

INFORMATION FACT SHEET FOR EXCHANGE STUDENTS

FOR ACADEMIC YEAR 2018/2019

Name of institution	UNIVERSITY OF HRADEC KRALOVE FACULTY OF EDUCATION / FACULTY OF INFORMATICS AND MANAGEMENT / PHILOSOPHICAL FACULTY / FACULTY OF SCIENCE
Erasmus ID code	CZ HRADEC01
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
Contact person at Faculty of Education	Ing. Petra Nosková International Mobility Coordinator petra.noskova@uhk.cz ; +420 493 331 141
Contact person for incoming exchange students and teachers at Faculty of Informatics and Management	Bc. Kristýna Jandová International Mobility Coordinator kristyna.jandova@uhk.cz ; +420 493 332 210
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Contact person for outgoing exchange students and teacher mobilities at Philosophical Faculty	Mgr. Martina Eliášová International Mobility Coordinator martina.eliasova@uhk.cz ; +420 493 331 212
Contact person for incoming exchange students at Philosophical Faculty	Mgr. Tomáš Herčík International Mobility Coordinator tomas.hercik@uhk.cz ; +420 493 332 908
Contact person at Faculty of Science	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 Poullová, Ph.D., Vice-Dean for Development and International Affairs
Head of IRO at Philosophical Faculty	PhDr. Zdeněk Beran, Ph.D., Vice-Dean for International Affairs
Head of IRO at Faculty of Science	doc. RNDr. Štěpán Hubálovský, Ph.D., Vice-Dean for Science, Research and Creative Activities
Website of the Faculty of Education	https://www.uhk.cz/en-GB/PDF-international-students/Non-European-Programmes
Website of the Faculty of Informatics and Management	https://www.uhk.cz/en-GB/FIM-international-students/Non-European-Programmes
Website of the Philosophical Faculty	https://www.uhk.cz/en-GB/FF-international-students/Non-European-Exchange-Programmes
Website of the Faculty of Science	https://www.uhk.cz/en-GB/PRF-international-students/Non-European-Programmes

ACADEMIC YEAR 2018/2019

1st semester (winter semester)	24/09/2018 - 08/02/2019
Orientation week (arrival, enrolment, activities for incomings)	17/09 - 21/09/18
Classes period	24/09 - 21/12/18
Exam period	02/01 - 08/02/19
Christmas holiday period	22/12/18 - 01/01/19
Public holidays in 2018	28Sept, 28Oct, 17Nov, 24-26Dec
2nd semester (summer semester)	11/02 - 30/06/19
Orientation week (arrival, enrolment, activities for incomings)	04/02-08/02/19
Classes period	11/02-10/05/19
Exam period	13/05-30/06/19
Public holidays in 2019	01Jan, 19Apr, 22Apr, 01May, 08May

APPLICATION DEADLINES (for nominations and applications)

	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	28 FEBRUARY/ 15 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), kristyna.jandova@uhk.cz (for Faculty of Informatics and Management), tomas.hercik@uhk.cz (for Philosophical Faculty) 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), to kristyna.jandova@uhk.cz (for Faculty of Informatics and Management), to tomas.hercik@uhk.cz (for Philosophical Faculty) or to pavla.holubova@uhk.cz (for Faculty of Science).

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:

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

APPLICATION FORMS ARE TO BE FOUND AT

Faculty of Education: <https://www.uhk.cz/en-GB/PDF-international-students/Non-European-Programmes> or contact International office: petra.noskova@uhk.cz

Faculty of Informatics and Management: <https://www.uhk.cz/en-GB/FIM-international-students/Non-European-Programmes> or contact International office: kristyna.jandova@uhk.cz

Philosophical Faculty: <https://www.uhk.cz/en-GB/FF-international-students/Non-European-Exchange-Programmes> or contact International office: martina.eliasova@uhk.cz

Faculty of Science: <https://www.uhk.cz/en-GB/PRF-international-students/Non-European-Programmes> or contact International office: pavla.holubova@uhk.cz

STUDY COURSES FOR EXCHANGE STUDENTS

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-GB/PDF-international-students/Non-European-Programmes>.

All exchange students are obliged to attend the core course of the **Czech for foreigners**.

This course is held as a semester course and is determined 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, e.g. Activedu base I, Socialedu I, etc.

To reach the required number of credits students could complete their study plan with other courses, e.g. general languages.

Students who are accepted at the Faculty of Education have to enrol at least 75% of credits from the list of courses offered by Faculty of Education.

Faculty of Education also provides the **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-GB/FIM-international-students/Non-European-Programmes>

Students who are accepted to the Faculty of Informatics and Management have to enrol at least 75% of credits from the list of courses offered by this faculty.

PHILOSOPHICAL FACULTY

The **course catalogue** (course offer for exchange students), including updated information could be found at: <https://www.uhk.cz/en-GB/FF-international-students/Non-European-Exchange-Programmes>

The faculty offers **Czech language and culture course** from 15th August till 15th September 2018. For 6 ECTS the students will learn the basics of Czech language for everyday use and visit specialized lectures about Czech history, language and politics and join leisure activities organised by the faculty. More information are to be found at: <https://www.uhk.cz/en-GB/FF-international-students/Czech-language-and-culture-course>

Students who are accepted at the Philosophical Faculty have to enrol at least 75% of credits from the list of courses offered by Philosophical Faculty.

FACULTY OF SCIENCE

The course offer can be found here: <https://www.uhk.cz/en-GB/PRF-international-students/Non-European-Programmes>

Students who are accepted to the Faculty of Science have to enrol at least 75% of credits from the list of courses offered by Faculty of Science.

GRADING SYSTEM

Full Text of the Study and Examination Regulations of the University of Hradec Králové 2015 (Article 14) www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter "A" represents the best exam outcome, "F" means, that the student have failed the exam.

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

ECTS classification	verbal and numerical classification
A	excellent (1)
B	(1,5)
C	very good (2)
D	(2,5)
E	satisfactory (3)
F	failed (4)

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

ACCOMMODATION

Accommodation is provided by UHK, in the Palachova student dormitory (residence hall). Students stay in the two-room flat with common 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.

Students are supposed to complete and send the Erasmus+ housing application form while applying for exchange stay, by email, to: petra.noskova@uhk.cz (for Faculty of Education) or to: pavla.holubova@uhk.cz (Faculty of Science).

Housing applications for students applying for an exchange stay at the Philosophical Faculty and the Faculty of Informatics and Management are included in the standard application form.

The accommodation is guaranteed only for students who keep the deadline for applying:

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
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If students do not send the housing application form in a due time or prefer single room or private housing, they are supposed to arrange it on their own.

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. 25,5 CZK) (Euro is **not** accepted in most of shops, restaurants or public places).

Living costs:	Housing	110 EUR/month (the price at the student dormitory) 250-450 EUR/month (in private facility)
	Food	150-200 EUR/month
	Local Transportation	25 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 (including UK), 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.

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

<https://www.uhk.cz/en-GB/PDF-international-students/Non-European-Programmes>

<https://www.uhk.cz/en-GB/FIM-international-students/Non-European-Programmes>

<https://www.uhk.cz/en-GB/FF-international-students/Non-European-Exchange-Programmes>

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