

Determination of the Procedure for Sending University Staff on a Language Course Abroad in 2025

I. Objectives of a stay abroad and foreign language teaching at a language school abroad

The aim of the language course abroad is to strengthen the professional language and intercultural competences of selected university employees who use English in their work activities.

II. Choosing a language school

- 1) In 2024, the UHK approached providers of language courses abroad and received offers of language courses (based on the specified criteria) from three agencies, namely Student Agency, Channel Crossings and Intact.
- 2) Based on the evaluation of the offers, the course at a language school in Chester (Great Britain) offered by Student Agency was chosen as the best one. The Chester school is a prestigious language school whose language course is the most advantageous in terms of the volume of teaching, price and other costs of the stay.

III. Nomination of candidates for an intensive language course abroad

- 1) The members of the narrower Rector's Board, in cooperation with the heads of the university units, identify those employees at their units who need intensive language training and strengthening of their language competences due to the agenda they are in charge of. The courses are suitable for participants with language competences A2 level and above. This type of course is not suitable for beginners.
- 2) Proposals for candidates will be sent to Ms. Petra Holoubková (petra.holoubkova@uhk.cz) by 21 February 2025, with a justification of the need, i.e. the relation to the agenda pursued and its international dimension, and the level of linguistic competence according to the Common European Framework of Reference for Languages.

IV. Selection of participants

- 1) The Rector, in collaboration with the narrower Rector's Board, will propose a ranking of candidates in relation to the need for an intensive language course as justified. Priority will be given to candidates who have not participated in a language course or other type of mobility abroad in previous years.
- 2) The participants will be selected based on the balance of offers and financial possibilities of the UHK.
- 3) Selected participants will be informed by Ms. Holoubková by e-mail.

V. Further procedure and implementation of the course

- 1) The selected participants, in cooperation with their superior, will choose the desired dates for the language stay (two weeks in 2025) as soon as possible. The course must be completed by October 2025 at the latest.
- 2) The selected participants will then communicate with Ms. Petra Holoubková, HR Manager, who will take the next steps in relation to the agency and arranging the stay.
- 3) The participants will proceed as in the case of other trips abroad.

VI. Final Provisions

This instruction comes into force and effect on the date of signature.

In Hradec Králové on 3 February 2025

Mgr. Leona Stašová, Ph.D.
*Vice-Rector for
International Relations*