

2025

**APPLICATION  
GUIDELINES**

FOR COTUTELLE GRANTS

# BARRANDE FELLOWSHIPS

CZECH-FRENCH DOCTORAL MOBILITY  
PROGRAMME

## Programme objectives

The French Institute in Prague (IFP) and the Czech Ministry of Education, Youth and Sports (MŠMT) jointly coordinate the Barrande fellowship programme, an exchange mobility programme for Ph.D. students between the Czech Republic and France. The programme provides 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.

The primary goal of the programme is to enhance international education exchange while encouraging scientific cooperation between French and Czech research teams. Students from both countries are encouraged to pursue research abroad and acquire new skills that they can further develop in their home countries. These students will play a key role in strengthening French-Czech bilateral relations. To support this objective, **the programme supports “cotutelles” and short-term research stays.**

**While the programme is open to all scientific fields,** it particularly encourages applications in the areas of environmental sciences, energy, mathematics, and information technologies.

## What is a “cotutelle”?

A “cotutelle” is a doctoral degree programme jointly offered by two partner higher education institutions, one in France and the other in the Czech Republic. **The research is conducted under the joint supervision of both a Czech and a French supervisor,** with each providing full academic guidance to the student. As part of the programme, the student spends time at both institutions in accordance with the “Convention de cotutelle,” an agreement co-signed by both universities. The programme typically lasts up to three years. Upon successful completion, **the student is awarded two diplomas, one from each institution.**

Applicants should initiate the process of finalising the “cotutelle” agreement as early as possible, as it is a requirement for receiving the scholarship.

## Eligibility

### 1. Nationality

The programme is open to all Ph.D. students registered at a Czech higher education institution for studies in France (excluding 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 in their second year of a master’s programme at the time of the call may apply. However, applicants must hold a higher education degree before their first stay abroad.

- **In France,** to register as a Ph.D. student, you must hold either a Master’s degree or obtain an equivalency certificate for the degree. The equivalency is granted by the French university.



Applicants for the Barrande fellowship should contact their French supervisor regarding the process for obtaining this certificate.

- **In the Czech Republic**, admission to a doctoral study programme requires a Master's degree. Refer to [the diagram of the education system](#) in the Czech Republic for more details.

Applicants must be enrolled in a doctoral study programme at both a Czech and a French university.

### 3. Faculty requirements

- **In the Czech Republic.** Applicants from French universities should carefully review the Application Procedure and Admission Requirements for the 2025/2026 academic year, as published by their target faculty in the Czech Republic and check the application submission deadline and apply for a full-time doctoral programme through the faculty's registration system. Official information is available on the website of the target public higher education institution in the Czech Republic ([MŠMT](#), [Study In](#)).

- **In France.** Applicants from Czech universities can find general information about Ph.D. enrolment in France on the [Campus France website](#). Specific registration procedures are available on the websites of the targeted doctoral school ([list and links to all French doctoral schools](#)).

### 4. Language requirements

The programme is open to English speakers, provided that the thesis supervisor from the French or Czech institution agrees to English being the language of the Ph.D.

## Fellowship

The programme offers grants to Ph.D. students participating in a "cotutelle" between France and the Czech Republic. The fellowship is awarded for each research stay abroad. Fellowship recipients, who are **registered at a Czech or French university**, undertake a 5-month stay abroad each calendar year, for a maximum of 3 years and a total of up to 15 months.

Fellowship recipients receive a monthly stipend of approximately **1,690 EUR** in France or **35,000 CZK** in the Czech Republic.

Stays abroad are ideally scheduled to begin on **October 1<sup>st</sup> or November 1<sup>st</sup>, 2025**, following the schedule below:

Stay 1: October 1<sup>st</sup>, 2025 – February 28<sup>th</sup>, 2026

Stay 2: October 1<sup>st</sup>, 2026 – February 28<sup>th</sup>, 2027

Stay 3: October 1<sup>st</sup>, 2027 – February 29<sup>th</sup>, 2028

or

Stay 1: November 1<sup>st</sup>, 2025 – March 31<sup>st</sup>, 2026



**BARRANDE  
FELLOWSHIPS**



Stay 2: November 1<sup>st</sup>, 2026 – March 31<sup>st</sup>, 2027

Stay 3: November 1<sup>st</sup>, 2027 – March 31<sup>st</sup>, 2028

Travel between France and the Czech Republic is at the expense of the fellowship holder.

**Note:**

- The programme supports the mobility of students to their host institution. It does not provide for a research contract for the full duration of a Ph.D.
- Due to the organisation of doctoral studies in France, some flexibility in the mobility schedule may be allowed. However, the total number of supported months will remain 15.

## Supervision

Applicants should contact their chosen academic supervisor or faculty/department, introduce themselves, present their academic achievements, specify the programme they wish to pursue and indicate the intended period of their stay. They should also mention that they are applying for the Barrande Fellowship.

It is advisable for applicants to first inquire about any existing French-Czech partnerships at their home university. If no such connections align with their research theme, they are encouraged to take the initiative in establishing them.

## Application package

- **Academic CV** (maximum 2 pages) in English  
Include the applicant's contact details (personal and professional e-mail addresses and phone numbers).
- **Cover letter** (maximum 2 pages) in English  
Outline the applicant's motivation for applying for the fellowship, present the research subject, and explain why the applicant wishes to conduct research at the specific foreign university.
- **Project Description** (maximum 2 pages, with references on the 3<sup>rd</sup> page) in English  
Provide an overview of the research topic, outlining the research objectives, methodology, and expected outcomes. Include a detailed study plan with a timeline. Provide the names and contact details of both the Czech and French supervisors, as well as the expected dates of each stay abroad.  
→ Please note that the header must include the following information: Applicant's last and first name - Thesis subject - Supervisors' last and first names and university addresses.

- **Signed Recommendation Letter from the Supervisor at the Home University (on institutional letterhead)**

The letter should confirm the supervisor's support for the research project and their agreement to joint supervision. Written in English, it should specify the expected dates of the student's stay at the foreign institution and highlight the student's academic qualities and research work. The letter should also explain the benefit of conducting the research under the cotutelle framework.

→ [Appendix 1 may be used as a template.](#)

- **Signed Recommendation Letter from the Supervisor at the Foreign University (on institutional letterhead)**

This letter should confirm the supervisor's agreement with the student's research project, their willingness to host the student, and their commitment to joint supervision. It should be written in English and include the expected dates of each stay abroad. The letter should explain the reasons for establishing the cotutelle (e.g. complementarity of expertise) and outline any potential success factors.

→ [Appendix 2 may be used as a template.](#)

Where necessary, the supervisor may state that the invitation to the foreign institution is conditional upon the student's completion of their Master's programme at the home university.

By signing the letter, the supervisor agrees to inform the faculty, doctoral school, or higher education institution about the student's intention to apply for the Barrande Fellowship and provide the applicant with contact details for staff responsible for practical matters once selected.

- **Transcript of the Most Recent Academic Achievements**

Provide a transcript of records or a copy of the Diploma Supplement issued by the university, covering the most recently completed degree programme.

## How to apply

The application process will take place on the platform <https://studujnavs.gov.cz/>, managed by DZS. Please follow these application steps:

1. Select the appropriate call:
  1. You are a student registered in France:  
<https://www.studujnavs.gov.cz/aktivita/101>
  2. You are a student registered in the Czech Republic:  
<https://www.studujnavs.gov.cz/aktivita/99>
2. Click on "submit" under the appropriate call
3. Log in or create an account on the platform
4. Create a new application, complete all mandatory fields, and upload the required documents before the deadline on January 26<sup>th</sup>, 2025.



**All materials should be submitted in PDF format, following these rules:**

Each document should be named using the following template: LAST NAME First name – Document title (*Example: SMITH John – CV*)

**Please note that all documents (without any exception) must be uploaded in order to submit your application.**

On the platform, you will need to select one of the following academic fields to ensure your application is reviewed by the appropriate selection committee:

- Human Life Sciences and Health (LSH)
- Biology & Environment (B&E)
- Social Sciences & Economics (SSE)
- Humanities (H)
- Chemistry (CH)
- Physics/Engineering (PE)
- Maths/IT/Systems Engineering (MITSE)

## Selection procedure

1. The **Czech National Agency for International Education and Research (DZS)** will verify the eligibility of each applicant and ensure the formal completeness of their application.
2. Based on the quality of the written applications, interviews will be held **in the second half of February 2025.**

The interviews will last 20 minutes, consisting of a 10-minute presentation by the applicant followed by a 10-minute discussion with the jury.

Applicants will be evaluated according to the criteria listed below, using a 10-point scale to assess each criterion:

- Quality and soundness of the written application
- Quality and scientific relevance of the applicant's research project
- Organisation and added value of the cotutelle project
- Importance and relevance of the research project to the applicant's professional development
- Value of the academic support provided by the applicant's thesis supervisor(s)
- Applicant's professional competence to successfully complete the research project
- Quality of the oral presentation
- Overall assessment of the application

Candidates whose research projects score less than 70% of the maximum possible points will be eliminated from the competition. Achieving a score above 70% does not automatically guarantee the award of the fellowship.

## Awarding ceremony

The awarding ceremony for the Barrande Fellowship laureates will take place in May 2025, at either the French Embassy or the French Institute in Prague, in the presence of the French Ambassador to the Czech Republic. All awarded students registered in the Czech Republic are expected to attend.

## Other important notes

### Accommodation

- **In France.** Finding accommodation in France can be challenging, particularly in larger cities. It is highly recommended that students begin their search early and contact the doctoral school at their host university.  
Depending on their status, students may be eligible for assistance from Campus France in finding accommodation in a university residence. Additionally, students can apply for state housing benefits ("Aide pour le logement – APL") once they arrive in France. Applications are processed through the Caisse d'Allocation Familiale (CAF), in the host city.
- **In the Czech Republic.** Affordable accommodation in student dormitories is available as well as access to meals at student catering facilities. Fellowship holders must apply for accommodation at the receiving faculty well in advance of their arrival. Students staying in university dormitories are responsible for covering their lodging expenses. Applicants research stays in the Czech Republic should contact the host higher education institutions or faculties regarding accommodation options.

## Calendar

Tuesday, November 26 <sup>th</sup> , 2024	Information webinars
Sunday, January 26 <sup>th</sup> , 2025	Application deadline
February 2025	Evaluation Committees (oral presentations)
April 2025	Announcement of results
May 2025	Awarding ceremony

## Contacts

For applicants from the Czech Republic	For applicants from France
<p>Latifa Hamani <a href="mailto:latifa.hamani@ifp.cz">latifa.hamani@ifp.cz</a> Science officer Institut français de Prague Štěpánská 35 - PO BOX 850 - 111 21 Prague 1 Phone: (+420) 221 40 10 03 Website: <a href="http://www.ifp.cz">www.ifp.cz</a> and <a href="http://cz.ambafrance.org">cz.ambafrance.org</a></p>	<p>Pavel Rybář <a href="mailto:pavel.rybar@dzs.cz">pavel.rybar@dzs.cz</a> Bilateral and Multilateral Programmes Unit DZS   Czech National Agency for International Education and Research Na Poříčí 1035/4 - 110 00 Prague 1 Phone: (+420) 221 850 505 Website: <a href="http://dzs.cz">dzs.cz</a></p>





## Appendix 1: Letter from the Supervisor at the home university

[Insert institution letterhead]

At [place], on [date],

**Subject:** Letter of Recommendation for the Barrande Fellowship

To the Barrande Fellowship Committee,

I, [First Name – Last Name – Position] in my role as the supervisor at [Institution's name], am pleased to recommend [First Name – Last Name of the applicant], a [Ph.D. student/prospective Ph.D. student] at [home institution's name], for the Barrande Fellowship as part of a [cotutelle] programme.

[Provide an introduction to the Applicant, highlighting their research work and academic achievements.]

[Explain the significance of the applicant's research and the benefits of their collaboration with the foreign institution, including how this aligns with the expertise of both institutions. — Include references to relevant publications, projects, or joint initiatives between the home and foreign institutions, if applicable.]

In summary, I strongly and unreservedly recommend [First Name – Last Name of the applicant] as an outstanding candidate for the Barrande Fellowship Programme.

I fully support the proposed research project and agree to jointly supervise the research with [First Name – Last Name –Position of the supervisor at the foreign institution] at [Foreign institution's name]. The expected dates for the research stays are as follows:  
[List the expected dates of the stays at the foreign institution.]

Sincerely,

Signature

[First Name – Last Name  
Position  
Institution  
E-mail  
Telephone number]



## Appendix 2: Letter from the Supervisor at the Foreign University

[Insert institution letterhead]

At [place], on [date],

**Subject:** Letter of Recommendation for the Barrande Fellowship

To the Barrande Fellowship Committee,

I, [First Name – Last Name –Position] in my role as the supervisor at [Institution’s name], am pleased to invite [First Name – Last Name of the applicant], [a Ph.D. student/prospective Ph.D. student] to participate in in a [cotutelle] at [Institution’s name].

[Provide an introduction to the Applicant, including an overview of their research work.]

[Explain the interest in hosting the applicant, emphasizing the relevance of their research and the relationship between the home and host institutions. Highlight the expertise of the host laboratories/research centres with references to publications, projects, etc.]

In short, I strongly and without reservations recommend [First Name – Last Name of the applicant] as a candidate for the Barrande Fellowship Programme.

In summary, I strongly and without reservation recommend [First Name – Last Name of the applicant] as a candidate for the Barrande Fellowship Programme. I fully support their proposed research project and agree to jointly supervise the research with [First Name – Last Name – Position of the supervisor at the home institution] at [home institution’s name]. The expected dates for the research stays are as follows:

[List the expected dates of the stays at the foreign institution.]

Sincerely,

Signature

[First Name – Last Name

Position

Institution

E-mail

Telephone number]

