

Code:	RR/4/2024	
Reference number:	UTB/24/007662	
Type of document:	INTERNAL	
Category:	RECTOR'S DECREE	
Title:	Additional Internal Competition to Support International Cooperation for 2024	
Liability:	Tomas Bata University in Zlín	
Issue date:	1 May 2024	Version: 01
Effective from:	1 May 2024	
Issued by:	Rector	
Prepared by:	International Office	
In cooperation with:	Legal Services	
Pages:	6	
Appendices:	2	
Distribution list:	Vice-Deans of Faculties, International Office, employees, students, Deans, Director of the UNI	
Signature of authorized person:	Prof. Mgr. Milan Adámek Ph.D. m. p.	

Article 1

Introductory provisions

- (1) In this Decree, the Rector of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) has announced an additional internal competition – Support of International Cooperation with a focus on the mobility of doctoral students, academic staff and researchers who are employed at TBU, international academics, researchers and non-academic experts, and to support monitoring visits of TBU students to TBU partner institutions abroad (hereinafter referred to as the “competition”).
- (2) The competition is funded from the Programme Aimed to Support the Strategic Management of TBU (hereinafter referred to as the “TBU PASSM”) and is implemented at the institutional level.
- (3) The aim of the competition is to support international mobility of doctoral students and academic staff and researchers at TBU (hereinafter referred to as “mobility”). The above objectives have been set in accordance with the TBU Strategic Plan for the period 21+, Pillar C: Internationalization, Strategic goal 3.2: Encourage international mobility of students as well as members of academic and non-academic staff of TBU in Zlín, and Strategic goal 3.3: Foster strategic collaboration, partnership and building of capacity for the purpose of internationalization.

Article 2

Competition categories

- (1) The Rector of TBU has announced the competition in the following categories:
 - a) Support of international mobility of doctoral students at TBU (hereinafter referred to as the “TBU doctoral students”).
 - b) Support of short-term international mobility of TBU academic staff and researchers (hereinafter referred to as “TBU employees”).
 - c) Support of incoming mobility of international academics, researchers and non-academic experts at TBU.
 - d) Support of monitoring visits of TBU students to TBU partner institutions abroad.

Article 3

Competition deadlines

- (1) The deadline for the announcement of the competition is 1 May 2024.
- (2) The application submission deadline is 31 May 2024.
- (3) The deadline for a decision on the allocation of funding (hereinafter referred to as “funding”) is 15 June 2024.

Article 4

Description and terms and conditions of the competition

- (1) The TBU Rector has set the following terms and conditions for relevant categories:

a) Support of international mobility of doctoral students at TBU

- The term “mobility of TBU doctoral students” refers to a study period of 1 to 6 months taken by a TBU doctoral student at a foreign institution outside the Erasmus+ Programme Countries (specifically outside the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Liechtenstein, Norway, Turkey, North Macedonia and Serbia).
- The funding can be granted in the maximum amount of CZK 50,000 per 1 month of study period, but not more than CZK 300,000 for a six-month study period. The study period can be extended, but without additional financial support from the funds allocated to the TBU PASSM.
- The total amount of funding is set by the Rector in accordance with the proposal by the Committee established in compliance with Article 5.
- The mobility (including the return) must take place between 15 June 2024 and 31 December 2024.
- The application form which forms Annex 1 to this Decree is available on the website www.utb.cz / University / International / Support of International Cooperation.
- Applications shall be delivered in writing to the TBU International Office. Applications for each component part shall be submitted collectively by the Vice-Dean in charge of internationalization, or by the Dean of the Faculty or the Director of the UNI. The component part may set follow-up criteria for the selection of applications to be submitted for further proceedings to the TBU International Office, however, these criteria must be transparent and must not be in conflict with this Decree.
- Unless in conflict with Article 6 of this Decree, optional co-funding by the relevant component parts using their sources of funding may be provided.
- It is necessary to prepare and submit a final report on the appropriate form within 15 days of completion of the mobility. The form, i.e. Annex 2 to this Decree, is available on the website www.utb.cz / University / International / Support of International Cooperation. The final report shall contain the results and fulfilment of the mobility goals. The defences of the final reports shall take place in front of a committee appointed by the TBU Rector. Final reports shall be submitted to the TBU International Office.
- A maximum of 7 applications can be submitted by a component part.

b) Support of short-term international mobility of TBU employees

- The term “mobility of TBU employees” refers to teaching and research mobility of TBU employees of 1 to 4 weeks at a foreign institution.

- The funding can be granted in the maximum amount of CZK 20,000 per 1 week of stay of a TBU employee abroad (accommodation, meal allowances and travel costs at the location of the mobility period) and in the maximum amount of CZK 20,000 to cover travel costs to and from the location of the mobility period. Therefore, the maximum financial support is CZK 100,000 for a four-week stay of a TBU employee. Expenses beyond the scope of this support shall be covered by the relevant component part. The stay can be extended, but without any further financial support from the PASSM funds.
- The total amount of funding is set by the Rector in accordance with the proposal by the Committee established in compliance with Article 5.
- The mobility (including the return) must take place between 15 June 2024 and 6 December 2024.
- The application form which forms Annex 1 to this Decree is available on the website www.utb.cz / University / International / Support of International Cooperation.
- Applications (completed on prescribed forms) shall be delivered in writing to the TBU International Office. Applications for each component part shall be submitted collectively by the Vice-Dean in charge of internationalization, or by the Dean of the Faculty or the Director of the UNI. The component part may set follow-up criteria for the selection of applications to be submitted for further proceedings to the TBU International Office, however, these criteria must be transparent and must not be in conflict with this Decree.
- Unless in conflict with Article 6 of this Decree, optional co-funding by the relevant component parts using their sources of funding may be provided.
- It is necessary to prepare and submit a final report on the appropriate form within 15 days of completion of the mobility. The form, i.e. Annex 2 to this Decree, is available on the website www.utb.cz / University / International / Support of International Cooperation. The final report shall contain the results and fulfilment of the mobility goals. The defences of the final reports shall take place in front of a committee appointed by the TBU Rector. Final reports shall be submitted to the TBU International Office.
- A maximum of 3 applications can be submitted by a component part.

c) Support of incoming mobility of international academics, researchers and non-academic experts at TBU

- The term “mobility of international academics, researchers and non-academic experts” refers to teaching and research mobility of a minimum of 5 days at TBU. The maximum duration is not limited.
- The funding can be granted in the maximum amount of CZK 100,000. A condition for granting funding from the PASSM is the financial participation by the relevant component part in the amount of 10% of the allocated amount per application regardless of the mobility numbers or duration.
- One application may include an application for more than one mobility period, however, these must be related in terms of topic/specialization (e.g. mobility periods at the same department/studio or participation in one specific event).
- The total amount of funding is set by the Rector in accordance with the proposal by the Committee established in compliance with Article 5.
- The mobility must take place between 15 June 2024 and 6 December 2024.
- The application form which forms Annex 1 to this Decree is available on the website www.utb.cz / University / International / Support of International Cooperation.

- Applications (completed on prescribed forms) shall be delivered in writing to the TBU International Office. Applications for each component part shall be submitted collectively by the Vice-Dean in charge of internationalization, or by the Dean of the Faculty or the Director of the UNI. The component part may set follow-up criteria for the selection of applications to be submitted for further proceedings to the TBU International Office, however, these criteria must be transparent and must not be in conflict with this Decree.
- Unless in conflict with Article 6 of this Decree, optional co-funding by the relevant component parts using their sources of funding may be provided.
- It is necessary to prepare and submit a final report on the appropriate form within 15 days of completion of the mobility. The form, i.e. Annex 2 to this Decree, is available on the website www.utb.cz / University / International / Support of International Cooperation. The final report shall contain the results and fulfilment of the mobility goals. The defences of the final reports shall take place in front of a committee appointed by the TBU Rector. Final reports shall be submitted to the TBU International Office.
- A maximum of 3 applications can be submitted by a component part.

d) Support of monitoring visits of TBU students to TBU partner institutions abroad

- The term “monitoring visit” refers to an excursion taken by TBU students to TBU partner institutions abroad. These may include a university, a research institution, a non-profit organization, a gallery, a festival, a conference or a company.
- The minimum number of participants in the monitoring visits has been set at 10 students and 1 academic, researcher or other employee of TBU to accompany the student(s). The maximum number of participants is not limited and may be extended by students and employees of TBU in Zlín from different component parts than the applicant.
- The funding can be granted in the maximum amount of CZK 100,000 per a monitoring visit. The funding can be primarily used to cover accommodation, travel costs and meal allowances (in the case of employees) of participants and a supporting programme in the form of excursions. The total amount of funding is set by the Rector in accordance with the proposal by the Committee established in compliance with Article 5.
- The monitoring visit (including the return) must take place between 15 June 2024 and 6 December 2024.
- The application form which forms Annex 1 to this Decree is available on the website www.utb.cz / University / International / Support of International Cooperation.
- Applications (completed on prescribed forms) shall be delivered in writing to the TBU International Office. Applications for each component part shall be submitted collectively by the Vice-Dean in charge of internationalization, or by the Dean of the Faculty or the Director of the UNI. The component part may set follow-up criteria for the selection of applications to be submitted for further proceedings to the TBU International Office, however, these criteria must be transparent and must not be in conflict with this Decree.
- The selection of students and employees to participate in the monitoring visit will be made on the basis of a selection procedure held at the relevant component part. The selection committee shall be appointed by the Dean or the Director of the UNI. The main criteria in the selection process will be the academic performance of the students and the previous contribution of the staff to the internationalization of the component part. The minutes of the selection procedure shall be delivered to the TBU IO no later than 2 weeks before the start of the monitoring visit.

- Unless in conflict with Article 6 of this Decree, optional co-funding by the relevant component parts using their sources of funding may be provided.
- It is necessary to prepare and submit a final report on the appropriate form within 15 days of completion of the monitoring visit. The form, i.e. Annex 2 to this Decree, is available on the website www.utb.cz / University / International / Support of International Cooperation. The final report shall contain the results and fulfilment of the mobility goals. The defences of the final reports shall take place in front of a committee appointed by the TBU Rector. Final reports shall be submitted to the TBU International Office.
- A maximum of 1 application can be submitted by a component part.

Article 5

Committee

- (1) The TBU Rector shall appoint an expert committee to evaluate applications and prepare recommendations on the allocation of funding. In accordance with this recommendation, the TBU Rector shall decide on the allocation of the funding.
- (2) The Committee shall be made up of representatives of the student and academic community, with at least one of its members being a TBU student.
- (3) Details regarding the composition of the Committee will be made available before 15 May 2024 at www.utb.cz / University / International / Support of International Cooperation.
- (4) The evaluation criteria have been specified as follows:
 - Quality of the cooperating institution (according to international rankings such as THE, QS, for example) - weight: 30 %.
 - Conformity with the TBU strategic aims (<https://www.utb.cz/univerzita/uredni-deska/ruzne/strategicky-zamer>) - weight: 30 %.
 - Applicant's prerequisites for the fulfilment of the objectives set down (relevance of the application, current collaborations, applicant's prerequisites for proper implementation of the project) – weight: 40 %.

Article 6

Eligible costs

- (1) Activities that have been/will be funded from other projects not allowing funding from multiple sources cannot be funded within the announced competition.
- (2) Routine activities, standard updates of degree programmes and common workplace equipment (e.g. purchase of literature) cannot be funded from the funds of the TBU PASSM intended for the competition.
- (3) Eligible costs must be of a non-investment character.

Article 6

Final provisions

- (1) This Decree shall apply only to this competition announced to be funded from the resources allocated to the PASSM.

Document version			
Date	Version	Changed	Description of change
1 May 2024	01	International Office	Creation of document