

EXHIBIT FOR SUMMER 2019 STUDY ABROAD COURSES, ARISING FROM THE SERVICE PROVISION AGREEMENT FOR SUMMER STUDY ABROAD COURSES ON A FEE PAYING BASIS SIGNED IN MARCH 27<sup>TH</sup>, 2015 AND EXECUTED BY UNIVERZITA KARLOVA (TAX ID CZ00216208, LOCATED AT NÁM. JANA PALACHA 1/2, 116 38 PRAHA 1, CZECH REPUBLIC, HEREINAFTER "FF UK" OR "HOST INSTITUTION") AND INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY (TAX ID ITE-430714-KIO, LOCATED AT AV. EUGENIO GARZA SADA SUR #2501, COLONIA TECNOLÓGICO, MONTERREY, NUEVO LEÓN, ZIP CODE 64849, MÉXICO; HEREINAFTER "TECNOLÓGICO DE MONTERREY" OR "HOME INSTITUTION"), DULY SIGNED IN MONTERREY, NUEVO LEÓN, MEXICO ON THIS APRIL 1, 2019.

SPECIFICATIONS REGARDING THE PROVISION OF EDUCATIONAL SERVICES THROUGH SHORT TERM ABROAD COURSES DURING SUMMER 2019 FOR STUDENTS OF "TECNOLÓGICO DE MONTERREY".

### 1. Program purpose and description

In this agreement unless the context implies otherwise: "study abroad" shall mean the study abroad program established herein; and "study abroad students" shall mean the students participating in the study abroad program.

The purpose of the semester long program with "FF UK" is to promote and expand international understanding, development and friendship among the signatories by stimulating and supporting academic, professional and intercultural activities and projects directed at students, staff and faculty members of both institutions: "FF UK" and "TECNOLÓGICO DE MONTERREY". It should be noted that the program of study undertaken by a study abroad student will attract a tuition fee. The study abroad program is not required to operate on a reciprocal basis.

At "FF UK" students from "TECNOLÓGICO DE MONTERREY" will be able to enroll in the following Academic Program (AP) offered by "FF UK":

#### 1. Academic Program

Name of the Academic Program: **Citizenship and Eastern Europe**

Number of teaching hours: **69 hours**

Number of visits hours: **29 hours**

Name of the academic courses available in the program: **2 courses, Citizenship and Topics**

#### 2. Dates: Dates for the AP are as follows:

Orientation day: **June 9, 2019**

Classes starting date: **Monday, June 10, 2019**

Classes ending date (final exams included): **July 5, 2019**

Residence check-in: **June 9, 2019**

Residence check-out: **July 6, 2019**

Application deadline: **May 10, 2019**

Deadline to receive "TECNOLÓGICO DE MONTERREY"'s payment: **June 7, 2019**

#### 3. Number of students

"TECNOLÓGICO DE MONTERREY" can send a maximum of 24 (twenty-four) and a minimum of 18 (eighteen) students to the Summer Program. "TECNOLÓGICO DE MONTERREY" will have to inform "FF UK" about the

number of "TECNOLÓGICO DE MONTERREY"'s students participating in each Academic Program at most on the following deadlines: May 24, 2019.

"TECNOLÓGICO DE MONTERREY" has the right to cancel entire an AP without incurring in any financial penalty, if the cancelation notice is received by "FF UK" 45 (forty-five) days in advance to the Classes starting date of the corresponding Academic Program.

#### **Selection of participants**

"TECNOLÓGICO DE MONTERREY" will screen its applicants for the study abroad program, in accordance with the home institution's program regulations and the host institution's entry standards. The home institution will send applications to the host institution by the date specified by the host institution. The host institution reserves the right to make final judgment on the admission of students nominated for the study abroad program.

The following guidelines apply to all 2019 summer study abroad students participating at "FF UK":

- a) Participants in the program will be drawn from any undergraduate programs of "TECNOLÓGICO DE MONTERREY".
- b) Participants must have at least course 1 semester in their home university prior to their participation in AP.
- c) Good level of English is required. Tecnológico de Monterey will make sure to screen the Students with an English level equivalent to B2.

#### **4. Contracted services**

The services and fees per student offered by "FF UK" to "TECNOLÓGICO DE MONTERREY" students are as follows:

AP (below prices are in USD): Citizenship and Eastern Europe

Program fee per student            2,500 USD

Program fee includes the tuition, monthly transportation pass, academic visits, accommodation and breakfast.

Accommodation is in the University's Residence Hall, in double rooms at Kolej areál Hostivař, Weilova 2, 100 00 Praha 10.

Therefore, all study abroad students will be responsible for:

- a) Lunch and dinner.
- b) Transportation from the airport to the dormitory;
- c) Travel expenses;
- d) Health insurance;
- e) Textbooks, clothing and personal expenses;
- f) Passport and visa costs;
- g) Non-compulsory incidental fees and
- h) All other debts and costs incurred during the course of the program

#### **5. Payment**

The payment schedule will be as follows:

All tuition and fees must be *paid in full* by **"TECNOLÓGICO DE MONTERREY"** to **"FF UK"** by the dates established above in Item #2 "Dates".

Payments to be made by **"TECNOLÓGICO DE MONTERREY"** to **"FF UK"** shall be performed by deposit on the following bank account.-

Account number: 85631011

Bank name: [REDACTED]

Address: [REDACTED]

Transit number is: [REDACTED]

Account holder: UK-FILOZOFICKA FAKULTA

ABA number: [REDACTED]

IBAN number: [REDACTED]

SWIFT CODE: [REDACTED]

**"FF UK"** will invoice **"TECNOLÓGICO DE MONTERREY"** 100 % of cost of all **"TECNOLÓGICO DE MONTERREY"**'s students enrolled 45 (forty-five) days in advance to the corresponding payment deadline.

According to the Mexican Tax Laws, the invoices **"FF UK"** is going to issue to **"TECNOLÓGICO DE MONTERREY"** should include at least the following data:

Regarding **"FF UK"** data:

- Name or corporate name
- Tax address
- Federal Taxpayer Identification Number or its equivalent
- Invoice issuance date and place (state and country)
- The quantity of students, value of the service per student and a brief description of the service provided
- The value of the service per student should be expressed in figures. The total amount should be also included in figures or letters
- If applicable, the amount of the tax withheld, itemized per each of the rates of the relevant tax.

Regarding **"TECNOLÓGICO DE MONTERREY"** data:

- Name: Instituto Tecnológico y de Estudios Superiores de Monterrey
- Federal Taxpayer Identification Number: ITE-430714-KIO

Please send invoices to:

Name: [REDACTED]

Position: International Programs Leader

Telephone: [REDACTED]

E- mail: [REDACTED]

Domicile: Av. Eugenio Garza Sada 2501 Sur, Tecnológico, 64849 Monterrey, N.L.

## 6. Cancellation and Refund Policy

In case of cancellation, the following policies will be applicable:

- a. more than 20 days before 9<sup>th</sup> of June 2019, 80% refund;
- b. more than 10 days before 9<sup>th</sup> of June 2019, 50% refund;
- c. more than 1 day before 9<sup>th</sup> of June 2019, 0% refund.

#### **7. Responsibilities of "TECNOLÓGICO DE MONTERREY"**

In respect to the study abroad program, "TECNOLÓGICO DE MONTERREY" will advise students of the opportunities available at "FF UK" through the study abroad program, including the provision of information regarding "FF UK" and its facilities; and pass on information regarding fees, refunding fees, information about the processing of personal data, health insurance, visa requirements and the cost of living as provided by "FF UK".

#### **8. Responsibilities of "FF UK"**

In respect to study abroad program, "FF UK" will forward to "TECNOLÓGICO DE MONTERREY" general information on fees, refunding of fees, information about the processing of personal data, health insurance, visa requirements and the cost of living to ensure that study abroad students receive this information before being accepted into the study abroad program. Once that the student has been accepted into the program, "FF UK" will send to "TECNOLÓGICO DE MONTERREY" with sufficient time in advance to the program start date a Letter of Acceptance for each "TECNOLÓGICO DE MONTERREY" student accepted into the program.

"FF UK" will assist "TECNOLÓGICO DE MONTERREY" students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise. At the end of the summer program, "FF UK" will send to "TECNOLÓGICO DE MONTERREY" an official transcript of credits for each of its students studying at "FF UK".

#### **9. Responsibilities of study abroad students**

Participant students will be responsible for:

- a) Applying for and obtaining the appropriate visa or necessary documents.
- b) Provide cooperation and approvals necessary for implementation of the study abroad program.
- c) Must have a health insurance valid in the host country for the duration of the program. For all cases the health insurance must include medical attention and repatriation of remains; and
- d) Complying with the same academic and disciplinary regulations as the host institution students, in addition to adhering to the home institution's standards of conduct.

#### **10. Grading system**

Grades at "FF UK" are expressed in words or in numbers. When expressed in words grades go on a scale from excellent, very good, good, failed, minimum passing grade for all courses is good. When expressed in numbers grades go on a scale from 1 (one) to 4 (four) and the minimum passing grade for all courses is 3 (three).

Grades at "TECNOLÓGICO DE MONTERREY" are manifested as whole numbers, on a scale from one to one hundred. The minimum passing grade for all courses at "TECNOLÓGICO DE MONTERREY" is 70 (seventy).

The grading system to be used by each institution is as follows:

"FF UK"	
Grade	GPA
Excellent	1
Very good	2
Good	3
Failed	4

## 11. Publicity

Both Parties are aware of and agree with the publication of this Exhibit by FF UK in accordance with Act no. 340/2015 Sb., concerning special conditions regarding the effect of some Contracts, their publication, and the Contracts Register (Contracts Register Act), as amended (hereinafter the „Act on the Register of Contracts“), immediately after signing the Exhibit.

The Parties state that the Exhibit does not contain commercially confidential information or information whose publication would lead to unauthorized access to the rights and obligations of the Parties, their representatives or their employees, and the Parties agree with the publication of this Exhibit in its entirety. Nonetheless, prior to the Exhibit's publication FF UK is, if necessary, entitled to delete information which, according to the Act on the Register of Contracts, should not or need not be published. In the case that the publication of the Exhibit would nevertheless lead to unauthorized access to the rights and obligations of the Parties, their representatives or their employees, each party is responsible solely for the harm caused to itself, its own representatives, or employees.

The Parties are also aware of and agree that with the publication of this Exhibit, FF UK will simultaneously publish the Service Provision Agreement to which this Exhibit relates, as well as any earlier Exhibits thereto. The provisions of the preceding paragraphs shall apply to this Agreement correspondingly.

## 12. Coordinators

“FF UK” and “TECNOLÓGICO DE MONTERREY” appoint the following coordinators for the activities of this Exhibit A:

A) On behalf of “TECNOLÓGICO DE MONTERREY”, [REDACTED], who shall maintain communication with the person appointed for “FF UK”

Telephone: [REDACTED]

E-mail: [REDACTED]

Domicile: Av. Eugenio Garza Sada 2501 Sur, Tecnológico, 64849 Monterrey, N.L.

B) On behalf of “FF UK”, [REDACTED], who shall maintain communication with the person appointed for “TECNOLÓGICO DE MONTERREY”.

Telephone: [REDACTED]

E-mail: [REDACTED]

Domicile: Hybernská 3, 110 00 Praha 1, República Checa

The parties agree that the persons appointed as coordinators under this clause, shall have as a purpose to perform all necessary actions in order to facilitate the operation and execution of the subject matter of this legal instrument; the coordinators are not authorized to cancel, amend or modify the Service Provision Agreement of its amendments; nevertheless, any information, notice or communication related to the compliance of this agreement's clauses shall be made known to the counterparty in terms of clauses TENTH and SEVENTEENTH of the Service Provision Agreement for Study Abroad Courses; therefore, they shall not have powers to agree on any amendment to the content hereof.

**ONCE THIS EXHIBIT WAS READ BY THE PARTIES, THEY RATIFY AND SUBSCRIBE IT IN THE CITY OF MONTERREY, NUEVO LEÓN, MEXICO ON THIS APRIL 1, 2019, THERE BEING TWO COUNTERPARTS OF THIS INSTRUMENT, ONE FOR EACH OF THE PARTIES.**

**"FF UK"**

**UNIVERZITA KARLOVA**

**Doc. Dr. Michal Pullmann**

**Dean, Faculty of Arts**

**"TECNOLÓGICO DE MONTERREY"**

**INSTITUTO TECNOLÓGICO Y DE ESTUDIOS  
SUPERIORES DE MONTERREY**

**Dr. José Manuel Páez Borrillo**

**Vice-Rector for International Affairs**

THE ABOVE SIGNATURES CORRESPOND TO THE EXHIBIT FOR 2019 SUMMER STUDY ABROAD COURSES, ARISING FROM THE SERVICE PROVISION AGREEMENT FOR SUMMER STUDY ABROAD COURSES ON A FEE PAYING BASIS SIGNED IN MARCH 27<sup>TH</sup>, 2015 AND EXECUTED BY UNIVERZITA KARLOVA ("FF UK") AND INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY ("TECNOLÓGICO DE MONTERREY").

*Doručeno* 14. 06. 2019