



University of Hradec Králové
Faculty of Education

INFORMATION FACT SHEET
FOR INCOMING ERASMUS+ STUDENTS
(INCLUDING INTERNATIONAL CREDIT MOBILITY)
AT THE FACULTY OF EDUCATION,
UNIVERSITY OF HRADEC KRALOVE, CZECH REPUBLIC
FOR ACADEMIC YEAR 2022/2023

Name of institution	UNIVERSITY OF HRADEC KRALOVE FACULTY OF EDUCATION
Erasmus ID code	CZ HRADEC01
Address	University of Hradec Králové Faculty of Education, International Office Correspondence address: Rokitanského 62, 500 03 Hradec Králové, The Czech Republic Seat address: Náměstí Svobody 301, 500 02 Hradec Králové, Czech Republic
Contact person	Ing. Petra Nosková International Mobility Coordinator–incoming students and staff petra.noskova@uhk.cz ; +420 493 331 141 Mgr. Lucie Martinková International Mobility Coordinator–outgoing students lucie.martinkova@uhk.cz , +420 493 331 115
Head of IRO	Mgr. Daniela Vrabcová, Ph.D., Vice-Dean for Internationalization
Website of the Faculty of Education	https://www.uhk.cz/en/faculty-of-education/exchanges

ACADEMIC YEAR 2021/2022:

1st semester (winter semester)	19/09/2022 – 26/01/2023
Orientation week, incl. official enrolment (enrolment, activities for incomings)	15/09/2022 – 25/09/2022



Accommodation	From 07/09/2022 till 26/01/2023
Classes period	19/09/2022 - 18/12/2022
Exam period	02/01/2023 - 26/01/2023
Christmas holiday period	21/12/2022 - 01/01/2023
Public holidays in 2022	28 September, 28 October, 17 November, 24-26 December
2nd semester (summer semester)	06/02/2023 - 30/06/2023
Orientation week incl. official enrolment (enrolment, activities for incomings)	06/02/2023-15/02/2023
Accommodation	From 01/02/2023 till 30/06/2023
Classes period	06/02/2023-05/05/2023
Exam period	09/05/2023-30/06/2023
Public holidays in 2023	01 January , 7 April, 10 April, 01 May, 08 May

APPLICATION DEADLINES (for nominations and applications)

1st SEMESTER (WINTER SEMESTER) OR WHOLE ACADEMIC YEAR	31 MAY (15 MAY FOR VISA STUDENTS)
2nd SEMESTER (SUMMER SEMESTER)	30 NOVEMBER (31 OCTOBER FOR VISA STUDENTS)

APPLICATION PROCEDURE

Students must be officially nominated by the International office/coordinator at the home institution, via email, before they apply.

Nominations should be sent, by email to petra.noskova@uhk.cz (for Faculty of Education), prior to or at the same time as applications.

Nomination email should include: name, surname of student/s, study cycle, subject area, email address, which semester.

Students must complete and send the application documents by email to petra.noskova@uhk.cz (for Faculty of Education),

Application documents must be complete, filled-out, signed and stamped by students and coordinators of home institution for the application to be processed.

APPLICATION DOCUMENTS:

Before deadline:

- ERASMUS+ Student Application and Housing Form 21-22
- ERASMUS+ Learning Agreement for Studies/Traineeship 21-22
- UHK Student Card Application + photo (4,5cm x 3,5 cm format)
- Statement on given personal data
- Copy of student's citizen ID (EU citizens) or Passport (non-EU citizens)
(in both cases: Identification Page with personal data and photo)
- Copy of EHIC, European Health Insurance Card (=EU citizens)
- Transcript of previous home studies



1 month prior to arrival:

Copy of visa (or as soon as it's available)

Copy of Comprehensive Health Insurance Contract (if not previously submitted)

APPLICATION FORMS ARE TO BE FOUND AT:

Faculty of Education: <https://www.uhk.cz/en/faculty-of-education/exchanges/documents-and-forms> or **contact**

International office: petra.noskova@uhk.cz

STUDY COURSES FOR ERASMUS+ STUDENTS

Incoming students choose courses from their receiving faculty. However, it is also possible to register for courses from other faculties. In that case courses that correspond to at least 75% of credits selected by the student have to be registered at the receiving faculty.

Faculty of Education offers the module-oriented courses, taught in English (partly in German, French and Russian.)

The FoE Course Catalogue 22-23 (course offer for exchange students), including updated information could be found at the attachment or at: <https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges>

All exchange students are recommended to enrol the course of the Czech for Foreigners.

This course is held as a semester course and is intended for beginners (no Czech language knowledge) or for slight advanced (basic Czech language knowledge).

Students could choose courses, either single courses or whole modules, or combination of them, according to their requirements.

Students are recommended to enrol Czech for Foreigners course (crash course for beginners, in case of interest and minimum number of interested students, there might be also offered course for advanced students (A2-B1).

You can set up your study plan on basis of whole modules, or single courses or in combination of e.g. one module+additional single courses from other modules.

You must enrol at least 20 ECTS, maximally 30 ECTS (only in exceptional cases, it might be more).

In addition to the course offer of the Faculty of Education, you could also choose courses of other faculties of the UHK, then the receiving one. Look at the UHK Course Catalogue 2022-23 (see attached).

However, that is rule that minimally 75% of courses/credits must be chosen from the receiving faculty, so from the Faculty of Education! If not kept, your study plan will be the subject of change or you might be refused from studies.

Faculty of Education also provides the internship as a semester tailor-made traineeship stay (at school, informal education organization, leisure centre, etc.)

Individual internship is to be arranged upon the student's requirements. Please, contact IRO: petra.noskova@uhk.cz

PROTECTION OF PERSONAL DATA

Faculty of Education UHK is strongly committed to protecting the privacy and security of your students' personal data in accordance with all relevant legislation especially Directive No. 95/46/EC ("General Data Protection Regulation", "GDPR") and Law No. 101/2000 Coll., on the protection of personal data ("PPD"). More information is in the document Privacy Notice which you can find on <https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges>.

GRADING SYSTEM

Full Text of the Code of Study and Examination of the University of Hradec Králové 2019 (Article 14)
<https://www.uhk.cz/file/edee/university-of-hradec-kralove/uhk/official-board/guidelines-and-decrees/code-of-studies-and-examination-in-force-from-12th-december-2019.pdf>

The European Credit Transfer and Accumulation System ("the ECTS") with grades A, B, C, D, E, and F is used for grading. Grade A is the best one while grade F means that the student failed.

The following table can be used at the UHK to compare the ECTS grading with grading by words and numbers:

ECTS grading	Grading by words and numbers
A	Excellent (1)
B	Very good (1.5)
C	Good (2)



D	Satisfactory (2.5)
E	Sufficient (3)
F	Failed (4)

When recognizing a part of the study or the individual subjects under Article 21 (1), the word “recognized” can be used instead of grading.

ACCOMMODATION

Accommodation is provided by UHK, in the Palachova student dormitory (residence hall). Students stay in the two-room flat with shared kitchen, bathroom and toilet. Rooms are double or triple. We do not provide single rooms. Furnished with bed, table, chair and wardrobe. Bedlinen, cuvet, pillow and sheet are provided.

The rent of room differs from 93 to 118 CZK per day and per person (in double and triple rooms). So that, please, count with the price around 2900-3600 CZK/month (= approx. 120-140 EUR). Gas and electricity are included in the fees.

Housing deposit of 2000 CZK (that is approx. 75 EUR) including rent for whole semester is required to be paid by student upon arrival.

In case of stays shorter than 60 days, additional city tax is applied (15 CZK per day, that is approx. 0,55 EUR per day).

Students apply for housing by ticking it in the standard application form.

The accommodation is guaranteed only for students who keep the deadline for applying:

1st SEMESTER (WINTER SEMESTER)	31st MAY (15th MAY FOR VISA STUDENTS)
2nd SEMESTER (SUMMER SEMESTER)	30th NOVEMBER (31st OCTOBER FOR VISA STUDENTS)

If students do not apply for housing in a due time or prefer single room or private housing, they are supposed to arrange it on their own.

Please note that the accommodation in the Palachova student dormitory will be available **only from 7th September 2022 till 26th January 2023 for 1st/winter semester stays**, while the accommodation **for summer semester stays** will be available **not before 1st February 2023**.

PRACTICAL INFORMATION

All accepted exchange students will receive a welcome email with practical, pre-arrival information about visa application, travelling, arrival, accommodation, enrolment, university and town.

Official currency in the Czech Republic is CZECH CROWN=CZK (1 EUR= approx. 26 CZK) (Euro is **not** accepted in most of shops, restaurants or public places).

Living costs:	Housing	120-140 EUR/month (the price at the student dormitory, at triple shared room) 250-450 EUR/month (in private facility)
	Food	150-200 EUR/month
	Local Transportation	25 EUR/month (many places in the town are at walking distance, or you can buy and use bike)
	School Fees	none or very small (student card is for free, students only pay for some printing or copying, if needed)

Visa requirements: Citizens of the EU, Norway, Lichtenstein, Iceland and Switzerland do not need to apply for a residence permit/visa.



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Citizens from countries outside of the EU need to apply for a visa/residence permit before coming to the Czech Republic.

Students are obliged to contact the nearest embassy or consulate for detailed information.

Visa information is to be also found at:

<http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

Health and Travel Insurance:

All students must hold a valid European Health Insurance Card (EHIC) or equivalent before coming to the Czech Republic.

Visa students need to buy Comprehensive Health Travel insurance in accordance with the instructions of the Ministry of Interior of the Czech Republic.

Insurance information is to be also found at: <http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx>

We strongly recommend to non-visa students to buy travel insurance as well.

More information for incoming students can be found on our websites:

<https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges/erasmus>