



# EDITAL

## UNIGOU TRAINING JULY 2023



**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 Training Program starting in July 2023.

The UNIGOU Training Program has been tailored for Brazilian undergraduate, masters, and doctoral students who aim to improve their scientific and professional skills within an international environment.

The UNIGOU Training Program gives Brazilian students the possibility to engage in scientific training practices in an **online environment**. The participants of the program are encouraged to extend their knowledge and gain new experiences to enhance their careers in an international context.



THE UNIGOU TRAINING JULY 2023		
ACTIVITY	DESCRIPTION	OUTCOME
<b>Scientific Training</b>	140 hours of online activities: active learning, academic practices and assignments	<ul style="list-style-type: none"><li>• Article published at INCBAC media</li><li>• Certificate of completion</li></ul>
<b>Professional Webinars</b>	Topics covering professional and academic development and aspects of a carrier abroad	<ul style="list-style-type: none"><li>• Enhancement of professional skills in an international context</li></ul>

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## INCBAC INSTITUTE

The Institute of Czech-Brazilian Academic Cooperation (INCBAC Institute) is dedicated to fostering strong bilateral relations between the Czech Republic and Brazil by establishing high-quality academic collaborations. The primary objective of the INCBAC Institute is to facilitate project development among Czech and Brazilian universities and research centres. It supports activities that directly contribute to scientific awareness in both countries and promotes programs that enhance the knowledge and skills of students and researchers involved.

The UNIGOU Program is sheltered by the INCBAC Institute, with the support of the Ministry of Education of the Czech Republic, the Embassy of the Czech Republic in Brasilia, and the Embassy of Brazil in Prague. This program plays a crucial role in advancing the mission of the institute by promoting scientific awareness in both countries and preparing students and researchers for active participation in international cooperation.

Continuing its longstanding tradition, the INCBAC Institute is delighted to announce the upcoming season of the UNIGOU Training program. This program provides Brazilian students with an exceptional opportunity to engage in research learning and practices that adhere to international standards. The training takes place online, allowing students to expand their knowledge and gain valuable experience through Scientific Training and Professional Webinars. This, in turn, strengthens their potential for collaboration within the international scientific community, aligned with their respective fields of interest.

The program focuses on the comprehensive academic, scientific, and professional development of all participants within a multicultural environment. By actively involving them in international scientific practices, the UNIGOU Training Program not only enhances their professional skills but also contributes to their personal and cultural growth.



*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 in Brazil*



*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 TRAINING PROGRAM

The UNIGOU Training has been tailored to Brazilian undergraduate, masters, and doctoral students seeking to enhance their scientific and professional abilities within an international environment. The Program aims to boost the skills of participants by developing their knowledge and capabilities and enabling them to make valuable contributions to the international scientific community in their respective fields of interest.

The UNIGOU Training Program has the duration of approximately 140 hours. Throughout this period, Brazilian students engage in various activities and acquire knowledge and skills pertaining to international standards for scientific practices and academic writing. Moreover, they will be encouraged to demonstrate their proficiency by writing and publishing a scientific article as a mandatory component of the program. The UNIGOU Training Program consists of the following two parts (a complete description is available in two individual chapters located at the end of this document):

### SCIENTIFIC TRAINING

For more information, see page 11.

Participants of the UNIGOU Training program are encouraged to attend the Scientific Training, which is designed to elevate their academic and professional growth and proficiency in research. This comprehensive training aims to refine scientific writing and publishing skills in accordance with international standards, fostering ability to contribute to the global scientific community.

The Scientific Training part of the program consists of 140 hours of online activities, including lectures and practical exercises. Participants will receive guidance on writing and publishing an international scientific article in their fields of interest. This includes important academic practices such as conducting a thorough literature review, identifying research gaps, formulating hypotheses, and more.

Upon successful completion of the Scientific Training part of the program, participants will have the opportunity to have their articles published in the official media of INCBAC (Institute of Czech-Brazilian Academic Cooperation) and will be awarded a certificate of completion, acknowledging their dedication and successful participation in the program.

### PROFESSIONAL WEBINARS

For more information, see page 13.

Participants of the UNIGOU Training Program will be granted the opportunity to engage in Professional Webinars and attend a range of scheduled events. This part of the program aims to cater to the holistic development of participants, encompassing their personal, professional, and academic growth.

The Professional Webinars will cover diverse topics and address essential skills, such as effective self-presentation, preparing for the international application process, crafting a compelling CV and motivation letter, and more. They will target various cultural aspects related to studying and working abroad, offering insights into the challenges faced by professionals working abroad and providing guidance on adapting to a foreign environment. Furthermore, participants will be presented with information on study opportunities available in the Czech Republic.

By participating in the webinars, participants will gain invaluable knowledge, skills, and cultural insights that will aid them in their personal, professional, and academic journeys.



## GENERAL INFORMATION AND REQUIREMENTS

**Areas of Interest:** all areas: pure sciences, applied sciences, engineering, technologies, humanities, linguistics, arts.

**Communication language:** English

### Duration of the UNIGOU Training

- Beginning on 15/07/2023
- Scientific Training: 140h of online activities to be accomplished according to the availability of each participant and concluded maximally until September 30th.
- Professional Webinars: typically scheduled once or twice per week and distributed along the duration of the UNIGOU Training Program.
- The participants have flexibility to accomplish the 140 hours of Scientific Training Program but all activities must be concluded by September 30<sup>th</sup>, including the submission of article

### Requirements for Participation

- English fluency – you do not need to send any certificate; your fluency will be verified by a dedicated test prepared for this purpose; you will receive an access link to the test platform upon applying to the program.
- Regular enrolment at a home university certified by MEC in an undergraduate, master's or doctorate program.
- Having completed at least 1 year of the undergraduate program at the home university.
- Interest and motivation to commit to the UNIGOU Training Program.
- Reliability, responsibility and an ability to perform on tasks independently.

## STEPS TO BECOME A PARTICIPANT OF THE UNIGOU TRAINING PROGRAM

1. Verify that you fulfil all the requirements of the program.
2. Complete and submit your online Application Form available on [www.unigou.org](http://www.unigou.org)
3. Once your online application is approved, you will receive detailed instructions via email on how to proceed with the registration process for the UNIGOU Training program. This email will contain links that will enable you to complete your Registration Form and access the English Proficiency Assessment Test.
  - Make sure to check your spam box regularly as the messages may end up misplaced
4. Proceed by filling out the registration form and completing the English Proficiency Assessment Test.
5. After your English proficiency is verified, you can expect to receive an email within 7 days confirming your eligibility for the program. This email will also provide instructions on the final registration steps, including details about the registration fee that is required to complete your registration.
6. By completing the final steps of concluding your registration, you will be officially registered for the UNIGOU Training Program!

We are excited to have you join the UNIGOU Training. We look forward to your participation!





## REGISTRATION FEE

Each UNIGOU Training 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 is already fully-registered and will have granted access to the Scientific Training and Professional Webinars.

The Registration Fee is paid only once and it is meant to bear the expenses related to the preparation and maintenance of the UNIGOU Training Program, such as processing of applications, execution of the selection process, maintenance of servers and staff, expenses related to communication and online platforms used during the program, etc. The UNIGOU 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 is covered at the online payment gate, with the use of a payment card (any standard credit or debit card). The UNIGOU Training Payment Gate is maintained by an international payment processing infrastructure provided by the Stripe technology company (also used by Google, Zoom, Booking.com, etc.).

## CALENDAR

Key dates:

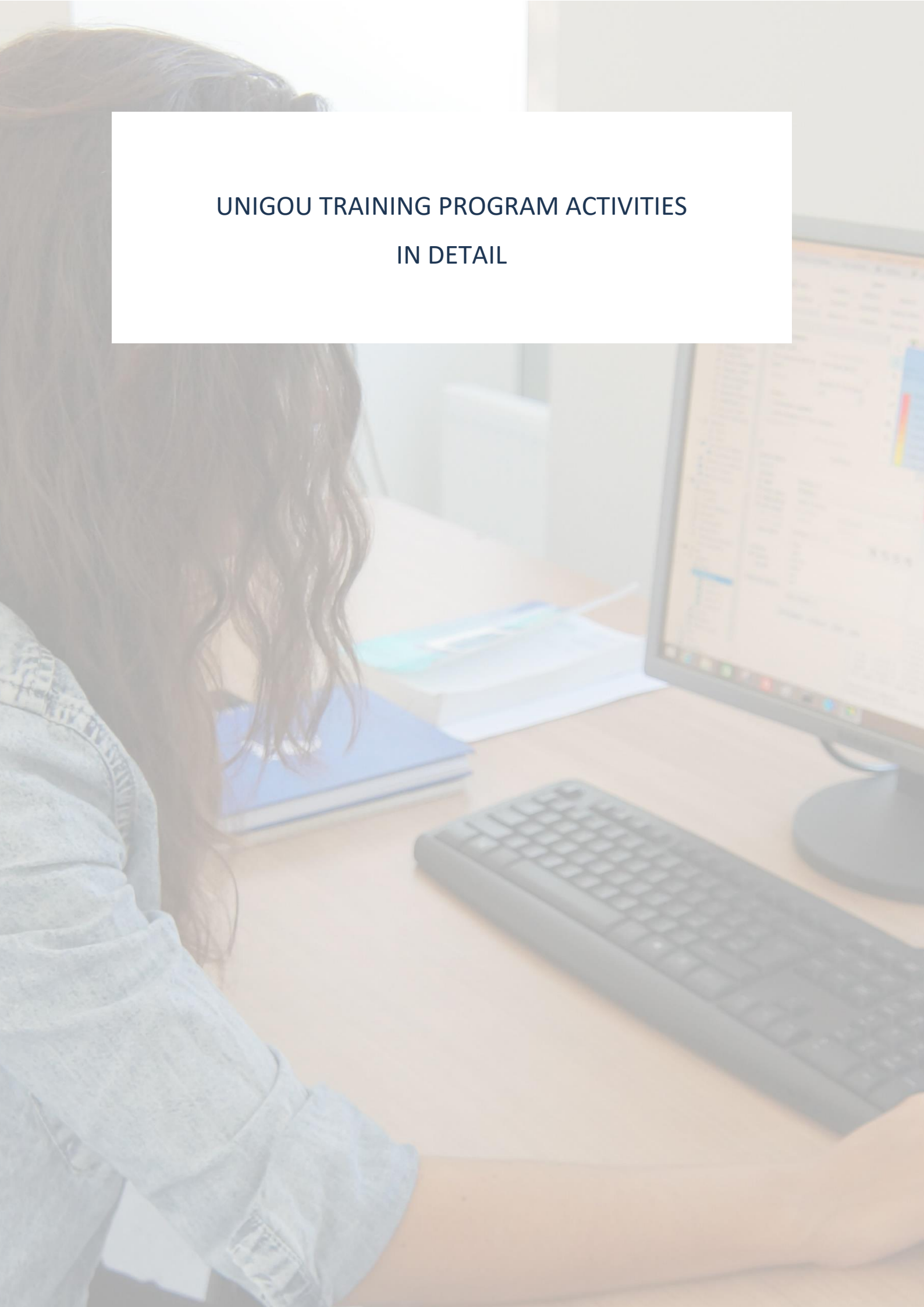
Applications for the UNIGOU Training Program:	<b>01/06/23 - 10/07/23 (extended)</b>
Online Assessment test and processing of applications:	<b>09/06/23 - 12/07/23</b>
UNIGOU Training Program Period:	<b>15/07/23 – 30/09/23</b>
UNIGOU Training Program Time Load:	<b>140 hours (lectures and practices)</b>

- UNIGOU Training Program is conducted online, providing participants with the full flexibility to customize their schedules of lectures and practices and accomplish the program in accordance with their time availability.
- All activities must be concluded maximally until **September 30<sup>th</sup>**, including the submission of the Scientific Training article.



*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 the UNIGOU. Two months passed away and I can clearly notice and feel that I learned a lot during this time.*

—  
*Alessandro (UNICAMP)*

A person with long, wavy brown hair is seen from the side, sitting at a light-colored wooden desk. They are wearing a light blue denim jacket. In front of them is a computer monitor displaying a software interface with various charts and data. A black keyboard is on the desk. To the left of the keyboard is a blue folder or notebook. The background is slightly blurred, showing a white wall and a window. A white rectangular box is overlaid on the top half of the image, containing the text.

## UNIGOU TRAINING PROGRAM ACTIVITIES IN DETAIL

## IN DETAIL – SCIENTIFIC TRAINING

The students participating in the UNIGOU Training Program will undergo the Scientific Training, where they will be guided toward key aspects of the academic development and improvement of their research skills and scientific publishing skills, within international standards.

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 publication within international standards. Each participant is encouraged to demonstrate their proficiency by writing a scientific article. The articles written by the students will be published in the INCBAC official media.

Scientific Training consists of a set of online courses and instructions, with a duration of up to 2 months. 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 divided into several thematic modules, covering the below-mentioned topics, following the given structure:

### Introduction to the academic environment (approx. 1 h):

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

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

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

### Review of the literature (approx. 1 h):

- Fundamental basis of every research and every scientific publication.
- Assignment (approx. 40 h exercise): definition of a topic of interest and preparation of a thorough literature review to sustain the topic and show the research gap.

### Scientific knowledge databases (approx. 2 h):

- How to find relevant content related to the research in question.
- Open access databases and advanced research databases of information.

### Referencing of information sources (approx. 1 h):

- The issue of plagiarism in science.
- How to properly cite and reference non-original information taken from other authors.
- Staying organized – reference management software.

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

- The concept of a research paper: from the first draft to the final structure.
- Essential sections of the research paper in detail.
- Useful tips for effective writing.

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

- Best practices to properly developing the methodology and conveying your research findings. General principles, norms, and rules of scientific integrity.
- Assignment (approx. 80 h exercise): drafting a scientific review paper, including a 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): finalizing the research paper including proper referencing of the non-original information and citing 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 note that the Scientific Training part of the program was developed with the purpose of enriching the knowledge and research skills of each student who undertakes the UNIGOU Training 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.

The Scientific Training will only be considered concluded by students who:

- 1 – Complete all sets of lectures
- 2 – Write the scientific article following the guidelines provided in the Scientific Training
- 3 - Submit the scientific article to INCBAC following the specified deadlines

The students who fail to accomplish any of the previous steps will not have concluded the Scientific Training and will not be entitled to receive the certificate of completion.

#### OUTCOMES OF THE SCIENTIFIC TRAINING

- ❖ Certificate of completion of the Scientific Training part of the UNIGOU Training Program, issued by the INCBAC Institute and received only upon proper completion of all scheduled activities of the Scientific Training;
- ❖ Research article published in the INCBAC official media;
- ❖ Enhancement of the academic skills of each participant, within the scope of international standards.

## IN DETAIL – PROFESSIONAL WEBINARS

The students participating in the UNIGOU Training will have the opportunity to join the Professional Webinars and attend all scheduled events, where they will have a chance to hear about general topics targeting various areas related to academic and professional growth.

Professional Webinars will consist of several online lectures that will aim at the personal, professional, and academic development of the participants, as well as an overview of the academic system in the Czech Republic, including Master's and doctorate programs and study opportunities in the Czech Republic. The webinars will also focus on the development of self-presentation skills, key aspects of appealing CVs and motivation letters, 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 and multicultural environment, such as language and communication barriers, adaptation to a foreign workplace, written and behavioural etiquette, etc.

The Professional Webinars will be hosted on an online broadcast platform (YouTube Live), and the participants may be asked to subscribe in advance to the webinars that interest them. In this way, INCBAC and the 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 and email notification to all the participants of the UNIGOU Training Program. The available sessions may cover the following topics and more:

- Preparation for international application process: CV and motivation letters
- Self-presentation: social media; online and personal interviews; Public speaking
- Introduction to the Czech Republic and its academic environment
- Overview of Master's programs of the Czech Republic
- Overview of doctorate programs of the Czech Republic
- Communication in multicultural environment: challenges and successful stories
- Academic integrity and ethics in science
- Studying Effectively: tricks and tips to keep yourself motivated during university studies.

