

# **2019 Memorandum**

## **Agreement to Cooperatively Operate Educational Programs**

On the basis of the principles of equality and mutual benefit and through friendly consultations, this memorandum is signed by the Faculty of Humanities, Charles University Fakulta humanitních studií UK, (hereafter referred to as "FHS") and Academic Travel Abroad (hereafter referred to as "ATA"). This memorandum describes the cooperative operation of the CET Prague programs and short-term programs for North American students at Charles University by FHS and Academic Travel Abroad's division, CET Academic Programs (hereafter referred to as "CET").

Charles University is a legal entity lawfully created and validly existing under the laws of the Czech Republic. ATA is a legal entity lawfully created and validly existing under the laws of the District of Columbia, USA. FHS and CET serve as working departments of Charles University and ATA.

Through many friendly discussions, FHS and CET have reached an agreement based on the following terms and conditions.

This contract supersedes all previous agreements signed between FHS and CET in Prague and in Washington, DC.

### **Article 1**      Program Management

#### **A.** FHS's duties

- 1.** Complete all preparations for university enrollment, elective courses, classroom space and other services enumerated in this agreement.
- 2.** Provide CET students with the documents required to allow them to study in the Czech Republic. Necessary forms and information will be provided according to the timetables described in Article 2.
- 3.** Enroll CET students as visiting foreign students for one semester, and arrange for issuing Charles University identification cards for them. FHS will also provide CET with no fewer than five signed and stamped original copies of a document listing the CET students' names, confirming them as students of FHS.
- 4.** Approving all CET syllabi and professor CVs.
- 5.** Issue official FHS academic transcripts for CET students upon completion of the program.
- 6.** Coordinate with CET to provide good management of academics and instructors.
- 7.** Arrange for CET students to be allowed to enroll in English language courses at FHS, which are taught according to the standard FHS academic calendar. FHS will notify CET of English language course offerings shortly after they have been determined. FHS will work with CET to ensure that CET students can complete all of their coursework by the end of the CET semesters, around December 15<sup>th</sup> (fall) and May 15<sup>th</sup> (spring). CET has set a limit of one FHS course per CET student per term.
- 8.** Coordinate with CET's representatives to resolve unforeseen problems.

#### **B.** CET's duties

- 1.** Take responsibility for the work of recruiting students.

2. Take responsibility for the work of managing and educating CET students.
3. Take responsibility for the work of managing the program's academics and instructors.
4. Take responsibility for the overall curriculum design, and approving course syllabi and texts selected by the instructors.
5. Hire and remunerate both Charles University professors and non-Charles University professors to teach in the program.
6. Fire or dismiss unsuitable instructors.
7. Take responsibility for organizing a variety of activities for CET students.
8. Take responsibility for recruiting and removing Czech Roommates when necessary.

Representatives hired by both parties will take responsibility for organizing and implementing the above.

**Article 2**      Program Operation

**A. Terms**

The specific semester start and end dates of each long-term program are to be determined by CET.

**2019 Program Dates**

Spring	January 16 – May 16
Summer	May 24 – July 31
Fall	August 21 - December 19

**B. Enrollment**

CET will notify FHS of the number of applicants immediately after the application deadline, according to the following schedule:

Fall term enrollment	June 1
Spring term enrollment	November 1
Summer term enrollment	March 31

CET will notify FHS of the final number of students for each term according to the following schedule:

Fall term enrollment	July 1
Spring term enrollment	December 15
Summer term enrollment	May 1

**C. Visas**

No later than eighty days prior to the starting date of fall and spring terms, CET will provide FHS with all information necessary for FHS to issue the documents that are required for processing individual entry visas for the students enrolled in the program.

This information includes confirmation of student enrollment and confirmation of accommodations in a Charles University dorm, if necessary. No later than ten business days following receipt of this information, FHS will process the necessary forms for each student. No visas are necessary for the summer term programs.

**D. Transcripts**

In the name of Charles University, FHS will issue transcripts of work completed on forms acceptable to CET within one week after the final grades are submitted by CET. Original transcripts will bear the Charles University school seal and will be mailed from CET's Prague office to CET's Washington office. CET's Washington office will then mail transcripts to students' home institutions. Transcripts should be provided in English, bearing the appropriate seals and stamps.

**E. Student Identification Cards**

CET will submit a list of student names, birthdays, passport numbers and addresses to FHS so that FHS may enter the students' information into their database, enroll them into the Faculty and arrange for issuing their identification cards.

**F. Confirmation of Enrollment Document**

No later than two weeks before the beginning of the semester, FHS will also provide CET with a minimum of five original copies of a signed and stamped document listing the CET students' names, confirming them as students of FHS.

**G. Discipline**

CET staff is responsible for strictly requiring that students participating in the CET program obey the Czech laws and Charles University rules and regulations, and take good care of Charles University property. If a CET student breaks a Charles University regulation or damages Charles University property, that student will be responsible for his/her actions. CET and its staff will have no criminal or civil liability whatsoever for any violation of Czech law or Charles University regulations, or damages to Charles University property by the students. The CET staff's responsibility in case of misconduct by any students enrolled by CET is limited to taking disciplinary action against any offending student.

**H. CET Director of Prague Programs and Resident Director(s)**

The CET Director of Prague Programs and Resident Director(s) will manage the programs in Prague.

**Article 3**      Short Term Programs

CET operates its Jewish Studies and Central European Studies programs in cooperation with FHS. In addition to these programs, CET occasionally operates short term academic programs in Prague from one week to one month in duration. Students on these programs receive academic credit at their home institution. While doing academic work in Prague, students listed as Charles University students can have full access to resources such as archives, National Library, or Jewish Museum Library.

**A. CET's Responsibilities**

- 1.** CET will provide FHS with a list of all students participating in short academic programs in Prague.

2. CET will remunerate FHS \$100.00 per group. CET anticipates about three groups of short programs per year. Payment will be made no later than two weeks before the date of arrival of students in Prague.

**B. FHS's Responsibilities**

FHS will create two signed and stamped original copy of a document listing the CET students' names, confirming them as students of FHS through CET.

**Article 4**      Fees, Facility Usage, and Services

**A. Administration fee**

CET agrees to pay FHS group administration fee for their students on a semester to semester basis, according to the following schedule, which is based upon total combined semester enrollment into the Jewish Studies in Prague and Central European Studies in Prague Programs:

Spring & fall semesters (16 weeks):

<u>Students per semester</u>	<u>Price per group</u>
1 – 14 students:	\$4,250
15 – 19 students:	\$6,250
20 – 24 students:	\$8,250
25 – 29 students:	\$10,550
30+ students:	\$12,750

Summer semester (6-8 weeks):

<u>Students per semester</u>	<u>Price per group</u>
1 – 14 students:	\$2,250
15 – 19 students:	\$3,250
20 – 24 students:	\$4,250
25 – 29 students:	\$5,250
30+ students:	\$6,250

CET agrees to transfer the funds to FHS no later than two weeks before the beginning of the CET semester. FHS will be responsible for submitting all of the necessary bank information to CET before the transfer.

CET will be responsible for paying FHS fee based upon the actual number of students who attend the program. In the case that a student withdraws from the program before the first day of the program, they will not be included into the final count of CET students for the purposes of calculating the fee. Students who withdraw on or after the first day of the program will be considered as enrolled in the program for the purposes of FHS fee. Should CET need to refund a student his/her fees following a program's commencement due to an unforeseen event, CET and Charles University will equally share the burden of the student refund. All refunds can be credited to future CET semesters.

**B. FHS English-Language Electives**

With CET's approval, every student will have the right to enroll in a maximum of one English-language elective course at FHS. CET agrees to pay FHS an additional fee in the amount of \$300 for each student enrolled in an FHS course.

**C. Classrooms and related fees**

Upon agreement FHS will provide classrooms for CET courses at FHS facilities. CET must notify FHS about their classroom needs (number and schedule) in advance according to the following schedule:

Fall term: May 15  
Spring term: November 15  
Summer term: April 15

CET agrees to provide FHS with one month's notice in the event that they would like to reserve a classroom for a special event or lecture. The charge for all classrooms will be \$100 per hour.

**D. Computer and Library Access**

CET students can use the FHS computer facilities at Jinonice, including email and the internet at no additional charge. Students will pay a nominal fee set by the service provider for printing. Students will pay the same fee for printing as FHS degree students.

Library use

CET students will be granted access to FHS libraries to aid them in their academic research. FHS will assist CET to provide CET students with access to the English language library.

**E. Office access**

FHS will permit the staff of CET to use its office equipment (copiers, fax and printers) as needed at no additional cost to CET.

**F. CET E-mail**

FHS will provide the Director of Prague Programs and Resident Director(s) in Prague with e-mail addresses that s/he may use throughout the term of this contract. Currently, these addresses are [CETPrague@fhs.cuni.cz](mailto:CETPrague@fhs.cuni.cz) and [CETCES@fhs.cuni.cz](mailto:CETCES@fhs.cuni.cz).

**G. Additional issues**

FHS and CET will work together in good faith to address any and all additional issues which may arise throughout the term of the contract. CET reserves the right to hire an outside provider for all services not enumerated in this contract, or to hire FHS.

**Article 5**      Future Cooperation

- A.** CET and FHS agree to work together to develop a more robust partnership, to the benefit of both institutions and their students.

**Article 6**      Integration, Language, Term and Validity of Memorandum

- A.** This Memorandum represents the final agreement between the parties and neither party will violate or disavow this agreement during the period during its term of validity.
- B.** In the event that CET needs to cancel the program before any given term due to low enrollment, there will be no cancellation penalty and no tuition will be paid to FHS for that term.

- C.** The term of the validity of this Memorandum for 365 days, beginning on January 1, 2019 and ending on December 31, 2019.
- D.** The term of the Memorandum may be extended upon the written agreement of both parties.
- E.** This memorandum is valid and enforceable from the time it is signed by the CET Director of Prague Programs and the Dean of FHS.

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Marie Pětová  
Dean, FHS  
Charles University

Date: 27. 12. 2018

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Kimberly Strozewski  
Director of Prague Programs  
CET Academic Programs

Date: 21. 12. 2018