

**APPLICATION
GUIDELINES**
FOR COTUTELLE GRANTS

BARRANDE FELLOWSHIPS

FRANCO-CZECH DOCTORAL MOBILITY
PROGRAMME

Francouzský institut v Praze
Vědecká a univerzitní sekce
Štěpánská 35, 111 21 Praha 1
T +420 221 401 011
www.ifp.cz / ifp@ifp.cz

Programme objectives

The French Institute in Prague (IFP) and the Czech Ministry of Education, Youth and Sports (MYES) coordinate the Barrande fellowship programme, the exchange mobility programme for Ph.D. students between the Czech Republic and France. The programme is designed to provide Ph.D. students in the Czech Republic with opportunities to study in France and Ph.D. students in France with opportunities to study in the Czech Republic. With all the scientific fields being represented, it enables Ph.D. students to acquire international expertise in **humanities, life and natural sciences, exact sciences and engineering, economical and juridical sciences, medicine and others.**

The aim of the programme is to enhance international education exchange while encouraging scientific cooperation between French and Czech research teams. Czech and French students are encouraged to extend their research abroad and learn new skills they will be able to develop further in their home countries. They become the spearheads of French-Czech bilateral relations. In pursuit of this aim, the programme funds “cotutelles” and short-term research stays.

What is a “cotutelle”?

The scheme called “cotutelle” is a doctoral degree programme which is undertaken jointly at two partner higher education institutions, one in France and the other in the Czech Republic. Research is conducted under the joint supervision of a Czech and a French supervisor, both providing the full measure of supervision for the student. The student undergoes multiple stays abroad, under the terms of the agreement co-signed by the Czech and the French higher education institution, the “Convention de cotutelle”, for a maximum of three years. On its completion, the student is awarded two diplomas, one from each institution.

Applicants should launch the process for the “cotutelle” agreement as soon as possible, since this is one of the prerequisites for receiving the scholarship.

Eligibility

1. Nationality

The programme is open to all Ph.D. students registered at a Czech higher education institutions for studies in France (except French citizens), and to all Ph.D. students registered at a French higher education institution for studies in the Czech Republic.

2. Degree requirements

- Students need to hold a higher education diploma (Ing., Mgr. or MgA.) before their first stay abroad.
- **In France**, in order to register as a Ph.D. student, it is necessary to hold either a Master’s degree or to get an equivalence certificate for this diploma. Such equivalence is delivered by the French

university. Applicants for the Barrande fellowship should ask their French supervisor about the procedure to receive this equivalence certificate.

- **In the Czech Republic**, access to a doctoral study program is conditional on graduating from a master's study programme. Holders of the academic degree Mgr., MgA. or Ing. are eligible to enrol in a full-time doctoral study programme.
- It is necessary to be enrolled in a doctoral study programme both at a Czech and a French university.

3. Faculty requirements

- **In the Czech Republic.** Applicants from French universities are advised to thoroughly read Application Procedure and Admission Requirements for the academic year 2021/2022 published by their target faculty in the Czech Republic and check the deadline for the application submission. Thereafter, applicants need to apply for a full-time doctoral study programme through the faculty's registration system. Please find official information on the website of the target public Higher Education Institution in the Czech Republic ([MEYS](#), [Study In](#)).
- **In France.** Applicants from Czech universities will find general information on enrolment in a PhD programme in France on the [Campus France website](#). Registration procedures can be found on the website of the targeted doctoral school ([list and website of all French doctoral schools](#)).

4. Language requirements

- The programme is open to all English speakers on the condition that the French or Czech thesis supervisor from the foreign institution agrees with English as the language used for the PhD.

Scholarship

The programme offers grants to Ph.D. students studying in a “cotutelle” between France and the Czech Republic. The scholarship is awarded for each research stay abroad. The scholarship-holder undertakes a 5-month stay abroad every year for a maximum of 3 years and receives a monthly stipend in the amount of **1,000 EUR** in France / **25,000 CZK** in the Czech Republic.

Stays abroad should start on **October 1st or November 1st**.

Transport from France to the Czech Republic and from the Czech Republic to France is at the expense of the grant beneficiary.

Supervision

The applicant should contact the academic supervisor or the faculty/department he/she has chosen, introduce himself/herself, present his/her academic results, then specify the programme in which he/she

wants to study and indicate the period of his/her planned stay. A mention about applying for the Barrande Fellowship should be made as well.

Applicants are advised to inquire first about the existing French-Czech relations at the applicant's home university. If there are none in keeping with the applicant's research theme, the applicant is encouraged to take his/her own initiative in this respect.

Application package

- **Academic CV** (2 pages max) in English

- **Cover letter** (2 pages max) in English

Explain your motivation for applying for the fellowship, present your subject of research, explain your reasons for wishing to do research at the particular foreign university.

- **Description of the project** (2 pages max) in English

Explain your research topic, specify your research objectives, methodology and expected research results. Develop a detailed study plan with a timeline. State the names and contact information of the Czech and French supervisors and include the expected dates of each stay abroad.

- **Letter from the supervisor at home university**

It should contain your supervisor's agreement with your research project and with its being conducted under the joint supervision. It should be written in English and contain the expected dates of each stay at the foreign institution.

- **Letter from the supervisor at the foreign university**

It should contain his/her agreement with your research project, willingness to welcome you at the foreign university and the commitment to conduct your research under the joint supervision. It should be written in English and contain the expected dates of each stay at the foreign institution.

Where necessary, the supervisor can state that the student is invited to the foreign institution on the condition that he/she has graduated from the master's study programme at home university.

By signing the letter, the supervisor commits himself/herself to inform the faculty / doctoral school / higher education institution about the intention of the student to apply for a Barrande Fellowship Programme and provide him/her with the contacts on the staff responsible for practical issues at the higher education institution after the applicant is selected.

- **A transcript of the most recent academic achievements** (transcript of records for the last two years of studies).

How to apply

1. Submit the on-line [registration form](#).
2. Download and fill in the [scholarship application form](#).
3. Prepare all the required documents (see above).
4. Send the signed and completed application form along with all the required documents by e-mail to aia@dzs.cz. All the documents must be submitted by **February 26, 2021** at the very latest.

The materials should be submitted in a PDF version with respect to these rules:

Each file in the folder should be named using the following template: LAST NAME first name – Document title (*Example: SMITH John – CV*)

The application package should be in a compressed folder titled LAST NAME first name – Cotutelle – Category (*Example: SMITH John – Cotutelle – LSM*)

The folder name contains the initials of one of these 3 categories in keeping with the academic field of your research:

- Life Sciences and Medicine (LSM)
- Exact sciences and Engineering (ESE)
- Social and Human Sciences and Economy (SHSE)

Selection procedure

1. The Czech National Agency for International Education (DZS) will check the eligibility of every applicant as well as the formal completeness of his/her application.
2. The applicant's research project will be assessed by two independent evaluators. Each of them will use a 10-point scale to assess a degree of fulfilment of the following scientific criteria:
 - Value of the academic support provided by the applicant's thesis supervisor(s)
 - Professional competence of the applicant to successfully complete his/her research project
 - Importance and relevance of the applicant's research project for his/her professional development
 - Quality and scientific relevance of the applicant's research project
 - Overall assessment of the application
3. Candidates whose research projects receive fewer than 85 points out of 120 will be eliminated from the competition.

Other important notes

Accommodation

- **In France.** Finding accommodation in France can prove difficult, especially in larger cities, it is, therefore, strongly advised that students start their inquiries early on and get in touch with their host university's doctoral school.

Depending on their status, students may benefit from the Campus France support in searching for appropriate housing in a university residence. In addition, students may ask for state housing benefit („Aide pour le logement – APL“) once they are in France. Applications are submitted to the Caisse d'Allocation Familiale – CAF, in their host city.

- **In the Czech Republic.** Inexpensive accommodation at student dormitories is offered as well as the possibility to have meals at student catering facilities. Beneficiary has to apply for accommodation at a receiving faculty well before their arrival. Students accommodated at university dormitories reimburse the related lodging expenses themselves. The applicants for research stays in the Czech Republic should contact the hosting higher education institutions/ faculties regarding accommodation.

Calendar

Friday, February 26, 2021	Application deadline
Mid-April 2021	Publication of results

Contacts

Agathe Medjani-Daudé
agathe.medjani-daude@ifp.cz
Scientific programs officer
Institut Français de Prague
 Štěpánská 35 - PO BOX 850 - 111 21 PRAGUE 1
 Phone: (+420) 221 40 10 24
 Fax: (+420) 221 40 10 54
 Website: www.ifp.cz and cz.ambafrance.org