

INFORMATION FACT SHEET FOR EXCHANGE STUDENTS

FOR ACADEMIC YEAR 2021/2022

Name of institution		UNIVERSITY OF HRADEC KRALOVE FACULTY OF EDUCATION / FACULTY OF INFORMATICS AND MANAGEMENT / PHILOSOPHICAL FACULTY / FACULTY OF SCIENCE
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 Rokitanského 62 500 03 Hradec Králové The Czech Republic
Faculty of Education	Contact person for incoming exchange students and teacher mobilities	Ing. Petra Nosková International Mobility Coordinator petra.noskova@uhk.cz ; +420 493 331 141
	Contact person for outgoing exchange students	Mgr. Lucie Martinková International Mobility Coordinator lucie.martinkova@uhk.cz ; +420 493 331 115
Faculty of Informatics and Management	Contact person for incoming exchange students and teachers	Eva Pospíchalová International Mobility Coordinator eva.pospichalova.2@uhk.cz ; +420 493 332 210
	Contact person for outgoing exchange students and teachers	Monika Hebková International Mobility Coordinator monika.hebkova@uhk.cz ; +420 493 332 209
Philosophical Faculty	Contact person for KA 103 (Erasmus+)	Mgr. Markéta Doležalová International Mobility Coordinator marketa.dolezalova@uhk.cz ; +420 493 331 218
	Contact person for KA 107 (Erasmus+ ICM (International Credit Mobility))	Mgr. et Mgr. Věra Kouřimová International Mobility Coordinator vera.kourimova@uhk.cz ; +420 493 332 908

	Contact person for non-european incoming exchange students	Mgr. Tomáš Herčík International Mobility Coordinator tomas.hercik@uhk.cz ; +420 493 332 908
	Contact person for outgoing exchange students and non-european teacher mobilities	Mgr. Martina Eliášová International Mobility Coordinator martina.eliasova@uhk.cz ; +420 493 331 212
Faculty of Science	Contact person	Mgr. Pavla Holubová International Mobility Coordinator pavla.holubova@uhk.cz ; +420 493 332 817
Head of IRO at Faculty of Education		Mgr. Daniela Vrabcová, Ph.D., Vice-Dean for Internationalization
Head of IRO at Faculty of Informatics and Management		doc. RNDr. Petra Poulová, Ph.D., Vice-Dean for Development and International Affairs
Head of IRO at Philosophical Faculty		Mgr. Petra Tlčimuková, Ph.D., Vice-Dean for International Affairs
Head of IRO at Faculty of Science		prof. PharmDr. Kamil Musílek, Ph.D., Vice-Dean for International Affairs
Website of the Faculty of Education		https://www.uhk.cz/en/faculty-of-education/exchanges
Website of the Faculty of Informatics and Management		https://www.uhk.cz/en/faculty-of-informatics-and-management/exchanges
Website of the Philosophical Faculty		https://www.uhk.cz/en/philosophical-faculty/exchanges
Website of the Faculty of Science		https://www.uhk.cz/en/faculty-of-science/exchanges

ACADEMIC YEAR 2021/2022

1st semester (winter semester)	20/09/2021 - 27/01/2022
Arrival	08/09 - 15/09/21
Enrolment	16/09 - 17/09/21
Orientation week (activities for incomings)	16/09 - 24/09/21
Classes period	20/09 - 19/12/21
Christmas holiday period	20/12/21 - 02/01/22

Exam period	03/01 – 27/01/22
Public holidays in 2021	28 Sept, 28 Oct, 17 Nov, 24-26 Dec
2nd semester (summer semester)	07/02 – 30/06/22
Arrival	02/02 – 06/02/22
Enrolment	04/02/22 and 07/02/22 (if not possible 04/02/22)
Orientation week (activities for incomings)	07/02 – 11/02/22
Classes period	07/02 – 07/05/22
Exam period	09/05 – 30/06/22
Public holidays in 2022	01 Jan, 15 Apr, 18 Apr, 01 May, 08 May

APPLICATION DEADLINES for nominations and applications for KA103 (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	30 JUNE	1 JUNE
2nd SEMESTER (SUMMER SEMESTER)	30 NOVEMBER	30 OCTOBER	1 DECEMBER	1 DECEMBER

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

APPLICATION DEADLINES for nominations and applications for non-European students including KA107 (Erasmus+ ICM)

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
1st SEMESTER (WINTER SEMESTER) OR WHOLE ACADEMIC YEAR	31 MAY	30 APRIL	31 MARCH	1 JUNE
2nd SEMESTER (SUMMER SEMESTER)	31 OCTOBER	15 OCTOBER	30 SEPTEMBER	1 NOVEMBER

APPLICATION 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 (for Faculty of Education), eva.pospichalova.2@uhk.cz (for Faculty of Informatics and Management), marketa.dolezalova@uhk.cz (for Philosophical Faculty - KA103 Erasmus+), tomas.hercik@uhk.cz (for Philosophical Faculty – non-european mobilities), vera.kourimova@uhk.cz (for Philosophical faculty – KA107 Erasmus+ ICM) or to pavla.holubova@uhk.cz (for Faculty of Science) prior to or at the same time as applications.

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

Students must complete and send the application documents by email to petra.noskova@uhk.cz (for Faculty of Education), marketa.dolezalova@uhk.cz (for Philosophical Faculty - KA103 Erasmus+), tomas.hercik@uhk.cz (for Philosophical Faculty – non-european mobilities), vera.kourimova@uhk.cz (for Philosophical faculty – KA107 Erasmus+ ICM) or to 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 home institution for the application to be processed.

APPLICATION DOCUMENTS for KA103 (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 KA107 (Erasmus+ ICM,):

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

APPLICATION FORMS ARE TO BE FOUND AT

Faculty of Education: <https://www.uhk.cz/en/faculty-of-education/exchanges> or contact International office: petra.noskova@uhk.cz

Faculty of Informatics and Management: <https://www.uhk.cz/en/faculty-of-informatics-and-management/exchanges> or contact International office: eva.pospichalova.2@uhk.cz

Philosophical Faculty: <https://www.uhk.cz/en/philosophical-faculty/exchanges> or contact International office: marketa.dolezalova@uhk.cz (KA103 Erasmus+), tomas.hercik@uhk.cz (for Philosophical Faculty – non-european mobilities), vera.kourimova@uhk.cz (for Philosophical faculty – KA107 Erasmus+ ICM).

Faculty of Science: <https://www.uhk.cz/en/faculty-of-science/exchanges> or contact International office: pavla.holubova@uhk.cz

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

Faculty of Education offers the **module-oriented courses**, taught in English (partly in German, French and Russian.)

The **course catalogue** (course offer for exchange students), including updated information could be found at: <https://www.uhk.cz/en/faculty-of-education/exchanges>.

All exchange students are recommended to attend the core course of the **Czech 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 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.)

Individual internship is to be arranged upon the student's requirements. Please, contact IRO: petra.noskova@uhk.cz

FACULTY OF INFORMATICS AND MANAGEMENT

The course offer can be found here: <https://www.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: <https://www.uhk.cz/en/philosophical-faculty/exchanges/practical-information>

FACULTY OF SCIENCE

The course offer can be found here: <https://www.uhk.cz/en/faculty-of-science/exchanges>

GRADING SYSTEM

Study and Examination Code of the University of Hradec Králové (2019) (Article 14) (can be downloaded at: <https://www.uhk.cz/en/university-of-hradec-kralove/about/official-board/guidelines-and-decrees>).

The scale A, B, C, D, E, and F is 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	Numerical 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, in the [Palachova student dormitory](#) (residence hall). Students stay in the two-room flat with shared kitchen, bathroom and toilet. Rooms are double or triple. We do not provide single rooms. Furnished with bed, table, chair and wardrobe. Bedlinen, cuvet, pillow and sheet are provided.

Housing applications for students applying for an exchange stay are included in the standard application form.

If students do not tick the option that they want to be accommodated in the dormitory in the application form or if they prefer 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 the page 3 – section „application deadlines“).

PRACTICAL INFORMATION

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

Official currency in the Czech Republic is CZECH CROWN=CZK (1 EUR= approx. 26 CZK; 1 USD = approx. 21,5 CZK) (EUR, USD is **not** accepted in most of shops, restaurants or public places).

Living costs:	Housing	approx. 150 EUR/month (the price at the student dormitory) 320-500 EUR/month (in private facility)
	Food	200-300 EUR/month
	Local Transportation	20 EUR/month (many places in the town are at walking distance, or you can buy and use bike)
	School Fees	none or very small (student card is for free, students only pay for some printing or copying, if needed)

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 visa/residence permit before coming to the Czech Republic.

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

Visa information is to be also found at:

<http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

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 need to buy travel insurance in accordance with the instructions of the Ministry of Interior of the Czech Republic.

Insurance information is to be also found at:

<http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx>

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

Students can choose from various insurance companies, For example it is possible to contact Ms Jana Mentbergerová from Slavia Insurance Company (jana.mentbergerova@slaviapartner.cz).

More information for incoming students can be found on our websites:

<https://www.uhk.cz/en/faculty-of-education/exchanges>

<https://www.uhk.cz/en/faculty-of-informatics-and-management/exchanges>

<https://www.uhk.cz/en/philosophical-faculty/exchanges>

<https://www.uhk.cz/en/faculty-of-science/exchanges>