

APPLICATION PROCEDURE
FOR ERASMUS+ INCOMING STUDENTS:
ACADEMIC YEAR 2018/2019:

ADMISSION REQUIREMENTS AND APPLICATIONS:

Student who would like to participate in study stay at the Faculty of Education, within the Erasmus + Programme **has to be officially nominated by sending institution** at first. Only student from partner institutions could be accepted (see the list of bilateral agreements).

APPLICATION DEADLINES:

Students are strictly obliged to keep our deadlines for applying:

WINTER TERM OR WHOLE ACADEMIC YEAR:

by 31 May

Winter term: **24/09/2018-21/12/2018**

(examination period: 02/01/2019-08/02/2019)

Orientation week for incoming students: 17/09/2018-23/09/2018

Student dormitory accommodation provided: from 10/09/2018

SUMMER TERM:

by 30 November

Summer term: **11/02/2019-10/05/2019**

(examination period: 13/05/2019-30/06/2019)

Orientation week for incoming students: 11/02/2019-17/02/2019

Student dormitory accommodation provided: from 04/02/2019

STUDIES

Student is obliged to choose and set up the study plan out of the list of modules and courses for the particular semester

(only these courses are taught in English, part of them in French, German or Russian).

There are some core courses and modules, which are obligatory. Elective modules are to be chosen regarding the educational background and student's field of study.

ACCOMMODATION

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

Student has to mark it in the student application form and send it in a due time.

Student stays in a triple room (exceptionally double room) in a two-room flat with shared facilities (bathroom, toilet, kitchen).

No single rooms are available!

The price of the room per person is approximately 2800 CZK (=110 EUR)/month.

We do not provide any other accommodation facility.

BUDDY

All incoming students have possibility to "order" his buddy student, who will take care of him, who will help him with the first steps referring to his exchange stay (enrolment, pick

up from the airport or railway/bus station, accompaniment to the dormitory, to the alien police, arrangement of city card and other)

VISA

A student from some Erasmus+ programme countries (e.g. Turkey) 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-GB/PDF-international-students/Erasmus>

INSURANCE

Student is obliged to take out an appropriate travel insurance valid for the entry the CZ.

APPLICATION DOCUMENTS (to be filled-in):

[Erasmus + Student and Housing Application Form](#)

[Erasmus + Learning Agreement for Studies](#)

(see the list of the modules in the attachments)

[UHK Student Card Application](#)

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 your Passport Identification Page or citizenship ID

A copy of your European Health Insurance Card (or the appropriate document)

Only original 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 Acceptance, as well duly confirmed application form and approved learning agreement and further instructions.

All documents must be sent to the address of the International Relations office via email to the address petra.noskova@uhk.cz and to the postal address (when necessary): 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 Erasmus+ mobility programme at the Faculty of Education including all the application documents, list of partner institutions, lists of courses for Erasmus+ students and other useful information are to be found at:

<https://www.uhk.cz/en-GB/PDF-international-students/Erasmus> or contact directly International Mobility Coordinator: Ing. Petra Noskova, email: petra.noskova@uhk.cz