

Admission Procedure Rules and Conditions for Admission to Study Bachelor's and Master's Study Programmes at the Faculty of Science of the University of Hradec Králové for the academic year 2022/2023

These rules are promulgated on the basis of the provisions of Section 49 of Act No. 111/1998 Sb. on Higher Education Institutions and on amendments and supplements to other acts (the Higher Education Institutions Act), as amended, and the provisions of Articles 23 to 25 of the Constitution of the University of Hradec Králové and were approved by the Academic Senate of the Faculty of Science of the University of Hradec Králové on 27 October 2021.

1 ADMISSIONS PROCEDURE TIMETABLE

Deadline for applications (Round 1 of admissions procedure):	
Bachelor's study programmes:	28 February 2022
Follow-up Master's study programmes:	28 February 2022
Indicative date of the entrance examination (Round 1 of admission procedure)*:	
Bachelor's study programmes, except for the integrated ones:	from 23 May 2022 to 3 June 2022
Integrated Bachelor's study programmes:	from 16 May 2022 to 24 June 2022
Follow-up Master's study programmes:	from 13 June 2022 to 17 June 2022
Deadline for payment of the admission fee (Round 1 of admission procedure):	
Bachelor's study programmes:	28 February 2022
Follow-up Master's study programmes:	28 February 2022
Deadline for entering previous education results and submitting mandatory attachments (Round 1 of admission procedure):	
Bachelor's study programmes:	30 April 2022
Follow-up Master's study programmes:	30 April 2022
Date of verification of the fulfilment of the admission procedure conditions (Round 1 of admission procedure) - summer / autumn:	
Bachelor's study programmes, except for the integrated ones:	9 June 2022 / 15 September 2022
Integrated Bachelor's study programmes:	27 June 2022 / 15 September 2022
Follow-up Master's study programmes:	9 June 2022 / 15 September 2022
Announcement of a possible Round 2 of admission procedure:	
Bachelor's study programmes:	1 July 2022
Follow-up Master's study programmes:	1 July 2022
Deadline for submission of applications in Round 2 of admission procedure, if announced:	
Bachelor's study programmes:	31 July 2022
Follow-up Master's study programmes:	31 July 2022

Indicative date of Round 2 entrance examination, if announced*:	
Bachelor's study programmes:	from 22 August 2022 to 26 August 2022
Follow-up Master's study programmes:	from 22 August 2021 to 26 August 2022
Deadline for payment of the admission fee (Round 2 of admission procedure):	
Bachelor's study programmes:	31 July 2022
Follow-up Master's study programmes:	31 July 2022
Date of verification of the fulfilment of the admission procedure conditions (Round 2 of admission procedure):	
Bachelor's study programmes:	8 September 2022
Follow-up Master's study programmes:	8 September 2022
Enrolment in the first year of study**:	
For applicants admitted in the first round of the admission procedure:	from 1 September 2022 to 7 September 2022
For applicants admitted in the 2nd round of the admission procedure:	15 September 2022
Completion of the admission procedure:	
Bachelor's study programmes:	14 October 2022
Master's study programmes:	14 October 2022
Doctoral study programmes	14 October 2022

*The specific dates of the entrance examinations for individual study programmes will be communicated to applicants by e-mail and published on the portal: <https://stag.uhk.cz/portal/studium/uchazec>.

**Applicants from Round 1 of the admissions procedure who provide evidence of previous education in September are enrolled on the date set for enrolment of applicants from Round 2 of the admissions procedure.

2 GENERAL CONDITIONS OF ADMISSION PROCEDURE

2.1 Prerequisites for admission to study:

- a. Timely submission of a duly completed **application form** with all necessary information;
- b. Timely payment of the admission procedure **fee** in the required amount;
- c. Proper and timely production of the required prior **qualifications** and, where applicable, **any other certificates, attestations or affidavits** required (in particular, a medical certificate of fitness);
- d. **Attendance at and successful completion of the entrance examination or fulfilment of the conditions for exemption from the examination** if the entrance examination is required in the admission procedure.

2.2 Procedure for determining the outcome of the admission procedure:

Only the following students are admitted to study **if they meet the necessary conditions**, on the basis of the **ranking achieved**, which is compiled **exclusively according to the number of points** obtained in the admission procedure:

- a. Applicants who have **passed the entrance examination**, if an entrance examination is required, who have achieved at least **the minimum overall grade**, if the minimum overall

grade is determined with respect to more than one part of the admission procedure, and who, at the same time, **achieved at least such ranking** in the overall ranking of applicants that does not exceed the capacity of the study programme as determined by the Rector's act of management. If more than one applicant achieves the same ranking and the admission of some of them would exceed the capacity of the programme, all applicants of the same ranking shall be admitted or not admitted on the basis of the recommendation of the admissions committee;

- b. Applicants who have been exempted from the admission examination (as a whole) and who have achieved at least **the minimum overall assessment**, if the minimum overall assessment is determined with respect to more than one part of the admission procedure, and who **have also achieved at least such ranking** in the overall ranking of applicants that does not exceed the capacity of the study programme as determined by the Rector's act of management. If more than one applicant achieves the same ranking and the admission of some of them would exceed the capacity of the programme, all applicants of the same ranking shall be admitted or not admitted on the basis of the recommendation of the admissions committee.

If the admitted applicants **express their intention not to enrol**, the point threshold for admission may be reduced and the **best applicants** who were not admitted **for capacity reasons** according to the original decision **may be admitted additionally**. All such applicants will subsequently receive a new admission decision. In such a case, the Dean shall decide in accordance with the provisions of Section 101(b) and Section 102(3) of the Administrative Procedure Code.

2.3 Criteria for the admission procedure evaluation:

For all **Bachelor's and Master's study programmes for which the admission procedure is announced**, the **maximum number of points** that an applicant may obtain in the individual parts of the admission procedure is **200**.

The **minimum number of points for successful completion of the admission procedure** is specified individually for each study programme below.

Unless specified otherwise for any individual programme of study, the following applicants will be exempted from entrance examinations:

- a. **Applicants who appear in person on the day of the entrance examination** in accordance with the invitation on the given day and time in the relevant classroom and announce at the attendance that he/she meets the conditions for exemption from the entrance examination. The applicant shall submit his/her secondary school leaving certificate for inspection (usually from the last 3 to 4 years of study; for further details in the individual study programmes, see below). If approved, he/she will be awarded points, which he/she will sign.
- b. **Applicants who apply for exemption from entrance examination by correspondence** no later than 1 month before the entrance examination, i.e. the application must be received no later than on 26 April 2021 (only for Round 1 of the entrance examination). The applicant shall send (to the address of the Study Department of the PřF UHK, Rokitsanského 62, 500 03 Hradec Králové) an application for Exemption from entrance examination with certified copies of 3 or 4 secondary school certificates (for further details in the individual study programmes, see below). These certified certificates may be returned to the applicant after the admission procedure has been completed only on request. Alternatively, the applicant can send the original transcript of marks from his/her secondary school studies provided with the stamp of the school. If the deadline for submitting the correspondence application is not met, it will be postponed and the applicant must apply for exemption on the day of the entrance examination. Exemption

from entrance examination on the basis of a request sent by correspondence is only possible on the basis of the documents available to the applicant no later than on the last day of the deadline for sending the application for Exemption from entrance examination (the final year certificate thus cannot be sent). If the applicant wishes to submit supporting documents obtained at a later date for the exemption, he/she will only be allowed to apply for the exemption on the day of the entrance examination.

The entrance examination will also be exempted for applicants who have placed by the 10th place in the regional or national round of the relevant subject Olympiad (Biology, Physics, Chemistry, Mathematics), the relevant field of the Secondary Professional Activity (SOČ; 4. Biology, 2. Physics, 3. Chemistry, 1. Mathematics and Statistics, 18. Computer Science). The Dean of the Faculty may furthermore decide to exempt from the entrance examination in an **exceptional case** of an applicant who has achieved **exceptional results in the field of education** corresponding to the given study programme, specialisation, or combination of major and minor, on the basis of an **individually justified application by the applicant**. If the applicant does not apply for a Exemption from entrance examination within the deadline or fails to submit it properly, he/she loses the right to be admitted without an entrance examination. If the applicant meets the conditions for exemption from the entrance examination and proves his/her eligibility for exemption within the required time limit, he/she will receive the **maximum number of points** in the relevant part of the admission procedure. In the case of **integrated Bachelor's study programmes** (programmes aimed at teaching), applicants always choose one major programme and one minor programme as part of their application. The admission procedure in the integrated Bachelor's programmes is carried out separately for the major and minor programmes, where the applicant must successfully meet the rules and conditions for admission to both programmes (major and minor) in order to be admitted to study. If an applicant meets the requirements for exemption for both programmes in a given combination, he/she may apply for exemption from both entrance exams (if specified and if exemptions are granted) on one form. If he/she meets the exemption requirements for only one programme, the exam for the 2nd programme must be taken (e.g., in a chemistry-biology combination, he/she meets the requirements for chemistry but does not meet the requirements for biology - the chemistry exam may be exempted and the biology exam must be taken). In accordance with the provisions of Section 49(3) of the Higher Education Institutions Act, the Dean of the faculty may set different conditions for admission of applicants who have completed or are studying a study programme or part thereof at a higher education institution in the Czech Republic or abroad. The Dean may set an entrance examination to verify compliance with the admission requirements pursuant to Section 49(4) of the Act.

The Dean of the faculty may individually determine a different method of verifying the fulfilment of the admission requirements for foreign applicants, usually exempting from the written examination and replacing the oral examination with a videoconference, taking into account the results of the applicant's previous studies documented by a recognized proof of education.

3 ADMISSION REQUIREMENTS FOR INDIVIDUAL STUDY PROGRAMMES

3.1 Bachelor's study programmes:

The standard study period for all Bachelor's study programmes accredited at the Faculty of Science of the UHK is 3 years. The condition for admission is the attainment of secondary education with a school-leaving examination ("maturita" in Czech). Specific admission rules for individual study programmes are specified below.

Bachelor's study programmes:

Biology and Ecology

(full-time study)

Entrance examination	YES	Test of knowledge of secondary school (grammar school) biology.
Exemption from entrance examination	YES	An applicant may be exempted from the test if he or she has had a grade of 1 or 2 in Biology on his/her secondary school transcript throughout secondary school, with an overall grade point average in Biology of up to and including 1.4, and has taken Biology for at least 3 years.
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.

Biology aimed at teaching

(full-time study, integrated study programme)

Entrance examination	YES	Test of knowledge of secondary school (grammar school) biology.
Exemption from entrance examination	YES	An applicant may be exempted from the test if he or she has had a grade of 1 or 2 in Biology on his/her secondary school transcript throughout secondary school, with an overall grade point average in Biology of up to and including 1.4, and has taken Biology for at least 3 years.
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>As part of the admissions procedure, an applicant may choose the Biology aimed at Teaching as his/her major programme in combination with the following minor programmes:</p> <ul style="list-style-type: none"> • English language aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • Physics aimed at teaching, • History aimed at teaching, • Music aimed at teaching, • Chemistry aimed at teaching, • Computer science aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.

Physics aimed at teaching

(full-time study, integrated study programme)

Entrance examination	NO	There are no entrance examinations, applicants for physics studies fill in the grades for the year 1-3 of secondary school (for both terms) in Physics and Mathematics.
Exemption from entrance examination	NO	<p>There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.</p> <p>However, if an applicant has had a grade of 1 or 2 in physics and mathematics on his/her secondary school transcript throughout his/her studies, and has studied physics for at least 2 years, he/she will receive the maximum possible score of 200 points.</p>

Other conditions and information	YES	<p>Applicants will receive points in the admissions procedure for their results in physics and mathematics (up to 186 points). Participation in physics competitions (Physics Olympiad, SOČ, Young Physicists Tournament) can earn up to 14 additional points.</p> <p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>As part of the admissions procedure, an applicant may choose the Physics aimed at teaching programme as a major in combination with the following minor programmes:</p> <ul style="list-style-type: none"> • English language aimed at teaching, • Biology aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • History aimed at teaching, • Music culture aimed at teaching, • Chemistry aimed at teaching, • Computer science aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.
Physical-technical measurements and computer technology (combined form of study)		
Entrance examination	NO	There are no entrance examinations, applicants for physics studies fill in the grades for the year 1-3 of their secondary education (for both terms) in Physics and Mathematics.
Exemption from entrance examination	NO	<p>There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.</p> <p>However, if an applicant has had a grade of 1 or 2 in Physics and Mathematics on his/her secondary school transcript throughout his/her studies, and has studied physics for at least 2 years, he/she will receive the maximum possible score of 200 points.</p>
Other conditions and information	YES	<p>Applicants will receive points in the admissions procedure for their results in physics and mathematics (up to 186 points). Participation in physics competitions (Physics Olympiad, SOČ, Young Physicists Tournament) can earn up to 14 additional points.</p> <p>Instead of study results in physics and mathematics, the applicant's previous work experience can also be taken into account.</p> <p>The minimum score for successful completion of the admission procedure is 100 points.</p>
Physical-technical measurements and computer technology (full-time study)		
Entrance examination	NO	There are no entrance examinations, applicants for physics studies fill in the grades for the year 1-3 of their secondary studies (for both terms) in Physics and Mathematics.

Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination. However, if an applicant has had a grade of 1 or 2 in Physics and Mathematics on his/her secondary school transcript throughout his/her studies, and has studied physics for at least 2 years, he/she will receive the maximum possible score of 200 points.
Other conditions and information	YES	Applicants will receive points in the admissions procedure for their results in physics and mathematics (up to 186 points). Participation in physics competitions (Physics Olympiad, SOČ, Young Physicists Tournament) can earn up to 14 additional points. Instead of study results in physics and mathematics, the applicant's previous work experience can also be taken into account. The minimum score for successful completion of the admission procedure is 100 points.
Chemistry aimed at teaching (full-time study, integrated study programme)		
Entrance examination	NO	There are no entrance examinations, applicants for the chemistry studies must provide their grades for the year 1-3 of their secondary studies (for both terms) in Chemistry and Mathematics.
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination. However, if the applicant has completed a secondary school with at least three years of Chemistry instruction, has a grade in Chemistry or a chemistry subject no worse than 2, and has an overall average of no worse than 1.50 for chemistry subjects on the annual transcripts in years 1-3 of secondary education (in multi-year secondary schools by analogy), he/she will be exempted from the entrance examination and will be awarded 200 points. The academic results in chemistry at secondary school must be documented during the admission procedure by annual transcripts, either in person or by correspondence (certified copies).
Other conditions and information	YES	Applicants will receive points in the admissions procedure for their academic results in Chemistry and Mathematics (up to 186 points). Participation in chemistry competitions (Chemistry Olympiad, SOČ in Chemistry) can earn up to 14 additional points. The minimum number of points for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the P&F UHK.
Chemistry - specialization Bioorganic Chemistry Chemistry - specialisation Toxicology and analysis of pollutants (full-time study, study programme with specialisations)		
Entrance examination	NO	There are no entrance examinations, applicants for the chemistry study must provide their grades for the year 1-3 of their secondary studies (for both terms) in Chemistry and Mathematics.
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.

		However, if the applicant has completed a secondary school with at least three years of Chemistry instruction, has a grade in Chemistry or a chemistry subject no worse than 2, and has an overall average of no worse than 1.50 for chemistry subjects on the annual transcripts in years 1-3 of secondary education (in multi-year secondary schools by analogy), he/she will be exempted from the entrance examination and will be awarded 200 points. The academic results in chemistry at secondary school must be documented during the admission procedure by annual transcripts, either in person or by correspondence (certified copies).
Other conditions and information	YES	Applicants will receive points in the admissions procedure for their academic results in Chemistry and Mathematics (up to 186 points). Participation in chemistry competitions (Chemistry Olympiad, SOČ in Chemistry) can earn up to 14 additional points. The minimum number of points for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PšF UHK.
Computer Science aimed at teaching (full-time study, integrated study programme)		
Entrance examination	NO	There are no entrance examinations, applicants for the study of Computer Science fill in the grades for the year 1-3 of their secondary studies (for both terms) in Computer Science and Mathematics.
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination. However, if an applicant has had a grade of 1 or 2 in Computer Science and Mathematics on his/her secondary school transcript throughout his/her studies, and has studied computer science for at least 2 years, he/she will receive the maximum possible score of 200 points.
Other conditions and information	YES	Applicants will receive points in the admissions procedure for their study results in Computer Science and Mathematics (up to 186 points). Participation in computer science competitions (programming competitions, SOČ in Computer Science) can earn up to 14 additional points. The minimum score for successful completion of the admission procedure is 100 points. As part of the admissions process, applicants may choose the Computer Science Aimed at Teaching programme as a major in combination with the following minor programmes: <ul style="list-style-type: none"> • English language aimed at teaching, • Biology aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • Physics aimed at teaching, • History aimed at teaching, • Music aimed at teaching, • Chemistry aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching,

		<ul style="list-style-type: none"> • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.
Mathematics aimed at teaching (full-time study, integrated study programme)		
Entrance examination	NO	There are no entrance examinations, applicants for the study of mathematics must provide their grades for the years 1-3 of their secondary studies (for both terms) in Mathematics and the average of grades for the years 1-3 of their secondary studies in all compulsory and compulsory elective subjects (for both terms).
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination. However, if an applicant has had a Mathematics grade of 1 or 2 on his/her secondary school transcript throughout his/her studies, and has studied mathematics in years 1 to 3 of his/her secondary studies, he/she will receive the maximum possible score of 200 points.
Other conditions and information	YES	Applicants will receive points in the admission procedure for their academic results in mathematics and for their academic averages calculated from the assessment of all compulsory and compulsory elective subjects (up to 186 points). Participation in mathematical competitions (Mathematical Olympiad, SOČ in Mathematics) can earn up to 14 additional points. The minimum score for successful completion of the admission procedure is 120 points. <ul style="list-style-type: none"> • English language aimed at teaching, • Biology aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • Physics aimed at teaching. • History aimed at teaching, • Music culture aimed at teaching, • Chemistry aimed at teaching, • Computer science aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.

3.2 Follow-up Master's study programmes:

The standard duration of study for all Master's study programmes accredited at the Faculty of Science of the UHK is 2 years. Admission is conditioned (in terms of achieved education) by completed higher education. Specific admission rules for individual study programmes are specified below.

Follow-up Master's study programmes:		
Biology and Ecology - specialization in plant biology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on an assessment of Bachelor's studies and an oral interview.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Biology and Ecology - specialization in animal biology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on an assessment of Bachelor's studies and an oral interview.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Biology and Ecology - specialization in Experimental Biology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on an assessment of Bachelor's studies and an oral interview.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Physical measurements and modelling (full-time study)		
Entrance examination	YES	Oral examination within the scope of knowledge from the Bachelor's degree of the given field. The applicant's performance in the Bachelor's studies and previous experience will also be taken into account.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 80 points.
Physical measurements and modelling (combined form of study)		
Entrance examination	YES	Oral examination within the scope of knowledge from the Bachelor's degree of the given field. The applicant's performance in the Bachelor's studies and previous experience will also be taken into account.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 80 points.

Chemistry - specialization bioorganic chemistry (full-time study)		
Entrance examination	YES	The admission examination for all applicants is based on an assessment of the course and results of the Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	The entrance examination may be exempted for graduates of the Bachelor's study programme in Chemistry or a similar Bachelor's study programme who have graduated with honours.
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK.
Chemistry - specialization in toxicology and analysis of pollutants (full-time study)		
Entrance examination	YES	The admission examination for all applicants is based on an assessment of the course and results of the Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	The entrance examination may be exempted for graduates of the Bachelor's study programme in Chemistry or a similar Bachelor's study programme who have graduated with honours.
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK.
Chemistry - specialisation analysis of biomolecules (full-time study)		
Entrance examination	YES	The admission examination for all applicants is based on an assessment of the course and results of the Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	The entrance examination may be exempted for graduates of the Bachelor's study programme in Chemistry or a similar Bachelor's study programme who have graduated with honours.
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK.
Physics and mathematics teaching at secondary schools (full-time study)		
Entrance examination	NO / YES	Graduates of the study programmes Mathematics aimed at teaching and Physics aimed at teaching are admitted without an entrance examination.

		Graduates of other related Bachelor's study programmes may be admitted after assessment by the heads of the two departments concerned (KMA+KFY) and must pass an oral entrance examination (oral interview focused on knowledge gained during the Bachelor's studies and aptitude for studying MA+PHYS Teaching).
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Chemistry and biology teaching at secondary schools (full-time study)		
Entrance examination	YES	Applicants are admitted on the basis of a successful oral interview in biology and chemistry, which covers the specialist knowledge acquired by the applicant during the Bachelor's studies.
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK.
Computer science and physics teaching at secondary schools (full-time study)		
Entrance examination	NO / YES	Graduates of the study programmes Computer Science aimed at teaching and Physics aimed at teaching are admitted without an entrance examination. Graduates of other related Bachelor's study programmes may be admitted after assessment by the heads of the two departments concerned (KKY+KFY) and must pass an oral entrance examination (oral interview focused on knowledge acquired during the Bachelor's studies and aptitude for studying CS+PHYS Teaching).
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Computer science and mathematics teaching at secondary schools (full-time study)		
Entrance examination	NO / YES	Graduates of the study programmes Computer Science aimed at teaching and Mathematics aimed at teaching are admitted without an entrance examination. Graduates of other related Bachelor's study programmes may be admitted after assessment by the heads of the two KKY+KMA departments concerned and must pass an oral entrance examination (oral interview focused on knowledge acquired during the Bachelor's studies and aptitude for studying CS+MAT Teaching).

Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points.
Mathematics and chemistry teaching at secondary schools (full-time study)		
Entrance examination	NO / YES	Graduates of Mathematics aimed at teaching and Chemistry aimed at teaching are admitted without an entrance examination. Graduates of other related Bachelor's study programmes may be admitted after assessment by the heads of the two departments concerned (KMA+KCH) and must pass an oral entrance examination (oral interview focused on knowledge from the bachelor's degree and aptitude for studying MA+CH Teaching).
Exemption from entrance examination	NO	-
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points. Medical fitness to study the relevant study programme is another condition for admission to the study programme. Medical fitness is usually certified by a general practitioner and must not be older than 4 months before the closing date for applications. In the case of medical fitness certified by a physician abroad, an official translation is required. The form of the medical report, including the text of the medical fitness requirements, forms an annex to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK.

4 OTHER INFORMATION ABOUT THE ADMISSION PROCEDURE

General information on the admission procedure (details on how to submit the application form, how to pay the administrative fee for the admission procedure, etc.) is published on the UHK website (www.uhk.cz). The instructions are binding for all applicants.

The UHK website also provides more detailed information on the profile of the applicant, the graduate, the content of the entrance examination for individual study programmes, including recommended study literature. In the case of study programmes divided into specialisations, the capacities of the individual specialisations and the framework rules for the selection of students into specialisations are also listed.

4.1 Submission of applications:

Applications for studies are submitted only in electronic form via the IS/STAG portal at <https://stag.uhk.cz/portal/studium/uchazec>.

4.2 Payment of the fee for the admission procedure:

The administrative fee for each application is CZK 500. If the applicant fails to pay the fee for the admission procedure even after being asked to do so within the specified time limit, he/she will not be allowed to participate in the individual parts of the admission procedure.

4.3 Evidence of attained previous education:

Educational attainment for **Bachelor's study programmes** is proved by an officially certified copy of the school leaving certificate. In the case of secondary education completed abroad, an

officially certified document pursuant to Section 48(4)(a), (b) or (c) of the Higher Education Institutions Act is required.

Educational attainment for **follow-up Master's study programmes** is proved by an officially certified copy of the higher education diploma. In the case of higher education completed abroad, an officially certified copy of a document pursuant to Section 48(5)(a) or (b) of the Higher Education Institutions Act is required.

Foreign applicants for study programmes taught in the Czech language must prove that they have completed a Czech language course at least at level B1. This condition does not apply to applicants from the Slovak Republic.

4.4 Course of the entrance examination

On the basis of the data in the application form, the applicant receives an invitation to the entrance examination via the electronic information system IS/STAG, which indicates the date, time and place of the entrance examination. The applicant is invited for attendance checking which starts half an hour before the examination begins, in a designated classroom where he/she presents his/her identity card for inspection and submits a certified copy of his/her school-leaving certificate, or a secondary school certificate of completion of the school-leaving examination, or proof of successful completion of a Bachelor's degree (depending on the nature of the programme of study, specialisation or major-minor combination in the context of the integrated studies for which he/she is applying). The identity checkers will carefully check that the documents submitted are valid.

If the applicant does not present the relevant document proving previous education at the time of attendance, he/she may take the entrance examination provided that this information is included in the list of applicants and the applicant is instructed to deliver the relevant document proving previous education to the study department without delay after passing the school-leaving examination or the state final examination in the Bachelor's study programme.

All applicants are obliged to provide evidence of the achieved previous education, either in form of an officially certified copy of their school-leaving certificate or Bachelor's diploma (in the case of a follow-up Master's studies), or a simple copy of the same document submitted together with the original for verification to the staff member of the Study Department of the Dean's Office of the Faculty of Science (who will compare the simple copy with the original, confirm the match on the copy and return the original document to the applicant).

The applicant shall either send the proof of the required previous educational attainment to the address of the Study Department by a registered letter, or deliver it in person to the Study Department before the date of enrolment for studies, or submit it at the latest when enrolling for studies. Only applicants who have not been issued a school-leaving certificate by the date of enrolment are allowed an exception.

Prior to the commencement of the written part of the examination, the examiner shall inform the applicants of the course of the entire entrance examination, including the time and room number of the oral examination, if prescribed. The examination must always be held within the pre-specified range of requirements.

Every faculty member who comes into contact with applicants must be identified by a name tag.

The faculty staff ensure that the entrance examinations take place in a regular environment, maintain equal access to applicants, exclude extreme climatic conditions during the examination and observe generally applicable hygiene principles - ventilation of classrooms, noise-free environment, etc.

No one may accompany the applicant to the classrooms where the written entrance examination takes place. Exceptions may be granted by the department head only to accompany a disabled applicant if officially recommended by the Augustin – Centre for Support of Students with Specific Needs upon timely request. If the applicant leaves the classroom during the examination for any reason, he/she will turn in his/her work and may not return. If the applicant will have a cell phone with him/her during any part of the entrance exam, he/she must turn it off. Any active communication or recording device detected during the admission examination shall be grounds for exclusion from the admission procedure.

Before the start of the written part of the entrance exam, a test option for the given date will be drawn. The draw will take place in the presence of at least three students or applicants and two members of the teaching staff. A record of the draw will be made and kept at the department.

4.5 Consideration of excuses for absence from the entrance examination

If an applicant fails to appear for the entrance examination without an excuse, he/she will have no further opportunity to take it. The Faculty may announce an alternative date of the entrance examination for duly excused applicants from Round 1 of the admission procedure, only for study programmes, specialisations or combinations of integrated study programmes major - minor guaranteed by the PřF UHK. An alternative date is granted on the basis of a written application and cannot be required by anybody; the Dean decides on the allocation of an alternative date according to the capacity of the faculty.

Alternative dates for entrance examinations will be determined on the basis of approved applications.

4.6 Admission committees and formation of examination committees:

In the case of the written entrance examination, the task of the examination committees is to ensure the preparation of a sufficient number of versions of the examination tests, to administer these tests to the applicants, to correct them and to submit the results recorded on a form issued by the PřF UHK Study Department. The forms are then processed by the Study Department. The examination committees are also responsible for conducting admission interviews in cases where the admission examination takes the form of an oral interview or where the oral round is one of the components of the admission examination. A record shall be kept of the oral written admission examination, recording the number of points obtained by the applicant and, in the case of an oral test, the content of the interview. The examination committees also make recommendations on exemption from the entrance examination for programmes where the rules provide so.

Each examination committee is chaired by the head of the department whose academic staff member is the guarantor of the relevant study. The number and members of the necessary sub-committees consisting of at least two members shall be determined and appointed by the Head of Department, who shall define the duties and powers of the individual members of the examination committee.

The committee may not publish any list of applicants containing the applicants' personal data.

These forms, duly signed, are to be handed in on the day of the examination (or the following day in the morning) to the PřF UHK Study Department. The head of the department is responsible for the sufficient number of test variants and for any leakage of information about the prepared tests. Lists of applicants will be sent to departments in the week before the entrance examinations.

All the agenda of the admission procedure, including the assignment of tests, including all completed tests, including the records of the oral examination, is handed over to the UHK

Registry within one year at the latest and, after the expiry of the shredding deadlines, it is forwarded for shredding according to the UHK Filing and Shredding Regulations.

The examination committee will inform the applicant of the score achieved in the entrance examination, which the applicant will confirm by signing in the list of applicants or the record of the oral part of the examination. The committee may not publish any list of applicants with personal data.

The examination committee informs the applicant that they will receive the Dean's decision on (non-)admission to study after the meeting of the admission committee and instructs the applicant on the possibility of submitting a request for review of this decision in accordance with the law.

The admission committee will meet as soon as possible after the entrance examinations (usually within a week). The admissions committee is chaired by the Faculty Dean/Vice-Dean. The time and place of the meeting will be determined at a later date.

4.7 Decision on admission

Pursuant to Section 50(4), first sentence, of the Higher Education Institutions Act, the admission/non-admission decision will be issued within 30 days of verification of the admission requirements. In the event that the applicant fails to submit the necessary confirmation of previous education (secondary education with the school-leaving examination (“maturita”) for Bachelor's study programmes or higher education for follow-up Master's study programmes) no later than on the day of the admission examination, and the applicant meets the other necessary conditions for admission to study in the given study programme, the verification of the conditions for admission will take place only after the relevant proof of previous education has been submitted.

The latest date for the acceptance of evidence of prior secondary education with a school-leaving examination is the date of enrolment for applicants who have been issued the school-leaving certificate before the date of enrolment; other applicants shall submit their school-leaving certificates without undue delay, but no later than 60 days after the date of enrolment. The latest date for receipt of proof of prior higher education is 60 days from the date of enrolment.

If the Ministry of Education and Science decides to grant special powers to the higher education institution in the event of an extraordinary situation in accordance with Section 95b of the Higher Education Institutions Act, as amended, the deadline for verifying the educational attainment requirement is 17 June 2022. Applicants who provide evidence of prior educational attainment by 17 June 2022 at the latest will be issued a decision on admission to study without being required to comply with the requirement to provide evidence of prior educational attainment. Other applicants will be required to do so.

Pursuant to Section 50(4), second sentence, of the Higher Education Institutions Act, the higher education institution is not obliged to notify the applicant of the possibility to comment on the grounds for the decision before issuing a decision in the case. Thus, the applicant will only be informed of the admission procedure by the delivery of the admission/non-admission decision.

If the applicant is admitted to study, the admission decision will be delivered to him/her via the electronic information system IS/STAG, if the applicant has agreed to this method of delivery in advance on the application form. The non-admission decision will be sent to applicants by post.

4.8 Access to decisive materials:

Pursuant to Section 50(5) of the Higher Education Institutions Act, the applicant has the right to inspect the file after notification of the decision. The dates on which the applicant may inspect these materials may be agreed with the study department. The PřF UHK may provide the applicant with a copy of the file instead of allowing him/her to inspect it.

Each department will therefore publish, at the time of the entrance examinations, the dates and places where applicants can consult their materials, and will designate a competent person to give explanations. Each department will also publish a contact person (e-mail) with whom applicants can arrange to consult the materials if necessary. The department must allow access to the materials before the expiry of the appeal period, i.e. approximately two months from the date of the examination.

4.9 Review of admission decisions:

Pursuant to Section 50(6) and (7) of the Higher Education Institutions Act, the applicant has the right to appeal against the decision within 30 days of its notification.

The appeal is filed with the faculty that issued the contested decision. The faculty which issued the contested decision may annul or amend it (Section 87 of the Administrative Procedure Code).

The Rector is the administrative appellate authority. The Rector examines the conformity of the contested decision and the proceedings preceding the decision with the legal regulations, the internal regulations of the higher education institution and the faculty, and the conditions of admission to study set by the higher education institution or faculty.

All possible changes in the study programme, specialisation or combination within an integrated study, form, etc. can only be dealt with as part of the review of the decision on (non) admission to study. If such a change will lead to the use of available capacities in a given study programme, specialisation, or combination within an integrated study, form, etc., the application may be granted by way of an internal appeal.

Applicants can check the data essential for the decision on (non-)admission to study (i.e. the scores obtained in the admission examinations and the ranking achieved in these examinations) on the University's website.

4.10 Publication of the admission procedure:

In accordance with the Decree of the Ministry of Education of the Czech Republic No. 343/2002 Sb., on the procedure and conditions for publishing the admission procedure at higher education institutions, the departments/institutes will provide the test papers of the admission examinations held in 2022 for publication. The head of the department is responsible for submitting the documents for the publication of information in accordance with the decree.

The full test papers of the written entrance examinations will be submitted exclusively in electronic form to the Study Department no earlier than on the day following the last day of the regular date of the entrance examinations and no later than fifteen days after that day. If the test papers include multiple-choice questions (tick-box answers), the correct solution will be indicated in the electronic form of the test papers. Where the question requires answer formulating, the answer will not be published. The maximum score for each question/part of the test will always be indicated.

4.11 Protection of the written entrance examination test papers:

The head of the department and the staff providing for reprographic services or other administrative handling of the written entrance examinations are responsible for protecting the test papers from misuse until they are published.

For maximum data protection, I recommend not sending these files by e-mail, not storing them on the hard drive of the faculty computer, but in properly secured copies on portable disks. Copies of the tests will be delivered to the examination in a sealed envelope stamped with the stamp of the department-guarantor.

4.12 Cancellation of the admission procedure

The Dean reserves the right to cancel an already announced admission procedure for any of the study programmes for reasons considered important. In the event that applicants are already registered for such a study programme, they will be offered a transfer to another study programme or a refund of the application fee. If the applicant does not agree to the application transfer to another study programme, a resolution on stopping the admission procedure will be issued to him/her.

5 SECOND ROUND OF ADMISSIONS

The PřF Dean may announce a second round of admissions to certain study programmes in the event that the capacity of a study programme was not filled in the first round of admissions. The possible announcement of the second round of admissions will be published on the Faculty's website. The announcement of the second round of admissions will include a detailed timetable for its conduct.

These admissions rules and the conditions for admission to study shall apply *mutatis mutandis* to the second round of admissions, unless otherwise specified for the second round. Applicants who have failed the entrance examination in the previous round of the admission procedure in the same study programme shall not be admitted to the second round of the admission procedure. Such applicants may apply in the second round of the admissions procedure only for a study programme other than the one for which they applied in the previous round of the admissions procedure.

6 SPECIAL CONDITIONS OF ADMISSION PROCEDURE IN THE EVENT OF EXTRAORDINARY SITUATIONS

6.1 Modification of the conditions of admission in the event of an extraordinary situation:

If the possibility of verifying the fulfilment of the conditions of admission to study (in particular, the holding of an entrance examination in the personal presence of the applicant) is restricted due to a crisis measure announced under the Crisis Act or due to the ordering of an extraordinary measure under a special law (in particular, due to a worsened epidemic situation, natural or other disasters and catastrophes, industrial accidents, etc.), the Dean may change the rules and conditions of the admission procedure already announced after approval by the Academic Senate of the Faculty.

The faculty will publish information on the modification of the rules and conditions of the admission procedure on its website at least 15 days before the verification of the relevant admission procedure condition.

6.2 Proof of educational attainment in the event of an extraordinary situation:

If, due to a crisis measure announced under the Crisis Act or due to the ordering of an extraordinary measure under a special law (in particular, due to a worsened epidemic situation, natural or other disasters and catastrophes, industrial accidents, etc.), the applicants' ability to prove, at the time of verification of the prior education attainment, that they have fulfilled the prior education attainment condition is hindered (see Article 4.7 for the date of verification of this condition), the applicant will be admitted to study without proof of prior educational attainment. In the admission decision, the applicant will be required to comply with the requirement to provide evidence of prior educational attainment within maximum 60 days from the date of enrolment.

6.3 Procedure in the event of failure to provide evidence of educational attainment:

In the event that the applicant fails to prove his/her previous educational attainment even within the time limit referred to in par. **Chyba! Nenalezen zdroj odkazů.** above, the Dean shall decide that the admission to study and enrolment in the course of study shall cease to be valid and effective on the date of the entry into force of the decision to revoke the admission decision; this decision cannot be appealed. The period from the date of enrolment in the course of study until the date on which the decision to revoke the admission decision becomes final shall be included in the student's period of study.

List of abbreviations and terms used:

UHK	University of Hradec Králové
FF	Philosophical Faculty
PdF	Faculty of Education
PřF	Faculty of Science

Administrative Procedure Code	Act No. 500/2004 Sb., the Administrative Procedure Code, as amended
Higher Education Institutions Act	Act No. 111/1998 Sb., on Higher Education Institutions and on amendments and supplements to other acts, as amended

List of annexes:

Annex 1	Medical certificate of fitness to study at a higher education institution
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Dean of the Faculty of Science, UHK**



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