University of Hradec Králové
Faculty of Science

Dean's Decision No. 16/2026

# Admissions procedure Rules and Conditions for Admission of Self-Paying Students to Bachelor's and Follow-up Master's Study Programmes Taught in Foreign Languages at the Faculty of Science of the University of Hradec Králové for the Academic Year 2027/2028

*These rules are issued pursuant to Section 49 of Act No. 111/1998 Coll., 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. They were approved by the Academic Senate of the Faculty of Science of the University of Hradec Králové on 19 November 2026.*

## 1 ADMISSIONS PROCEDURE TIMETABLE

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|---|---|
| **Application submission deadline:** | |
| Bachelor's study programmes: | by 28 February 2027 |
| Follow-up Master's study programmes: | by 28 February 2027 |
| **Indicative period of the entrance examination*:** | |
| Bachelor's study programmes: | 1 March 2027 to 30 April 2027 |
| Follow-up Master's study programmes: | 1 March 2027 to 30 April 2027 |
| **Deadline for uploading the mandatory annexes to the electronic application:** | |
| Bachelor's study programmes: | by 28 February 2027 |
| Follow-up Master's study programmes: | by 28 February 2027 |
| **Date of verification of fulfilment of the admission requirements:** | |
| Bachelor's study programmes | 30 April 2027 |
| Follow-up Master's study programmes: | 30 April 2027 |
| **Enrolment in Year 1 of study:** | |
| Both Bachelor's and Follow-up Master's study programmes: | Individually, by 30 September 2027 |
| **Deadline for completion of the admissions procedure:** | |
| Bachelor's study programmes: | 30 September 2027 |
| Master's study programmes: | 30 September 2027 |

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

## 2 GENERAL CONDITIONS OF THE ADMISSIONS PROCEDURE

### 2. 1 Prerequisites for admission to study

a. Timely submission of a duly completed **application** for admission to study, containing the required information and accompanied by the mandatory **annexes uploaded to the electronic application** (a copy of the applicant's passport, a copy of the document certifying prior education, a copy of documentation specifying the content and scope of education completed at a foreign school, and professional CV);
b. Timely payment of the admissions procedure **fee** in the required amount, as specified in the information provided in the applicant's electronic application);
c. Proper and timely submission of evidence of the required prior **education** and, where applicable, **any other required certificates, attestations or affidavits** required (in particular, a medical certificate of fitness);
d. Proof of the required level of English language proficiency for studying in English;
e. **Attendance at** and **successful completion of the entrance examination.** The Dean of the Faculty may recognise the results of an applicant's entrance exam obtained during the previous year's admissions procedure if the applicant was unable, for serious reasons, to enrol in the relevant academic year and also submitted a request for deferral of enrolment.

### 2. 2 Procedure for determining the outcome of the admissions procedure

Applicants shall be admitted to a study programme subject to **fulfilment of the admission requirements** and on the basis of their **ranking**, determined **exclusively by the number of points** obtained in the admissions procedure. Admission shall be granted only to applicants who have **passed the entrance exam**, achieved at least the **minimum overall score** (where the minimum overall score is determined on the basis of several parts of the admissions procedure) and, at the same time, **obtained a ranking** within the overall list of applicants that falls within the programme's capacity as specified in the Rector's managing act. If two or more applicants achieve the same ranking and admitting all of them would exceed the programme's capacity, all applicants with that ranking shall either be admitted or rejected, based on the recommendation of the admissions committee.

If admitted applicants **notify the Faculty that they do not intend to enrol**, the minimum number of points required for admission may be lowered, and **additional applicants** who were not admitted under the original decision **due to capacity constraints** may be admitted in order of their ranking.

### 2. 3 Criteria for evaluation in the admissions procedure

For all **Bachelor's and follow-up Master's study programmes for which the** admissions procedure is announced, the **maximum number of points** that an applicant may obtain in the individual components of the admissions procedure is **200**.

The **minimum number of points required for successful completion of the admissions procedure** is specified separately for each study programme below.

Pursuant to Section 49(3) of the Higher Education Act, the Dean of the Faculty may establish different admission requirements for applicants who have completed, or are currently enrolled in, a degree programme or part thereof at a higher education institution in the Czech Republic or abroad. The Dean may require such applicants to take an entrance examination to verify that they meet the admission requirements pursuant to Section 49(4) of the Act.

For international applicants, the Dean of the Faculty may individually determine an alternative method of verifying fulfilment of the admission requirements. This will typically involve replacing an in-person written examination with an online test conducted using remote communication tools, and an in-person oral examination with a videoconference or an online test, taking into account the results of the applicant's previous studies as documented by a recognised educational credential. The detailed conditions of the admissions procedure are specified separately for each study programme.

# 3 ADMISSION REQUIREMENTS FOR INDIVIDUAL STUDY PROGRAMMES

## 3. 1 Bachelor's study programmes

The standard duration of study for all Bachelor's study programmes accredited at the Faculty of Science of UHK is three years. The educational requirement for admission is completion of secondary education with a school graduation exam (maturita). Detailed requirements for documenting educational attainment are set forth in Section 4.3 of these Rules. The specific admission requirements for individual study programmes are set out below.

| **Bachelor's study programmes:** | | |
|---|---|---|
| **Biology and Ecology**<br>(full-time study) | | |
| **Entrance examination** | **YES** | A written test assessing knowledge of biology at secondary school level (general secondary education). At the discretion of the Head of the Department of Biology, the in-person written examination may be replaced by an online examination using remote communication tools (the Moodle platform). |
| **Exemption from entrance examination** | **NO** | |
| **Other conditions and information** | **YES** | The minimum score for successful completion of the admissions procedure is 100 points.<br>However, if the total number of applicants who meet the admission requirements is high, the minimum score required for admission may be increased, and some applicants who have successfully completed the admissions procedure may not be admitted due to capacity constraints.<br>Another admission requirement is a valid medical certificate confirming the applicant's fitness to study biology. The certificate is normally issued by a general practitioner and must be no more than four months old as of the application submission deadline. If the certificate is issued by a physician abroad, an official translation into English must also be provided. Applicants are required to submit the original medical certificate in paper form. **The prescribed medical assessment form, including a statement of the medical fitness requirements, is annexed to these Admissions procedure Rules and Conditions for Admission to Study at the Faculty of Science of UHK.** Certificates issued using other forms will not be accepted. |
| **Chemistry – specialisation in Bioorganic Chemistry**<br>**Chemistry – specialisation in Toxicology**<br>(full-time study, study programme with specialisations) | | |
| **Entrance examination** | **YES** | The entrance examination for all applicants consists of an assessment of their secondary school academic results and an oral interview. The interview also includes an assessment of the applicant's English language proficiency, which must be at least at B1 level according to the Common European Framework of Reference for Languages (CEFR). At the discretion of the Head of the Department |

| Bachelor's study programmes: | | |
|---|---|---|
| | | of Chemistry, the oral interview may be conducted online using remote communication tools |
| **Exemption from entrance examination** | **NO** | |
| **Other conditions and information** | **YES** | The minimum score for successful completion of the admissions procedure is 100 points.<br>Another admission requirement is a valid medical certificate confirming the applicant's fitness to study chemistry. The certificate is normally issued by a general practitioner and must be no more than four months old as of the application submission deadline. If the certificate is issued by a physician abroad, an official translation into English must also be provided. Applicants are required to submit the original medical certificate in paper form. **The prescribed medical assessment form, including a statement of the medical fitness requirements, is annexed to these Admissions procedure Rules and Conditions for Admission to Study at the Faculty of Science of UHK.** Certificates issued using other forms will not be accepted. |

### 3.2 Follow-up Master's study programmes

The standard duration of study for all Follow-up Master's study programmes accredited at the Faculty of Science of UHK is two years. The educational requirement for admission is completion of higher education. Detailed requirements for documenting educational attainment are set out in Section 4.3 of these Rules. The specific admission requirements for individual study programmes are set out below.

| Follow-up Master's study programmes: | | |
|---|---|---|
| **Biology and Ecology - specialisation in Plant Biology**<br>**Biology and Ecology - specialisation in Animal Biology**<br>**Biology and Ecology - specialisation in Experimental Biology**<br>(full-time study; study programme with specialisations) | | |
| **Entrance examination** | **YES** | The entrance examination for all applicants consists of an assessment of their Bachelor's studies and an oral interview. At the discretion of the head of the Department of Biology, the oral interview may be conducted online using remote communication tools. |
| **Exemption from entrance examination** | **NO** | |
| **Other conditions and information** | **YES** | The minimum score for successful completion of the admissions procedure is 100 points.<br>Another admission requirement is a valid medical certificate confirming the applicant's fitness to study biology. The certificate is normally issued by a general practitioner and must be no more than four months old as of the application submission deadline. If the certificate is issued by a physician abroad, an official translation into English must also be provided. Applicants are required to submit the original medical certificate in paper form. **The prescribed medical assessment form, including a statement of the medical fitness requirements, is annexed to these Admissions procedure Rules and Conditions for Admission to Study at the Faculty of Science of UHK.** Certificates issued using other forms will not be accepted. |
| **Chemistry – specialisation in Bioorganic Chemistry**<br>**Chemistry – specialisation in Toxicology** | | |

| **Follow-up Master's study programmes:** | | |
|---|---|---|
| (full-time study; study programme with specialisations) | | |
| **Entrance examination** | **YES** | The entrance examination for all applicants consists of an assessment of the content and results of their Bachelor's studies and an oral interview. The interview also includes an assessment of the applicant's English language proficiency, which must be at least at B1 level according to the Common European Framework of Reference for Languages (CEFR). At the discretion of the Head of the Department of Chemistry, the oral interview may be conducted online using remote communication tools. |
| **Exemption from entrance examination** | **NO** | |
| **Other conditions and information** | **YES** | The minimum score for successful completion of the admissions procedure is 100 points.<br>Another admission requirement is a valid medical certificate confirming the applicant's fitness to study chemistry. The certificate is normally issued by a general practitioner and must be no more than four months old as of the application submission deadline. If the certificate is issued by a physician abroad, an official translation into English must also be provided. Applicants are required to submit the original medical certificate in paper form. **The prescribed medical assessment form, including a statement of the medical fitness requirements, is annexed to these Admissions procedure Rules and Conditions for Admission to Study at the Faculty of Science of UHK.** Certificates issued using other forms will not be accepted. |

# 4 OTHER INFORMATION ABOUT THE ADMISSIONS PROCEDURE

General information about the admissions procedure, including instructions on how to submit an application and pay the admissions procedure fee, is available on the UHK website (www.uhk.cz). These instructions are binding on all applicants.

The UHK website also provides more detailed information about the applicant and graduate profiles, the content of the entrance examinations for individual study programmes, and recommended study literature. For study programmes divided into specialisations, the website also specifies the capacity of each specialisation and the general rules governing the allocation of students to individual specialisations.

## 4. 1 Submission of applications

Applications for admission to study must be submitted exclusively in electronic form via the IS/STAG portal at https://stag.uhk.cz/portal/studium/uchazec.

## 4. 2 Payment of the admissions procedure fee

The administrative fee for each application is EUR 30. If an applicant fails to pay the admissions procedure fee within the specified time limit, even after being requested to do so by the Study Department to do so, they will not be permitted to participate in any part of the admissions procedure. The fee is non-refundable at any stage of the admissions procedure.

## 4. 3 Documents certifying previous education

**I.** Proof of prior education for applicants to **Bachelor's degree programmes**

Applicants who have completed secondary education abroad must submit the original or an officially authenticated copy of their secondary school-leaving certificate (Section 48(4) of the Higher Education Act), together with one of the following documents:

a) **A certificate 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 Coll., on Pre-school, Primary, Secondary, Higher Vocational and Other Education (the Education Act), as amended, or under previous legislation.

Such a certificate is issued by the relevant regional authority, the Prague City Hall 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 the completion of secondary education with school-leaving examination**, which is **automatically recognised as equivalent** in the Czech Republic under its international obligations **without the need for any further official recognition procedure** (school-leaving certificate issued in Slovakia, Poland, Hungary, Slovenia and Germany);

e) **A foreign document certifying the completion of secondary education** obtained by completing a secondary education programme at a foreign secondary school operating under the laws of the relevant foreign country, provided that the qualification entitles its holder to apply for admission to a Bachelor's degree programme in that country.

Applicant must also submit the original or an officially authenticated copy of a **document specifying the content and scope of the education completed at the foreign school** (a list of subjects studied, including the number of lessons per year of study).
Where necessary, the Faculty may request that applicants also provide the following documents:

- Additional information about the content and scope of their secondary education completed 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 competent foreign authority (e.g., Ministry of Education) that graduates of the relevant secondary education programme are eligible to apply for admission to a Bachelor's degree programme in the that country.

**II.** Proof of prior education for applicants to **Follow-up Master's degree programmes**

Applicants who have completed higher education abroad must submit the original or an officially authenticated copy of their higher education diploma (Section 48(5) of the Higher Education Act), together with one of the following documents:

a) **A certificate 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 under previous legislation.

Such a certificate is issued by a public higher education institution, the Ministry of Education, Youth and Sports, the Ministry of the Interior or the Ministry of Defence.

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

The applicant must submit:

- A diploma, certificate or similar document (e.g. a certificate of completion of studies) issued by the foreign higher education institution;
- A 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, the applicant must also submit confirmation issued by the relevant higher education institution abroad stating the country in which the applicant completed the study programme.

c) **A foreign document certifying higher education** obtained by completing a study programme at a foreign higher education institution operating under the laws of the relevant foreign country.

The applicant must submit:

- A diploma, certificate or similar document (e.g. a certificate of completion of studies) issued by the foreign higher education institution;
- A Diploma Supplement or transcript.

Where necessary, the Faculty may request that applicants also provide the following documents:

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

**III. Translations**

Documents that were not originally issued in **Czech, English or Slovak** must be accompanied by an **official translation** 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 place in the applicant's admission file the documents evidencing fulfilment of the requirement of proper completion of studies in a degree programme of any type or of proper completion of studies in a Master's degree programme, as applicable, in accordance with paragraph II(c). The Faculty shall also place in the applicant's admission file the documents evidencing fulfilment of the requirement of secondary education completed with a school-leaving examination, in accordance with paragraph I(e).

In cases where the procedure under Section 48(8), last sentence, and Section 90(4) of the Higher Education Act applies (in particular, where documents of applicants enjoying temporary protection are replaced), the applicant's affidavit must contain:

- the reasons why the required documents cannot be provided;
- all information available to the applicant concerning the documents and education completed;
- an authentic statement made by the applicant, rather than a statement submitted on a pre-printed form;
- copies of any documents, photocopies or other evidence in the applicant's possession, if available.

International applicants applying for study programmes taught in English must provide proof of **completion of an English language course at a minimum B1 level** (according to the CEFR standard) or a statement from the higher education institution at which they obtained their previous degree confirming that the language of instruction was English.

They must also submit the original medical examination report for applicants to the Faculty of Science of the University of Hradec Králové, completed and certified by a physician.

### 4. 4 Course of the entrance examination

On the basis of the information provided in the application form, applicants shall receive an invitation to the entrance examination via the IS/STAG electronic information system. The invitation shall specify the date, time and place of the entrance examination or, where the examination is conducted remotely, provide a link to the online meeting. For an in-person examination, applicants must report for registration, which begins half an hour before the examination, in the designated classroom. They must present their passport or another identity document. The staff responsible for checking applicants' identities shall carefully verify the validity of the documents presented.

In the case of an online interview or test, applicants must click on the link provided in the invitation to the entrance examination five minutes before it is due to begin. They must have their passport or another identity document ready for verification by the examiner.

All applicants are required to provide evidence of the required prior education, as specified in section 4.3.

Applicants must send **evidence of their prior education**, together with any other documents required by the Study Department of the Faculty of Science of UHK, such as **proof of language proficiency, a general medical fitness certificate, a medical fitness certificate for the relevant study programme** (if required), **a letter of motivation** and **a professional CV**, in paper form to the following address no later than **30 April 2027**: Study Department, Faculty of Science, University of Hradec Králové, Rokitanského 62, 500 03 Hradec Králové, Czech Republic.

An exception to this deadline applies only to applicants who have not received their secondary school-leaving certificate by the specified date or who are due to take their final examinations after that date. The Study Department of the Faculty of Science shall inform such applicants of the later deadline by which they may submit the required documents as part of the admissions procedure.

More detailed information about the required documents is available on the Faculty's website under "Study – Admissions".

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

Applicants who fail to appear for the entrance examination without providing a valid excuse shall not be given another opportunity to take it. An alternative date may be granted only to applicants whose absence has been duly excused on the basis of a written request submitted by email. Applicants are not entitled to an alternative date. The Dean shall decide whether to grant one, taking into account the Faculty's capacity.

### 4. 6 Admissions Committee and formation of examination committees

In the case of written entrance examinations, the examination committees are responsible for preparing a sufficient number of versions of the examination tests, administering the tests to applicants, marking them and submitting the results, recorded on the form provided by the Study Department of PřF UHK. The forms shall subsequently be processed by the Study Department.

Where the entrance examination takes the form of an oral interview, the examination committees are also responsible for conducting the interviews. A record shall be made of each oral entrance examination, stating the number of points awarded to the applicant and, where applicable, summarising the **content of the interview**.

Each examination committee shall be chaired by the Head of the Department whose member of academic staff is the guarantor of the relevant study programme. The Head of the Department shall determine the number and composition of the committee and define the duties and powers of its individual members.

The committee shall not publish any list of applicants containing their personal data.

The duly signed forms shall be submitted to the Study Department of PřF UHK without undue delay. The Head of the Department shall be responsible for ensuring that a sufficient number of test versions are available and for preventing any leakage of information concerning the prepared tests. Lists of applicants shall be sent to the relevant departments in the week preceding the entrance examinations.

All documentation relating to the admissions procedure, including the assignment of tests, completed tests and records of oral examinations, shall be handed over to the UHK Registry no later than one year after the completion of the procedure. After the expiry of the applicable retention periods, the documentation shall be destroyed in accordance with the UHK Filing and Shredding Regulations.

The examination committee shall inform applicants that they will receive the Dean's decision on admission or non-admission after the meeting of the Admissions Committee. Applicants shall also be informed of their right to request a review of the decision in accordance with the law.

### 4. 7 Decision on admission

Pursuant to Section 50(4), first sentence, of the Higher Education Act, a decision on admission or non-admission shall be issued within 30 days of verification of fulfilment of the admission requirements. If an applicant fails to submit the required evidence of prior education (secondary education completed with a school-leaving examination for Bachelor's study programmes or higher education for Follow-up Master's study programmes) by the date of the entrance examination, but fulfils all other admission requirements for the relevant study programme, fulfilment of the admission requirements shall be verified only after the relevant evidence of prior education has been submitted.

The latest date for submission of evidence of prior secondary education completed with a school-leaving examination shall be the date of enrolment for applicants who have received their school-leaving certificate by that date. Applicants who have not yet received their certificate shall submit it without undue delay, but no later than 24 September 2027. The latest date for submission of evidence of prior higher education is also 24 September 2027.

By this date, the Faculty shall verify whether the applicant has fulfilled the admission requirements. Applicants who fail to submit the required documents in the prescribed form to PřF UHK by this date shall not be admitted to study. The Dean may grant an extension of the deadline for submitting evidence of completion of secondary or higher education only in exceptional cases and for duly justified reasons. In such cases, the Dean shall set a new deadline for verification of fulfilment of the admission requirements.

Pursuant to Section 50(4), second sentence, of the Higher Education Act, the higher education institution is not obliged to notify applicants of their right to comment on the documents underlying the decision before the decision is issued. Applicants shall therefore be informed of the outcome of the admissions procedure only by delivery of the decision on admission or non-admission.

If an applicant is admitted to study, the decision on admission shall be delivered via the IS/STAG electronic information system. If an applicant is not admitted, the decision on non-admission shall be delivered 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 their admission file after being notified of the decision. The date on which an applicant may inspect the file may be arranged with the Study Department. Instead of allowing the applicant to inspect the file, PřF UHK may provide the applicant with a copy of it.

**4. 9 Review of admission decisions**

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

The appeal shall be lodged with the Faculty that issued the contested decision. The Faculty may annul or amend the contested decision in accordance with Section 87 of the Administrative Procedure Code.

Pursuant to **Section 50(6) of the Higher Education Act,** the Rector acts as the administrative appellate authority. The Rector shall review whether the contested decision and the proceedings preceding its issuance comply with the legal regulations, the internal regulations of the higher education institution and the Faculty, and the admission requirements laid down by the higher education institution or the Faculty.

Applicants may check the information relevant to the decision on admission or non-admission (i.e. the scores obtained in the entrance examinations and their ranking) on the University's website by accessing their electronic application.

**4. 10 Cancellation of the admissions procedure**

The Dean reserves the right to cancel an announced admissions procedure for any study programme for reasons deemed significant. If applicants have already applied for the relevant study programme, they shall be offered the option of transferring their application to another study programme or receiving a refund of the application fee. If an applicant does not agree to

the transfer of their application to another study programme, a resolution discontinuing the admissions procedure shall be issued to them.

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**List of abbreviations and terms used:**

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| **UHK** | University of Hradec Králové |
| **PřF** | Faculty of Science |
| **Administrative Procedure Code** | Act No. 500/2004 Coll., the Administrative Procedure Code, as amended |
| **Higher Education Act** | Act No. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to other acts, as amended |

**List of annexes:**

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|---|---|
| **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 |
| **Annex 3** | MEDICAL EXAMINATION REPORT for applicants to the Faculty of Science, University of Hradec Králové |

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

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