

## GUIDE FOR STUDENTS

### Philosophical Faculty UHK:

#### FF UHK headquarters:

nám. Svobody 331, Hradec Králové 2  
Building B

#### Postal Address:

Rokitanského 62  
500 02 Hradec Králové 3

#### UHK web sites:

[www.uhk.cz/FF](http://www.uhk.cz/FF)

### Dean's Office

#### Dean

*Mgr. Jan Prouza, Ph.D.*

#### Secretary of the Dean

*Bc. Monika Zemánková*

e-mail: [monika.zemankova@uhk.cz](mailto:monika.zemankova@uhk.cz)

#### Vice-Dean for Study Affairs

*PhDr. Tomáš Hradecký, Ph.D.*

#### Vice-Dean for Science and Research

*PhDr. Jan Květina, Ph.D.*

#### Vice-dean for International Affairs

*Stephanie Inge Rudwick, Ph.D.*

### Departments and Institutes:

#### Institute of History

Head: Assoc. Prof. PhDr. Zdeněk Beran, Ph.D.

e-mail: [zdenek.beran@uhk.cz](mailto:zdenek.beran@uhk.cz)

Secretary: Veronika Adamová

e-mail: [veronika.adamova@uhk.cz](mailto:veronika.adamova@uhk.cz)

**Co-ordinator for NCES19:** Assoc. Prof. Mgr. Jiří Hutečka, Ph.D.,  
e-mail: [jiri.hutecka@uhk.cz](mailto:jiri.hutecka@uhk.cz)

### **Institute of Social Work**

Head: Mgr. Iva Junová, Ph.D.

e-mail: iva.junova@uhk.cz

Secretary: Jana Popeláková, DiS.

e-mail: jana.popelakova@uhk.cz

### **Department of Philosophy and Social Sciences**

Head: Mgr. et Mgr. Michal Rigel, Ph.D.

e-mail: michal.rigel@uhk.cz

Secretary: Mgr. Zuzana Sixtová

e-mail: zuzana.sixtova@uhk.cz

**Co-ordinator for NFILA18:** Mgr. et Mgr. Michal Rigel, Ph.D., e-mail: michal.rigel@uhk.cz  
and/or Preston John Stovall, Ph.D., e-mail: preston.stovall@uhk.cz

### **Department of Political Science**

Head: Mgr. Milan Hruběš, Ph.D.

e-mail: milan.hrubes@uhk.cz

Secretary: Klára Dlesková

e-mail: klara.dleskova@uhk.cz

**Co-ordinator for Bachelor Political Science:** Mgr. Stanislav Myšička, Ph.D.

e-mail: stanislav.mysicka@uhk.cz

### **Department of Auxiliary Historical Sciences and Archival Science**

Head: Mgr. Jindřich Kolda, Ph.D.

e-mail: jindrich.kolda@uhk.cz

Secretary: Mgr. Štěpánka Muzikářová

e-mail: stepanka.muzikarova@uhk.cz

### **Department of Archaeology**

Head: Mgr. Richard Thér, Ph.D.

e-mail: richard.ther@uhk.cz

Secretary: Mgr. Klára Buriánová

e-mail: klara.burianova@uhk.cz

### **Department of Sociology**

Head: PhDr. Miroslav Joukl, Ph.D.

e-mail: miroslav.joukl@uhk.cz

Secretary: Mgr. Štěpánka Muzikářová

e-mail: stepanka.muzikarova@uhk.cz

## **Language Centre**

Head: Mgr. Martina Thérová

e-mail: [martina.therova@uhk.cz](mailto:martina.therova@uhk.cz)

## **Other departments:**

### **International Relations and Mobilities Office**

building B, 3rd floor

Head: Mgr. Tomáš Herčík

e-mail: [tomas.hercik@uhk.cz](mailto:tomas.hercik@uhk.cz)

Hůlková Petra, BA

e-mail: [petra.hulkova@uhk.cz](mailto:petra.hulkova@uhk.cz)

Bc. Dominika Karlíková

e-mail: [dominika.karlikova@uhk.cz](mailto:dominika.karlikova@uhk.cz)

Mgr. et Mgr. Věra Kouřimová

e-mail: [vera.kourimova@uhk.cz](mailto:vera.kourimova@uhk.cz)

Bc. Josef Ležák

e-mail: [josef.lezak@uhk.cz](mailto:josef.lezak@uhk.cz)

### **Study Department**

building B, 1st floor

Head: Mgr. Kateřina Loskotová

phone: 493 331 515 | e-mail: [katerina.loskotova@uhk.cz](mailto:katerina.loskotova@uhk.cz)

PhDr. Lucie Kudová, Ph.D.

phone: 493 331 222 | e-mail: [lucie.kudova@uhk.cz](mailto:lucie.kudova@uhk.cz)

Ing. Ilona Rezková

phone: 493 331 220 | e-mail: [ilona.rezkova@uhk.cz](mailto:ilona.rezkova@uhk.cz)

Bc. Pavla Antonínová

phone: 493 332 910 | e-mail: [pavla.antoninova@uhk.cz](mailto:pavla.antoninova@uhk.cz)

**Vendula Vrabcová**

**phone: 493 331 221 | e-mail: [vendula.vrabcova@uhk.cz](mailto:vendula.vrabcova@uhk.cz)**

Working hours:

Tuesday: 7.30 AM – 10.00 AM and 1.00 PM – 3.00 PM

Wednesday: 7.30 AM – 10.00 AM

Friday: 7.30 AM – 10.00 AM and 12.30 PM – 1.30 PM

### **Lesak's Library**

building B, 1st floor

### **IT Centre**

building B, 1st floor

Mgr. Jakub Zilvar

e-mail: [jakub.zilvar@uhk.cz](mailto:jakub.zilvar@uhk.cz)

## Faculty Student Service Centre

building B, 1st floor

phone: 493 331 225 | e-mail: [podpora.ff@uhk.cz](mailto:podpora.ff@uhk.cz)

The student service centre is the first stop for those students who need assistance. It will help you, for instance, with password changes, unblocking the student user accounts, problems connecting to the UHK Wi-Fi network, etc. It can be used for printing and photocopying, topping up credit on your ID Card for printing services.

Currently valid opening time is available on:

<https://www.uhk.cz/en/philosophical-faculty/about-faculty/service-center>

## Facilities for students

## University Library

building A (House of Common Education – Hradecká 1227)

e-mail: knihovna@uhk.cz

## University Halls of Residence

building K, Palachova 1129

e-mail: koleje@uhk.cz

## UHK Point – free support and counselling for students

building A (House of Common Education - Hradecká 1227), room 2452 (ground floor on the right)

e-mail: [poradna@uhk.cz](mailto:poradna@uhk.cz)

Counselling service is provided to the applicants, students and graduates for up to two years after graduation.

## Career web

offers for jobs: [kariera.uhk.cz](http://kariera.uhk.cz)

## Necessary and Useful Information

[www.uhk.cz/en/philosophical-faculty/about-faculty](http://www.uhk.cz/en/philosophical-faculty/about-faculty)

[Homepage](#) → [Philosophical Faculty](#) → [About the Faculty](#)

Contacts and information about departments, Service Centre details, etc.

[Homepage](#) → [Philosophical Faculty](#) → [Study](#) → [Department of Student Affairs](#)

Study Regulations, Documents, Forms, etc.

Practical information for incoming students prepared by the International Affairs – e.g. dormitory documents, courses catalogue, timetable, health insurance, visa requirements, etc.

## **Study Rules**

The students of UHK are registered in the STAG information system. STAG stores student's personal data as well as all information concerning the course of study. The study at FF UHK follows the Study and Examination Code of UHK. All important internal regulations are published on the UHK website in the Official Board of UHK and/or FF UHK section.

- Study and Examination Code of UHK
- Scholarship Code of UHK
- Disciplinary Code of FF UHK
- Statute of the Philosophical Faculty of UHK
- Decree of the Dean No. 1/2006 – "Use of Electronic Mail"
- Decree of the Dean No. 10/2023 – "Schedule of the Academic Year 2023/2024"
- Decree of the Dean No. 17/2018 – "Organization of the Final State Examinations and Regulations for Thesis Elaboration" or Decree of the Dean No. 25/2017 „Rules for elaboration of doctoral degree theses and organisation of state doctoral exams at the PF UHK"

In the study process, a student further follows the rector's and the dean's decrees.

## **GDPR**

In compliance with the Regulation of the European Parliament and Council (EU) No. 2016/679 from 27th April 2016 about the protection of natural persons in connection with the processing of personal data and about the free movement of these data and about the cancellation of the directive No. 95/46/ES (general regulation concerning the protection of personal data), The University of Hradec Králové takes the liberty to inform you about the conditions under which the personal data provided by you are processed.

You can get acquainted with the principles and purposes of processing personal data, including your rights, on the University of Hradec Králové website at this link: <https://www.uhk.cz/en/privacy-policy>.

## **Matriculation Ceremony**

The Matriculation Ceremony is an official act where the new 1st year students give the matriculation pledge.

FF Matriculation pledge: „I promise to fulfill all the duties and obligation resulting from my admission to the university and the studies properly. I declare that I will make every

effort to achieve a high level of professional knowledge and skills. As a student of the Philosophical Faculty of the University of Hradec Králové, I promise to honour my alma mater in my behaviour and performance and thus contribute to its prestige."

## Logging into the computer network

You will receive **login details** (username and password) for the UHK computer network upon registration. They are valid anywhere within the university. If you are going to study fields in multiple parts of the university, you will always use the same username and password.

The password will **expire after 180 days**, after which you will have to set a new password. You will be notified of the necessity to change the password several days prior to the expiration. The user name takes the form of **prijmjm1/surnafn1** (5 letters from your surname, 2 from your first name and order number).

If logging into the computer network from a place other than the school (or halls of residence or the university library), enter the user name in the form of **uhk\username**. For logging into the IS/STAG portal (<http://stag.uhk.cz>) and Moodle (<http://kurzy.uhk.cz>), enter it in the simple form of **prijmjm1/surnafn1**. The password is always the same.

**For problems with your login or password**, please contact the student service centre (personally or by phone; it is not possible to change your password by e-mail). In case you forget the password or if you want to change it via telephone, the **control question is required** – you must fill in it here: <https://helpdesk-cit.uhk.cz/otazka/>

Doctoral students do not have any control questions; in case of need, please contact Mgr. Jakub Zilvar [jakub.zilvar@uhk.cz](mailto:jakub.zilvar@uhk.cz) instead.

## Password setting requirements (STAG, mail, etc.)

Your passwords must meet the following minimum requirements:

- must be at least 8 characters in length
- must not contain the user's account name of the user, name or surname (nor it's parts)
- must contain at least one uppercase characters, one lowercase character and one number (e.g. „Heslo123“)
- system remembers five last passwords

**Detailed information for new users, rules and password change, etc. is available at:**

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[Homepage](#) → [University of Hradec Králové](#) → [Central Departments](#) → [Department of Information Technology Services](#) → [IT user guides](#) → [Rules and password change](#)

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## Outlook (email website)

<http://posta.uhk.cz/> (sometimes **uhk** and backslash is required in login: **uhk\**)

## Portal IS/STAG


<https://stag.uhk.cz/portal/>

IS/STAG is an information system of the study agenda determined for study administration. It registers students' personal data, enrolled subjects, grades, schedule, submitted applications etc. There is a web portal accessible for students at <https://stag.uhk.cz>, which you can log into using the same access data as for the UHK network.

Guide providing information on how to work with the system is available at: <https://www.uhk.cz/en/philosophical-faculty/study/department-of-student-affairs/study-regulations>

The main menu in the portal is horizontal; you will most often make use of the section **Moje studium/My Study**. After clicking on this bookmark, a website with portlets (individual applications framed with a heading and a caption) will open under the main bar. A list of subpages will appear in the left-hand column. At the beginning of your studies you will use the links **Moje údaje/My Data** (where you can fill in some of your contact information), **Předzápis/Pre-registration** or **Grafický předzápis/Graphical Pre-registration** (where you will choose subjects for your study plan and adjust your schedule). In the section **Průběh studia/Course of Study** you will find a study confirmation and later an overview of your enrolled subjects, completed examinations and your schedule.

### Adjustment of Personal Data

In the upper menu click on the link **Moje studium/My study**, then in the left-hand menu click on the link **Moje údaje/My Data**. Through  you set the automatic messages you wish to be receiving. In the portlet **Úprava osobních údajů studenta/Student Personal Data** click on the relevant card. On the card **Trvalá adresa/Permanent Address** check the address of your permanent residence. This item of data is drawn from your application and it can be only corrected by the study department after checking your ID card.

On the card **Adresa určená pro doručování a další kontakty/Postal address for deliveries and other contacts** you can set your correspondence address in the Czech Republic (only if it differs from the permanent residence address) and your mobile phone number in the Czech Republic yourself. When filling in the address, enter the municipality first, the district will be filled in automatically. In the box for the part of the municipality, you can select from the unrolled menu of the parts of the municipality. For the box called **Pošta/Post-Office** choose from the menu of postcodes. Fill in the name of the street and the house number and the town and save the form by clicking on the button **Uložit/Save**. Do not forget to check your place of birth (town and country).

On the card **Bankovní účet/Bank Account** fill in the number of your bank account onto which the scholarship can be sent.

### **Selection of Subjects for the Study Plan**

In the upper menu click on the link **Moje studium/My Study**, then in the left-hand menu click on the link **Grafický předzápis/Graphical Pre-registration**. In the left-hand chart, blocks of the study plan will be displayed (compulsory ones in pink, obligatory elective ones in blue, optional ones in green).

Click on the abbreviation of the subject in the right-hand chart, basic information about the subject will open in a new window, click on the button **Vybrat/Choose**. Continue choosing other subjects in the same way.

If you want to enrol also for subjects from other study plans, it will be necessary to look them up. Such subjects will remain in your study plan as electives. For this purpose there is the card **Vyhledat předmět/Search for Course**. If you do not know the exact abbreviation of the subject or its name, you can just fill in the initial letters and leave the character % there - thus the subjects beginning with the filled-in characters will be looked up. Further on proceed as in the previous case.

On the card **Vizualizace/Visualisation of study** you will find the study plan of your field of study.

### **Enrolment for Schedule Actions**

Enrolment for schedule actions (lectures, seminars) is permitted in the dates according to the time schedule of the academic year of the corresponding part of UHK. In the upper menu click on the link **Moje studium/My Study**, then in the left-hand menu click on the link **Grafický předzápis/Graphical Pre-registration**. You can choose relevant schedule actions regarding the subjects registered in your study plan. In the lower part of the screen in the section for the schedule click on the abbreviation of the subject. All actions of the subject will be displayed in a new window. Tick the corresponding actions (lectures, seminars etc.) according to the mode of teaching, always just one of the given type. Click on the button **Uložit změny/Save Changes**.

# **Information for Students regarding the Assessment of Applications for the Recognition of Subjects from Previous Study**

## **I. Provisions of the Study and Examination Code**

The recognition of a part of studies is assessed according to the Article 21 of the Study and Examination Code of the University of Hradec Králové (SZŘ UHK):

- The Dean decides about the recognition with regard to the opinions of the teacher of the subject, of the guarantor of the field of study/study programme and of the head of the department.
- During the recognition process, the focus of the completed subjects, credit evaluation, study results and the period of time that has passed since the termination of the previous studies are taken into consideration.
- It is not possible to recognize parts of the final state examination.

## **II. Additional information concerning the assessment of applications**

Applications for the recognition of subjects are submitted exclusively through the Study Department.

### **a) Focus of the completed subjects:**

- It is always necessary to enclose the contents of the completed subject (syllabus) to the application so that the contents can be compared.
- The way of the subject conclusion is assessed:
  - a subject concluded only with a credit cannot serve as a basis for the recognition of a subject concluded with an examination;
  - a subject concluded only with an examination cannot serve as a basis for the recognition of a credit and an examination.
- Subjects completed on a lower level of studies are not recognized (from the bachelor's degree studies into the subsequent master's degree studies).

### **b) Credit evaluation:**

- Credit evaluation of the recognized subject should correspond with the credit evaluation of the subject on the basis of which the recognition takes place. In case that the completed subject has a higher number of credits than the recognized subject, the recognition is possible.
- It is not possible to recognize more than 60 % of credits from the study plan (i.e. in the bachelor's degree studies it is possible to recognize subjects at the maximum of the total number of 108 credits, in the subsequent master's degree studies at the maximum of 72 credits).

### **c) Study results**

- Subjects evaluated with the grades D and E are not recognized.
- Grades E and D can be recognized only in the case of recognition within the parallel study of two fields of study at FF UHK or in the case of the change of the form of study.

### **d) The period of time that has passed since the termination of the previous studies**

- Subjects completed more than three academic years ago are not recognized.

Notes: