrolling in courses for your semester at Masaryk University:

1. Identifying and pre-selecting courses during the host institution application process.
2. Registering and enrolling for courses immediately before the start of your semester abroad.

 **Phase 1: Course Preference Selection**

As you complete the Masaryk University application (after acceptance by KU), you will submit a list of course preferences. Refer to the courses pre-approved on your Academic Plan and Approval Form. Submit your list of course preferences to the KU Study Abroad Program Coordinator, Jenna Hunter-Skidmore. The list should be typed and include the course number and title as they appear in the Masaryk course catalog. Refer to the host institution application instructions in JayhawksAbroad for more information. *This is not confirmed enrollment in these courses; the actual courses you enroll in may vary according to availability.*

**Phase 2: Course Enrollment**

Course registration/enrollment takes place online after you have been accepted by Masaryk University. Approximately two months prior to the start of your semester abroad, you will receive an email directly from Masaryk University with detailed instructions for accessing their online course registration system. **Enrollment for fall semester takes place late from July - September; enrollment for spring semester takes place from late November - February.** Each Faculty has a designated enrollment period. You will register for your preferred courses during this designated enrollment period. After your registration, you will be automatically enrolled in the courses you have selected.

**Note**: If a course has a prerequisite, you may not be able to enroll in it right away. This does not mean the course is unavailable to you. This happens because Masaryk’s online system does not recognize your educational history and therefore may not allow you to enroll automatically in a course with prerequisites. Instead, you will apply for an exception online within the system during the designated enrollment period. After applying for an exception, you are likely to be approved by the course instructor to enroll in the course.

Important Reminders

* You must maintain full-time student status while abroad (12 KU credit hours). Make sure your Masaryk courses have been approved to convert to at least 12 KU credit hours. This is approximately 24-30 ECTS (4-5 classes), but can vary based on the classes you select.
* Masaryk University requires that exchange students enroll in a minimum of 20 ECTS.
* All courses you take and grades you receive will be posted to your KU transcript and count towards your GPA.

**CREDIT AND GRADE CONVERSION**

Official Masaryk Transcript

After you return from studying abroad, Masaryk University will mail KU Study Abroad your official university transcript**.** It can take several months for us to receive your final official transcript from Masaryk (fall semester transcripts received in March; spring semester transcripts received in August).

If you are a graduating senior, it is your responsibility to ensure that KU Study Abroad receives your transcript from Masaryk University in time to post your credits and grades to meet the graduation deadline. Make all necessary arrangements with Masaryk *before* the conclusion of the semester.

To expedite the grade posting process, ensure that you have all of your courses pre-approved by the appropriate department in writing, either in the Academic Plan and Approval Form or in an email copied to your study abroad Program Coordinator – Jenna Hunter-Skidmore, jmhunter@ku.edu.

**Masaryk Credit System + Conversion**

Masaryk uses the ECTS (European Credit Transfer System) to calculate credit amount. Courses are assigned a number of credits depending on the workload students need to achieve the expected learning outcomes. The ECTS to KU credit ratio is roughly 2:1.

ECTS to KU credit conversion scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ECTS Credits | KU Credits |  | ECTS Credits | KU Credits |
| 2 | 1 |  | 6 | 3-4 |
| 3 | 1-2 |  | 8 | 4 |
| 4 | 2-3 |  | 10 | 5 |
| 5 | 3 |  | 12 | 6 |

*IMPORTANT NOTE: This standard is applied with flexibility, as many European countries do not base their academic systems on the same contact hour principle that the U.S. standard does. KU faculty will review the content of a course and judge content plus the above scale to most accurately determine the KU credit equivalent.*

**Masaryk Grading System**

Courses at Masaryk use different grading scales depending on the type of course. Not all courses are graded A-F. When selecting your courses, take note of how each course will be graded (known as ‘Type of Completion’ and is listed in the detailed course description in the course catalog). The following table describes the different course designations and how they are graded:

|  |  |
| --- | --- |
| Type of Completion | Graded As |
| zk - “zkouška” (examination) | Letter grade – A, B, C, D, E, F |
| kz – “klasifikovaný zápočet” (graded credit) | Letter grade – A, B, C, D, E, F |
| k – “kolokvium” (colloquium) | Pass/Fail |
| z – “zápočet” (credit) | Pass/Fail |

KU requires a letter grade for each course. If you are taking a course that is graded Pass/Fail (see table above), make a request to the instructor to receive a letter grade for the course. While they may not be able to post a letter grade to your Masaryk transcript, often the course instructor can email us a letter grade or other indication of your performance in the course. The email should be sent directly to jmhunter@ku.edu. If this is not possible, you must notify me that you have made this attempt.

KU’s credit/no credit policy applies. Most KU students may elect to have one non-major course per semester taken as CR/NC. Business courses are not approved for CR/NC and must all be taken for a grade. You must notify your study abroad coordinator in writing before 40% of the course is complete to take a course as CR/NC.

The table below depicts how grades on your Masaryk University transcript are converted to the KU grading scale:

|  |  |  |
| --- | --- | --- |
| Masaryk Scale |  | KU Scale |
| *Grade Designation* | *ECTS Grade* | *US Grade* |
| Výborne (Excellent) | A | A |
| Výborne (Excellent) | B | B+ |
| Vel’mi Dobre (Very Good) | C | B |
| Vel’mi Dobre (Very Good) | D | C+ |
| Dobre (Good) | E | C |
| Novyhovél (Fail) | F | F |

**HELPFUL LINKS**

* Detailed information on [Masaryk University’s grading and credit system](https://czs.muni.cz/en/student-from-abroad/international-student-guide/grading-system-and-ects)
* [KU’s Credit/No Credit Policy](http://registrar.ku.edu/creditno-credit)
* KU Study Abroad [Academic Plan and Approval Form](https://ku.studioabroad.com/_customtags/ct_FileRetrieve.cfm?File_ID=290)
* List of [KU Faculty and Departmental Study Abroad Advisors](https://ku.studioabroad.com/_customtags/ct_FileRetrieve.cfm?File_ID=000371487A737102060405771A00077301140301730A1C0076070975017170050E740600747100)