



University of Hradec Králové

INFORMATION FACT SHEET FOR EXCHANGE STUDENTS FOR THE ACADEMIC YEAR 2024/2025

Name of institution

UNIVERSITY OF HRADEC KRÁLOVÉ

Erasmus ID code / Organisation ID

CZ HRADEC01 / E10208843

Address

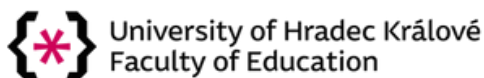
University of Hradec Králové

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

International Relations Office

Rokitanského 62
500 03 Hradec Králové
The Czech Republic

Contact List



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

Vice-Dean for Internationalization

Mgr. Daniela Vrabcová, Ph.D.



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

Vice-Dean for Development and International Affairs

prof. RNDr. Petra Poulová, Ph.D.



Contact person for KA131 (Erasmus+)

Bc. Dominika Karlíková
International Mobility Coordinator
dominika.karlikova@uhk.cz; +420 493 331 218

Contact person for KA171 (Erasmus+ ICM)

Mgr. et Mgr. Věra Kouřimová
International Mobility Coordinator
vera.kourimova@uhk.cz; +420 493 332 007

Contact person outgoing exchange students and internships

Petra Hůlková, BA
International Mobility Coordinator
petra.hulkova@uhk.cz; +420 493 331 219

Contact person for non-European incoming students

Mgr. Tomáš Herčík
Head of International Office
tomas.hercik@uhk.cz; +420 493 332 908

Vice-Dean for International Affairs

Stephanie Inge Rudwick, Ph.D.



Contact person

Mgr. Pavla Holubová
International Mobility Coordinator
pavla.holubova@uhk.cz; +420 493 332 817

Vice-Dean for International Affairs

prof. PharmDr. Kamil Musílek, Ph.D.

scan the code to get more
information about UHK



uhk.cz/en

scan to download the last
version of the UHK Guide



uhk.cz/en/uhkguide



Academic year 2024/2025

1st semester (winter semester)

23/09/2024 – 29/01/2025

Arrival	09/09 – 20/09/2024
Enrolment	12/09 – 20/09/2024
Orientation week (activities for incomings)	16/09 – 22/09/2024
Classes period	23/09 – 22/12/2024
Christmas holiday period	23/12/2024 – 01/01/2025
Exam period	02/01 – 29/01/2025
Public holidays in 2024	28/09, 28/10, 17/11, 24 - 26/12

2nd semester (summer semester)

10/02 – 30/06/2025

Arrival	05/02 – 10/02/2025
Enrolment	06/02 – 10/02/2025
Orientation week (activities for incomings)	10/02 – 16/02/2025
Classes period	10/02 – 11/05/2025
Exam period	12/05 – 30/06/2025
Public holidays in 2025	01/01, 18/04, 21/04, 01/05, 08/05

Application 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



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 the Faculty of Education), eva.pospichalova.2@uhk.cz (for the Faculty of Informatics and Management), via email to dominika.karlikova@uhk.cz (for Philosophical Faculty) or by email to pavla.holubova@uhk.cz (for Faculty of Science) prior to or at the same time as applications.

The nomination email should include the name and surname of the 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 (for the Faculty of Education), eva.pospichalova.2@uhk.cz (for the Faculty of Informatics and Management), via email to dominika.karlikova@uhk.cz (for Philosophical Faculty) or by email 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 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

or contact the International office: petra.noskova@uhk.cz

pdf.iro@uhk.cz (general contact email)

Faculty of Informatics and Management:

uhk.cz/en/faculty-of-informatics-and-management/exchanges

or contact the International office: eva.pospichalova.2@uhk.cz

study.fim@uhk.cz (general contact email)

Philosophical Faculty:

uhk.cz/en/philosophical-faculty/exchanges or contact the International Office:

for KA131 Erasmus+: dominika.karlikova@uhk.cz

for internships: petra.hulkova@uhk.cz

for KA171 Erasmus+ ICM: vera.kourimova@uhk.cz

ff.internationaloffice@uhk.cz (general contact email)

Faculty of Science:

uhk.cz/en/faculty-of-science/exchanges

or contact the 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:

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

Faculty of Informatics and Management

The course offer and more details can be found at the website: uhk.cz/en/faculty-of-informatics-and-management/exchanges/incoming-students-1

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

Faculty of Science

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

Incoming students from all our partner universities are invited to register for courses taught in the English language. Whether a student participates in the Erasmus+ Programme or any other exchange programme, he/she may opt for a vast selection of courses.

Incoming students choose courses from their receiving faculty. However, it is possible to register for courses from other faculties as well.

For more information and conditions please see the Course Catalogue.

If you need more information on courses and their syllabi you can find them in our [study system](#).

Grading system

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

The scales 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, and bathroom. Bedrooms are double or triple (we do not provide single rooms). Furnished with bed, table, chair, and wardrobe. Bed linen, duvet, and pillow are provided free of charge. The dormitory includes social&study room. Possible to use a laundry or gym for a student-friendly fee. You can check out how the rooms and facilities look on [our website](#).

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

Students with a guaranteed scholarship from the UHK will pay the accommodation fee after receiving the scholarship. However, they have obligation to pay the refundable deposit 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 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, we will try to provide alternative accommodation. However, this is not guaranteed.



Practical information

All accepted exchange students will receive a welcome email with pre-arrival information about visa application, travelling, 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 shops, restaurants, or public places).

Living costs:

Housing

approx. 170 EUR/month (the price at the university dormitory)

320-500 EUR/month (in private facilities)

Food

250-350 EUR/month

Local Transportation

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

School Fees

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

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 respective embassy or consulate for detailed information.

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

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 by the instructions of the Ministry of Interior of the Czech Republic.

For students with visa requirements, it is essential to have comprehensive insurance. We strongly recommend insurance from the Pojišťovna VZP a.s. We recommend that non-visa students buy travel insurance as well. Also, students can use insurance from Slavia Pojišťovna a.s.

A brochure about health care for foreigners in the Czech Republic is available on the UHK website.

Social inclusion of international students

Since 2003, the ESN Hradec Králové, a student non-profit organization based at the UHK, provides leisure & accompanying activities and a buddy system for all international students.

Also, they are helping overcome challenges that come with staying in a foreign country - be it helping with integration, social inclusion, or providing information about city and university life.