

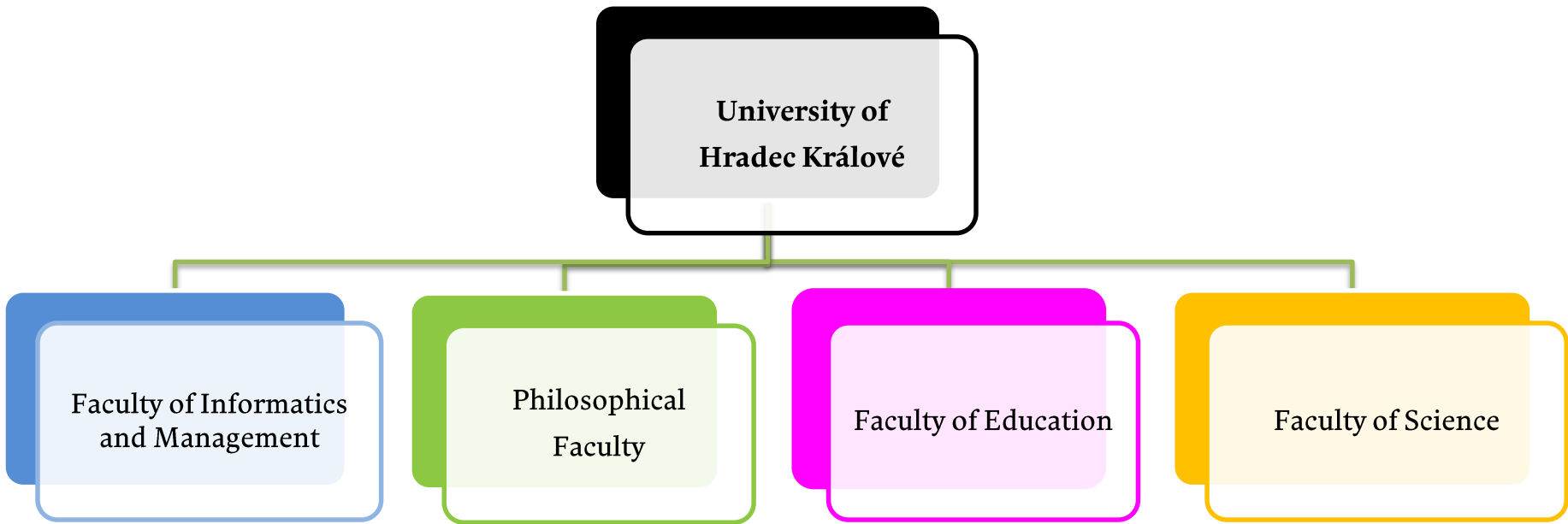


Univerzita Hradec Králové
Filozofická fakulta

ENROLMENT INTO THE STUDY TO THE PHILOSOPHICAL FACULTY

2024/2025

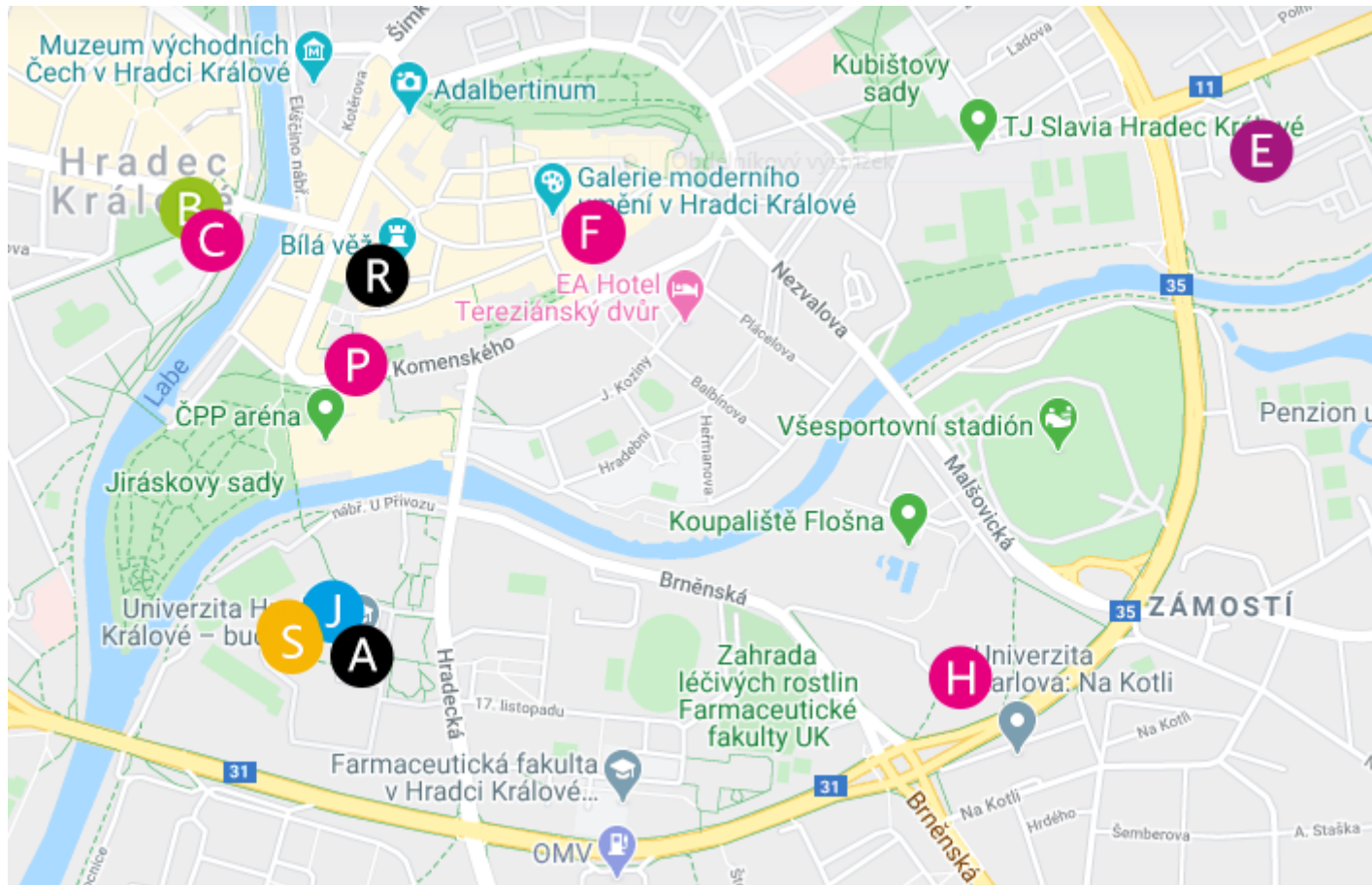






FF UHK

UHK Building locations



Building B (nám. Svobody 331)

- ❑ Dean's office PF UHK
- ❑ Study department
- ❑ Teaching rooms B



- Bachelor (Undergraduate) study
 - Mgr. Stanislav Myšička, Ph.D.
Department of Political Science
- Master (Postgraduate) study - NCES
 - Assoc. Prof. Mgr. Jiří Hutečka, Ph.D.
Institute of History
- Master (Postgraduate) study – NFILA18
 - Mgr. et Mgr. Michal Rigel, Ph.D.
 - and/or Preston John Stovall, Ph.D.
Department of Philosophy and Social Sciences

1. 9. 2024 – 31. 8. 2025

Winter semester

23. 09. 2024	-	22. 12. 2024	Lectures
23. 12. 2024	-	01. 01. 2025	Christmas vacation
02. 01. 2025	-	09. 02. 2025	Exam period

1. 9. 2024 – 31. 8. 2025

Summer semester

10. 02. 2025	-	11. 05. 2025	Lectures
12. 05. 2025	-	30. 06. 2025	Exam period
01. 07. 2025	-	10. 08. 2025	Summer vacation
11. 08. 2025	-	31. 08. 2025	Exam period (re-examinations only)

- ❑ Code of Study and Examination
- ❑ Student Disciplinary Code (UHK, FF)
- ❑ Statute (FF)
- ❑ Dean's Decrees – i.g. Schedule of the Academic Year, Organization of the Final State Examinations and Regulations for Thesis Elaboration (No. 17/2018)
- ❑ GDPR (www.uhk.cz/en/privacy-policy)
- ❑ School Rules and the Present Principles of Health and Safety

Available on the web page of the UHK under Official board - UHK or PF and/or under ...

[Homepage](#) → [Philosophical Faculty](#) → [Study](#) → [Department of Student Affairs](#) → [Study Regulations](#)

[Homepage](#) → [Philosophical Faculty](#) → [Study](#) → [Department of Student Affairs](#) → [Documents and forms](#)

- ❑ **Fill in capital letters**
- ❑ ID = student ID at the faculty
- ❑ private email address, mobile phone Nr. (in the CR)
- ❑ **signature** (form + Request for consent GDPR) – agreement to the processing of your personal data for the purpose of study at the university
- ❑ School rules and the present principles of health and safety

- Participation in lectures is recommended.
- Participation in other forms is usually mandatory.
- The ECTS scale (A=the best, B, C, D, E, F=fail) is used for grading.
- If classified „fail“, you have a right to resit twice.
- Each subject may be registered twice at the most during the study (completed subject may not be registered again).

For the successful completion of the **first** academic year, each student must earn **at least 40 credits, including not less than 15 credits in the winter semester.**

- In the first year of studies two controls are performed - the first one is carried on the last day of the examination period of the winter semester (Feb 9, 2025). If a student fails to earn at least 15 credits up to this date, their studies will be terminated.
- For the successful completion of the academic year, a student must earn the total number of credits equal to at least twenty-fold number of the semesters completed from the beginning of his/her studies (i.e. 40 credits after the first year of study, 80 credits after the second year of study, etc.)

- If a student fails to pass a compulsory subject, he/she must re-enrol such a subject again.
A student **may re-enrol for a course only once.**
- A student completes studies **by achieving a total number of credits** equal to six-fold the number of years of standard study time **(180 or 120 credits)** **and at the same time completes blocks of subjects** (compulsory and compulsory optional) and **passes the final state examination and the defence.**

- ❑ Study is closed if the required number of credits is obtained.
- ❑ Only after closing the study, the student may sit for the state examination.
- ❑ The state examination includes the defence of the Bachelor or Master thesis (the deadlines and way of the topics publishing are specified by the relevant Dean's Decree).
- ❑ All parts of the state examination must be passed within two years from the study closure.

Block of subjects:

- ❑ **compulsory** – all must be passed
- ❑ **compulsory optional** – some must be passed
(minimum of credits is given in your study plan)
- ❑ **optional** – some might/need to be chosen
- ❑ **Final State Examination** – defence and exams

- ❑ Read through the information on recognition.
- ❑ Fill in the application form.
- ❑ Attach the transcript and syllaby of each subject.
- ❑ Contact your co-ordinator for assistance.
- ❑ Pay fee of 500,- CZK to account 2733582/0800, variable code (VS) 13990
- ❑ Completed application with the payment confirmation bring to the study department.

- **Enrolment into the higher year of study and the subjects registration** are processed electronically – upon co-operation between you and the study department
- **Student ID card** is to be applied for and collected from the Service Centre (building A, Hradecká street) – passport size photo is required
[Homepage](#) → [University of Hradec Králové](#) → [Central Departments](#) → [UHK Service Center](#) → [ID cards](#)
- All applications should go through the Study Department or International office in **printed form**, communication with the Faculty staff goes via **faculty e-mail**.
- scholarship (it is necessary to enter your **bank account details** to portal IS/STAG)

- Study stay abroad
- Tuition fee payment
- Scholarship
- Visa arrangements (with exception of the Confirmation of Study which is provided by the Study Dept.)
- Other [Homepage](#) → [Philosophical Faculty](#) → [International](#) → [Practical Information and Documents](#)

are to be solved with the International Relation Office



Login details

www.uhk.cz

- Access to UHK net, IS/STAG Portal, faculty e-mail – all computers at the faculty
- Access from internet – web portal IS/STAG, faculty email, UHK web
- Username (**urnafnX** – 5 letters from your **urname**, 2 letters from your **first name** and order Nr., i.e. **uhk\adameja1**) – remains the same during your studies at the university
- Password – you obtain at the enrolment

https://stag.uhk.cz/portal/	novakva1
https://posta.uhk.cz/	uhk\novakva1 or novakva1@uhk.cz or novakva1
PC UHK	novakva1
wifi	novakva1@uhk.cz

<https://stag.uhk.cz>

- information system IS/STAG

How to **change your password** (validity 180 days!!!):

- After log-in – Ctrl + Alt + Del ⇒ change password
- posta.uhk.cz – after log-in on the faculty's computer you will be notified about your oncoming password expiration date and an offer to change it
- Fill in your control question <https://helpdesk-cit.uhk.cz/otazka>
- Contact/visit Student's service centre at the Faculty

Email address: **username@uhk.cz**
 name.surname@uhk.cz

access from <https://posta.uhk.cz/>