

Measure of the Faculty of Economics and Administration, MU, No. 6/2019

PhD Student Internship Abroad Scholarship Programme

(in the version effective from 1st September 2023)

Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Higher Education Act"), the following measure is issued:

Section 1

Subject of Regulation

- (1) The PhD Student Internship Abroad Scholarship Programme is one of the scholarship programmes of the Faculty of Economics and Administration, MU (hereinafter referred to as the "Faculty") which, in accordance with Section 3 (1)(b) of the Scholarship and Bursary Regulations of Masaryk University, is announced by the Dean of the Faculty.

Section 2

Purpose of the Scholarship Programme

- (1) The purpose of the scholarship programme is to support the participation of doctoral students studying at the faculty in trips to take up short-term or long-term internships corresponding to the degree programme at a university or other institution engaged in research activities abroad (hereinafter "Internship Provider"), with the exception of Slovakia.
- (2) To the extent of this measure, an internship is considered to be long-term work at the unit of the Internship Provider, where students perform professional and independent activities related to the research focus of their doctoral thesis.
- (3) The minimum length for a short-term Internship is 1 month (20 working days) and the maximum length for a long-term Internship is 6 months (120 working days), taken continuously. An internship funded by this programme and carried out abroad can be completed only once per studies.
- (4) The internship does not apply to stays abroad implemented within any of the student mobility programmes abroad, nor to training courses implemented by educational agencies or similar entities. If there are any doubts about the nature of the internship, the vice-dean for research (hereinafter referred to as the "Vice-Dean") will decide on the basis of the submitted materials or otherwise available information.
- (5) The internship is not issued for a specific Internship Provider. It is assumed that the student will, according to their own preferences, find and contact an Internship Provider that will correspond to the profile of the graduate and their degree programme, and that will be selected for the benefit of deepening professional and methodological knowledge related to the research focus of the doctoral thesis.

Section 3

Duration of the Scholarship Programme

- (1) The scholarship programme is announced for the period from 1 September 2023 and is valid until further notice.

Section 4
Source of Funding

- (1) The funding source is the Faculty's Scholarship Fund.

Section 5
Requirements for Awarding the Scholarship

- (1) The scholarship can be awarded to a student of the Faculty in a doctoral degree programme, at their request, regardless of the study mode, after the positive assessment of the Vice-Dean and after meeting the requirements under Subsection 2 of this Section.
- (2) Requirements for awarding the scholarship are:
- a) A connection between the internship and the programme studied,
 - b) A written application with a specified internship plan, containing a plan of activities and planned outcomes,
 - c) The written opinion of the student's supervisor on the plan and the internship itself, in which the supervisor specifies, in particular, the specific benefits of the internship for the student and their studies, and the opinion of the chair of the doctoral board,
 - d) The assessment of the chosen Internship Provider on the admission of the student to the internship and on the provision of professional guidance in its implementation – Appendix No. 1 to this measure,
 - e) Enrolment on the Internship Abroad course (hereinafter referred to as the "Relevant Course") for the relevant semester of the studied degree,
 - f) Records of the internship abroad in the Information System Internships, Study and Work Stays.
- (3) The scholarship is intended to cover the expediently incurred costs associated with participating in the internship.

Section 6
Application for the Scholarship and its Payment

- (1) The scholarship application is submitted by the student via the Document Office in the Masaryk University Information System, where he/she selects the relevant agenda of the scholarship application for the support of PhD Student Internships Abroad. The collection of applications is administered by the Research and Projects Office (hereinafter referred to as the "Relevant Unit") on an ongoing basis.
- (2) The application shall contain the following particulars:
- a) the name and surname of the applicant,
 - b) his/her UČO,
 - c) the study programme,
 - d) the research focus of the dissertation,
 - e) the semester of study,
 - f) the total requested amount,

- g) dates of the internship,
 - h) the information about internship provider (name, web pages of the internship provider),
 - i) the place of stay,
 - j) the motivation to participate in internship,
 - k) the plan of activities,
 - l) the specification of planned outcomes,
 - m) the signature of the applicant.
- (3) The application must be submitted no later than one month before the date of departure for the internship and must be accompanied by the documents referred to in Section 5 of this measure.
 - (4) The Vice-Dean may not award the scholarship at all, or reduce it, if the evaluation of the fulfilment of the internship plan or the assessment of the supervisor, or the chair of the doctoral board, shows that the purpose of the internship is not fulfilled.
 - (5) The scholarship is paid to the student in accordance with Section 12 of the Scholarship and Bursary Regulations of Masaryk University. For a scholarship awarded before the internship, the Vice-Dean shall decide to withdraw the scholarship if the student does not participate in the internship.

Section 7 Scholarship Amount

- (1) The scholarship is paid as a lump sum, which serves as a contribution to travel expenses, the cost of public transport, and reasonable accommodation costs related to the student's trip.
- (2) In justified cases, the scholarship can be awarded to cover other costs associated with the internship, such as travel/accident insurance – if required by the Internship Provider, travel visas, or tuition fees after proof of eligible expenses demonstrably incurred for the internship.
- (3) The eligible amount of scholarship for applicants is determined by the sum of partial amounts under (a) and (b) as follows:
 - a) A one-off flat-rate amount of scholarship depending on the category of the destination country of the internship, also intended to cover travel costs to and from the unit of the Internship Provider. It is determined according to the real costs and at the same time the maximum amount set out in the table below.

Group of countries I	countries bordering the Czech Republic (Germany, Poland, Austria, Slovakia) and Hungary	CZK 5,000
Group of countries II	other EU and EEA countries, Switzerland, United Kingdom, Ukraine	CZK 10,000
Group of countries III	non-European countries: USA, Canada, South Korea, Japan, Australia, New Zealand, and Latin American countries	CZK 20,000

- b) A one-off flat-rate amount of scholarship, depending on the length of stay and category of the destination country of the internship, is calculated as a monthly lump sum, and is intended to cover reasonable subsistence costs. It is determined according to the real costs and at the same time the maximum amount set out in the table below. Amounts may be increased above the set value for each country group according to the real costs of

accommodation if the accommodation is a more economical option, e.g. a shared student room.

Scholarship lump sum		per month
Group of countries I	Bulgaria, Montenegro, Estonia, Croatia, Lithuania, Latvia, Hungary, North Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia, Turkey, Ukraine	CZK 18,000
Group of countries II	Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Cyprus, Liechtenstein, Luxembourg, Malta, Germany, the Netherlands, Norway, Portugal, Austria, Greece, Spain, Sweden, Switzerland, United Kingdom and non-European countries that are not members of the OECD	CZK 30,000
Group of countries III	non-European OECD countries: USA, Canada, South Korea, Japan, Australia, New Zealand, Mexico, Costa Rica, Chile, Columbia	CZK 36,000

The part of the internship whose duration lasts for whole months is paid according to monthly flat rates. In the case of the remaining part of the stay, a proportional part of the monthly amount is paid.

1 to 15 days	support amounts to 1/2 of the monthly lump sum,
16 to 30 (31) days	support amounts to the full amount of the monthly lump sum.

Section 8

Obligations before Leaving for the Internship Abroad

- (1) Before starting the internship, the student is obliged to corroborate matters in the homework vault of the relevant course, and in the records of the internship abroad, no later than 3 working days before departure. Record on a Student's Admission to an Internship Abroad – Appendix No. 1 to this measure.

Section 9

Other Provisions

- (1) To have the internship recognized as part of their studies and in order to receive their supervisor's evaluation, the student is obliged to enter into the homework vault of the relevant course, and in the records of the internship abroad, the following documents confirming its implementation:
 - a) Confirmation of completing the internship and the student's evaluation, prepared by the person guaranteeing the course and quality of the internship on the part of the Provider, within 14 days after returning from the internship – Appendix No. 2 to this measure,
 - b) Final report on the course of the internship abroad, with an evaluation of the plan of activities and planned outcomes, signed by the supervisor, within 14 days after the return from the internship – Appendix No. 3 to this measure.

Section 10

Final Provisions

- (1) This measure repeals the Measure of the Faculty of Economics and Administration, MU, No. 6/2019 effective from 1 April 2022.

- (2) I entrust the Vice-Dean for Research with the interpretation of the individual provisions of this measure.
- (3) Compliance with this measure will be checked by the coordinator for doctoral studies.
- (4) This measure belongs to the area of methodological procedure: "Study matters and fees related to doctoral programmes".
- (5) This measure comes into force on the date of its signature.
- (6) This measure comes into effect on 1 September 2023.

Appendices:

No. 1 – Record on a Student's Admission to an Internship Abroad

No. 2 – Confirmation of the Completion of an Internship Abroad and the Student's Evaluation

No. 3 – Final Report on the Course of the Internship Abroad

prof. Mgr. Jiří Špalek, Ph.D.
Dean
electronically signed