

**INFORMATION FACT SHEET**  
**FOR EXCHANGE STUDENTS**  
**FOR THE ACADEMIC YEAR**  
**2023/2024**

**Name of institution**

UNIVERSITY OF HRADEC KRÁLOVÉ

**Erasmus ID code / Organisation ID**

CZ HRADEC01 / E10208843

**Address**

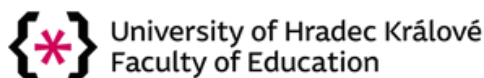
University of Hradec Králové

Faculty of Education/Faculty of Informatics and Management/  
Philosophical Faculty/Faculty of Science

International Relations Office

Rokitanského 62  
500 03 Hradec Králové  
The Czech Republic

## Contact List



### Contact person for incoming exchange students and teacher mobilities

Ing. Petra Nosková  
International Mobility Coordinator  
petra.noskova@uhk.cz; +420 493 331 141

### Contact person for outgoing exchange students

Mgr. Lucie Martinková  
International Mobility Coordinator  
lucie.martinkova@uhk.cz; +420 493 331 115

### Vice-Dean for Internationalization

Mgr. Daniela Vrabcová, Ph.D.



### Contact person for incoming exchange students and teachers

Eva Pospíchalová  
International Mobility Coordinator  
eva.pospichalova.2@uhk.cz; +420 493 332 210

### Contact person for outgoing exchange students and teachers

Monika Hebková  
International Mobility Coordinator  
monika.hebkova@uhk.cz; +420 493 332 209

### Vice-Dean for Development and International Affairs

doc. RNDr. Petra Poulová, Ph.D.



### Contact person for KA131 (Erasmus+)

Mgr. Markéta Roškotová  
International Mobility Coordinator  
marketa.roskotova@uhk.cz; +420 493 331 218

### Contact person for KA171 (Erasmus+ International Credit Mobility)

Mgr. et Mgr. Věra Kouřimová  
International Mobility Coordinator  
vera.kourimova@uhk.cz; +420 493 332 007

### Contact person for non-European incoming exchange students

Mgr. Tomáš Herčík  
International Mobility Coordinator  
tomas.hercik@uhk.cz; +420 493 332 908

### Contact person for outgoing exchange students

Mgr. Martina Eliášová  
Head of International Office  
martina.eliasova@uhk.cz; +420 493 331 212

### Vice-Dean for International Affairs

Stephanie Inge Rudwick, Ph.D.



### Contact person

Mgr. Pavla Holubová  
International Mobility Coordinator  
pavla.holubova@uhk.cz; +420 493 332 817

### Vice-Dean for International Affairs

prof. PharmDr. Kamil Musílek, Ph.D.

scan the code to get more  
information about UHK



[uhk.cz/en](https://uhk.cz/en)

scan to download the last  
version of the UHK Guide



[uhk.cz/en/uhkguide](https://uhk.cz/en/uhkguide)



## Academic year 2023/2024

<b>1st semester (winter semester)</b>	<b>18/09/2022 – 26/01/2023</b>
Arrival	06/09 – 17/09/23
Enrolment	07/09 – 18/09/23
Orientation week (activities for incomings)	18/09 – 24/09/22
Classes period	18/09 – 17/12/23
Christmas holiday period	23/12/23 – 01/01/24
Exam period	02/01 – 25/01/24
Public holidays in 2023	28/09, 28/10, 17/11, 24 - 26/12

<b>2nd semester (summer semester)</b>	<b>05/02 – 30/06/2024</b>
Arrival	31/01 – 06/02/24
Enrolment	01/02 – 08/02/24
Orientation week (activities for incomings)	05/02 – 11/02/24
Classes period	05/02 – 05/05/24
Exam period	06/05 – 28/06/24
Public holidays in 2024	01/01, 29/03, 01/04, 01/05, 08/05

## Application deadlines

### For nominations and applications for KA131 (Erasmus+: Erasmus)\*

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
1st semester (winter semester) or whole academic year	31 May	31 May	31 May	31 May
2nd semester (summer semester)	30 November	30 November	30 November	30 November

\*except for students with visa requirements (see deadlines below)

### For nominations and applications for non-European students including KA171 (Erasmus+ ICM)

	Faculty of Education	Faculty of Informatics and Management	Philosophical Faculty	Faculty of Science
1st semester (winter semester) or whole academic year	15 May	30 April	28 February	1 May
2nd semester (summer semester)	31 October	15 October	15 August	1 November

## Application procedure

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

Nominations should be sent, by email to [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz) (for the Faculty of Education), [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz) (for the Faculty of Informatics and Management), via email to [marketa.roskotova@uhk.cz](mailto:marketa.roskotova@uhk.cz) (for Philosophical Faculty) or by email to [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz) (for Faculty of Science) prior to or at the same time as applications.

The nomination email should include the name and surname of the student/s, study cycle, subject area, email address, which semester, and information if the student is/is not eligible to receive a scholarship from UHK.

Students must complete and send the application documents by email to [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz) (for the Faculty of Education), [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz) (for the Faculty of Informatics and Management), via email to [marketa.roskotova@uhk.cz](mailto:marketa.roskotova@uhk.cz) (for Philosophical Faculty) or by email to [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz) (for Faculty of Science). Students of the Faculty of Informatics and management shall fill in the online application.

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

### Applications forms are to be found at

#### Faculty of Education:

[uhk.cz/en/faculty-of-education/exchanges](http://uhk.cz/en/faculty-of-education/exchanges)

or contact the International office: [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)

[pdf.iro@uhk.cz](mailto:pdf.iro@uhk.cz) (general contact email)

#### Faculty of Informatics and Management:

[uhk.cz/en/faculty-of-informatics-and-management/exchanges](http://uhk.cz/en/faculty-of-informatics-and-management/exchanges)

or contact the International office: [eva.pospichalova.2@uhk.cz](mailto:eva.pospichalova.2@uhk.cz)

[study.fim@uhk.cz](mailto:study.fim@uhk.cz) (general contact email)

#### Philosophical Faculty:

[uhk.cz/en/philosophical-faculty/exchanges](http://uhk.cz/en/philosophical-faculty/exchanges) or contact the International Office:

[marketa.roskotova@uhk.cz](mailto:marketa.roskotova@uhk.cz) (for KA131 Erasmus+)

[tomas.hercik@uhk.cz](mailto:tomas.hercik@uhk.cz) (for non-European mobilities)

[vera.kourimova@uhk.cz](mailto:vera.kourimova@uhk.cz) (for KA171 Erasmus+ ICM)

[ff.internationaloffice@uhk.cz](mailto:ff.internationaloffice@uhk.cz) (general contact email)

#### Faculty of Science:

[uhk.cz/en/faculty-of-science/exchanges](http://uhk.cz/en/faculty-of-science/exchanges)

or contact the International office: [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz)

## Study courses for exchange students

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

### Faculty of Education:

The course catalogue (course offer for exchange students), including updated information, could be found at: [uhk.cz/en/faculty-of-education/exchanges](https://uhk.cz/en/faculty-of-education/exchanges)

### Faculty of Informatics and Management

The course offer and more details can be found at the website: [uhk.cz/en/faculty-of-informatics-and-management/exchanges/incoming-students-1](https://uhk.cz/en/faculty-of-informatics-and-management/exchanges/incoming-students-1)

### Philosophical Faculty

The course catalogue (course offer for exchange students), including updated information, could be found at [uhk.cz/en/philosophical-faculty/exchanges/practical-information](https://uhk.cz/en/philosophical-faculty/exchanges/practical-information)

### Faculty of Science

The course offer can be found here: [uhk.cz/en/faculty-of-science/exchanges](https://uhk.cz/en/faculty-of-science/exchanges)

Incoming students from all our partner universities are invited to register for courses taught in the English language. Whether a student participates in the Erasmus+ Programme or any other exchange programme, he/she may opt for a vast selection of courses.

Incoming students choose courses from their receiving faculty. However, it is possible to register for courses from other faculties as well.

For more information and conditions please see the [Course Catalogue](#).

If you need more information on courses and their syllabi you can find them in our [study system](#).



scan or click to the QR code for  
[Course Catalogue 2023/2024](#)

## Grading system

Study and Examination Code of the University of Hradec Králové (2019, Article 14), (can be downloaded from [our website](#)).

The scales A, B, C, D, E, and F are used for grading. The grade “A” is the best one while the grade “F” means that the student failed.

The grading scale corresponds to the following textual and numeric classification:

Classification	Textual classification	Numeric classification
A	Excellent	1
B	Very good	1.5
C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
F	Fail	4

When recognizing a part of the studies or the individual Subjects under Article 21 (1) of the Study and Examination Code, the word “recognized” can be used instead of grading.

## Accommodation

Accommodation is provided by UHK, at the [University Halls of Residence Palachova](#).

Students stay in the two-bedroom flat with a shared kitchen, and bathroom. Bedrooms are double or triple (we do not provide single rooms). Furnished with bed, table, chair, and wardrobe. Bed linen, duvet, and pillow are provided free of charge. The dormitory includes social&study room. Possible to use a laundry or gym for a student-friendly fee. You can check out how the rooms and facilities look on [our website](#).

The standard application form includes housing applications for students applying for an exchange stay. Every student who stays at the dormitory must pay a refundable deposit of 2000 CZK on arrival.

Students with a guaranteed scholarship from the UHK will pay the accommodation fee after receiving the scholarship. However, they have obligation to pay the refundable deposit on arrival.

If students do not tick the option that they want to be accommodated in the dormitory in the application form or if they prefer private housing, they are supposed to arrange it on their own.

The accommodation is guaranteed only for students who keep the deadline for applying (see on page 3 – section “application deadlines”).

In case of insufficient capacity of the dormitory, we will try to provide alternative accommodation. However, this is not guaranteed.



## Practical information

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

The official currency is the Czech Crown in the Czech Republic = CZK  
(€1 = approx. 25 CZK; \$1 = approx. 22 CZK);  
(EUR/USD is not accepted in most shops, restaurants, or public places).

### Living costs:

Housing

*approx. 150 EUR/month (the price at the university dormitory)*

*320-500 EUR/month (in private facilities)*

Food

*250-350 EUR/month*

Local Transportation

*20 EUR/month (many places in the town are within walking distance or on the bike)*

School Fees

*none or very small (students pay for printing or copying and other extra services only)*

## Visa requirements

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

Citizens from countries outside of the EU need to apply for a long-term visa/residence permit before arrival in the Czech Republic.

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

Visa information is to be found [on the website of the Ministry of Interior](#) of the Czech Republic.

## Health and travel insurance

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

Visa students have to pay travel insurance in accordance with [the instructions](#) of the Ministry of Interior of the Czech Republic.

For students with visa requirements, it is essential to have insurance only from the [Pojišťovna VZP a.s.](#) We strongly recommend to non-visa students buy travel insurance as well.

[Brochure about health care](#) for foreigners in the Czech Republic available on the UHK website.

## Social inclusion of international students

Since 2003, the [ESN Hradec Králové](#), a student non-profit organization based at the UHK, provides leisure & accompanying activities and a buddy system for all international students.

Also, they are helping overcome challenges that come with staying in a foreign country - be it helping with integration, social inclusion, or providing information about city and university life.