



# EDITAL

UNIGOU Remote Program 2022



**INCBAC INSTITUTE**

Institute of Czech-Brazilian  
Academic Cooperation

The Institute of Czech-Brazilian Academic Cooperation (INCBAC Institute) is pleased to announce the opening of applications for the UNIGOU Remote Program of Research Practice and Academic Development, starting at the beginning of 2022.

The UNIGOU Remote Program has been tailored to Brazilian undergraduate, master's and doctoral students who aim to improve their scientific and professional skills within an international environment during the 3 months of duration of the program.



## TABLE OF CONTENTS

INCBAC Institute	3
UNIGOU Remote	5
General information about the Program	7
Requirements for participation	8
What are the parts and outcomes of the UNIGOU Program	8
Steps to become a participant of the UNIGOU Remote	9
Selection process for the Academic Collaboration part of the Program	10
Registration Fee	11
Calendar	11
UNIGOU Remote Program activities in detail	12
Scientific Training	13
Academic Collaboration	15
Professional Webinars	17

## INCBAC INSTITUTE

The Institute of Czech-Brazilian Academic Cooperation (INCBAC Institute) focuses on strengthening the mutual relations between the Czech Republic and Brazil in terms of establishing academic cooperation of excellence. The main objective of the INCBAC Institute is the development of common projects and activities among Czech and Brazilian universities and research centers, as well as the support of cooperation in the research areas and the encouragement of the direct cooperation of students and academic workers from both countries.

The UNIGOU Academic Internship Program is sheltered by the INCBAC Institute, with support of the Ministry of Education of the Czech Republic, the Embassy of Czech Republic in Brasilia and the Embassy of Brazil in Prague. This program plays a key role in the activities of the INCBAC Institute, as it strengthens scientific relations among the two countries, while promoting the exchange of knowledge among students and enhancing cooperation between Czech and Brazilian researchers.

Following the traditional UNIGOU Program of Academic Internships, the INCBAC Institute is glad to announce the upcoming online version of the program. The UNIGOU Remote Program 2022 brings Brazilian university students a chance to directly cooperate with Czech researchers on joint activities, by online means of communication. The UNIGOU Remote will also provide the opportunity for all the participating students to engage in a scientific training program to improve their research and professional skills in an international framework.



*É com especial satisfação que saúdo aqui as atividades do Instituto Tcheco-Brasileiro para Cooperação Acadêmica (INCBAC). Estou seguro de que todas as formas de cooperação internacional contribuirão para o desenvolvimento pessoal de cada estudante e de cada uma de nossas Nações.*

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*George Monteiro Prata  
Embaixador do Brasil*

*I believe that we have a lot of experience in common, but it is important to share it, to brainstorm it together, no matter if it is online or on a personal basis, so it helps us to enrich our horizons and thus enrich the people around us.*

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*Sandra Lang Linkensenderová  
Ambassador of the Czech Republic*



*I am sure that it is namely the INCBAC, together with the universities themselves, that displayed the most supportive role in this cooperation process in the bilateral academic field.*

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*Miloš Sklenka  
Consul General, Consulate General of the Czech Republic in São Paulo: 2019 - Present*

*I would like to emphasize that in a number of cases the UNIGOU Program has become the impetus for the conclusion of bilateral agreements between Czech and Brazilian universities, and thus a base stone for the start of their cooperation.*

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*Pavla Havlíková  
Consul General, Consulate General of the Czech Republic in São Paulo: 2015 - 2019*



## UNIGOU REMOTE

The UNIGOU Remote Program has been tailored to Brazilian undergraduate, master's and doctoral students who aim to improve their scientific and professional skills within an international environment, led by prominent academics of the Czech Republic. The intention is to connect motivated students with enthusiastic researchers in order to reinforce the exchange of knowledge and culture among the countries and to support international activities between participating universities.

The UNIGOU Remote Program extends to approximately 3 months duration. During this period, the Brazilian students have the possibility to engage in various activities and they are encouraged to enrich their academic background by getting remotely connected to universities, researchers, and professionals of the Czech Republic.

The UNIGOU Remote Program consists of three parts, as described in detail in the chapters at the end of this document:

### 1 . SCIENTIFIC TRAINING

For more information see the page 13.

All the participants of the UNIGOU Remote Program will have granted access to the Scientific Training part of the program. During the period of 2.5 months, the students will be guided towards key aspects of the academic development, research skills and scientific publishing, within international standards.

The outcome of the scientific training is, aside of the enhancement of academic skills of each participant in the international scope, certificate of completion and an article published at INCBAC official media.

## 2 . ACADEMIC COLLABORATION

For more information see the page 15.

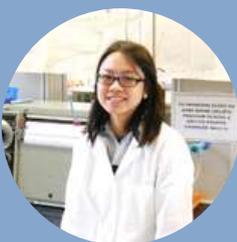
Academic Collaboration part of the program provides selected students an opportunity to remotely cooperate with Czech academic teams and participate in their ongoing research. The Topic of collaboration is selected by each student after the registration for the program. Each selected student will be guided by a Czech Supervisor to successfully join and contribute to selected research tasks. Part of the Academic Collaboration activities is a preparation of a poster summarizing developed tasks.

Due to the limited number of the Academic Collaboration Topics, the applying students will undergo an on-line assessment process evaluating their language abilities, professional skills and motivation. Only selected applicants will be assigned to this part of the program.

## 3 . PROFESSIONAL WEBINARS

For more information see the page 17.

All the participants of the UNIGOU Remote Program will have granted opportunity to subscribe to the Professional Webinars part of the program and join all the scheduled events. This part will consist of several webinars targeting general topics related to the personal, professional and academic development of participants, such as ability of self-presentation, preparation for international application process, preparation of a good CV and motivation letter, etc. It will also target the issues of different cultural aspects related to study and work abroad, challenges encountered by expatriate students and workers, adaptation to foreign environment, etc. Study opportunities in the Czech Republic will be presented as well.



*Developing a project sheltered by the oldest Czech university was an unforgettable academic experience that every scholar would like to have, even for a short period.*

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*Gabriela  
USP - Charles University in Prague*



## GENERAL INFORMATION ABOUT THE PROGRAM

**Areas of Interest:** Engineering, Computation, Chemistry, Physics, Mathematics, Biology, Geography, History, Geology, Psychology, Social Sciences, Health Sciences, Political Science, International Relations, Economics, Marketing, Law, Administration, Architecture, Pedagogy, Journalism, Arts, Music, Linguistics, Literature and others.

**Czech universities involved:** Czech Technical University in Prague, Charles University in Prague, University of Life Sciences in Prague, University of West Bohemia, Technical University in Liberec, Technical University in Brno, Mendel University in Brno, Masaryk University in Brno, University of Ceske Budejovice, Palacký University of Olomouc, University of Hradec Králové, University of Pardubice, MemBrain Research Center.

**Communication language during the UNIGOU Remote:** English

**Duration of the UNIGOU Program** (the individual parts of the program run simultaneously):

- Scientific Training: 10 weeks
- Academic Collaboration: 8 weeks\*
- Professional Webinars: 6 sessions

*\* Eligibility for the Academic Collaboration part of the program is subject to a selection process.*

## REQUIREMENTS FOR PARTICIPATION

- Age 18 years and older;
- To be fluent in English;
- To be regularly enrolled in a university certified by MEC in an undergraduate, master's or doctoral program;
- To have completed at least 2 years of the undergraduate program at the home university;
- To be interested and motivated to commit the necessary time to the performance of the scheduled activities within the UNIGOU Remote Program;
- To be responsible, good with communication, reliable and able to work independently;
- Possible other specific requirements according to the selected topic of the Academic Collaboration part of the UNIGOU Remote Program.

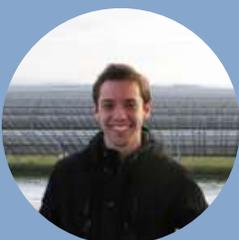
## WHAT ARE THE PARTS AND OUTCOMES OF THE UNIGOU PROGRAM

- Access to the Scientific Training online platform (all Program participants);
  - Certificate of completion of the Scientific Training (for the participants who complete all lectures and assignments);
  - Article published at the INCBAC official media upon completion of the Scientific Training;
- Possibility to join the Academic Collaboration and directly cooperate with a Czech supervisor on a chosen topic (selected students, following the related selection process);
- Access to the set of professional webinars (all Program participants).

## STEPS TO BECOME A PARTICIPANT OF THE UNIGOU REMOTE

1. Verify that you fulfil all the requirements of the program and choose a topic of interest for the Academic Collaboration part of the program, from the list of available topics.
2. Submit your online Application Form at this webpage.
3. Upon approval of your application, you will receive by email detailed instructions on how to conclude the steps to register for the UNIGOU Remote program, including a link to fill your Registration Form.
4. Fill-in and submit the Registration Form (online) to become a Participant officially enrolled to the UNIGOU Remote Program.
5. You will receive an e-mail confirming your Registration within 10 days. At this point, you are already a registered Participant of the UNIGOU Remote Program and you will be able to access the Scientific Training and the Professional Webinars.
6. Complete the Selection Process for the Academic Collaboration, following the information that you will receive by e-mail after you registration
  - you will be requested to submit your Motivation letter (online, you will receive a link) and to send your CV in English (by e-mail).
  - you will be invited for the online assessment tests of English proficiency and General Skills.
7. All done! Just wait for the results of the Academic Collaboration selection process and for all the activities to begin, following the calendar of the UNIGOU Remote Program.

*If you do not receive any reply from INCBAC to this application within 5 working days, please send an email to [unigou@incbac.org](mailto:unigou@incbac.org) providing the information requested in the online application form.*



*Although my studies at university provided me a strong theoretical baggage for my future career, it was only through the experience with photovoltaic systems and the real-world knowledge that I acquired by working with the CTU team, that I could improve my professional qualifications and CV to finally be able to conquer the job I dreamed about at a research institute in Germany.*

—  
Marcelo  
USP - Czech Technical University

## SELECTION PROCESS FOR THE ACADEMIC COLLABORATION PART OF THE PROGRAM

The selection process applies only for the Academic Collaboration part of the UNIGOU Remote Program. All participating students will have granted unlimited access to the activities within the Scientific Training and Professional Webinars parts of the Program (there is no need to undergo any selection to join these two parts of the Program). However, only selected students will be able to join the Academic Collaboration, due to the limited number of Academic Collaboration Topics.

If a student is not interested to join the Academic Collaboration part of the UNIGOU Remote program he/she doesn't need to undergo the selection process. It is possible to freely join the Scientific Training and Professional Webinars, without applying for the Academic Collaboration. The student simply does not complete the steps to enter the selection process for the Academic Collaboration.

To join the Academic Collaboration part of the UNIGOU Remote Program, the students will need to do following steps (each student will be instructed how to do each step after submitting Registration Form for the UNIGOU Remote Program):

1. Select up to 2 Topics of interest for the Academic Collaboration (online form, link will be provided);
2. Submit motivation letter for the Academic Collaboration (online form, link will be provided);
3. Submit CV in English by e-mail (e-mail address will be provided);
4. Undertake two online assessment tests (links will be provided; duration of each assessment test is approx. 60 minutes):
  - a. English proficiency test
  - b. General skills assessment test.

*\* The test scores will not be public – they will be accessed only by the INCBAC team;*
5. Wait for the results of the selection process.

If the student does not complete all the above-mentioned steps, he/she will still be able to participate in all the activities within the Scientific Training and Professional Webinars parts of the Program, without any limitations. However, the student will not be considered during the selection process for the the Academic Collaboration part of the Program.

## REGISTRATION FEE

Each UNIGOU Remote Program participant is requested to cover a fee of **60 Euros** to join the activities related to the Program. Once the fee is covered, the participant will have granted access to the Scientific Training and the Professional Webinars parts of the Program. The access to the Academic Collaboration part of the Program will be granted to selected participants upon a selection process, due to the limited number of Academic Collaboration Topics.

The Registration Fee is paid only once and it is meant to bear the expenses related to the execution of the UNIGOU Remote Program, such as processing of applications, performance of the selection process, maintenance of servers and staff, expenses related to communication and on-line platforms used within the program etc. The UNIGOU Program counts with the institutional support and endorsement of both Brazilian and Czech governmental bodies, however it does not receive any means of direct funding. For this reason, the program is kept and sustained by the Registration Fee.

The payment of the Registration Fee will be done at the online payment gate, with the use of a payment card (any standard credit or debit card). The UNIGOU Remote payment gate is maintained by international payment processing infrastructure of the Stripe technology company (also used by Google, Zoom, Booking.com, etc.).

## CALENDAR

### Key dates:

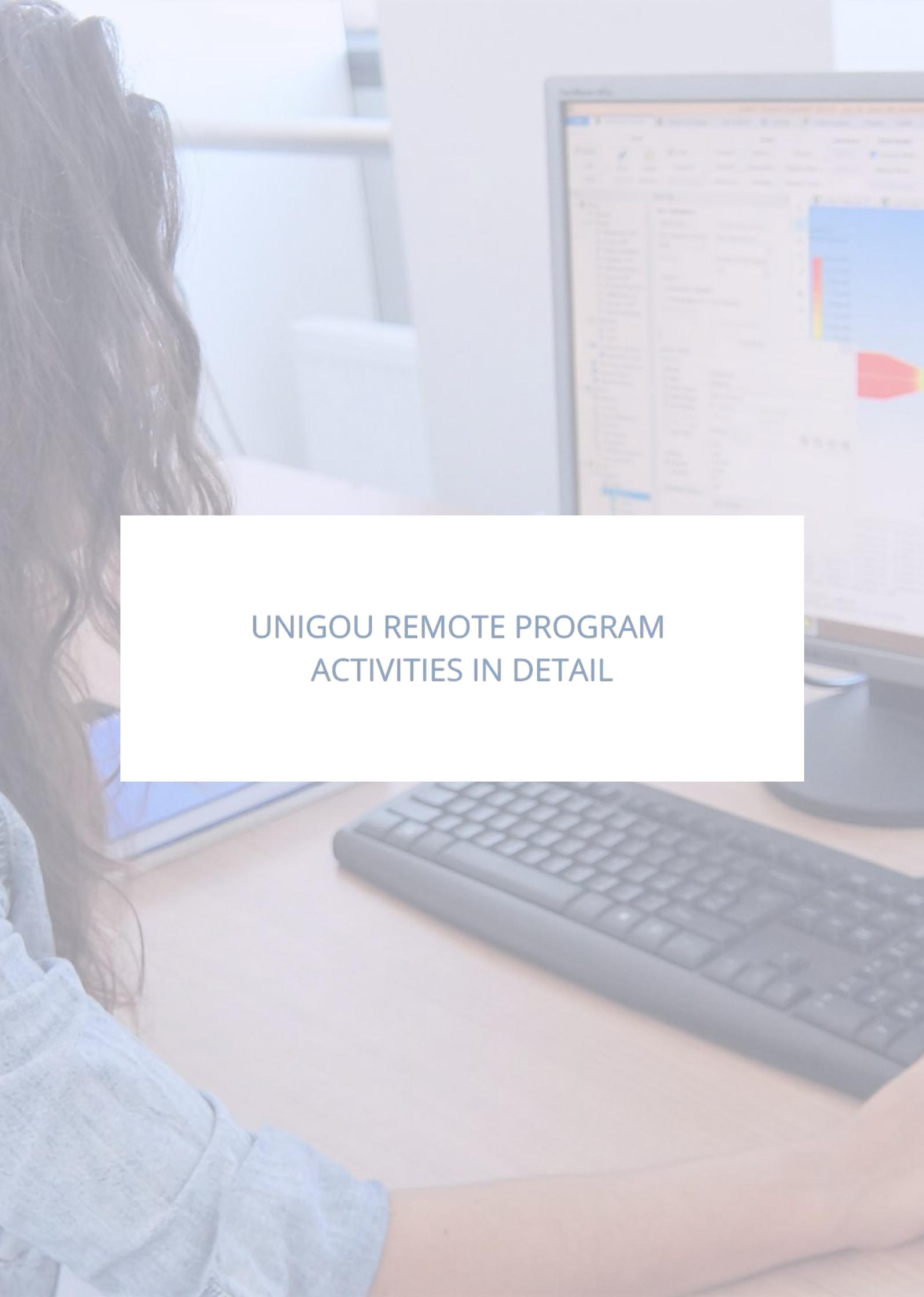
- Deadline for submitting the applications: **13th September (extended)**
- Period of the assessment tests for the Academic Collaboration: **15th July to 20th September**
- Processing of Applications: **21st September to 20th November**
- Results of Academic Collaboration applications: **21st November to 10th December**
- Initial contact between Student and Supervisor: **21st November to 17th December**

### Program participation period:

- Period of Scientific Training (for all participants): **25th January to 15th April**
- Period of Academic Collaboration (for selected students): **10th January to 11th March\***
- Period of Professional Webinars: **January to March\*\***

*\* the specific duration of the Academic Collaboration can be changed upon agreement with the Collaboration Topic supervisor, with the possibility of extension if the supervisor deems appropriate.*

*\*\* the exact dates of the webinars will be settled in accordance with availability of the lecturers; all the participants will be informed about the schedule of the webinars in advance.*



UNIGOU REMOTE PROGRAM  
ACTIVITIES IN DETAIL

# 1. SCIENTIFIC TRAINING

All students participating in the UNIGOU Remote program will have granted access to the Scientific Training part of the program, where they will be guided towards key aspects of the academic development and improvement of their research skills and scientific publishing skills, within international standards.

The Scientific Training will cover approximately 140 hours of engagement in active learning and academic practice. The goal of the Scientific Training is to guide each student through the process of preparing a relevant scientific article within international standards. The articles written by the students will be published in the INCBAC official media.

The Scientific Training consists of a set of online courses and instructions, with a duration of up to 12 weeks. During this period, the students are encouraged to take their online courses and engage in assignments according to the schedule that suits them the most (i.e., the schedule is flexible).

The Scientific Training part of the program is planned to cover the below-mentioned topics and follows the given structure:

[Introduction to the academic environment \(approx. 2 h\):](#)

- General structure of the academic environment, different academic levels, content specifications of final theses of various study programmes, etc.

[Academic writing and research publication \(approx. 1 h\):](#)

- The concept of a research paper – from the first draft to the final structure.

[Definition of a research gap \(approx. 1 h\):](#)

- Choosing the topic of a research and a scientific paper.

[Scientific knowledge databases \(approx. 1 h\):](#)

- How to find relevant content related to the research on hand.

[Literature review \(approx. 1 h\):](#)

- Fundamental basis of every research and every scientific publication.
- Assignment (approx. 40 h exercise): define a topic of interest and prepare a thorough literature review to sustain your topic and show the research gap including a minimum of fifteen references

[Methodology, main principles of scientific integrity \(approx. 1 h\):](#)

- Best practices for properly developing the methodology and conveying your research findings. General principles, norms, and rules of scientific integrity.
- Assignment (approx. 80 h exercise): prepare a draft of a scientific review paper, including the summary of methods and results found in the available literature

#### Refining the research paper (approx. 1 h):

- Proper referencing, proper formatting, and other presentation matters.
- Assignment (approx. 10 h exercise): finalize your research paper including proper referencing of the findings and mentioned publications of other authors, proper formatting and final structure of the paper

#### Publishing research papers (approx. 1 h):

- Scientific magazines, journals, and conferences. International rating of authors and scientific publications.

#### Paper and research presentation (approx. 1 h):

- How to prepare a presentation of a conference paper, useful tips for the popularization of science, and presentation of research outcomes for the wider public.

It is important to notice that the Scientific Training part of the program was developed with the purpose to enrich the knowledge and research skills of each student who undertakes the UNIGOU Remote program. The video lectures are not interactive and assignments are unsupervised, therefore it depends especially on each student to fully commit to the scheduled structure and benefit from the program.

## OUTCOMES OF THE SCIENTIFIC TRAINING

- ★ Certificate of completion of the Scientific Training program part of the UNIGOU Remote Program, received upon proper conclusion of all scheduled activities of the Scientific Training;
- ★ Research paper published in the INCBAC official media;
- ★ Enhancement of academic skills of each participant, in the scope of international standards.



*I´ve been looking for challenges and something that could improve myself. I can say that I found all of it during this amazing experience of working on the project arranged by UNIGOU. Two months passed away and I can clearly notice and feel that I learned a lot during this time.*

—  
Alessandro

UNICAMP - University of West Bohemia

## 2. ACADEMIC COLLABORATION

The Academic Collaboration part of the UNIGOU Remote Program enables selected students to remotely cooperate with Czech academic teams and directly take part in their ongoing activities. This part of the program is based on a selection of an Academic Collaboration Topic, which can be chosen by each student during the registration for the program (each student is free to select up to two topics according to his/her interests and qualification). The available topics are listed according to their focus at the INCBAC webpage.

Due to the limited number of Academic Collaboration Topics, all applying students will undergo an on-line assessment process evaluating their language abilities, professional skills, and motivation. Only selected applicants will be assigned to the topics and join the Academic Collaboration part of the UNIGOU Remote Program. The selection is based on the evaluation of CVs and motivation letters from the applicants in combination with the results of the on-line assessment tests. The goal is to find a student with an academic/professional profile well matching the Academic Collaboration Topic on hand.

If a student is not interested to join the Academic Collaboration part of the UNIGOU Remote program he/she doesn't need to undergo the selection process. It is possible to freely join the Scientific Training and Professional Webinars, without applying for the Academic Collaboration. The student simply does not complete the steps to enter the selection process for the Academic Collaboration.

Participants of the Academic Collaboration part of the UNIGOU Remote program will be in direct contact with a supervisor, who is a researcher from a partner Czech institution. The contact will be established by means of on-line communication. The supervisors will establish a schedule for online meetings with the UNIGOU Remote student participant in accordance with the requirements of the topic. The frequency of the online meetings may be various, following the plans and activities set by the supervisors. The standard duration of this part of the program is two months, with possible extension upon agreement between each participating student and the topic supervisor.

At the end of the Academic Collaboration part of the UNIGOU Remote Program, the student participant will be requested to prepare a final poster summarizing the developed activities and outcomes of the cooperation. The poster will be published in the INCBAC official media.

It is important to notice that the Academic Collaboration was established with the purpose to provide to the selected students an opportunity to have a direct interaction with Czech researchers and research teams on a one-to-one basis. INCBAC is very glad to gather enthusiastic supervisors, who are interested in offering such possibilities. However, INCBAC is not responsible for the execution nor the development of the Academic Collaboration and related communication between students and supervisors, neither the potential outcomes of such cooperation.

#### OUTCOMES OF ACADEMIC COLLABORATION:

- ★ Upon finalizing the scheduled activities, the student will receive official evaluation letter from his/her supervisors;
- ★ Research poster published at the INCBAC official media;
- ★ High-level research experience and enhancement of knowledge and communication skills during an international cooperation.



### 3. PROFESSIONAL WEBINARS

**All students** participating in the UNIGOU Remote program will have granted opportunity to subscribe to the Professional Webinars part of the program and join all the scheduled events, where they will be informed about topics closely related to the academic and professional development of each participant.

The Professional Webinars consist of several online lectures targeting relevant topics related to the personal, professional, and academic development of participants, as well as an overview of the graduate system in the Czech Republic, including Master's and PhD programs. The webinars will also target development of self-presentation skills, key aspects of an appealing CV and motivation letter, and other relevant topics for students who want to pursue an academic or professional career abroad.

Another topic of webinars will introduce cultural aspects and challenges inherent to an international, multicultural environment, such as language and communication barriers, adaptation to a foreign workplace, written and behavioral etiquette, etc.

The Professional Webinars will be hosted by an online broadcast platform (such as YouTube Live) and the participants may be requested to subscribe in advance for the webinars that interest them. This way, INCBAC and lecturers will be able to tailor the presentations to the specific audience and better prepare in terms of active features of the webinar.

The calendar of the Professional Webinars will be informed in advance through the INCBAC official media, including e-mails, Instagram and Facebook to all the participants of the UNIGOU Remote Program.

- Preparation for international application process: CV and motivation letters
- Self-presentation: social media; online and personal interviews
- Introduction to the Czech Republic and its academic environment
- Overview of Master's Programs of the Czech Republic
- Overview of PhD programs of the Czech Republic
- Communication in multicultural environment: challenges and successful stories



*It was a pleasure sharing knowledge, researching and working with my supervisor and colleagues, a unique experience. It's incredible how much you can learn, and teach as well.*

—  
Vinicius

UNICAMP - Technical University in Liberec

