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A WORD FROM YOUR GUIDE

The little book you're holding in your hands right now is probably going to save you a lot of time, possibly some money, maybe earn you some good grades and it is definitely going to help you to avoid awkward situations. It's a pity that I didn't have this when I got to the university for the first time. Well, what can you do.

Welcome to the UHK Guide – paper edition! The next couple of pages can help you to survive the disarray of your first (and hopefully not the last) semester at the University of Hradec Králové. There's basic info about faculties, various contacts that will come handy, some facts about other university facilities, also tips and tricks in general.

Just keep in mind that some of the information listed here can change throughout time. You'll learn that many things in the life of a university student are relative but there is one unshakable certainty. Everything is easier with a smile on your face. And on that note, my fellow students, enjoy your stay and have a great time!



WELCOME TO CZECH REPUBLIC

GENERAL INFORMATION

The Czech Republic (Czechia) is a landlocked country located in central Europe bordered by Germany, Poland, Slovakia, and Austria. The country is divided into thirteen regions, plus the capital city and region of Prague. A lot of the land outside of urban centres is divided into irregularly shaped fields used for agriculture. The country is encased by mountains, while the inland is flat with many barley and wheat fields.

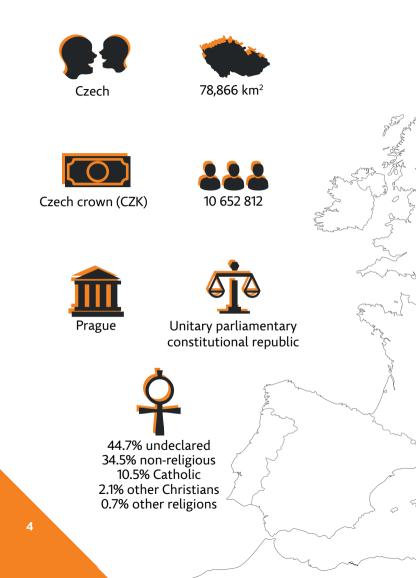
USEFUL FACTS

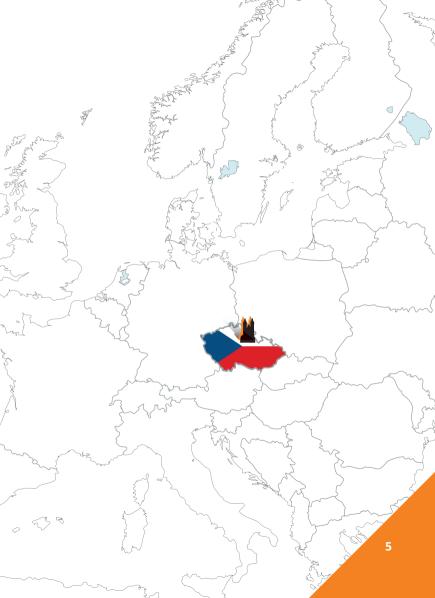
The barley and wheat fields mentioned above are vital for producing **Czech beer**. The Czech Republic has the highest beer consumption per capita of any country in the world – around 145 litres per person per year

The **Czech economy** is based on industry and manufacturing, especially the automotive sector: car production alone makes up to 18% of all exports and employs hundreds of thousands of people across the country.

Czech is the official language, a Slavic language that is mutually intelligible with Slovak, and roughly intelligible with Polish.

While approximately 86% of people in surrounding countries **believe in God**, only 29% of Czechs say the same thing. Czechs also overwhelmingly support legal abortion (84%) and the same-sex marriage (65%).





TRADITIONS

Easter

Easter is a popular spring Christian holiday celebrated by many around the world. Despite being largely non-religious, Czechs love to celebrate Easter and have many unique customs. In particular, it is traditional for men to chase women around the village and spank them softly with a whip woven from branches. In return, the women give the men decorated eggs, plum brandy, candy, and ribbons for their whips. All of this to guarantee women another healthy year and to preserve their youth and beauty.

Christmas

December 24 is the most enjoyable day of the Czech Christmas holidays. The Christmas tree is decorated with traditional Czech Christmas ornaments and preparations are made for the most festive dinner of the year. Christmas Eve is associated with many superstitions that usually relate to life, love, and the destiny that awaits in the year to come. According to one Czech custom, one is supposed to fast all day to see the "golden piglet" in the evening.

Food

Traditional Czech meal usually consists of two or more courses, starting with soup, followed by the main course. Typical Czech cuisine is very meat- and dumpling-oriented. One of the most popular dishes is beef sirloin in cream sauce (svíčková na smetaně).

For more facts about Czechia, "Czech" out the YouTube video <u>Geography Now! Czech Republic (Czechia)</u> – it is so unbelievably accurate that we even used parts of it to put together this fact sheet!

WEATHER

The climate of the Czech Republic varies from season to season – you can definitely experience all four of them here. During summer, the temperature can rise to 35 °C and it is a great time to jump into a lake or a swimming pool. Winters (December–March) can be mild or harsh with temperatures below 0 °C. That's the perfect time for skiing.

PRICES

(1 EUR = 26 CZK, 1 USD = 23 CZK)

Two-course lunch in a restaurant (one person)	100–150 CZK	
Dinner with drinks (one person)	200–300 CZK	
Cinema ticket	130–200 CZK	
Beer or soft drink	30–50 CZK	
Monthly rent/person (2-bedroom apartment in university halls of residence)	3,200 CZK	
Monthly rent/person (3-bedroom apartment in university halls of residence)	2,900 CZK	
Monthly rent/flat (2-room apartment)	10,000–15,000 CZK	
WATCH MORE UHK GUIDE #1 STUDY IN THE CZECH REPUBLIC! You		

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WELCOME TO HRADEC KRÁLOVÉ

ABOUT HRADEC

Hradec Králové is a city situated at the confluence of the river Elbe and the river Orlice, approximately an hour's drive from Prague. The capital of the Hradec Králové Region, it is also known as a university town and has a population of just under 100,000. As well as your University of Hradec Králové, it is also home to the Faculties of Pharmacy and Medicine of Charles University and the Faculty of Military Health Sciences of the University of Defence. White Tower (Bílá Věž) is the dominant feature of the historical centre. You can also visit the neighbouring Cathedral of the Holy Spirit, built in the 14th century. Hradec Králové can boast not only its historical town centre, but also the unique architecture of Josef Gočár. While studying here in Hradec, you can also make use of the services of the UHK University Library, the Research Library in Hradec Králové and the Hradec Králové City Library, where you can prepare for your lessons. As we have already mentioned, Hradec Králové is a university town, se be sure you can meet many fellow students around the town. The centre offers many coffee shops, cosy pubs, teahouses and other places of interest.

AMENITIES IN HK

Shopping Centres

In all of the following shopping centres, you will find clothes shops, grocery shops, pharmacies and drug stores, mobile operators and more. All centres are easily accessible from the halls of residence by public transport.

Futurum (bus no. 27) – Address: Brněnská 1825/23A Aupark (bus no. 24) – Address: Gočárova třída 1754/48a Atrium (bus no. 24) – Address: Dukelská tř. 1713/7

If you prefer local shops with varied offers, you can always find these in the city centre, especially pedestrian zones.

Hradec Králové Information Centre

Eliščino nábřeží 626 http://www.hkinfo.cz

The Hradec Králové Information Centre is located on Eliščino nábřeží, next to the Museum of Eastern Bohemia. They will provide you with a city public transport card and top it up for you, while you will also find pre-sales of tickets to a whole range of cultural events in Hradec. You can look up any useful information on the town in one of eight multimedia kiosks, on a public laptop, or by connecting to free Wi-Fi.

You can also visit information centres at the Main Railway Station (Hlavní nádraží) and on the Great Square, just a stone's throw from the White Tower. Staff members at all information centres will give you advice in English.

Main Railway Station and Public Transport Terminus

If you use the services of Czech Rail (České dráhy), you will see the Main Railway Station the day you arrive in Hradec. It is a historical building completed in 1935. Less than 300 metres north from the station, you will also find the two buildings of the Public Transport Terminal (Terminál HD). The terminal is divided into red and blue sections. Red bays serve for the municipal links, for example links to the "Palachovy koleje" halls of residence or directly to UHK, while from the blue section, you can take a trip out of town.

Czech Post

Should you need to send a parcel or letter, you can visit the branch of the Czech Post Office at the address: ČSA 383/5. This branch is just a short walk from the winter stadium. If you need help, turn to the ESN Buddy System HK.

IMPORTANT PHONE NUMBERS

Municipal Police	156
State Police	158
Emergency Medical Service	155
Fire and Rescue Service	150
Emergency Centre	112
Taxi services in Hradec Králové	
Metro TAXI	+ 420 720 444 000
TAXI Sprint	+ 420 777 337 711

GETTING AROUND TOWN

Even though Hradec Králové is the eighth largest city in the country in terms of population, getting around is relatively easy. Thanks to its original architecture and number of parks, you can easily make your way around town on foot. But since Hradec is also the twelfth largest city in the country as regards area, it makes sense to acquire a means of transport for getting around on a daily basis. Thanks to the dense network of cycle paths, the best and the cheapest choice is to go for a bike or a scooter. These will also come in very handy for exploring the city's surroundings. The town's network of cycle paths covers approximately 72 km. You can also safely park your bike in unique bike towers located by the Main Railway Station and the Futurum shopping centre. You can download a map of the cycle routes here www.cyklohradec.cz/18/Mapy. If, for whatever reason, it is not suitable to travel by bike, by scooter or on foot, accessible and reliable public transport in the form of buses and (environmentally friendly) trolleybuses is at hand. You will find timetables and other requirements on the website of the Public Transport Company of Hradec Králové: www.dpmhk.cz. If you want to take advantage of city transport to the full, then a City Card is exactly what you need. It works as a season ticket or an electronic wallet. It can also be used as a library card at the Research Library, at the Flošna outdoor swimming pool and the Flošna wellness studio, which is open all-year-round, as well as for admission to the City Spa (aqua centre and swimming pool) and the Hradec Králové City Library. You can get a City Card at the Information Centre (Eliščino nábřeží 626), at the main building of the public transport terminus or directly from the building of the Public Transport Company at the address Pouchovská Street no. 153.





Simple • Fast • Seamless

Seamless Mobile Ticketing for Public Transit in Hradec Králové



Free download



GET IT ON Google Play



WELCOME TO UHK

FOREWORD FROM THE RECTOR

Dear international students and colleagues,

allow me to warmly welcome you to "the Salon of the Republic" as Hradec Králové is nicknamed. It is a jewel among Czech towns, and I am delighted that you will have the opportunity to test this claim over the following months of your stay and studies, and to fall in love with the town just as I have done.

For some of you, the first days or weeks will certainly be a culture shock, but this is normal and logical. I hope that the famous Czech hospitality will help you to quickly change this shock into enthusiasm for Czech culture, for the atmosphere of the city and, above all, for the University of Hradec Králové.

Do not hesitate to address any questions and queries to our teachers and international coordinators, who will always be very happy and willing to give you an advice. Do not be afraid to turn to Czech students for help. Most of them have experience with studying abroad and they too can be supportive.

I hope that your studies at the University of Hradec Králové will be unforgettable and that you'll gain plenty of new knowledge and skills in the fields, which you will one day make a living in. At the same time, I believe that you will form new friendships here, many of which will last for a lifetime. Allow me once again to sincerely welcome you to the very heart of Europe in the big family of the University of Hradec Králové.

Kamil Kuča Rector

HEADS OF THE UHK

THE RECTOR

prof. Kamil Kuča



DEANS



PHILOSHOPHICAL FACULTY

dr. Jan Prouza



FACULTY OF INFORMATICS AND MANAGEMENT

prof. Josef Hynek



FACULTY OF EDUCATION

doc. František Vaníček



FACULTY OF SCIENCE doc. Jan Kříž

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University of Hradec Králové Faculty of Education



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University of Hradec Králové Faculty of Informatics and Management

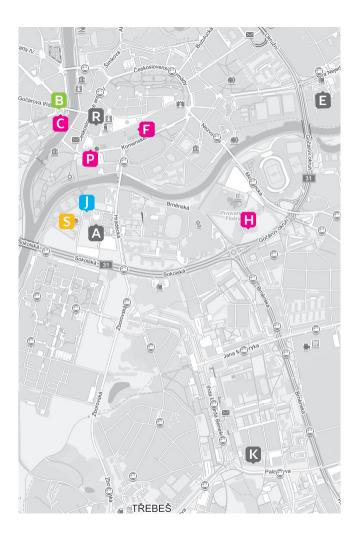


Mrs. Kristýna Havlíčková tel.: +420 493 332 210 kristyna.jandova@uhk.cz

HEAD OF THE HALLS OF RESIDENCE



Mrs. Eva Valentová tel: +420 493 336 103 eva.valentova@uhk.cz





A – Common education facility (Hradecká 1227)

B - Philosophical Faculty (nám. Svobody 331)





C - Faculty of Education (nám. Svobody 301)

E – Institute of Social Work of Philoshophical Faculty (Víta Nejedlého 573)





F - Department of Music (Velké náměstí 32)

H – Department of Physical Education and Sport (U Pivovarské flošny 296)





J – Faculty of Informatics and Management (Hradecká 1249)



K - University Halls of Residence (Palachova 1129)





P – Department of Art, Visual Culture and Textile Studies (Pivovarské náměstí 1244/1)

R - Rectorate (Rokitanského 62)





S – Faculty of Science (Hradecká 1285)



SUPPORT SERVICES

UHK STUDENT CARD

One of the first essential things for life at the university is a UHK Student Card, which comes in the form of an ID chip card (hereinafter referred to as an ID Card). Your ID Card will give you access to a range of services and make life easier both in and outside the university. It is offered in two forms: a UHK Student Card or a UHK Student Card with an ISIC licence. Both types of ID Card work at UHK in the same way. The ID Card with an ISIC licence is also an internationally recognised Student ID Card which allows vou to take advantage of many student discounts at cinemas, museums, concerts or on travels all over the world. Thanks to this card, you can use printers and photocopiers located around the university, **borrow books** from the university library and **prove** your identity when visiting study departments and taking exams, etc. Your ID card will also grant you access to university buildings, classrooms or lockers, as well as, entry to the central car park at the "Na Soutoku" university campus.

An ID Card will be issued to you at the **UHK Service Centre**. You will find it in the Common education facility (Building A) next to the Library. A UHK Student Card is issued for a charge of 150 CZK, while a UHK Student Card with an ISIC licence will cost you 300 CZK. Your ID Card should last you for the duration of your studies. Each subsequent year, you will simply need to renew it by buying a revalidation stamp.

LOGGING IN TO THE COMPUTER NETWORK

YYou will receive login details (username and password) for the UHK computer network upon registration. They are valid anywhere within the university. If you are going to study at more faculties at the same time, you will always use the same username and password. The password will expire every 90 days, you will have to set a new password. You can change your password here: www.uhk.cz/heslo.asp

If you wish to login to the computer network from a different location than the university (or the halls of residence and the university library), enter your username in the form uhk\username. To log in to the portal IS/STAG (<u>stag.uhk.cz</u>), enter the username in the simple form **surnana1** (that is first 5 letters of your surname and 2 letters of your given name and digit 1). Your password is the same for accessing all mentioned systems.

STAG - ELECTRONIC STUDY MANAGEMENT AT UHK

IS/STAG is an information system designed for electronic management of the STudy AG enda at UHK, which covers functions from the admissions procedure until the award of a degree. It serves for managing study programmes, subjects, study plans and student mobility, enrolling for subjects and exams, writing assessments, recording Bachelor's and Master's dissertations, setting timetables, and many more useful functions.

It is highly appropriate to familiarise yourself with all of the functions which you are going to use in STAG at the very beginning, so that working with the programme does not keep you from your studies and other delights of student life unnecessarily.

How Do I Log in to STAG?

For students, the web portal is available at the address: stag.uhk.cz. To log in, use the same login data that you use for logging into the UHK network. The portal's main menu is horizontal. The tab you will use the most is **My Studies**. After clicking on this tab, a page with portlets (individual applications in a frame with a name and caption) will open under the main bar, while a list of subpages will be displayed in the left-hand column. At the beginning of your

studies, use the link **My Details** (where you can fill in some of your contact details) and **Graphical Preregistration** (where you can choose subjects for a study plan and edit your timetable). In the section **Study Progress**, you will then find an overview of the subjects you have enrolled for, exams completed and your timetable. You can also send a form for confirmation of studies for printing here. The applications which you will use are governed by the rules and terms of individual parts of UHK.

SELF-SERVICE PHOTOCOPYING AND PRINTING

Although we live in a digital age, you cannot get by without photocopying and printing for your studies. Not everyone can afford the luxury of their own printer, therefore a number of selfservice **printing centres** are located around the university. As well as photocopying, these can also be used for scanning documents into e-mails and colour printing, all without the need for assistance from service centre staff. To use these services, you will need to have a valid UHK Student Card topped up with sufficient credit.

Location of Printing Devices

Building A - Building of Common Education

- library
- rear entrance to the auditorium
- rear entrance to the building
- 4th floor by the staircase

Building B - Philosophical Faculty

- ground floor in front of the Lesák Library
- 1st floor in front of the Service Centre
- 2nd floor in front of the Dean's Office

Building C – Faculty of Education

- 1st floor next to classroom C1
 - 1st floor by the Service Centre

Building E – Institute of Social Work

- 1st floor next to classroom E8
- 1st floor at the end of the corridor

Building J - Faculty of Informatics and Management

- 2nd floor opposite the Service Centre
- 2nd floor opposite the Service Centre

Building K - Palachovy koleje Halls of Residence

• in the foyer

Building P – Faculty of Education

in the foyer

Building S – Faculty of Science

- ground floor next to classroom S7
- 3rd floor next to classroom S26
- 4th floor on the left by classroom S48

Photocopying (kopírování)

After placing your card on the printing centre's sensor, the photocopier's control panel will unlock. You can then set the photocopying options to suit your needs. After you have finished copying, do not forget to lock the device by placing your card on the sensor again until you see the instruction: **placing your card**! Otherwise, someone else could copy books and magazines on your account.

Printing Documents (tisk)

If you want to print documents using the print centre, you will need to send the task to a device called "Forkys Printing Centre". Before sending a task, you can use the printing options to set the means of printing (single-sided/double-sided print, etc.).

Photocopying and printing is permitted up to the amount of credit on your card. When your credit is exhausted, the device will be automatically locked. Sent printing tasks will be saved on the server for a period of five days. The task must be completed within this time, otherwise it will be automatically deleted. After the documents have been printed, the tasks are automatically deleted from the server.

TOPPING UP YOUR CARD

You can top up credit on your card at top-up points. The minimum amount of credit is 20 CZK and the maximum amount is 1,500 CZK. Amounts for photocopying and printing can be found in the Service Centre's current price list. But be careful! Only top up credit which you will use for your studies, because an **unused balance on your card is non-refundable**! To top up your card, we recommend primarily using the reverse cash machine, which is accessible for the duration of the building's opening hours. It is located in Building A by the rear entrance to the auditorium above the entrance to the library. Credit can also be topped up during office hours in the Service Centres of the FIM (Building J), FE (Building C), and PF (Building B) and at the UHK Service Centre (Building A).

MICROSOFT OFFICE 365

All UHK students have the opportunity to use a free MS Office 365 package. It contains, for example, the practical e-mail client Outlook and the 1,000 GB online file storage provider OneDrive. It also allows for editing documents on-line in Word or Excel, or for organising web conferences over Skype.

WI-FI CONNECTION

The internet at our university is wireless. The Wi-Fi network at UHK is connected to the international project **eduroam**, which is covered by the association CESNET in the Czech Republic. This project enables users to connect to a Wi-Fi network at all institutions that participate in the project.

Setting Up Client Devices

Automatic configuration for selected systems can be carried out using the tool Eduroam CAT(Configuration Assistant Tool). <u>cat.eduroam.org</u>.

For authentication, enter your username in the form username@uhk.cz (caution, this is not your e-mail) and valid password to the particular user account (the same as your password to the study system)

Connecting at University Halls of Residence

A condition for connecting to the computer network at entrances A to G is your own computer with a network card enabling connection of a UTP-5 cable to an RJ-45 connector and an operating system that supports authentication using the protocol IEEE 802.1X. The speed of the connection depends on the chosen network card and the switch used, maximum 100/1000 MBps.

You must have a valid user account in the UHK domain in order to connect. After signing the rules, you will receive instructions for setting up a network connection in Windows. If you have trouble connecting, contact the network administrator.

At reception, you also have the possibility to buy a cable for connecting to a PC and a socket. We recommend measuring the distance before your first visit to save yourself and the staff of the halls of residence time.

Wi-Fi

A Wi-Fi connection is available in the A and G Entrances. You connect to the network in the same way as in other UHK buildings (see above).

Rules for Communicating via the Computer Network

1. An e-mail address and inbox are set up for students as part of

their network account at the beginning of their studies. An e-mail address and inbox are set up for staff upon commencing employment. Students and staff are obliged to use these addresses in mutual study and work communications.

- 2. Staff and students are obliged to check the content of their e-mail inbox on a regular basis and to keep their inbox in working order. Consequences resulting from potential nonreceipt of information (e.g. due to an overfull inbox) shall be borne by the addressee in full.
- 3. The use of vulgar and extremely emotive expressions in communications open to other users is prohibited (e-mail, chat, discussion groups, social networks, etc.)
- 4. It is not permitted to use the computer network for political, religious or racial campaigning.
- 5. Using electronic resources (primarily e-mail) to harass or intimidate other uses is prohibited. This category also includes unauthorised distribution of chain letters or e-mails to randomly chosen addresses within the computer network. Sending unsolicited mail is prohibited.
- 6. It is not allowed to misuse e-mails for advertising and other purposes serving for personal gain. The IT Centre reserves the right to systematically restrict the delivery of e-mails of an unsolicited nature (spam) and to block dangerous e-mail content (e.g. files infected with viruses will not be delivered).
- It is prohibited to use ICT to commit criminal offences or for activities directed against any other organisation whose computer resources are accessible via the computer network.
- 8. Users of the computer network must not perform any actions which would have a negative effect on the capabilities of other users to make use of computer resources. This concerns both excessive loading of lines and operating systems, as well as excessive loading of individual computers and servers. Users are not authorised to examine or test the vulnerability of the

system or the computer network. If it is a matter of studyrelated activities, it is essential to consult a CIT administrator about such activities first and to follow his/her instructions.

- 9. Using the internal computer network as part of cooperation with students and staff of other schools and organisations is only possible with the approval of CIT. If this concerns a long-term relationship, it is vital that you specify the exact conditions of use of the computer network, including any potential sanctions, in a contract between UHK and the organisation whose staff or students will be using the UHK computer network.
- 10. For security reasons, computer network traffic is monitored. This information is used for statistical purposes and for the needs of resolving security incidents.
- 11. Those who use a Wi-Fi connection on a mobile device are obliged to protect their device with an antivirus application.

NO TORRENTS OR PIRATE BAY

University Library

The UHK University Library is located in Building A – the Common education facility - which is part of the "Na Soutoku" building complex. It provides its student users and, if applicable, staff and the public, with free comprehensive library and information services, and creates an environment for both studies and research work. The library connection contains over 250,000 books. Users can look up individual titles via the library catalogue Advanced Rapid Library - ARL, www.arl.uhk.cz.

The borrowing period is 1 month and can be renewed 5 times. Databases provide users with an almost unlimited source of expert articles and publications. You can ask specialised library staff to help you to familiarise yourself with searching for documents in the databases or for bibliographic and research services. Library and Media Study Room Opening Hours:

Mon - Thurs: Fri: Sat:

8 a.m. - 3 p.m. 9 a.m. - 12 .m. (February - April and October -December)

Library Opening Hours (June - August):

Mon - Fri: 9 a.m. - 2 p.m.

SALES OF TEXTBOOKS AND EXPERT LITERATURE

8 a.m. - 6 p.m.

Publications published at UHK at Gaudeamus Publishing are available at the textbook shop in the entrance area to the University Library, or at the website: <u>www.uhk.cz/Gaudeamus</u> (+420 493 331 321, phone: +420 493 331 333)

UHK Service Centre

Your first steps at the university will most likely lead you to the joint UHK Service Centre (UHK SC) in the Common education facility (Building A). Immediately after enrolling for a year, you can collect your ID Card here (UHK Student Card or UHK Student Card with an ISIC Licence). If you continue studying at UHK on a followup Master's or PhD course, simply extend the validity of your existing ID card by purchasing a revalidation stamp. In addition to any administrative work regarding ID Cards, such as submitting an application for an ID Card, production, distribution and revalidation of ID Cards, you will also find other services provided by the UHK SC here. This primarily concerns printing services with the option of black and white and colour printing and photocopying, scanning into e-mails, topping up credit on your ID Card for printing and photocopying, changing your password and unblocking student user accounts, etc. The UHK SC also offers ring-binding, lamination of documents, burning of CDs/DVDs and, should you so require, it will help you, for instance, with problems connecting to the UHK Wi-Fi network, etc.

Other service centres are located in buildings B, C and J, though they will not necessarily provide the entire range of listed services.

Address: Building of Common Education, Hradecká 1227, (Building A, room 31190) Phone: +420 493 331 383 E-mail: centrum.sluzeb@uhk.cz; karty@uhk.cz;

You can visit the UHK Service Centre from Monday to Friday and sometimes on Saturdays, however opening times vary depending on the time of year. You can find the current opening times here: <u>www.uhk.cz/csuhk</u>.

Centre for Information, Counseling and Career Advice

Over the course of your studies, it can sometimes happen that you are troubled with problems of a different nature which may hinder you in your studies and which must be resolved. Even in these cases, the university's Centre for Information, Counseling and Career Advice is here to help. It is a combination of five interconnecting sections: the Contact Point and Information Service, the Social Counselling Centre, the Psychotherapeutic-Spiritual Centre, the "Augustin" Centre for Students with Specific Needs and the Career Centre.

You can turn to an advisor from the **Social Counselling** if you need to resolve difficult life situations. Here, you will find support and necessary information, for example, in areas of unfavourable social situations, socio-legal issues, social support, debt issues, financing your studies, accommodation, etc.

Within the scope of **psychotherapeutic-spiritual** support, you can take advantage of psychological counselling, for example, to help you with adapting to university study, excessive stage fright, psychological difficulties or resolving misunderstandings or conflicts with people around you. You can also make use of psychotherapy as an opportunity to work on yourself and your personal development, as well as for resolving life's dilemmas and other frequent issues such as difficulties with relationships, anxiety, depression, grief, difficult decisions and traumatic events. For mapping your priorities and resources or as support for professional or personal decision-making, you can use individual psychological diagnoses.

Contact details for the UHK Counselling Centre **Phone:** +420 493 331 389 **E-mail:** poradna@uhk.cz jana.trojanova@uhk.cz

ACCOMODATION

The university halls of residence offer accommodation to students in all study programmes, i.e. Bachelor's, Master's and PhD studies. They are located on Palachova Street no. 1129 – 1135, which is a part of the city district Nový Hradec Králové. Palachovy halls of residence is a complex of 7 entrances, blocks A – G with a capacity of 864 places. The halls are located in blocks of flats with typical flats - 2/3 bedrooms, a kitchen, toilet and bathroom with a bath (entrances C and D) or a shower (entrances A, B, E, F and G). Each room is equipped with two beds. The kitchens are fitted with a fridge, freezer and an electric cooker.

Parts of the hotel-type flats located at entrance A are reserved for students in part-time study programmes. Rooms in these

flats are also used by university staff or guests, who travel to the university.

We offer the following services to students in our halls of residence:

- Bedding rental (included in the residence fee),
- Washing and drying clothes in the laundry room at entrance E and in 1 washing machine and dryer at the reception for hotel guests – service charged according to the price list,
- Drying clothes in the dryer at entrance E (next to the laundry room) service free,
- Rental of a set of dishes (only a whole set can be borrowed)
 service charged according to the price list,
- Iron rental service charged according to the price list,
- As part of their free-time activities, students can play table tennis or use the sports court on the premises of the halls of residence (use of the sports court is not permitted after 10 p.m., after which night-time quiet hours must be observed).

Accommodation in Halls of Residence

Students who will be studying at UHK for the whole academic year will submit an electronic application for accommodation in two stages by deadlines set for the particular academic year in the Accommodation Schedule. You can submit an application for accommodation at the address: http://ubytovani.uhk.cz. Students who have been assigned a dormitory are obliged to pay a reservation deposit, which will be converted to an accommodation bond at the beginning of their stay. A residence fee in CZK applies according to the price list valid for the current year.

International students who come to study for a period shorter

than an academic year will obtain accommodation in halls of residence if they are on the list of students of the faculty at which they are to study (before the academic year begins; in the course of the year, it will only be possible to accommodate students if capacity allows). These students, therefore, do not submit an electronic application and pay an accommodation bond in the sum of 2,000 CZK together with the residence fee on the day when they begin their stay, according to the daily residence fee rate and the length of their stay (in Czech crowns for the duration of their stay). Students who receive a scholarship are obliged to pay the residence fee after obtaining their scholarship, by the 3rd week after beginning their stay at the latest.

Upon arrival, students enter into an accommodation agreement for the length of their stay and pay the residence fee and bond. The accommodation bond will be returned upon departure, on condition that the student has no debts towards the halls of residence and hands over the flat/room in the condition in which he/she took it over. Otherwise, the bond is non-refundable, or will only be partially refunded. On the day of departure, the students must ask the caretaker to inspect the flat and the room. Inspections will only be carried out on workdays between 7 a.m. and 2 p.m. Students who leave at a weekend shall request an inspection on Friday. Without confirmation of the inspector, it will not be possible to request the refunding of the accommodation bond at the reception. The keys to the flat and the room shall be returned to the reception. Martina Rykrová

Students are obliged to observe the **UHK Halls of Residence Rules**, which are published on the UHK website and hung on the walls of the halls of residence at the reception and by every entrance. **IMPORTANT note:** the accommodation period ends sooner than the semester (end of the examination period). Therefore, it is possible that you will have to look for an alternative accommodation.

Address: Vysokoškolské koleje UHK

Palachova 1129 500 12 Hradec Králové

- Phone: +420 493 336 000 (reception)
- E-mail: koleje@uhk.cz
- Contact persons: Eva Valentová Head of Halls of Residence

E-mail: <u>eva.valentova@uhk.cz</u>

Phone: +420 493 336 103 building K, room A231, 2nd floor Martina Rykrová – Administrative Clerk

E-mail: martina.rykerova@uhk.cz

Phone: +420 493 336 001 building K, room A231, 2nd floor



ACADEMIC YEAR AND GRADING SYSTEM

The academic year is organized in two semesters.

The winter semester usually starts in the third week of September and ends in December; the summer semester begins in February and ends in July. Semester is always followed by 6 weeks period of exams.

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter "A" represents the best exam outcome, "F" means, that the student have failed the exam. Comparison of the ECTS classification to the verbal and numerical classification in the Czech Republic is as follows:

Academic Year Calendar

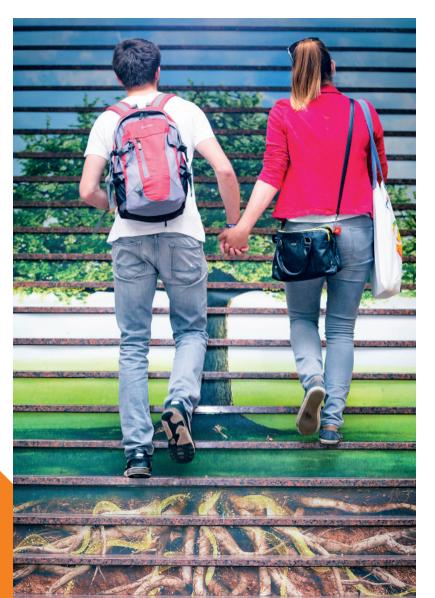
Winter semester

Start of studies	23 September 2019
End of studies	20 December 2019
Christmas holidays	21 December 2019 – 1 January 2020
Examination period	2 January 2020 – 8 February 2020

Summer semester

Start of studies End of studies Examination period Summer holidays 10 February 2020 8 May 2020 11 May 2020 - 30 June 2020 1 July 2020 - 31 August 2020

Note: May vary across faculties



FREE TIME

LET'S HIT THE TOWN!

Museum of East Bohemia

The magnificent museum building, probably the most beautiful building in town was built between 1908 and 1912 based on a design by the founder of modern Czech architecture. Jan Kotěra. Other Czech artists also contributed to its decoration - sculptor Stanislay Sucharda and painters Jan Preisler. František Kysela and Josef Novák. The building on Eliščino nábřeží went under refurbishing and is going to fully open in November 2019. However, the nearby Museum of the War of 1866 at Chlum is also worth visiting. The Museum of Eastern Bohemia was founded in 1880. It currently manages over 3,000,000 items belonging to archaeological, natural science and historical collections, and is the largest museum in the Hradec Králové Region. Its most valuable exhibits include the so-called belt of Queen Elizabeth Richeza of Poland, instruments from the town's torture chamber and exhibits from prehistoric times. The Museum of the 1866 War at Chlum (which maps the second largest battle of the 19th century) is also part of the museum. The museum is a significant cultural institution and its building is the town's sole national cultural monument.

White Tower

Mon - Sun, 9 a.m. - 6 p.m. (Last admission at 5 p.m.) www.bilavez.cz

The renaissance White Tower is the city's highest point (72m). A unique view of not only Hradec Králové, but also of the distant peaks of the Krkonoše and Orlické mountains, opens up before you from its gallery. No other place in Hradec presents you with such a picture of the city and its surrounding. Its interior conceals the third largest bell in the Czech Republic, Augustin, and a unique glass model of the tower standing 3.6 metres tall. While climbing up the tower, you will be accompanied by a current thematic programme through modern audio-visual technology. Every first Saturday of a month, the tower opens to night tours, which allow you to experience the magically glowing Hradec at night.

Confluence of the Elbe and the Orlice, and Jirásek's Park

These make up one of the most picturesque spots of the city. Just a few minutes from the campus or the PF and FE buildings, you will find yourself in an oasis of greenery and flowers, in an environment which seems made for relaxation, romantic walks or wandering around at the confluence of the rivers. The park is complimented by impressive landmarks. The first of these is Church of St. Nicholas belonging to the Czech and Slovak Orthodox Church. It is made entirely from wood and was relocated from eastern Slovakia in the era of the First Czechoslovak Republic. Then, there is the charming historical hydropower plant on the Hučák weir. You can see its original technical equipment, which still works to this day, on regular excursions held every Saturday and Sunday from 2 p.m.

City Woods and Cycle Paths

One third of Hradec Králové is surrounded by woodland, presenting you with the ideal opportunity for active relaxation, whether you go for a recreational run, walk or bike ride. The woods are interwoven with a network of cycle paths, there is also a skating track, and hikers will have no problem getting to every nook and cranny. In good weather, you can go out and sit among the greenery with a picnic at sheltered fireplaces. You can also discover other parts of the city from the saddle of your two-wheeled friend; the cycle path along the Elbe to Josefov Fortress and the Baroque complex in Kuks, for example, are particularly popular.

Klicpera's Theatre

Without a doubt one of the city's most original places, its creative ensemble lifts Hradec to higher spheres. Thanks to distinguished personalities, a visit to every performance is sure to be an extraordinary experience. You will find no cheap drawcards here, no mediocre renditions and no pandering to spectators! In June, you can look forward to the superb atmosphere of the Theatre of European Regions Festival, which fills the streets of the old town with artists from a range of domestic and international theatres. University students have the option of an advantageous season ticket.

Všestary Prehistoric Archaeological Park

The pride of the university and the region! An ideal place for connecting a great experience with learning is the Prehistoric Archaeological Park in Všestary lying nearby Hradec Králové on the railway line in the direction of Jičín. The facility came about thanks to the rich experience of archaeologists from our Philosophical Faculty on the foundations of the Centre of Experimental Archaeology. Today it offers an original museum with a range of interactive elements and a replica of a neolithic settlement with dwellings, production tools and a burial site which faithfully evoke scenes from the lives of our predecessors who lived thousands of years ago. More at www. archeoparkvsestary.cz. An educational cycle route also leads to the archaeological park.

Bio Central Cinema

The Bio Central Cinema offers you the "La Película" Film Festival, its programme presents Spanish films. The selection

covers a wide range of films. There is often the opportunity for Spanish native speakers to earn some extra money by helping to prepare subtitles.

SPORTING ACTIVITIES

A healthy mind in a healthy body! Suitable physical activity and a regular oxygen supply work wonders for your multi-factorial cranial organ in times of psychological stress brought on by the exam period. Even in this regard, Hradec Králové is very well equipped and absolutely everyone will be able to find a sporting activity. There is everything from the magnificent environment of the city woods, which is friendly to runners, in-line skaters, cyclists, horse riders and hikers, to the Flošna outdoor swimming pool for summer and wellness activities, a fifty-metre indoor swimming pool together with the First-Republic City Spa, a golf and mini-golf course, a shooting range, climbing walls and rope centres, a skate park, public skating at the ice arena or maintained cross-country skiing tracks. Enthusiasts of fast cars and adrenaline sports will certainly not want to miss a visit to the newly built Czech Ring race track and adrenaline zones in the Festival Park in the complex of a former military airport. On the banks of the Stříbrný rybník vou will find a recreation complex offering a range of outdoor facilities and activities including a rope park, fencing, bungee jumping, running, archery and trampolining. There is a field for paintball, a volleyball court and a ping pong table, as well as kayak and pedal boat rental. The complex provides chalets with outdoor seating, a kitchen and bathroom. Another part of the complex is a natural outdoor swimming pool with a sand beach and a water slide. If you have more of a passive interest in sports, you will certainly welcome the opportunity to attend various sporting contests as a spectator. You can take in the unique atmosphere of the top Czech ice hockey league at the ice arena.

Addresses: Flošna Swimming Pool – Malšovická 779/2 Festival park – Letiště 38 Stříbrný rybník camp – Lhotecká 183/95 Ice Arena – Komenského 1214/2 EXTRIFIT GYM (Svitavská 1814/2)

WHERE TO GO FOR CULTURE

CIAF (Czech International Air Fest)

End of August/start of September

Visitors have the chance to see dozens of aerial shows, as well as the opportunity to view planes on the ground. The entire event is held at the Hradec Králové Airport. The festival features aircraft from various countries. As well as the Czech Armed Forces, the show also sees the participation of pilots and their planes from countries such as France, Belgium, Germany, Italy or Hungary.

Sporting Embankment

Start of September

An afternoon full of sport held on Eliščino nábřeží. The aim of the event is to present the most popular types of sport, to give people the chance to try them, and to help them to choose a suitable sporting activity in Hradec. Admission is free.

Hradec Králové Regional Harvest Festival

Second weekend in September

Held in the surroundings of the Flošna outdoor swimming pool, it is one of the most visited local events. The two-day event provides visitors with the chance to learn more about the production of domestic food processors and farmers. The best food processing and agricultural companies are judged at the event. The main cultural program is complemented by a showcase of livestock and agricultural technology. Admission is free.

Jazz Goes to Town

Start of October

Jazz Goes to Town is a week-long international jazz festival. The festival includes performances from top-class international and domestic artists and young musicians, with over 120 musicians performing each year. The event is intended for fans of jazz, blues and funk. Performances are held at a number of locations: Adalbertinum, Drak Theatre, Aldis Congress Centre, the Museum of East Bohemia, etc.

UHK International Day

November

An event organised by the University of Hradec Králové, where students learn about cultures from various parts of the world. They can taste a variety of specialities, find new friends and classmates and even submit for a lottery with first price being free flight tickets.





Hradec Králové Advent Markets

Throughout December

These are usually held in three locations: Masarykovo náměstí (free admission), Nové Adalbertinum (small admission fee), and around the Museum of East Bohemia (small admission fee). At the markets, you can try traditional Czech products such as "valašský frgál" sweet pastry, potato pancakes, "Štramberk ears", mulled wines, etc. Before all else, however, the markets serve to create a Christmas atmosphere and for buying presents; there is plenty to choose from. The singing of carols under the Christmas tree on the Grand Square by local Scouts is an established tradition. They sing the most known Czech Christmas carols accompanied by a band and light a Peace Light of Bethlehem (a light that is lit in Bethlehem and distributed by Scouts all over Europe). The event is held on 23 December and admission is free.

UHK Ball

February

Every year, the University of Hradec Králové prepares a social ball for its students and employees. It is held at the Aldis Congress Centre in Hradec Králové. The ball's schedule is published on the university website. The next ball will be held on 22 February 2020. Tickets can be bought in advance from the Service Centres in the individual university buildings.

Febiofest

End of March

Febiofest is an international film festival that presents new releases of international productions, documentary and experimental films, and projections of music films and films of a generation of up and coming European creators. The venue is in the CineStar multiplex at the Futurum shopping centre.

Tourism Trade Fair

March

Every year, the Aldis Congress Centre holds a tourism trade fair where you can find information on excursions around the Czech Republic or tours to our bordering neighbours. The fair is held over two days and you can take away plenty of materials where you will learn, for example, important information about our country and what is worth visiting.

University Sports Afternoon

April

A spring day where students pull on their sports gear and go out to play volleyball, futsal (five-a-side football), kin-ball, table tennis and other, non-traditional, sports. The day's events culminate in a race called the Academic Run. You can run a distance of 2.2 km or 5 km. If you don't feel like taking part, you can come to cheer for your classmates.

Hradec Králové Majáles (Rag Day)

May

The student festival Majáles celebrates the spring, love and autumn life. It is characterised by processions of students in joke outfits and the election of a king. Students of Hradec Králové universities team up to work on the preparations for this traditional student festival. The focal point is a music festival where a wide range of primarily Czech but also international bands perform. An accompanying programme compliments the event.

World Music Festival "Na jednom břehu" (On One Bank)

End of May

The festival focuses on international music - jazz, soul, ambient music, folk and alternative genres. Musicians from various parts of the world take turns at the astonishing atmosphere of two stages on the bank of river Orlice. The festival is an opportunity for a contest of dance skills between domestic and international artists. Choir festivals are held in the city's concert halls. The festival is unique not only in the Czech Republic, but in all of Central Europe. Visitors have the opportunity to listen to joint performances of choirs at a number of festival concerts in Hradec Králové and in partner towns.

"Theatre of European Regions" International Festival July

The festival is held primarily at Klicpera's Theatre, Drak Theatre, in the city's streets and parks, and at theatre tents. This open-air festival is a celebration of drama. Its programme is not limited by genre. It is also accompanied by other events

- workshops, concerts, exhibitions and meetings with theatre actors from around the world. The performances are held on twenty open-air stages in the historical town centre.

Anniversary of the Battle of Königgrätz (Hradec Králové)

3 July

This event commemorates one of the largest 19th-century battles in Europe. The Austro-Prussian battle took place near Hradec Králové in 1866. The event is held in early July in the city centre and on the battlefield in the village of Chlum to the north of the city. The programme includes military shows, historical concerts, historical clothing, demonstrations, presentations of cavalry, infantry and artillery, and of course, a re-enactment of the battle. Admission to all events is free.

Rock for People

July

Rock for People ranks among the best festivals in Central Europe. It is a four-day multi-genre festival and in the past, it has hosted world-famous bands such as Thirty Seconds to Mars, Muse, Paramore, My Chemical Romance, Placebo, The Offspring, as well as, for example, Czech singer Karel Gott. The event is held on the extensive Festival Park grounds and includes indoor stages, DJ stages, chill-out zones and, of course, a camp for visitors.

Hip-Hop Camp Mid August Hip-Hop Camp is the largest hip-hop event in Central and Eastern Europe. It is a three-day music festival, which is held in the Festival Park in Hradec Králové. A total of more than 200 protagonists of hip-hop culture both from the Czech Republic and abroad perform at the event. Some of the biggest names who have appeared in the past include: Macklemore and Ryan Lewis, Kendrick Lamar, De La Soul, Big Daddy Kane, Mos Def, etc. The primary content of the programme is music, dance and graffiti. Each year, the festival attracts around 20,000 visitors from all over the world. Ticket prices range between 890 CZK and 2,350 CZK according to the type and duration of the purchased ticket.

GOING OUT IN HK

Restaurants and Addresses Czech Cuisine Atlanta – Švehlova 504/16 Pod Terasami - Opletalova 328/3 Na Hradě – Špitálská 175/5 Inflagranti – ČSA 219/24 **U Kohouta** – ČSA 216/41 SPORT CAFE – Velké nám. 151/10 Hradecká School Canteen – Hradecká 1219 Menza Na Kotli - Na Kotli 1147 Kampus Bistro - Hradecká 1172/3 **Italian** Cuisine MEXITA – Velké nám. 148/11 PASTA Cook & Look – Velké nám. 28 Pizzeria pasteria Etna – Švehlova 523/12 Chinese Restaurants Chinese restaurant AVION – Gočárova tř. 806/32 HANOI Restaurant - Velké nám. 164/4 Pho 99 – Karla Tomana 43 **Vegetarian Restaurants** 52

Bazalka - Gočárova tř. 516/18 Vegg go – Brněnská 1825/23A Fast Food McDonald's – Brněnská 1825/23A, Pilnáčkova 380, Puškinova 1215/11 KFC – Brněnská 1825/23A, Pilnáčkova 380 Istanbul Döner Kebab – V Kopečku

DRINKS IN HK

afés and Tearooms	
Cross Café – Hradecká 1250, V Kopečku 80/2,	
ukelská třída 1713/7	
Rychlý kafe – V Kopečku 78	
Café Level – Puškinova 1215/11	
Dobrá čajovna – Masarykovo nám. 396/15	
ars	
X-treme cocktail bar – Mostecká 303	
Bar. No. 1 – Velké náměstí 1/3	
Náplavka café & music bar – Náměstí 5. května 835)
Paradise Bar – Velké nám. 157/8	
ubs	
NOX Club – Ignáta Hermanna 227/2	
Denoche Music Hall – Pilnáčkova 543	
La Fabrique – Platnéřská 90/13	
• ,	



ESN BUDDY SYSTEM HK

The English word "buddy" means a good friend – someone you can rely on. ESN Buddy System HK is a non-profit volunteer student organisation whose main function is to support the idea of student mobility. As part of the ESN system, each of you will be paired with a Czech student – a buddy. Your buddy will help you deal with the problems during your first weeks in Hradec Králové, such as overcoming the language barrier, administrative requirements, or finding your bearings in the town and at the university. You can look forward to meeting plenty of new friends: fellow students from Taiwan, Turkey, Portugal, Spain, Greece, Hungary, Germany, Peru, Brazil, Mexico, Bolivia, Poland, Bulgaria, Belgium, Lithuania, Italy, Kenya, and other countries.

During the semester, you can look forward to a range of entertaining events such as organised weekend trips, sport activities, themed parties, language evenings, quiz nights, and more. Participation in the organisation is voluntary. Buddies do it in their spare time and do not receive any financial rewards or additional credits. Only those students who are genuinely interested in taking part in these events sign in the programme. They may want to improve their English or another foreign language, or they simply enjoy meeting new people and making new friends

You can find more information on the website <u>www.buddyhk.cz</u> and you can also follow us on Instagram - <u>@esnbshk</u>.





A BIT OF CZECH LANGUAGE



OFFICIAL

Hello.	Ahoj. [uh-hoy] (informal)									
	Dobrý den. [dob-ree den] (formal)									
Goodbye.	Na shledanou. [nah skhle-dah-no]									
Good night.	Dobrou noc. [dob-row nots]									
Please.	Prosím. [pro-seem]									
Thank you.	Děkuji. [dyeh-ku-yi]									
You're welcome.	Není zač. [neh-nee zach]									
Sorry.	Promiň [pro-min] (informal)									
	Promiňte. [pro-min-teh] (formal)									
How are you?	Jak se máš [yahk seh mahsh] (informal)									
	Jak se máte? [yahk seh mah-teh] (formal)									
My name is	Jmenuji se [yme-nu-yi seh]									
Nice to meet you. Jsem rád, že vás poznávám.										
	[ysem rahd, zhe vahs poz-nah-vahm]									
	(masculine speaker)									
	Jsem ráda, že vás poznávám.									
	[ysem rah-duh, zhe vahs poz-nah-vahm]									
	(feminine speaker)									
I don't know.	Nevím. [neh-veem]									
I don't speak Cze	ch.									
	Nemluvím česky. [neh-mloo-veem ches-ky]									
Do you speak Eng	glish?									
	Mluvíte anglicky? [mloo-vee-teh ang-lits-ky]									
What's the time?	Kolik je hodin? [ko-lik ye ho-din]									
How much does i	t cost?									
	Kolik to stojí? [ko-lik toe sto-yee]									

VOJTA'S USEFUL PHRASES

UNOFFICIAL

Can I borrow some money?

Půjčíš mi peníze? [pooy-cheesh me pe-nyee-zeh] Someone stole my bike.

Ukradli mi kolo. [oo-krad-lee me ko-lo]

Yes, I'm here legally.

Ano, jsem tady legálně. [ah-no, ysem tuh-di le-galnye]

I know how to use cutlery.

Vím, jak se používá příbor. [veem, yak seh pow-zheevah przhee-bo-ri]

I'm just going out for one (beer).

There is an old joke that goes "this is the biggest lie in the Czech Republic" - because nobody goes out for just one beer.

Jdu jen na jedno. [ydoo yen nah yed-no]

Would you give me your phone number?

Dáš mi svoje číslo? [dahsh me svo-yeh chees-lo]

Can I invite you somewhere?

Mohl/a bych tě na něco pozvat? [mohl/ah bikh tyeh nah nyets-oh poz-vat]

I'm lost, how do I get home?

Ztratil/a jsem se, jak se mám dostat domů? [zrat-eel/ ah ysem seh yak seh mahm do-staht do-moo]

EXTRA VOCABULARY - SIGNS

Upozornění/Varování	Warning
Nouzový východ	Exit
Pozor	Caution
Zákaz vstupu	No entry
Přestávka/pauza	Break
Otevřeno	Open
Zavřeno	Close
Sestra	Nurse
Doktor	Doctor
Neklepejte	Don't knock
Vyčkejte příchodu sestry	Wait for the nurse

CANTEEN HRADECKÁ (HRADECKÁ 1219)

If you have not chosen from one of the restaurants offered in this guide then you can try the canteen by the Hradecká street. The meals for students are much cheaper here. One dish can cost you around 60 CZK (2,3 EUR). Keep in mind that it is not a restaurant but a canteen that is visited by hundreds of other people every day. If you prefer to eat here ask your Czech mates or at the foreign office of your faculty.

UNIVERSITY HOSPITAL (SOKOLSKÁ 581)

In case you are injured or seriously ill, you should visit a doctor. If you do not have your general practitioner the best place to go is the University Hospital. It is close to the campus just across the road. There are various specialized departments that might help you. If it is something urgent you can go directly to emergency that is open every day from 4pm to 10pm and during weekends from 8am to 7am. If you go to emergency you have to pay a so-called regulation fee of 90 CZK (3,5 EUR). In case your situation is not so serious, get in touch with the international office or ESN Buddy System, they will be happy to help you to solve the situation.

NOTES:

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