

## Pravidla pro přijímací řízení na akademický rok 2024/2025 do bakalářských a navazujících magisterských studijních programů vyučovaných v anglickém jazyce

V souladu s čl. 25 Statutu Univerzity Hradec Králové se bude přijímací řízení ke studiu v bakalářských, navazujících magisterských studijních programech vyučovaných v anglickém jazyce v roce 2024 na FIM řídit níže uvedenými pravidly.

### Čl. 1

#### *Procedura přijímacího řízení\**

## Admissions procedure

*Requirements for foreign applicants for the study in English-language bachelor's and follow-up master's degree programs at the Faculty of Informatics and Management of the University of Hradec Králové*

The application period **starts on December 1**.

**Deadline** for filing an e-application and submitting required documents is on **March 31**.

### 1<sup>st</sup> Step: E-application + Application fee

- Submit the online application that is available [here](#).
- The application fee in amount of **EUR 30** must be paid. It can be paid online or via bank transfer. Put your name in the message for recipient. Please check that you can meet all the conditions - especially nostrification. This is time consuming and charged. Please make sure that you can get the nostrification first and then pay the fee. The fee is non-refundable.

### 2<sup>nd</sup> Step: Required documents

Applicants must submit these documents along with the online application (send it by email to [study.fim@uhk.cz](mailto:study.fim@uhk.cz)):

- a) Clear copy of your passport.
- b) Legalized copy of a secondary school leaving certificate or the bachelor diploma in case you will apply for the Master's degree program.

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\* Vzhledem k realizaci studijních programů v anglickém jazyce jsou pravidla uváděna v cílové podobě pro zahraniční uchazeče



- c) Legalized copy of an academic transcripts from each study year including number of units  
All above-stated documents must be legalized by the Apostille (see more: <https://www.apostila.cz/apostille/>) or by the Ministry of Foreign Affairs of the country where you studied and then super-legalized by the competent Czech Embassy/Consulate. Copies without the legalizing stamps will not be accepted!
- d) Curriculum Vitae (personal and contact details, educational background, work experience etc.).
- e) Motivation video – upload the video to YouTube channel and insert the link into the CV.  
The video should be 2-3 minutes long and available until April 30.
- f) English proficiency certificate or some other proof that you studied in English. Not necessary if you are a native speaker.
- g) Nostrification/recognition of your previous education. Information about this process is available [here](#).

E-application and required documents will be checked after the deadline. Applicants who meet these conditions will be able to participate in the admission exam (3<sup>rd</sup> Step).

### **3<sup>rd</sup> Step: Admission exam**

- Applicants will be asked to write an essay on a given topic. These topics will be announced in an email which will be sent to applicants who met the 1<sup>st</sup> and 2<sup>nd</sup> step at the beginning of April.

Assay:

- You will have one week to submit the assay (by email).
- Required length is up to 2,000 words.
- MS Word format is required.

Any plagiarism, including translations, is forbidden! If the applicant submits an essay or a part of it that will be copied, he/she will be excluded from the admission procedure.

After the evaluation of an application the decision on admission to study will be announced by April 30.

The admitted student must confirm his/her interest in studying by May 15. After this date, confirmation of admission to study/visa documents will be issued.

How to create your motivation video:

1. This video should include these parts:
  - a) Introduction yourself – personal detail
  - b) Describe your previous education, achievements.
  - c) Why are you applying to FIM?
  - d) What do you expect from studying at FIM?
  - e) Your future plans and goals.
2. Use your cell phone, computer or camera to prepare this video – we do not expect any professional record.

3. The recommended length is 2-3 Minutes.
4. Upload your video to YouTube channel and insert the link into your CV.
5. The video must be accessible at least for 30 days after the deadline (until April 30).

## Čl. 2

### *Závěrečná ustanovení*

- (1) Tato pravidla popisují přijímací řízení, které proběhne v roce 2024 a na jehož základě budou zapsáni noví studenti ke studiu v **bakalářských, navazujících magisterských** studijních programech vyučovaných v **anglickém jazyce** v akademickém roce 2024/2025.
- (2) Tato pravidla byla projednána a schválena Akademickým senátem FIM UHK dne 21. 11. 2023.

V Hradci Králové dne 24. 11. 2023

prof. RNDr. Josef Hynek, MBA, Ph.D.  
*děkan*