



University of Hradec Králové

# **INFORMATION FACT SHEET FOR EXCHANGE STUDENTS**

## **FOR THE ACADEMIC YEAR 2022/2023**

### **Name of institution**

UNIVERSITY OF HRADEC KRÁLOVÉ

### **Erasmus ID code / Organisation ID**

CZ HRADEC01 / E10208843

### **Address**

University of Hradec Králové

Faculty of Education/Faculty of Informatics and Management/  
Philosophical Faculty/Faculty of Science

International Relations Office

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The Czech Republic



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Vice-Dean for International Affairs

scan the code to get more  
information about UHK



[uhk.cz/en](http://uhk.cz/en)



## The academic year 2022/2023

1st semester (winter semester)	19/09/2022 – 26/01/2023
Arrival	07/09 – 14/9/22
Enrolment	12/09 – 16/09/22
Orientation week (activities for incomings)	19/09 – 26/09/22
Classes period	19/09 – 18/12/22
Christmas holiday period	19/12/22 – 01/01/23
Exam period	02/01 – 26/01/23
Public holidays in 2022	28/09, 28/10, 17/11, 24-26/12

2nd semester (summer semester)	06/02 – 30/06/2023
Arrival	01/02 – 08/02/23
Enrolment	01/02 – 06/02/23
Orientation week (activities for incomings)	06/02 – 13/02/23
Classes period	06/02 – 07/05/23
Exam period	09/05 – 30/06/23
Public holidays in 2023	01/01, 07/04, 10/04, 01/05, 08/05

## Applications deadlines

### For nominations and applications for KA131 (Erasmus+: Erasmus)\*

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
1st semester (winter semester) or whole academic year	31 May	31 May	31 May	31 May
2nd semester (summer semester)	30 November	30 November	30 November	30 November

\*except for students with visa requirements (see deadlines below)

### For nominations and applications for non-European students including KA171 (Erasmus+ ICM)

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
1st semester (winter semester) or whole academic year	15 May	30 April	28 February	1 May
2nd semester (summer semester)	31 October	15 October	15 August	1 November



## Applications procedure

Students must be **officially nominated** by the International office/coordinator at the home institution, via email, before they apply.

Nominations should be sent, by email to [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz) (for Faculty of Education), [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz) (for Faculty of Informatics and Management), via website <https://www.uhk.cz/en/philosophical-faculty/exchanges/erasmus/study> (for Philosophical Faculty) or by email to [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz) (for Faculty of Science) prior to or at the same time as applications.

Nomination email should include name and surname of student/s, study cycle, subject area, email address, which semester, and information if the student is/is not eligible to receive a scholarship from UHK.

Students must complete and send the application documents by email to [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz) (for Faculty of Education), [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz) (for Faculty of Informatics and Management), via the online form on <https://www.uhk.cz/en/philosophical-faculty/exchanges/erasmus/study> (for Philosophical Faculty) or by email to [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz) (for Faculty of Science). Students of the Faculty of Informatics and management shall fill in the online application.

Application documents must be complete, filled out, signed, and stamped by students and coordinators of the home institution for the application to be processed.

### Applications forms are to be found at

#### Faculty of Education:

[uhk.cz/en/faculty-of-education/exchanges](https://www.uhk.cz/en/faculty-of-education/exchanges) or contact the International office: [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)

#### Faculty of Informatics and Management:

[uhk.cz/en/faculty-of-informatics-and-management/exchanges](https://www.uhk.cz/en/faculty-of-informatics-and-management/exchanges) or contact the International office: [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz)

#### Philosophical Faculty:

[uhk.cz/en/philosophical-faculty/exchanges](https://www.uhk.cz/en/philosophical-faculty/exchanges) or contact the International Office: [marketa.dolezalova@uhk.cz](mailto:marketa.dolezalova@uhk.cz) (for KA131 Erasmus+), [tomas.hercik@uhk.cz](mailto:tomas.hercik@uhk.cz) ( for non-European mobilities), [vera.kourimova@uhk.cz](mailto:vera.kourimova@uhk.cz) ( for KA171 Erasmus+ ICM)

#### Faculty of Science:

[uhk.cz/en/faculty-of-science/exchanges](https://www.uhk.cz/en/faculty-of-science/exchanges) or contact the International office: [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz)

#### Application documents for KA131 (Erasmus+):

Erasmus+ student application form  
Passport size photo and scan of ID  
Erasmus+ Learning agreement for studies/traineeships  
UHK Student card application  
Transcript of records (in English)

#### Application documents for non-European mobilities and KA171 (Erasmus+ ICM):

Application form  
Passport size photo and scan of passport/ID  
Learning agreement for studies/traineeships  
UHK Student card application  
Transcript of records (in English; in other languages upon previous agreement)

## Study courses for exchange students

Incoming students choose courses from their receiving faculty. However, it is also possible to register for courses from other faculties. In that case, courses that correspond to at least 75 % of credits selected by the student have to be registered at the receiving faculty.

### Faculty of Education:

The faculty of Education offers module-oriented courses, taught in English (partly in German, French, and Russian.)

The course catalog (course offer for exchange students), including updated information, could be found at: [uhk.cz/en/faculty-of-education/exchanges](https://uhk.cz/en/faculty-of-education/exchanges)

All exchange students are recommended to attend the core course of the Czech language for foreigners. This course is held as a semester course and is intended for beginners (no Czech language knowledge) or for slight advanced (basic Czech language knowledge).

In addition to the core course of the Czech language, students are supposed to choose whole module/modules of courses in accordance with their study area or their interest, e.g. Cultural Studies, Education and Teaching Orientation, etc.

Students are allowed to combine modules and/or particular courses in order to reach the required number of credits.

Faculty of Education also provides teaching practice as a part of studies or an internship as a semester tailor-made traineeship stay (at school, informal education organization, leisure centre, etc.)

The individual internship is to be arranged upon the student's requirements. Please, contact IRO: [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)

### Faculty of Informatics and Management

The course offer can be found here:

[uhk.cz/en/faculty-of-informatics-and-management/exchanges](https://uhk.cz/en/faculty-of-informatics-and-management/exchanges)

### Philosophical Faculty

The course catalogue (course offer for exchange students), including updated information, could be found at [uhk.cz/en/philosophical-faculty/exchanges/practical-information](https://uhk.cz/en/philosophical-faculty/exchanges/practical-information)

### Faculty of Science

The course offer can be found here:

[uhk.cz/en/faculty-of-science/exchanges](https://uhk.cz/en/faculty-of-science/exchanges)



scan the QR code for  
[Course Catalogue 2022/2023](#)

## Grading system

Study and Examination Code of the University of Hradec Králové (2019, Article 14), (can be downloaded from [our website](#)).

The scale **A, B, C, D, E, and F** are used for grading. The grade “A” is the best one while the grade “F” means that the student failed.

The grading scale corresponds to the following textual and numeric classification:

Classification	Textual classification	Numeric classification
A	Excellent	1
B	Very good	1.5
C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
F	Fail	4

When recognizing a part of the studies or the individual Subjects under Article 21 (1) of the Study and Examination Code, the word “recognized” can be used instead of grading.

## Accommodation

Accommodation is provided by UHK,  
at the **University Halls of Residence Palachova**.

Students stay in the two-bedroom flat with a shared kitchen, bathroom, and toilet. Bedrooms are double or triple. We do not provide single rooms. Furnished with bed, table, chair, and wardrobe. Bed linen, duvet, pillow, and sheet are provided.

Housing applications for students applying for an exchange stay are included in the standard application form. Every student who stays at the dormitory must pay a refundable deposit of 2000 CZK on arrival.

If students do not tick the option that they want to be accommodated in the dormitory in the application form or if they prefer a single room or private housing, they are supposed to arrange it on their own.

The accommodation is guaranteed only for students who keep the deadline for applying (see on page 3 – section “application deadlines”).

In case of insufficient capacity of the dormitory, alternative accommodation will be provided.



## Practical information

All accepted exchange students will receive a welcome email with pre-arrival information about visa application, traveling, arrival, accommodation, enrolment, and our university.

The official currency is the **Czech Crown** in the Czech Republic = CZK (€1 = approx. 25 CZK; \$1 = approx. 23 CZK); (EUR/USD is not accepted in most the shops, restaurants, or public places).

### Living costs:

Housing

approx. 150 EUR/month (the price at the university dormitory)

320-500 EUR/month (in private facilities)

Food

200-300 EUR/month

Local Transportation

20 EUR/month (many places in the town are within walking distance or on the bike)

School Fees

none or very small (students only pay for printing or copying and other extra services)

## Visa requirements

Citizens of the EU, Norway, Lichtenstein, Iceland, and Switzerland do not need to apply for a residence permit/visa.

Citizens from countries outside of the EU need to apply for a long-term visa/residence permit before arrival in the Czech Republic.

Students are obliged to contact the nearest embassy or consulate for detailed information.

Visa information is to be also found on the website of the Ministry of Interior.

## Health and Travel Insurance

All students must hold a valid European Health Insurance Card (EHIC) or equivalent before coming to the Czech Republic.

Visa students have to pay travel insurance in accordance with the instructions of the Ministry of Interior of the Czech Republic.

For students with visa requirements, it is essential to have insurance only from the Pojišťovna VZP a.s.

We strongly recommend to non-visa students buy travel insurance as well.

Brochure about health care for foreigners in the Czech Republic available on UHK website.