



## APPLICATION PROCEDURE FOR INCOMING EXCHANGE STUDENTS: ACADEMIC YEAR 2026/2027:

### ADMISSION REQUIREMENTS AND APPLICATIONS:

Student wishing to study at the Faculty of Education as a part of the Exchange programme **must first be officially nominated by sending institution.**

There must be a valid inter-institutional agreement between the student's home university and UHK, Faculty of Education. Only students from these institutions can be accepted.

### APPLICATION DEADLINES:

Students are required to meet our application deadlines:

**FOR STAY IN THE 1<sup>ST</sup> TERM (OR FULL ACADEMIC YEAR): May 15<sup>th</sup>, 2026**

**FOR STAY IN THE 2<sup>ND</sup> TERM: October 31<sup>st</sup>, 2026**

### ACADEMIC YEAR SCHEDULE:

#### **1<sup>ST</sup> TERM/WINTER TERM:**

Classes period: **September 21, 2026 -December 18, 2026**

Examination period: **January 4, 2027 – January 22, 2027**

Pre-arrival online meeting for incoming students: 1 month prior to student arrival

Enrolment meeting: **September 18, 2026**

Student Residence accommodation available **from September 14, 2026 (NOT EARLIER!)**

**Check out: until January 22, 2027.**

**Check-outs are not possible during Christmas holidays (between December 19-January 3) and during weekends.**

#### **2<sup>ND</sup> TERM/SUMMER TERM:**

Classes period: **February 8, 2027- May 7, 2027**

Examination period: **May 10, 2027-June 25, 2027**

Pre-arrival online meeting for incoming students: 1 month prior to student arrival

Enrolment meeting: **February 5, 2027**

Student Residence accommodation available **from February 1, 2027 (NOT EARLIER!)**

**Check out: until June 25, 2027.**

**Check-outs are not possible during weekends and public holidays.**

### STUDIES

The student is obliged to choose and set up the study plan from the FoE Course Catalogue 2026/2027 and the UHK Course Catalogue 2026/2027 for the respective semester (only these courses are taught in English, some in French, German or Russian).

Students can select whole modules and combine them with specific courses, or they can create their study plan by selecting different courses from modules, taking into account of the student's educational background and field of study.



Note, that the student is enrolled in the Faculty of Education, so at least 75% of the courses must be selected from the Faculty of Education's offer.

There is no limit for number of credits.

We will accept any limits for total number of credits, if demanded by sending institution.

### **ACCOMMODATION**

Accommodation in the UHK University Halls of Residence Palachova is provided only upon the request.

The student must tick this box in the Student Application and Accommodation form and send it in on time.

The student will be accommodated in a triple room (in exceptional cases in a double room) in a two-room apartment with shared facilities (bathroom, toilet, kitchen).

There are no single rooms available!

The rent for the room varies between 127 and 140 CZK per night, i.e. between 3800 and 4200 CZK (= **155-170 EUR**) per month+ **refundable deposit** of 2000 CZK (=80 EUR).

We do not provide any other accommodation.

If the student prefers private accommodation, we can provide some useful links, but it is the student's responsibility to arrange it.

### **REGISTRATION TO THE IS/STAG STUDY PLATFORM AT UHK**

After student is accepted, he/she is asked to do registration at the study platform of the UHK called IS/STAG, to create the UHK study profile.

### **BUDDY**

All incoming students have the opportunity to "order" a buddy student to look after them and help them with their first steps, such as picking them up from the airport/railway station or coach station, checking into the residence, enrolment.

Once accepted, students will receive a link to register on the ESN buddy web platform, called ARTEMIS.

### **VISA**

A student from most non-European countries must apply for a visa in order to be allowed to stay in the Czech Republic as an exchange student.

It must be a long-term visa for study purposes.

More information on how to apply and what documents are required can be found on the website: <https://frs.gov.cz/en/visa-and-residence-permit-types/third-country-nationals/long-term-visa/long-term-visa-for-the-purpose-of-studies>

### **INSURANCE**

The student is obliged to take out Comprehensive Health Insurance for Foreigners, valid for the entry into the CZ. The minimum coverage must be **400 000 EUR** per insured event without any co-insurance or deductible.



The student can take it out in with any insurance company **operating in the Czech Republic!** (e.g. PVZP, Slavia, UNIQA, etc.)

We recommend PVZP: <https://cizinci.pvzp.cz/>

or Slavia pojišťovna (=insurance company: <https://cizinci.slavia-pojistovna.cz/>)

More information on the website:

<https://frs.gov.cz/en/forms-and-documents/documents/medical-insurance/>

### **APPLICATION DOCUMENTS (to be filled in):**

[Student Application and Accommodation Form](#)

[Exchange Study Plan Proposal 2526](#)

[Declaration on the personal data provided \(„GDPR“ statement\)](#)

### **Mandatory attachments:**

#### **A transcript of study records**

(a list of modules you studied at your home university, with results)

**1 photograph** (size of photograph: 4.5 x 3.5 cm, passport format)

**Copy of student ID card/citizenhip card**

**Copy of passport (=identification page)=ONLY VISA STUDENTS**

**Copy of EHIC card** (=European health insurance, so-called „blue“ card)

### **ONLY VISA students:**

#### **1 month before arrival or as soon as available:**

**Copy of visa** (=Visa stamp in the passport)

**Copy of Comprehensive Health Insurance Contract** (if not already provided)

Only application documents sent **by email in colour scanned form** will be accepted.  
(if you need to send them by post, you are free to do so).

If the documents are incomplete, you will be asked to correct or complete them,  
this may delay the enrolment/application process.

Once the student has successfully completed the application procedure, she/he will receive a **Letter of Admission**, duly confirmed Study Plan Proposal, and documents to apply **for a visa (Letter of Admission, Preliminary Accommodation Contract)**, including further instructions.

All documents must be sent by e-mail to the International Relations office at:  
[petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)

Only if necessary, please send documents to the postal address: University of Hradec Králové, Faculty of Education, International Relations Office, Att.: Petra Nosková, Rokitanského 62, 500 03 Hradec Králové, the Czech Republic.

All information concerning the Exchange mobility programme at the Faculty of Education including all application documents, list of partner institutions, lists of courses for Exchange students and other useful information can be found on website:

<https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges> or contact the International Mobility Coordinator for incoming students directly by e-mail: [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)