

Pravidla pro přijímací řízení na akademický rok 2025/2026 do bakalářských a navazujících magisterských studijních programů vyučovaných v anglickém jazyce

V souladu s čl. 25 Statutu Univerzity Hradec Králové se bude přijímací řízení ke studiu v bakalářských, navazujících magisterských studijních programech vyučovaných v anglickém jazyce v roce 2025 na FIM řídit níže uvedenými pravidly.

Čl. 1

*Procedura přijímacího řízení**

Admissions procedure

Requirements for foreign applicants for the study in English-language bachelor's and follow-up master's degree programs at the Faculty of Informatics and Management of the University of Hradec Králové

The application period starts on December 1.

The deadline for filing an e-application and submitting the required documents is on March 31.

1st Step: E-application + Application fee

- Submit the online application that is available [here](#).
- The application fee is EUR 30, payable online or via bank transfer. Include your name in the message for the recipient.
- Ensure you can meet all conditions, especially nostrification, which is time-consuming and charged. Verify your eligibility for nostrification before paying the fee, as it is non-refundable.

2nd Step: Required documents

Along with the online application, applicants must email the following documents to study.fim@uhk.cz:

- a) Clear copy of your passport.
- b) A legalized copy of your secondary school leaving certificate or Bachelor's diploma (if applying for a Master's degree program).

* Vzhledem k realizaci studijních programů v anglickém jazyce jsou pravidla uváděna v cílové podobě pro zahraniční uchazeče



- c) A legalized copy of the academic transcripts for each year of study, including the number of units. Additionally, all the above-mentioned documents must be legalized either by the Apostille (for more information, see: <https://www.apostila.cz/apostille/>) or by the Ministry of Foreign Affairs of the country where you studied, and then super-legalized by the relevant Czech Embassy/Consulate. Copies without the required legalizing stamps will not be accepted.
- d) Curriculum Vitae (personal and contact details, educational background, work experience, etc.).
- e) Motivation video – upload it to YouTube and include the link in your CV. The video should be 2-3 minutes long and remain available until April 30.
- f) English proficiency certificate or other proof of studying in English. Not necessary for native speakers.
- g) Nostrification/recognition of your previous education. Information about this process is available [here](#).

The e-application and documents will be reviewed after the deadline. Applicants meeting these requirements can participate in the admission exam (3rd Step).

3rd Step: Admission exam

- Eligible applicants (those meeting steps 1 and 2) will be required to write an essay on given topics, announced via email in early April.

Essay requirements:

- Submission within one week via email.
- Up to 2,000 words in length.
- Must be in MS Word format.

Plagiarism, including translations, is prohibited. Submission of copied content will result in exclusion from the admission process.

Admission decisions will be announced by April 30. Admitted students must confirm their interest in studying by May 15. After this date, confirmation of admission to study/visa documents will be issued.

How to create your motivation video:

1. This video should include the following parts:
 - a) Introduction with personal details.
 - b) Description of your previous education and achievements.
 - c) Reasons for applying to FIM.
 - d) Expectations from studying at FIM.
 - e) Future plans and goals.
2. Record using a cell phone, computer, or camera; professional quality is not expected.
3. Recommended length is 2-3 minutes.
4. Upload the video to YouTube and include the link in your CV.
5. The video must remain accessible for at least 30 days after the deadline (until April 30).

Čl. 2

Závěrečná ustanovení

- (1) Tato pravidla popisují přijímací řízení, které proběhne v roce 2025 a na jehož základě budou zapsáni noví studenti ke studiu v **bakalářských, navazujících magisterských** studijních programech vyučovaných v **anglickém jazyce** v akademickém roce 2025/2026.
- (2) Tato pravidla byla projednána a schválena Akademickým senátem FIM UHK dne 20. 1. 2025.

V Hradci Králové dne 21. ledna 2025

prof. Ing. Mgr. Petra Marešová, Ph.D., MBA
děkanka FIM