



## APPLICATION PROCEDURE FOR ERASMUS INCOMING STUDENTS: ACADEMIC YEAR 2024/2025:

### ADMISSION REQUIREMENTS AND APPLICATIONS:

Student who would like to participate in study stay at the Faculty of Education, within the Exchange programme **has to be officially nominated by sending institution** at first. There must be valid inter-institutional agreement between student's home university and UHK, Faculty of Education. Only student from these institutions could be accepted.

### APPLICATION DEADLINES:

Students are strictly obliged to keep our deadlines for applying:

### FOR STAY IN THE 1ST/WINTER TERM (OR WHOLE ACADEMIC YEAR):

**EU students: 31<sup>st</sup> May, 2024**

**VISA students: 15<sup>th</sup> May, 2024**

### FOR STAY IN THE 2ND TERM:

**EU students: 30<sup>th</sup> November, 2024**

**VISA students: 31<sup>st</sup> October, 2024**

### ACADEMIC YEAR SCHEDULE:

#### **1ST TERM/WINTER TERM:**

Classes: **23<sup>rd</sup> September, 2024 - 20<sup>th</sup> December, 2024**

Examination period: **2<sup>nd</sup> January, 2025 - 28<sup>th</sup> January, 2025**

Pre-arrival online meeting for incoming students: 1-2 weeks prior to students' arrival

Student dormitory accommodation provided **from 9<sup>th</sup> September 2024 (NOT EARLIER!)**

#### **2ND TERM/SUMMER TERM:**

Classes: **10<sup>th</sup> February, 2025- 9<sup>th</sup> May, 2025**

Examination period: **12<sup>th</sup> May, 2025-30<sup>th</sup> June, 2025**

Pre-arrival online meeting for incoming students: 1-2 weeks prior to students' arrival

Student dormitory accommodation provided **from 5<sup>th</sup> February, 2025 (NOT EARLIER!)**

### STUDIES

Student is obliged to choose and set up the study plan out of the FoE Course Catalogue 2024/25 and UHK Course Catalogue 2024/2025 courses for the particular semester (only these courses are taught in English, part of them in French, German or Russian).

Students could select whole modules and combine them with particular courses, or set up his/her study plan by selecting various courses out of modules with regard of the educational background and student's field of study.

Note, that student is enrolled to the Faculty of Education, so at least 75% of courses must be selected from the Faculty of Education offer.

Minimum number of credits is 20, while maximum is 30.



## **ACCOMMODATION**

We only provide accommodation for students at the UHK Palachova Student Dormitory upon the request.

Student has to tick it in the student application and housing form and send it in a due time. Student is accommodated in a triple room (exceptionally double room) in a two-room flat with shared facilities (bathroom, toilet, kitchen).

No single rooms are available!

The rent of the room varies between 100 and 127 CZK per night, so between 3000 and 3800 CZK (= 120-155 EUR) per month+ **refundable deposit** of 2000 CZK (=80 EUR).

We do not provide any other accommodation facility.

If student prefers private housing facility, we could provide some useful links, but student is responsible to arrange it on her/his own.

## **BUDDY**

All incoming students have possibility to “order” his/her buddy student, who will take care of him/her, who will help him/her with the first steps, such as pick up from the airport/railway or coach station, check in at dorms, enrolment.

After admission, students will receive a link for registration to the ESN buddy web platform, called ARTEMIS.

## **VISA**

A student from some Erasmus+ programme and partner countries will have to apply for visa in order to obtain authorisation for his/her exchange stay in the Czech Republic.

More information how to apply and which documents are required is to be found at the webpage: <https://www.uhk.cz/en/faculty-of-education/exchanges/documents-and-forms>

## **INSURANCE**

Student is obliged to arrange Comprehensive Health Insurance for Foreigners, valid for the entry the CZ. The minimum coverage must be **400 000 EUR** per one insured event without any coinsurance or copayment.

Student could arrange it in any insurance company **operating in the Czech Republic!** (e.g. PVZP, Slavia, UNIQA, etc.)

## **APPLICATION DOCUMENTS (to be filled-in):**

[Student Application and Housing Form](#)

[Learning agreement for Studies\\*](#)

[Statement on given information about personal data \(„GDPR“ statement\)](#)

\* LA should be digitally arranged as online learning agreement via EWP, however, we are ready to accept and sign pdf version of LA as well, if necessary

## **Obligatory enclosures:**



**A transcript of study records**

(a list of modules with results you have studied at your home university)

**1 photo** (size of photo: 3,5 x 4,5cm, front face passport format)

**A copy of student's ID card/citizen card**

**A copy of passport identification page (=only VISA students)**

**1 month prior to arrival or as soon as available:**

**Copy of visa** (if available)

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

Only application documents sent **by email in colour-scanned print** will be accepted.  
(if you need to send them via post, you are free to do it).

If documents are incomplete, you will be asked for correction or completion,  
it may cause a delay of the enrolment/application procedure.

Once the student has successfully completed the application procedure, she/he will receive a **Letter of Admission**, as well duly confirmed study plan, and if applicable, documents to apply **for visa (admission letter, preliminary accommodation contract)**, including further instructions.

All documents must be sent to the address of the International Relations office via email to the address [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)

Only when necessary, please send documents to the postal address: University of Hradec Kralove, Faculty of Education, International Relations Office, to att.: Petra Nosková, Rokitanskeho 62, 500 03 Hradec Kralove, the Czech Republic.

All information concerning Exchange mobility programme at the Faculty of Education including all the application documents, list of partner institutions, lists of courses for Exchange students and other useful information are to be found at:

<https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges/erasmus> or contact directly International Mobility Coordinator for incoming students: Ing. Petra Noskova, email: [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz)