

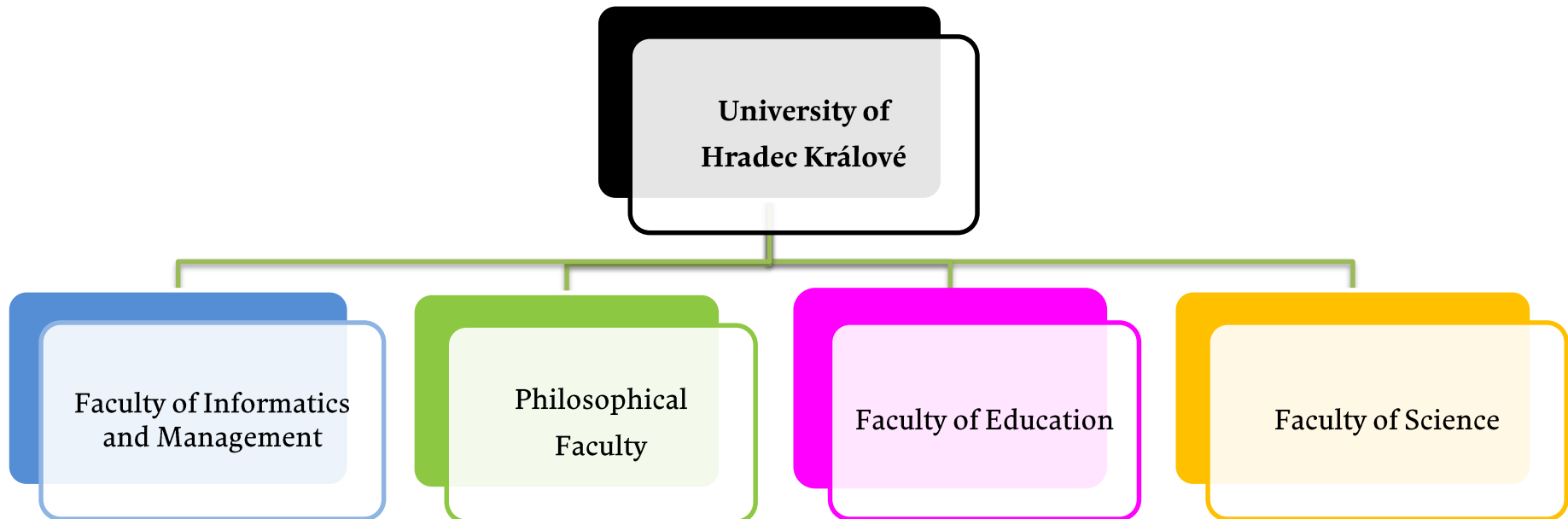


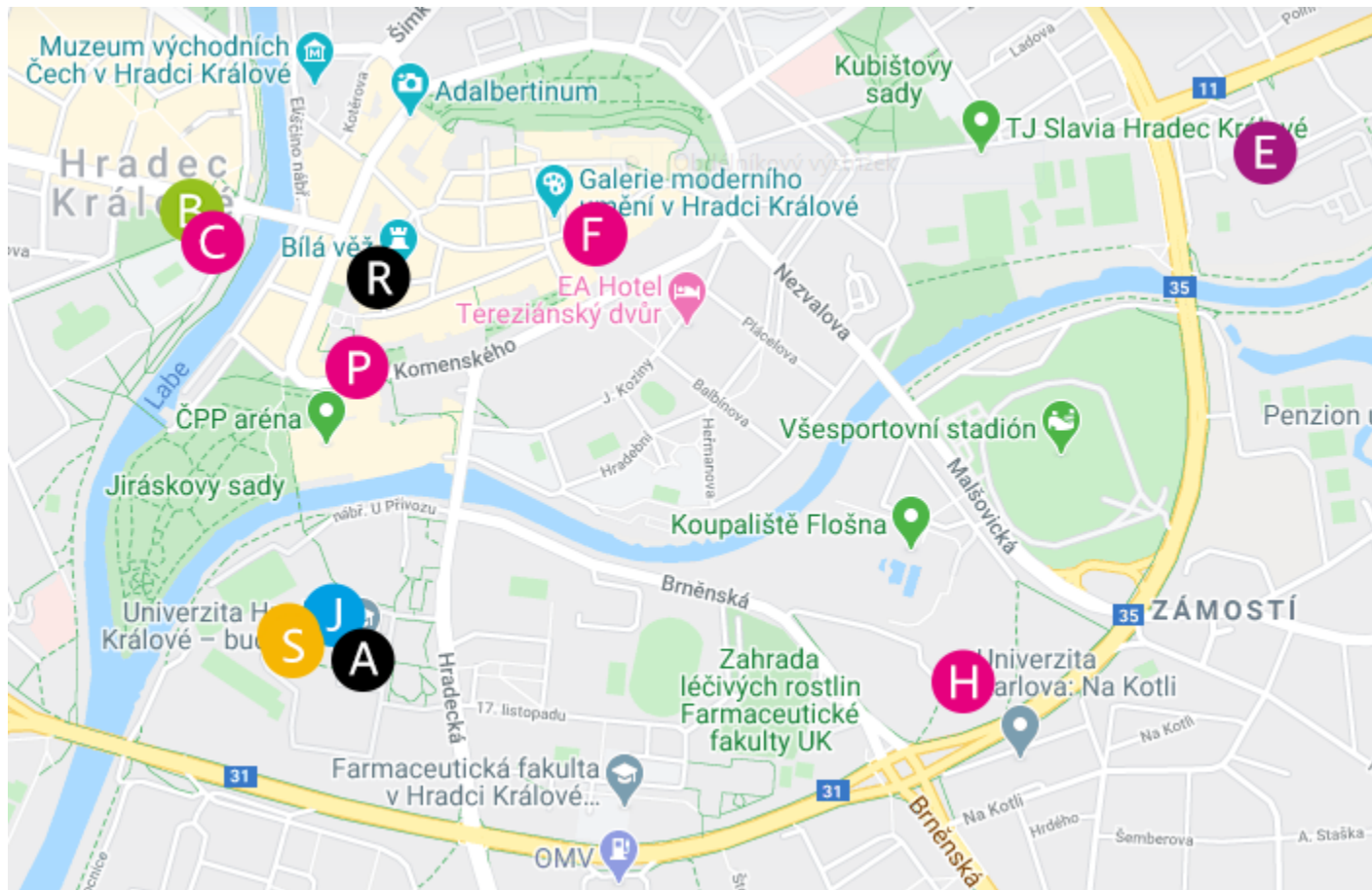
Univerzita Hradec Králové
Filozofická fakulta

ENROLMENT INTO THE STUDY TO THE PHILOSOPHICAL FACULTY

2022/2023







Building B (nám. Svobody 331)

- ❑ Dean's office PF UHK
- ❑ Study department
- ❑ Teaching rooms B



- Bachelor (Undergraduate) study
 - Mgr. Stanislav Myšička, Ph.D.
Department of Political Science
- Master (Postgraduate) study - NCES
 - Assoc. Prof. Mgr. Jiří Hutečka, Ph.D. - Institute of History
- **Doctoral study**
 - **your supervisor**
 - **guarantor of the study program**
Assoc. Prof. Mgr. Jiří Hutečka, Ph.D.
 - **secretary of the Doctoral Studies Board**
Mgr. Petra Vodová, Ph.D.



Academic year 2022/2023

1. 9. 2022 – 31. 8. 2023

- ❑ Code of Study and Examination – **doctoral study from article 32**
- ❑ Student Disciplinary Code (UHK, PF)
- ❑ Statute (PF)
- ❑ Dean´s Decrees – i.g. Schedule of the Academic Year, Regulations for Dissertation Thesis Elaboration and Organization of the State Doctoral Examinations No. 25/2017
- ❑ GDPR (www.uhk.cz/GDPR)

Available on the web page of the UHK under Official board (UHK or PF and/or under study, department of Student Affairs)

- ❑ **Fill in capital letters**
- ❑ ID = student ID at the faculty
- ❑ Birth code
- ❑ private email address, mobile phone Nr. (in the CR)
- ❑ **signature** (form + Request for consent GDPR) – you agree to the processing of your personal data for the purpose of study at the university
- ❑ School rules and the present principles of health and safety at work

General study plan X Individual curriculum

set with your supervisor according to the topic of dissertation

Block of subjects:

- ❑ **compulsory** – you have to pass
- ❑ **compulsory optional** – you have to choose some of them (minimum of credits in your study plan)
- ❑ **optional** – you can choose some of them
- ❑ **State Doctoral Examination** – defence and exams

Both must be completed!

- The course credit and/or examination is graded verbally - **passed or failed**
- Completion of subject might be postponed to higher years
- If classified „fail“, you have a right to resit twice.

The doctorand draws annually a written report on his/her activities results.

The supervisor assesses the fulfilment of study duties by the doctorand regularly once in an academic year and submits the assessment to the relevant Doctoral Studies Board.

- Standard period of study is 4 years.
- Study is closed if the number of credits is obtained (240 credits).
- Only after passing all subjects required by the individual study plan, the doctorand may apply for the State Doctoral Examination

- ❑ The doctorand may defend the dissertation only after passing the State Doctoral Examination.
- ❑ Formal arrangements of the dissertation including the deadlines and ways of publishing are specified by the relevant Dean's Decree).
- ❑ Dissertation topic is to be submitted into STAG during the first year of study.
- ❑ The dissertation must be defended within 7 years from the enrolment into the study at the latest.

- ❑ **Enrolment into the higher year of study and registration of the subject results** (based on Protocols/Subject records) are processed electronically by the study department
- ❑ **Student ID card** is to be applied for and collected from the Service Centre (building A); further issues with Student´s Service Centre
- ❑ All applications through Supervisor, Doctoral studies Board or the Study Department in **printed form**, communication via **school email**.
- ❑ scholarship (it is necessary to enter your **Czech bank account details** to portal IS/STAG)
- ❑ Study stay abroad – part of study plan – international office

- - Tuition fee payment
- Scholarship
- Visa arrangements (with exception of the Confirmation of Study which is provided by the Study Dept.)

are to be solved with the International Relation Office

www.uhk.cz

- Access to UHK net, STAG Portal, school e-mail – all computers at the faculty
- Access from internet – web portal IS/STAG, school email, UHK web
- Username (**surnafnX** – 5 letters from your **surname**, 2 letters from your **first name** and order Nr., i.e. **uhk\adameja1**) – still the same during your studies at the university
- Password – you obtain at the enrolment

https://stag.uhk.cz/portal/	novakva1
https://posta.uhk.cz/	uhk\novakva1 or novakva1@uhk.cz or novakva1
PC UHK	novakva1
wifi	novakva1@uhk.cz

access from https://stag.uhk.cz/portal

How to **change your password** (validity 180 days!!!):

- After log-in – Ctrl + Alt + Del ⇒ change password
- posta.uhk.cz – after log-in on the faculty's computer you will be notified about your oncoming password expiration date and an offer to change it
- Contact CIT – Bc. Jakub Zilvar, room 21160, phone 493 331 215, e-mail: jakub.zilvar@uhk.cz

Email address:

username@uhk.cz

name.surname@uhk.cz

access from <https://posta.uhk.cz/>