

Admission Procedure Rules and Conditions for Admission to Study Bachelor's and Follow-up Master's Study Programmes at the Faculty of Science of the University of Hradec Králové for the academic year 2026/2027

These rules are promulgated on the basis of Section 49 of Act No. 111/1998 Sb. On Higher Education Institutions and on amendments and supplements to other acts (the Higher Education Act), as amended, and Articles 23 to 25 of the Constitution of the University of Hradec Králové and were approved by the Academic Senate of the Faculty of Science of the University of Hradec Králové on 18 November 2025.

1 ADMISSIONS PROCEDURE TIMETABLE

Deadline for applications (Round 1 of admissions procedure):	
Bachelor's study programmes:	31 March 2026
Follow-up Master's study programmes:	31 March 2026
Indicative date of the entrance examination (Round 1 of admission procedure)*:	
Bachelor's study programmes, except for the integrated ones:	from 18 May 2026 to 5 June 2026
Integrated Bachelor's study programmes (including aptitude tests at PdF):	from 27 April 2026 to 5 June 2026
Follow-up Master's study programmes:	from 8 June 2026 to 19 June 2026
Deadline for payment of the admission fee (Round 1 of admission procedure):	
Bachelor's study programmes:	31 March 2026
Follow-up Master's study programmes:	31 March 2026
Deadline for entering previous education results and submitting mandatory attachments (Round 1 of admission procedure):	
Bachelor's study programmes:	30 April 2026
Follow-up Master's study programmes:	30 April 2026
Date of verification of the fulfilment of the admission procedure conditions (Round 1 of admission procedure) - summer / autumn:	
Bachelor's study programmes, except for the integrated ones:	13 June 2026 / 15 September 2026
Integrated Bachelor's study programmes:	19 June 2026 / 15 September 2026
Follow-up Master's study programmes:	13 June 2026 / 15 September 2026
Announcement of Round 2 of admission procedure, if announced:	
Bachelor's study programmes:	1 July 2026
Follow-up Master's study programmes:	1 July 2026
Deadline for submission of applications in Round 2 of admission procedure, if announced:	
Bachelor's study programmes:	26 July 2026
Follow-up Master's study programmes:	26 July 2026

Indicative date of Round 2 entrance examination, if announced*:	
Bachelor's study programmes:	from 17 August 2026 to 21 August 2026
Follow-up Master's study programmes:	from 17 August 2026 to 21 August 2026
Deadline for payment of the admission fee (Round 2 of admission procedure):	
Bachelor's study programmes:	26 July 2026
Follow-up Master's study programmes:	26 July 2026
Date of verification of the fulfilment of the admission procedure conditions (Round 2 of admission procedure):	
Bachelor's study programmes:	15 September 2026
Follow-up Master's study programmes:	15 September 2026
Enrolment in Year 1 of study**:	
For applicants admitted in Round 2 of the admission procedure:	from 7 September to 11 September 2026
Completion of the admission procedure:	
Bachelor's study programmes:	30 September 2026
Master's study programmes:	20 September 2026
Doctoral study programmes	20 October 2026

*The specific binding dates of the entrance examinations for the individual study programmes will be communicated to applicants by e-mail and published on the portal: <https://stag.uhk.cz/portal/studium/uchazec>.

**Applicants from Round 1 of the admissions procedure who provide evidence of previous education in September are enrolled on the date set for enrolment of applicants from Round 2 of the admissions procedure.

◆◆ **The above-mentioned dates may be subject to subsequent changes due to the electronic pre-enrolment of 1st year students, in accordance with Article 18(1) of the UHK Study and Examination Code, as amended.**

2 GENERAL CONDITIONS OF ADMISSION PROCEDURE

2. 1 Prerequisites for admission to study:

- Timely submission of a duly completed **application form** with all necessary information;
- Timely payment of the admission procedure **fee** in the required amount;
- Proper and timely production of the required prior **qualifications** and, where applicable, **any other certificates, attestations or affidavits** required (in particular, a medical certificate of fitness);
- Attendance at and successful completion of the entrance examination or fulfilment of the conditions for exemption from the examination** if the entrance examination is required in the admission procedure.

2. 2 Procedure for determining the outcome of the admission procedure:

Only the following students are admitted to study **if they meet the necessary conditions**, on the basis of the **ranking achieved**, which is compiled exclusively according to the **number of points** obtained in the admission procedure:

- a. Applicants who have **passed the entrance examination**, if an entrance examination is required, who have achieved at least **the minimum overall grade**, if the minimum overall grade is determined with respect to more than one part of the admission procedure, and who, at the same time, **achieved at least such ranking** in the overall ranking of applicants that does not exceed the capacity of the study programme as determined by the Rector's act of management. If more than one applicant achieves the same ranking and the admission of some of them would exceed the capacity of the programme, all applicants of the same ranking shall be or shall not be admitted on the basis of the recommendation of the admissions committee;
- b. Applicants who have been exempted from the entrance examination (as a whole) and who have achieved at least **the minimum overall assessment**, if the minimum overall assessment is determined with respect to more than one part of the admission procedure, and who **have also achieved at least such ranking** in the overall ranking of applicants that does not exceed the capacity of the study programme as determined by the Rector's act of management. If more than one applicant achieves the same ranking and the admission of some of them would exceed the capacity of the programme, all applicants of the same ranking shall be or shall not be admitted on the basis of the recommendation of the admissions committee.

If the admitted applicants **express their intention not to enrol**, the point threshold for admission may be reduced and the **best applicants** who were not admitted **for capacity reasons** according to the original decision **may be admitted additionally**. All such applicants will subsequently receive a new admission decision. In such a case, the Dean shall decide in accordance with the provisions of Section 101(b) and Section 102(3) of the Administrative Procedure Code.

2. 3 Criteria for the admission procedure evaluation:

For all **Bachelor's and Master's study programmes for which the admission procedure is announced**, the **maximum number of points** that an applicant may obtain in the individual parts of the admission procedure is **200**. The admission procedures of the two departments of the Faculty of Science that provide follow-up Master's study programmes (without specializations) with programme codes beginning with N0114A and the programme title "Teaching ... for secondary schools", accredited by the Faculty of Science, are also considered a separate part of the admission procedure.

The **minimum number of points for successful completion of the admission procedure** is specified individually for each study programme below.

Unless specified otherwise for any individual programme of study, the following applicants will be exempted from entrance examinations:

- a. **Applicants who appear in person on the day of the entrance examination** in accordance with the invitation on the given day and time in the relevant classroom and announce at the attendance that they meet the conditions for exemption from the entrance examination. Such applicant shall submit the original of the Transcript of Secondary School Grades (Catalogue Sheet) stamped by the school (for further details, see the individual study programmes below). If approved, the applicant will be awarded points, which he/she will approve by their signature.
- b. **Applicants who apply for exemption from entrance examination by correspondence** no later than on 4 April 2026 (only for Round 1 of the entrance examination). The applicant shall send (to the address of the Study Department of the PřF UHK,

Rokitanského 62, 500 03 Hradec Králové) an application for exemption from entrance examination and the original of the Transcript of Secondary School Grades (Catalogue Sheet) stamped by the school (for further details, see the individual study programmes below). If the deadline for submitting the correspondence application is not met, it will be postponed and the applicant must apply for exemption on the day of the entrance examination. Exemption from the entrance examination on the basis of an application sent by correspondence is only possible on the basis of the documents available to the applicant no later than on the last day of the deadline for sending the application for exemption from entrance examination (the final year certificate thus cannot be sent). If the applicant wishes to submit supporting documents obtained at a later date for the exemption, he/she will only be allowed to apply for the exemption on the day of the entrance examination.

If the applicant does not apply for an exemption from the entrance examination within the deadline, or if he/she fails to submit it properly, he/she loses the right to be admitted without an entrance examination. If the applicant meets the conditions for exemption from the entrance examination and proves his/her eligibility for exemption within the required time limit, he/she will receive the **maximum number of points** in the relevant part of the admission procedure.

In the case of **integrated Bachelor's study programmes** (programmes aimed at teaching), applicants always choose one major programme and one minor programme as part of their application. The admission procedure in the integrated Bachelor's programmes is carried out separately for the major and minor programmes. The applicant must successfully meet the rules and conditions for admission to both programmes (major and minor) in order to be admitted to study. If an applicant meets the requirements for exemption for both programmes in a given combination, he/she may apply for exemption from both entrance examinations (if specified and if exemptions are granted) on one form. If he/she meets the exemption requirements for only one programme, the examination for the 2nd programme must be taken (e.g., in a chemistry-biology combination, the applicant meets the requirements for chemistry but does not meet the requirements for biology – the chemistry examination may be exempted and the biology examination must be taken).

In accordance with the provisions of Section 49(3) of the Higher Education Act, the Dean of the faculty may set different conditions for admission of applicants who have completed or are studying a study programme or part thereof at a higher education institution in the Czech Republic or abroad. The Dean may set an entrance examination to verify compliance with the admission requirements pursuant to Section 49(4) of the Act.

The Dean of the faculty may individually determine a different method of verifying the fulfilment of the admission requirements for international applicants, usually exempting from the written examination and replacing the oral examination with a videoconference, taking into account the results of the applicant's previous studies documented by a recognized proof of education.

3 ADMISSION REQUIREMENTS FOR INDIVIDUAL STUDY PROGRAMMES

3. 1 Bachelor's study programmes:

The standard study period for all Bachelor's study programmes accredited at the Faculty of Science of the UHK is 3 years. The condition for admission is the attainment of secondary education with a school-leaving examination ("maturita" in Czech). Specific admission rules for individual study programmes are specified below.

Bachelor's study programmes:

Biology and Ecology (full-time study)		
Entrance examination	YES	Test of secondary school knowledge (general secondary school) of biology.
Exemption from entrance examination	YES	<p>Applicants may be exempted from the entrance exam if they have obtained a grade of 1 (Excellent) in Biology (grades from Biology seminars and other related subjects are not taken into account) and at the same time their overall average grade in all subjects was no higher than 1.50, both in the mid-term and at the end of the year. (Grades from the final year are not taken into account). To prove the above, the applicant must submit the original Transcript of Secondary School Grades (Catalogue Sheet) with the school's stamp. Proof in the form of annual grade reports is not acceptable for the purposes of exemption.</p> <p>The biology entrance examination will be waived for applicants who have placed third or higher in the regional round, or who have participated in the national round of the Biology Olympiad, or in the relevant field of the Secondary Professional Activity (SOČ; Category 4 – Biology). Applicants are required to submit an authenticated copy of the relevant diploma.</p>
Other conditions	YES	The minimum score for successful completion of the admission procedure is 100 points.
Information		<p>Another condition for admission to the study program is valid medical fitness for the study of biology. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
Biology Aimed at Teaching (full-time study, integrated study programme)		
Entrance examination	YES	Test of secondary school knowledge (general secondary school) of biology.
Exemption from entrance examination	YES	<p>Applicants may be exempted from the entrance exam if they have obtained a grade of 1 (Excellent) in Biology (grades from Biology seminars and other related subjects are not taken into account) and at the same time their overall average grade in all subjects was no higher than 1.50, both in the mid-term and at the end of the year. (Grades from the final year are not taken into account). To prove the above, the applicant must submit the original Transcript of Secondary School Grades (Catalogue Sheet) with the school's stamp. Proof in the form of annual grade reports is not acceptable for the purposes of exemption.</p> <p>The biology entrance examination will be waived for applicants who have placed third or higher in the regional round, or who have participated in the national round of the Biology Olympiad, or in the relevant field of the Secondary Professional Activity (SOČ; Category 4 – Biology). Applicants are required to submit an authenticated copy of the relevant diploma.</p>
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>Another condition for admission to the study program is valid medical fitness for the study of biology. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original</p>

	<p>medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p> <p>If an applicant has applied for more than one combination of the Bachelor's study programme in Biology Aimed at Teaching and wishes to take the opportunity to take the written test repeatedly, the Department is obliged to provide such an applicant with a maximum of 3 different dates for taking the admission test. The applicant's best score will then be counted as the tie-breaker for all admissions to the Bachelor's study programme in Biology Aimed at Teaching (for all applications with a BVBI combination). This applies within the combined Bachelor's degree programmes for both MAJOR and MINOR Biology Aimed at Teaching.</p> <p>As part of the admissions procedure, an applicant may choose Biology Aimed at Teaching as his/her major programme in combination with the following minor programmes:</p> <ul style="list-style-type: none"> • English language aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • Physics aimed at teaching, • History aimed at teaching, • Music aimed at teaching, • Chemistry aimed at teaching, • Computer science aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.
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Physics Aimed at Teaching (full-time study, integrated study programme)		
Entrance examination	NO	There are no entrance examinations; applicants for Physics studies shall provide the grades for the years 1-3 of secondary school (both terms) in Physics and Mathematics.
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.
Other conditions and information	YES	<p>Applicants will receive points in the admissions procedure for their results in Physics and Mathematics (up to 186 points). Participation in Physics competitions (Physics Olympiad, SOČ, Young Physicists Tournament) can earn up to 14 additional points.</p> <p>Applicants shall complete grades in Physics and Mathematics achieved in years 1 to 3 (both terms) of their secondary studies in the relevant boxes of their e-application.</p> <p>To verify the results of their previous studies, applicants shall also download in their e-application (https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html) their catalogue sheet or Year 1 to 3 secondary school transcripts, and/or certificates of attendance in Physics competitions.</p>

		<p>The minimum score for successful completion of the admission procedure is 155 points.</p> <p>As part of the admissions procedure, an applicant may choose the Physics Aimed at Teaching programme as a major in combination with the following minor programmes:</p> <ul style="list-style-type: none"> • English language aimed at teaching, • Biology aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • History aimed at teaching, • Music culture aimed at teaching, • Chemistry aimed at teaching, • Computer science aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.
<p>Applied Physics – specialization Environmental Measurement</p> <p>Applied Physics – specialization Biomedical Engineering</p> <p>(full-time study, study programme with specializations)</p>		
Entrance examination	NO	<p>There are no entrance examinations; applicants for Applied Physics studies shall provide the grades for the years 1-3 of secondary school (both terms) in Physics and Mathematics.</p>
Exemption from entrance examination	NO	<p>There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.</p>
Other conditions and information	YES	<p>Applicants will receive points in the admission procedure for their results in Physics and Mathematics (up to 186 points). Participation in Physics competitions (Physics Olympiad, SOČ, Young Physicists Tournament) can earn up to 14 additional points.</p> <p>Applicants shall complete grades in Physics and Mathematics achieved in years 1 to 3 (both terms) of their secondary studies in the relevant boxes of their e-application.</p> <p>To verify the results of their previous studies, applicants shall also download in their e-application (https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html) their catalogue sheet or Year 1 to 3 secondary school transcripts, and/or certificates of attendance in Physics competitions and/or proof of completion of work experience.</p> <p>The minimum score for successful completion of the admission procedure is 155 points.</p>
<p>Chemistry Aimed at Teaching</p> <p>(full-time study, integrated study programme)</p>		
Entrance examination	NO	<p>There are no entrance examinations; applicants for Chemistry studies shall provide the grades for the years 1-3 of secondary school (both terms) in Chemistry and Mathematics.</p>
Exemption from entrance	NO	<p>There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.</p>

examination		
Other conditions and information	YES	<p>Applicants will receive points in the admission procedure for their results in Chemistry and Mathematics (up to 186 points). Participation in Chemistry competitions (Chemistry Olympiad, SOČ in Chemistry) can earn up to 14 additional points.</p> <p>Applicants shall complete grades in Chemistry and Mathematics achieved in years 1 to 3 (both terms) of their secondary studies in the relevant boxes of their e-application.</p> <p>To verify the results of their previous studies, applicants shall also download in their e-application (https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html) their catalogue sheet or Year 1 to 3 secondary school transcripts, and/or certificates of attendance in Chemistry competitions.</p> <p>The minimum score for successful completion of the admission procedure is 155 points. Another condition for admission to the study program is valid medical fitness for the study of the relevant study programme. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p> <p>As part of the admissions procedure, an applicant may choose the Chemistry Aimed at Teaching programme as a major in combination with the following minor programmes:</p> <ul style="list-style-type: none"> • English language aimed at teaching, • Biology aimed at teaching, • Czech language and literature aimed at teaching, • Ethics education aimed at teaching, • French language aimed at teaching, • Physics aimed at teaching, • History aimed at teaching, • Music culture aimed at teaching, • Computer science aimed at teaching, • Mathematics aimed at teaching, • German language aimed at teaching, • Russian language aimed at teaching, • Social sciences aimed at teaching, • Physical education aimed at teaching, • Artwork aimed at teaching, • Fundamentals of technology aimed at teaching.
<p>Chemistry – specialization Bioorganic Chemistry</p> <p>Chemistry – specialization Toxicology</p> <p>(full-time study, study programme with specializations)</p>		
Entrance examination	NO	There are no entrance examinations; applicants for Chemistry studies shall provide the grades for the years 1-3 of secondary school (both terms) in Chemistry and Mathematics.
Exemption from entrance examination	NO	There are no entrance examinations; therefore, applicants cannot be exempted from the entrance examination.

Other conditions and information	YES	<p>Applicants will receive points in the admission procedure for their results in Chemistry and Mathematics (up to 186 points). Participation in Chemistry competitions (Chemistry Olympiad, SOČ in Chemistry) can earn up to 14 additional points.</p> <p>Applicants shall complete grades in Chemistry and Mathematics achieved in years 1 to 3 (both terms) of their secondary studies in the relevant boxes of their e-application.</p> <p>To verify the results of their previous studies, applicants shall also download in their e-application (https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html) their catalogue sheet or Year 1 to 3 secondary school transcripts, and/or certificates of attendance in Chemistry competitions.</p> <p>Another condition for admission to the study program is valid medical fitness for chemistry studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
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3.2 Follow-up Master's study programmes:

The standard duration of study for all follow-up Master's study programmes accredited at the UHK Faculty of Science is 2 years. Admission is conditioned (in terms of achieved education) by completed higher education. Specific admission rules for the individual study programmes are specified below.

Follow-up Master's study programmes:		
Biology and Ecology - specialization Plant Biology (full-time study)		
Entrance examination	YES	<p>The entrance examination for all applicants is based on the assessment of Bachelor's studies and an oral interview.</p>
Exemption from entrance examination	YES	<p>In case of an adequate number of applicants, the Head of the Department of Biology may waive the entrance examination for a clearly defined group of applicants, e.g., graduates of the Biology and Ecology or Biology Aimed at Teaching study programmes, or graduates who have completed their previous Bachelor's studies with distinction.</p>
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>Another condition for admission to the study program is valid medical fitness for biology studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on</p>

		other forms will not be accepted.
Biology and Ecology - specialization Animal Biology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on the assessment of Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	In case of an adequate number of applicants, the Head of the Department of Biology may waive the entrance examination for a clearly defined group of applicants, e.g., graduates of the Biology and Ecology or Biology Aimed at Teaching study programmes, or graduates who have completed their previous Bachelor's studies with distinction.
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>Another condition for admission to the study program is valid medical fitness for biology studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
Biology and Ecology - specialization Experimental Biology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on the assessment of Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	In case of an adequate number of applicants, the Head of the Department of Biology may waive the entrance examination for a clearly defined group of applicants, e.g., graduates of the Biology and Ecology or Biology Aimed at Teaching study programmes, or graduates who have completed their previous Bachelor's studies with distinction.
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>Another condition for admission to the study program is valid medical fitness for biology studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
Chemistry – specialization Bioorganic Chemistry (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on the assessment of the course and results of the Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	Graduates of the Bachelor's study programme in Chemistry or a close Bachelor's study programme who have graduated with distinction can be exempted from the admission procedure. The exemption is granted within the admission interview.
Other conditions and	YES	The minimum score for successful completion of the admission procedure is 100 points.

information		Another condition for admission to the study program is valid medical fitness for chemistry studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.
Chemistry – specialization Toxicology (full-time study)		
Entrance examination	YES	The entrance examination for all applicants is based on the assessment of the course and results of the Bachelor's studies and an oral interview.
Exemption from entrance examination	YES	Graduates of the Bachelor's study programme in Chemistry or a close Bachelor's study programme who have graduated with distinction can be exempted from the admission procedure. The exemption is granted within the admission interview.
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points.</p> <p>Another condition for admission to the study program is valid medical fitness for chemistry studies. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
Physics and Mathematics Teaching at Secondary Schools (full-time study)		
Entrance examination	YES	An oral interview within the scope of the Bachelor's degree knowledge of the given field. The applicant's performance in the Bachelor's studies and previous experience can also be taken into account. At the same time, proof of completion of the courses of the common teaching basis is required. Courses can be taken during the Bachelor's degree (the applicant must provide a diploma supplement) or as part of lifelong learning (evidenced by a Certificate of Completion of a LLL course).
Exemption from entrance examination	YES	In case of appropriate number of applicants, the head of the Department of Physics can, in agreement with the head of the Department of Mathematics, exempt a clearly defined group of applicants from the entrance examination, e.g., graduates of the study programme Physics Aimed at Teaching – Mathematics Aimed at Teaching, and Mathematics Aimed at Teaching – Physics Aimed at Teaching, or graduates who have passed their previous Bachelor's studies with distinction.
Other conditions and information	YES	The minimum score for successful completion of the admission procedure is 100 points obtained in each of both parts of the admission procedure (Physic, Mathematics).
Chemistry and Biology Teaching at Secondary Schools (full-time study)		

Entrance examination	YES	<p>Oral interviews within the scope of knowledge from the Bachelor's degree of the given fields.</p> <p>Graduates of the study programme Biology Aimed at Teaching are admitted on the basis of a successful oral interview in Biology that covers the specialist knowledge acquired by the applicant during the Bachelor's studies.</p> <p>Graduates of programmes close to the study programme Biology Aimed at Teaching can be admitted after assessment of their previous Bachelor's studies by the head of the Department of Biology and must pass an oral entrance examination (oral interview aimed at Bachelor's knowledge and necessary skills for the study of Biology Teaching). At the same time, proof of completion of the courses of the common teaching basis is required. Courses can be taken during the Bachelor's degree (the applicant must provide a diploma supplement) or as part of lifelong learning (evidenced by a Certificate of Completion of a LLL course).</p> <p>Graduates of the study programme Chemistry Aimed at Teaching are admitted on the basis of a successful oral interview in Chemistry that covers the specialist knowledge acquired by the applicant during the Bachelor's studies.</p> <p>Graduates of programmes close to the study programme Chemistry Aimed at Teaching can be admitted after assessment of their previous Bachelor's studies by the head of the Department of Biology and must pass an oral entrance examination (oral interview aimed at Bachelor's knowledge and necessary skills for the study of Chemistry Teaching). At the same time, proof of completion of the courses of the common teaching basis is required. Courses can be taken during the Bachelor's degree (the applicant must provide a diploma supplement) or as part of lifelong learning (evidenced by a Certificate of Completion of a LLL course).</p>
Exemption from entrance examination	YES	<p>In case of an adequate number of applicants, the Head of the Department of Biology may waive the entrance examination for a clearly defined group of applicants, in particular the graduates of the Biology and Ecology or Biology Aimed at Teaching study programmes. The entrance examination in Chemistry is compulsory for the applicants.</p>
Other conditions and information	YES	<p>The minimum score for successful passing of the admission procedure is 100 points obtained in each of both parts of the admission procedure (Chemistry, Biology).</p> <p>Medical fitness to study chemistry and medical fitness to study biology is another condition for admission to the study programme. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>
Mathematics and Chemistry Teaching at Secondary Schools (full-time study)		
Entrance examination	YES	<p>An oral interview within the scope of the Bachelor's degree knowledge of the given field.</p> <p>Oral entrance examination in Mathematics (oral interview aimed at Bachelor's knowledge and necessary skills for the study of Mathematics Teaching). At the same time, proof of completion of the courses of the common teaching basis is</p>

		<p>required. Courses can be taken during the Bachelor's degree (the applicant must provide a diploma supplement) or as part of lifelong learning (evidenced by a Certificate of Completion of a LLL course).</p> <p>Graduates of the study programme Chemistry Aimed at Teaching are admitted on the basis of a successful oral interview in Chemistry that covers the specialist knowledge acquired by the applicant during the Bachelor's studies.</p> <p>Graduates of programmes close to the study programme Chemistry Aimed at Teaching can be admitted after assessment of their previous Bachelor's studies by the head of the Department of Chemistry and must pass an oral entrance examination (oral interview aimed at Bachelor's knowledge and necessary skills for the study of Chemistry Teaching). At the same time, proof of completion of the courses of the common teaching basis is required. Courses can be taken during the Bachelor's degree (the applicant must provide a diploma supplement) or as part of lifelong learning (evidenced by a Certificate of Completion of a LLL course).</p>
Exemption from entrance examination	YES	<p>In case of an adequate number of applicants, the Head of the Department of Mathematics may waive the entrance examination for a clearly defined group of applicants, in particular the graduates of the Mathematics Aimed at Teaching study programmes.</p> <p>The entrance examination in Chemistry is compulsory for the applicants.</p>
Other conditions and information	YES	<p>The minimum score for successful completion of the admission procedure is 100 points obtained in each of both parts of the admission procedure (Mathematics, Chemistry).</p> <p>Medical fitness to study chemistry is another condition for admission to the study programme. Medical fitness is typically certified by a general practitioner and must be issued no more than four months prior to the application submission deadline. If medical fitness is certified by a physician abroad, an official translation must be provided. Applicants are required to submit the original medical fitness certificate in paper form, in accordance with the general information on the admission procedure published on the Faculty of Science website. The prescribed medical assessment form, including the statement of medical fitness requirements, is attached to these Admission Procedure Rules and Conditions for Admission to Study at the PřF UHK. Certificates issued on other forms will not be accepted.</p>

4 OTHER INFORMATION ABOUT THE ADMISSION PROCEDURE

General information on the admission procedure (details on how to submit the application form, how to pay the administrative fee for the admission procedure, etc.) is published on the UHK website (www.uhk.cz). The instructions are binding for all applicants.

The UHK website also provides more detailed information on the profile of the applicant and the graduate, the content of the entrance examination for individual study programmes, including recommended study literature. In the case of study programmes divided into specializations, the capacities of the individual specializations and the framework rules for the selection of students into specializations are also listed.

4. 1 Submission of applications:

Applications for studies are submitted in electronic form only via the IS/STAG portal at <https://stag.uhk.cz/portal/studium/uchazec>.

4. 2 Payment of the fee for the admission procedure:

The administrative fee for each application is CZK 600. If the applicant fails to pay the fee for the admission procedure even after being asked to do so within the specified time limit, he/she will not be allowed to participate in the individual parts of the admission procedure.

4.3 Documents proving previous education:

I. Proof of education for **Bachelor's degree programmes** is provided by an officially certified copy of the secondary school leaving certificate ("maturita"). In the case of **secondary education** obtained abroad, the **original or an officially authenticated copy** must be submitted in accordance with Section 48(4) of the Higher Education Act:

a) **Proof of general recognition of equivalence or validity** (so-called "nostrification") of a foreign document certifying secondary education in the Czech Republic, obtained in accordance with Act No. 561/2004 Sb., on pre-school, primary, secondary, higher vocational and other education (the Education Act), as amended, or in accordance with earlier legislation.

It is issued by regional authorities, the Prague City Council or the Ministry of Education, Youth and Sports.

b) **A document certifying the award of the European Baccalaureate;**

c) **A document certifying the award of the International Baccalaureate;**

d) **A foreign document certifying foreign secondary education with a school-leaving examination**, if it is **automatically equivalent** in the Czech Republic under its international obligations **without further official procedure** (school-leaving certificate from Slovakia, Poland, Hungary, Slovenia, and Germany);

e) **A foreign document certifying foreign secondary education** obtained by completing a secondary education programme at a foreign secondary school operating under the legal regulations of a foreign country, entitling its holder to access a Bachelor's degree programme in that foreign country.

The applicant shall also submit the original or an officially authenticated copy of a **document certifying the content and scope of education completed at a foreign school** (an overview of subjects with the number of lessons per year of study).

If necessary, the faculty will ask the applicant to also provide the following documents:

- Additional information on the content and scope of secondary education abroad;
- Additional information confirming that the study programme was provided by an institution authorised to provide education comparable to secondary education under the Education Act;
- Confirmation from the relevant foreign secondary school or other relevant foreign authority (e.g., Ministry of Education) that graduates of the secondary education programme of the given foreign secondary school are eligible to apply for admission to a Bachelor's degree programme in the given foreign country.

II. Prior education for **follow-up Master's degree programmes** is proved by an officially certified copy of a higher education diploma. In the case of higher education obtained abroad, the **original or an officially authenticated copy** of the document shall be submitted pursuant to Section 48(5) of the Higher Education Act:

a) **Proof of general recognition of foreign higher education** in the Czech Republic (so-called "nostrification"), obtained in accordance with Sections 89 and 90 of the Higher Education Act or in accordance with earlier legislation.

It is issued by public higher education institutions, the Ministry of Education, Youth and Sports, or the Ministry of the Interior and the Ministry of Defence;

b) A foreign document proving foreign higher education that is **equivalent** in the Czech Republic **without further official procedure** (documents from Slovakia – with the exception of diplomas issued by foreign branches of Slovak higher education institutions after 28 March 2015, which are subject to the procedure under letter c), Poland, Hungary, Slovenia, or Germany).

A diploma, certificate or similar document (e.g., certificate of completion of studies) issued by a higher education institution abroad.

Diploma Supplement or Transcript of examinations taken.

In the case of a document certifying higher education issued by a Slovak higher education institution after 28 March 2015, a confirmation issued by a higher education institution abroad stating the country in which the applicant completed their study programme should also be submitted.

c) A document from abroad certifying foreign higher education obtained by completing a study programme at a foreign university operating under the legal regulations of a foreign country.

Diploma, certificate or similar document (e.g., certificate of completion of studies) issued by a higher education institution abroad.

Diploma Supplement or Transcript.

If necessary, the faculty will ask the applicant to also provide the following documents:

- Additional information on the content and scope of higher education studies abroad;
- Confirmation from the relevant foreign authority that the given higher education institution abroad is authorised to provide higher education in the said foreign country (confirmation of accreditation);
- In the case of a higher education document issued by a Slovak higher education institution after 28 March 2015, a confirmation issued by the foreign higher education institution stating the country in which the applicant completed their study programme should also be submitted.

III. Translations

Documents that are not originally issued in **Czech, English or Slovak** must be **officially** translated into **Czech or English**.

IV. Common provisions

In the case referred to in paragraph II(c), no separate decision on the recognition of foreign higher education and qualifications in the Czech Republic shall be issued. Instead, the faculty shall record in the admission file any documents evidencing fulfilment of the condition of proper completion of studies in any type of study programme, or of proper completion of studies in a Master's study programme, in accordance with paragraph II(c). The faculty shall also record in the admission file any documents evidencing fulfilment of the condition of secondary education with a school-leaving examination in accordance with paragraph I(e).

In the case of the procedure pursuant to Section 48(8), last sentence, and Section 90(4) of the Higher Education Act (in particular the replacement of documents of applicants with temporary protection), the affidavit of such person must contain:

- Reasons why the required documents cannot be provided;

- All possible information about the documents and education completed that the applicant is able to provide;
- This should not be a statement on a form, but an authentic statement by the applicant;
- If the applicant has at least one document, photocopy, etc., they should also provide it.

International applicants for study programmes taught in the Czech language shall provide proof of **completion of a Czech language course at least at level B1**. This condition does not apply to applicants from the Slovak Republic.

4. 4 Course of the entrance examination

On the basis of the data in the application form, applicants receive information about the admission procedure (if the admission procedure consists of an assessment of the results of secondary studies) or an invitation to the entrance examination via the IS/STAG electronic information system. The invitation indicates the date, time and place of the entrance examination. Applicants are invited for attendance checking which starts half an hour before the examination begins, in a designated classroom where they present their identity card or passport, either in physical or electronic form, for inspection and submit a certified copy of their school-leaving certificate, or a secondary school certificate of completion of the school-leaving examination, or a proof of successful completion of a Bachelor's degree (depending on the nature of the programme of study, specialization or major-minor combination in the context of the integrated studies for which they are applying). The identity checkers will carefully check that the documents submitted are valid.

If applicants do not present the relevant document proving previous education at the time of attendance, they may take the entrance examination provided that this information is included in the list of applicants and applicants are instructed to deliver the relevant document proving the previous education to the study department without delay after passing the school-leaving examination or the state final examination in the Bachelor's study programme, in accordance with the information and within the deadlines specified below

All applicants are obliged to provide evidence of the achieved previous education, either in form of an officially certified copy of their school-leaving certificate or Bachelor's diploma (in the case of a follow-up Master's studies), or a simple copy of the same document submitted together with the original for verification to the staff member of the Study Department of the Dean's Office of the Faculty of Science (who will compare the simple copy with the original, confirm the match on the copy and return the original document to the applicant).

Applicants shall either send the proof of the required previous educational attainment to the address of the Study Department by a registered letter, or deliver it in person to the Study Department by 13 June 2026 at the latest (for Round 1 of the admission procedure), or submit it at the latest when enrolling for studies. Only applicants who have not been issued a school-leaving certificate by the date of enrolment are allowed an exception.

Prior to the commencement of the written part of the examination, the examiner shall inform the applicants of the course of the entire entrance examination, including the time and room number of the oral examination, if prescribed. The examination must always be held within the pre-specified range of requirements.

The faculty staff ensure that the entrance examinations take place in a regular environment. They maintain equal access to applicants, exclude extreme climatic conditions during the examination and observe generally applicable hygiene principles – ventilation of classrooms, noise-free environment, etc.

No one may accompany the applicant to the classrooms where the written entrance examination takes place. Exceptions may be granted by the department head only to accompany an applicant with specific need if officially recommended by the Augustin – Centre for Support of Students with Specific Needs upon a timely request. If applicants leave the classroom during the examination for any reason, they will turn in their work and may not return. If applicants have a cell phone with them during any part of the entrance exam, they must turn it off. Any active communication or recording device detected during the entrance examination shall be grounds for exclusion from the admission procedure.

Before the start of the written part of the entrance examination, the test version for the given date will be drawn. The draw will take place in the presence of at least three students or applicants and two members of the teaching staff. A record of the draw will be made and kept at the worksite.

4. 5 Consideration of excuses for absence from the entrance examination

If applicants fail to appear for the entrance examination without an excuse, they will have no further opportunity to take it. The Faculty may announce an alternative date of the entrance examination for duly excused applicants from Round 1 of the admission procedure, only for study programmes, specializations or combinations of integrated study programmes major-minor guaranteed by the PřF UHK. An alternative date is granted on the basis of a written application and cannot be required by anybody; the Dean decides on the allocation of an alternative date according to the capacity of the faculty.

The alternative date for entrance examinations will be determined on the basis of approved applications.

4. 6 Admissions committee and formation of examination committees:

In the case of written entrance examinations, the task of the examination committees is to ensure the preparation of a sufficient number of versions of the examination tests, to administer these tests to the applicants, to grade them and to submit the results recorded on a form issued by the PřF UHK Study Department. The forms are then processed by the Study Department. The examination committees are also responsible for conducting admission interviews in cases where the entrance examination takes the form of an oral interview or where the oral round is one of the components of the entrance examination. A record shall be kept of the oral and written entrance examination, recording the number of points obtained by the applicant and, in the case of an oral examination, the content of the interview. The examination committees also make recommendations on exemption from the entrance examination for programmes where the rules provide so.

Each examination committee is chaired by the head of the department whose academic staff member is the guarantor of the relevant study. The number and members of the necessary sub-committees consisting of at least two members shall be determined and appointed by the head of the department, who defines the duties and powers of the individual members of the examination committee.

The committee may not publish any list of applicants containing the applicants' personal data.

The forms, duly signed, shall be handed in on the day of the examination (or, after consultation with the Study Department, the next morning) to the PřF UHK Study Department. The head of the department is responsible for the sufficient number of test versions and for any leakage of information about the prepared tests. Lists of applicants will be sent to departments in the week before the entrance examinations.

All the agenda of the admission procedure, including the assignment of tests, all completed tests, records of the oral examination, is handed over to the UHK Registry within one year at the latest and, after the expiry of the shredding deadlines, it is forwarded for shredding according to the UHK Filing and Shredding Regulations.

The examination committee informs the applicants that they will receive the Dean's decision on (non-)admission to study after the meeting of the admissions committee and instructs the applicants on the possibility of submitting a request for review of this decision in accordance with the law.

The admissions committee will meet as soon as possible after the entrance examinations (usually within a week). The admissions committee is chaired by the Faculty Dean/Vice-Dean. The time and place of the meeting will be determined at a later date.

4. 7 Decision on admission

Pursuant to Section 50(4), sentence one of the Higher Education Act, the admission/non-admission decision will be issued within 30 days from checking the fulfilment of the admission conditions. In the event that the applicant fails to submit the necessary confirmation of previous education (secondary education with the school-leaving examination ("maturita") for Bachelor's study programmes or higher education for follow-up Master's study programmes) no later than on the day of the entrance examination, and the applicant meets the other necessary conditions for admission to study in the given study programme, the checking of the fulfilment of the admission conditions will take place only after the relevant proof of previous education has been submitted.

The latest date for the acceptance of evidence of prior secondary education with a school-leaving examination shall be the date of enrolment for applicants who have been issued the school-leaving certificate before the date of enrolment; other applicants shall submit their school-leaving certificates without undue delay, but no later than on 30 September 2026. The latest date for receipt of the proof of attained prior higher education is 30 September 2026.

By this date, it will be verified whether the applicant has fulfilled the conditions for admission to study. If the necessary documents are not delivered to the PřF UHK in the specified form by this date, the applicant will not be admitted to study. An extension of the deadline for submitting proof of completion of secondary or higher education may be granted by the Dean only in exceptional and duly justified cases. In such a case, the Dean will set a new deadline for verifying the conditions of the admission procedure.

Pursuant to Section 50(4), sentence two of the Higher Education Act, the higher education institution is not obliged to notify the applicant of the possibility to comment on the grounds for the decision before issuing a decision in the case. Thus, the applicant will only be informed of the admission procedure by the delivery of the admission/non-admission decision.

If an applicant is admitted to study, the admission decision will be delivered to them via the IS/STAG electronic information system. If an applicant is not accepted for study, the decision on non-acceptance will be delivered to them via the IS/STAG electronic information system, in accordance with Section 69a(2) of the Higher Education Act.

4. 8 Access to decisive materials:

Pursuant to Section 50(5) of the Higher Education Act, applicants have the right to inspect the file after they are notified of the decision. The dates on which the applicant may inspect these materials may be agreed with the Study Department. The PřF UHK may provide the applicant with a copy of the file instead of allowing him/her to inspect it.

Each department will therefore publish, at the time of the entrance examinations, the dates and places where applicants can consult their materials, and will designate a competent person to give explanations. Each department will also publish a contact person (e-mail) with whom the applicants can arrange to consult the materials if necessary. The department must allow access to the materials before the expiry of the appeal period, i.e. approximately two months from the date of the examination. **It is not possible to take photos/copies of materials from the file.**

4. 9 Review of admission decisions:

Pursuant to Section 83(1) of the Administrative Procedure Code, applicants have the right to appeal the decision within 15 days of its notification.

The appeal is filed with the faculty that issued the contested decision. The faculty which issued the contested decision may annul or amend it (Section 87 of the Administrative Procedure Code).

Pursuant to Section 50(6) of the Higher Education Act, the Rector is the administrative appellate authority. The Rector examines the compliance of the contested decision and the proceedings preceding the decision with the legal regulations, the internal regulations of the higher education institution and the faculty, and the conditions of admission to study set by the higher education institution or faculty.

Applicants can check the data essential for the decision on (non-)admission to study (i.e. the scores obtained in the entrance examinations and the ranking achieved in these examinations) on the University website.

4. 10 Publication of the admission procedure:

Pursuant to Section 50(7) of the Higher Education Act, the Faculty of Science shall publish a report on the admission procedure within 15 days of its completion. In the case of a written entrance examination, the report shall include basic statistical characteristics of all its parts.

4. 11 Protection of the written entrance examination test papers:

The head of the department and the staff providing for reprographic services or other administrative handling of the written entrance examinations are responsible for protecting the test papers from misuse until they are published.

For maximum data protection, I recommend not sending these files by e-mail, not storing them on the hard drive of the faculty computer but in properly secured copies on portable disks. Copies of the tests will be delivered to the examination in a sealed envelope stamped with the stamp of the department-guarantor.

4. 12 Cancellation of the admission procedure

The Dean reserves the right to cancel an already announced admission procedure for any of the study programmes for reasons considered important. In the event that applicants are already registered for such a study programme, they will be offered a transfer to another study programme or a refund of the application fee. If applicants do not agree to the application transfer to another study programme, a resolution on stopping the admission procedure will be issued to them.

5 ROUND TWO OF ADMISSIONS

The PřF Dean may announce Round 2 of admissions to certain study programmes in the event that the capacity of a study programme was not filled in Round 1 of admissions. The possible announcement of Round 2 of admissions will be published on the Faculty's website. The announcement of Round 2 of admissions will include a detailed timetable for its conduct.

These admissions rules and the conditions for admission to study shall apply mutatis mutandis to Round 2 of admissions, unless otherwise specified for Round 2.

List of abbreviations and terms used:

UHK	University of Hradec Králové
FF	Philosophical Faculty
PdF	Faculty of Education
PřF	Faculty of Science

Administrative Procedure Code Act No. 500/2004 Sb., the Administrative Procedure Code, as amended

Higher Education Act Act No. 111/1998 Sb., on Higher Education Institutions and on amendments and supplements to other acts, as amended

List of annexes:

Annex 1	Medical certificate of fitness to study chemistry at a higher education institution
Annex 2	Medical certificate of fitness to study biology at a higher education institution

This decision comes into force and effect on the date of its signature.

RNDr. Alena Myslivcová Fučíková, Ph.D.
Dean, PřF UHK