

Methodological guidelines for the programme Support for Internationalization at CU Valid from the autumn round 2022-2

Duration of stay

The programme Support for Internationalization at CU (the “POINT programme”) is one of the supporting instruments for financing the activities geared to increasing the level internationalization at CU. The goal of the programme is to provide support for short-term visits with a maximum duration of three weeks.

For students, the POINT programme provides financing for the following:

- Summer schools (with the exception of language courses and summer language schools),
- Short-term, unpaid professional student internships for a maximum duration of three weeks,
- International tenders and championships,
- Student conferences with active participation,
- Meetings relating to the internationalization of university activities.

Students in full-time and distance forms of study may apply for a financial contribution.

For faculties and other CU units, the programme provides support for the following:

- Visits by academic members of staff and student faculty representatives for meetings as a part of international university networks,
- Short visits by academic members of staff for preparing international projects,
- Support for non-economic international summer schools organized by the faculties or other CU units (in accordance with the Framework for State Aid for Research, Development, and Innovation (2014/C 198/01)).

Applications for support

An applicant may only submit one application during a specific round (relating in particular to Ai and Aii activities). More than one application from one applicant will not be supported. If an applicant submits more than one application for financial support, the expert panel reserves the right to support a maximum of one mobility proposal.

Form of visit

The programme Support for Internationalization at CU does not support virtual mobility. Financial contributions are only for physical mobility.

Academic mobility (Aii activity)

Academic mobility may be financially supported provided that the employee is accompanied by faculty student representatives. In such a case, it is appropriate to submit one application for the whole group of participants and to calculate the overall costs. The owner of such a project is then responsible for the administration of any changes and the submission of final documents.

Past, present, and future stays

Financial resources from the POINT programme are allocated only for future mobility. If a stay abroad has already taken place and has ended, it is not possible to fund the stay retroactively.

If the mobility has already started, but has not yet been completed at the time of the expert panel meeting, it may be funded after being approved by the expert panel.

Additional financial support for the stay

The applicant is expected to seek support from other sources as well.

If the applicant uses financial support from other sources in order to supplement their stay, the applicant must provide these sources in the application for financial support (additional financing column).

A financial contribution from the POINT programme and financial support from the CU Grant Agency (GA CU) cannot be combined for the same mobility.

In addition, the applicant is required to verify that the financial support from other financial sources also permits the use of funds from the POINT programme.

Amount of the requested contribution

The maximum amount of financial support awarded under one application as a part of Ai activity and Aii activity is typically CZK 50,000.

The maximum amount of financial support awarded under one application as a part of Bi activity is typically CZK 200,000.

Every application for a financial contribution is assessed individually. The allocated support may not always cover all costs of the planned activities. Hence, the financial resources from the POINT programme are provided as contributions.

Financial contributions from the POINT programme are not guaranteed. When submitting an application for the spring or autumn round, there is no preliminary assumption that the nominated project will be supported, even if it meets all of the formal requirements.

If the submitted application is not financially supported and the applicant has already incurred costs associated with the payment of travel or other items, it is not possible to request compensation from the POINT programme.

Formal structure of the application

The applicant must pay attention to the formal side of the application. A missing mandatory attachment or an insufficient motivation letter may result in financial support not being allocated.

The applicant should pay attention to the exact description of the schedule and content of the stay, as well as the precise formulation of goals, benefits, and expected results.

The mobility of students who actively participate in the event is preferred. Active participation as a part of mobility abroad means active output or participation in the programme (e.g. a lecture, a presentation, participation in the team representing CU, etc.). Active participation does not mean physical mobility to the venue of the event.

Deadlines for submitting applications for financial contributions

The university deadlines each calendar year for receiving applications for financial support from the POINT programme are 30 April (spring round) and 30 November (autumn round). These deadlines are published on the university's web pages, are binding, and cannot be extended.

The expert panel assesses application within 30 days of the application deadline (the university deadline). The expert panel reserves the right to request from the applicant any supplementation to the original application. The financial amounts proposed by the expert panel are approved by the Rector's Board. Only then are the results of the approval process and the allocated amounts published.

Requests for changes to supported projects

All applications registered in IS Věda are deemed valid with respect to their wording after the university deadline for the specific round.

If necessary, the applicant can send a scanned copy of the signed change request to the university officer containing the request and the reason for the change. However, the expert panel is not required to consider such an additional request for change, and the registered project for financial support may be rejected.

Allocated financial support is associated with a specific applicant, specific project, target country, and implementation dates. Allocated funds cannot be transferred to another applicant who was unsuccessful in the competition round.

Any change (e.g. duration, change of implementation date) of the mobility that was supported by the POINT programme must always be consulted before the planned start of the original mobility. If a researcher does not inform the faculty or the university officer for the POINT programme in time, there is a risk that their later request for a change will not be approved. In such a case, the applicant is required to return the allocated contribution.

Obligations after returning from a stay abroad

Every researcher whose project has been supported by a contribution from the POINT programme is required to submit the final documents after their return. The requested documents are submitted within two months of the end of the stay and are recorded in electronic form in the project under the tab Final Report in the IS Věda app.

Template forms for the final report and accounting are available in the Tender Terms for the specific category.