

Rules for the Admission Procedure to Study Programmes Delivered in English

at the Faculty of Education, University of Hradec Králové

Scope of Application

This Directive is binding for all units responsible for study programmes accredited at the Faculty of Education of the University of Hradec Králové and delivered in English, as well as for all applicants applying to these programmes.

Article 1

Admission Procedure

The admission procedure for study programmes delivered in English at the Faculty of Education consists of three stages:

Stage 1 – Formal Assessment of the Application

The first stage involves the formal verification of the application requirements specified for individual study programmes. This includes checking the completeness of the application in relation to the required documents listed in **Article 2 – Essential Requirements**, **Article 3 – Application for Studies**, and **Appendix 1 – Admission Requirements for Individual Study Programmes Delivered in English**.

At the same time, the total number of applications that meet the formal requirements will be evaluated in relation to the minimum number of applicants required for the programme to be opened.

Stage 2 – Academic Assessment and Evaluation

The second stage involves the substantive assessment of the applicant's qualifications and the evaluation of the submitted materials by admission committees established for individual study programmes.

The composition of these committees is specified below.

During this stage, applicants are assessed by the admission committee of the relevant programme. Each applicant may receive a maximum of **100 points**. The minimum score required to be recommended for admission is **50 points**.

Specific admission requirements for individual programmes are described in **Appendix 1 – Admission Requirements for Individual Study Programmes Delivered in English**. Additional required documents are specified in **Article 2 – Essential Requirements** and **Article 3 – Application for Studies**.

Responsible body: Admission Committee for the respective study programme.

Stage 3 – Decision on Admission

The application materials are forwarded to the Faculty Study Office.

In accordance with **Section 50(4) of the Higher Education Act**, the decision on admission or non-admission will be issued **no later than 30 days after the verification of the admission requirements**.

Responsible bodies:

Vice-Dean for Internationalisation and External Relations

Vice-Dean for Academic Affairs and Accreditation

Faculty Study Office

Article 2

Essential Requirements

1. The minimum educational requirement for admission to **Bachelor's or Master's fee-paying programmes delivered in English** is the completion of secondary education or prior higher education, together with the required verification of the submitted educational credentials in accordance with applicable legislation.
2. The minimum educational requirement for admission to **follow-up Master's programmes** is the completion of a **Bachelor's degree or an equivalent qualification**, including the required verification of higher education diplomas in accordance with applicable legislation (see also Appendix 1).
3. Applicants presenting a prior higher education degree may request **recognition of foreign higher education qualifications** and verification of their diploma as part of the admission procedure.

Recognition of foreign higher education qualifications and verification of diplomas is processed by submitting an application and the required documentation to a public higher education institution in the Czech Republic or to the Ministry of Education, Youth and Sports.

This procedure is subject to an administrative fee paid to the institution processing the recognition. Further information depends on the country in which the qualification was obtained.

4. Communication during the admission procedure and the subsequent studies in the above programmes is conducted **in English**. The recommended minimum level of English language proficiency is **B1**.
5. Participation in studies in each academic year is conditional upon **payment of tuition fees determined by the Dean of the Faculty**.

The tuition fee is usually paid **for the entire academic year**. The first payment must be made **no later than 31 October of the respective academic year**, unless specified otherwise.

Payments for subsequent academic years must be made **before the start of the teaching period**, and no later than **15 September**.

Failure to pay the tuition fee constitutes grounds for **termination of studies**.

The Faculty of Education of the University of Hradec Králové reserves the right **not to open a study programme if the minimum number of five enrolled students is not reached**.

Article 3

Application for Studies

1. Required documents for admission to Bachelor's programmes

Applicants must submit the following documents:

- a **certified copy of the secondary school leaving certificate** (with a notarised translation into English),
- a **completed application form**,
- a **copy of an identity document** (passport or identification card),
- a **motivation letter in English** (minimum 3,600 characters),
- a **CV in English**,
- proof of **English language proficiency**,
- a **sworn statement confirming the applicant's ability to cover the costs of studies and living expenses in the Czech Republic**,
- a **video recording** relevant to the specialisation (instrument performance or solo singing) for the programmes:
 - *Playing a Musical Instrument Focused on Education*
 - *Solo Singing Focused on Education*,
- an **online entrance examination** in the case of the programme *Transcultural Communication*.

2. Required documents for admission to follow-up Master's programmes

Applicants must submit:

- a **certified copy of a Bachelor's degree diploma** (with a notarised translation into English), including
 - a **certified copy of the diploma supplement** or
 - a **certified transcript of records** (with a notarised translation into English),
- a **completed application form**,
- a **copy of an identity document** (passport or identification card),
- a **motivation letter in English** (minimum 3,600 characters),
- a **CV in English**,
- proof of **English language proficiency**,
- a **sworn statement confirming the applicant's ability to cover the costs of studies and living expenses in the Czech Republic**,
- a **video recording** demonstrating the applicant's performance in the selected specialisation (instrument performance or solo singing) for the programme *Teaching at Basic Art Schools – Playing a Musical Instrument and Solo Singing*

3. Application Deadline

The deadline for submitting applications is **31 March** for the academic year beginning in September of the same calendar year, unless a later deadline is set by the Dean.

Article 4

Composition of Admission Committees

1. Admission committees for individual study programmes consist of **at least three members** and are composed according to the relevant department or institute.
2. Members of the committee include:
 - the **programme guarantor**,
 - the **head of department / director of the institute**,
 - the **internationalisation coordinator of the responsible department or institute**.
3. If there is a personnel overlap between the roles of programme guarantor, head of department/director of the institute, and the internationalisation coordinator, the committee shall include **the deputy head of department/director of the institute or another academic staff member nominated by the programme guarantor**.

Article 5

Additional Information on the Admission Procedure

1. General information about the admission procedure (including details on application submission, payment of the administrative fee, etc.) is published on the **University of Hradec Králové website** (www.uhk.cz). These instructions are binding for all applicants.
2. The website of the University of Hradec Králové also provides additional information about:
 - the **profile of applicants and graduates**,
 - the **content of entrance examinations**,
 - **recommended literature** for individual study programmes.

This Directive enters into force on the date of signature.
Directive **No. 32/2024** is hereby repealed.

Hradec Králové, 13 November 2025

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