

**Cooperation Agreement
GLOBAL CAMPUS – E.MA participating Universities
2021/2022**

The Parties to this agreement are:

Global Campus of Human Rights (“GC”)
Monastero San Nicolò, Riviera San Nicolò 26, 30126 Venice, Italy,
VAT IT03493180271
Represented by its Secretary General, Manfred Nowak

and

The University of Masaryk University (“UNIVERSITY”)

(Address) Žerotínovo nám. 617/9, 60177, Brno, Czechia

(VAT number) cz 00216224

Represented by Rector Martin Bareš

- Considering that GC organizes the European Master’s Programme in Human Rights and Democratisation (E.MA), a one-year advanced master’s course aimed at preparing professionals to respond to the operational requirements of daily work in international organizations, field operations, governmental and non-governmental bodies, and academia;
- Considering that GC, for the purpose of organizing E.MA has signed with European Commission (DEVCO) the contract N° NDICI HR INTPA2021/428-542 (Grant Agreement) covering the financial cycle
- 01/08/2021 - 31/07/2022;
- Considering that the E.MA academic year is divided into two semesters:
 - First Semester: September to January in Venice, Italy;
 - Second Semester: February to July in one of the 41 E.MA participating universities located throughout the European Union;

The Parties establish the following provisions:

1. AIMS

The aim of the present agreement is to define in particular the role of E.MA participating universities in their contribution towards organizing the programme’s second semester activities, as specified in the E.MA Charter (Articles 2, 5 and 6).

The E.MA second semester is conceived as a European exchange which implies that students will be hosted for the second semester activities in an E.MA university located in a country other than their own. During the second semester students attend specialized courses and engage in supervised research under the responsibility of the E.MA Director of the hosting University.

The process of allocation of students to the second semester universities is undertaken during the first semester with the assistance of the E.MA Academic Team on the basis of the content and quality of the thesis proposal, availability of supervision for that topic, and both the student and the university's interest. The final and binding decision on allocation of students is made by the E.MA Council.

2. OBJECT OF THE AGREEMENT AND ACTIVITIES

- E.MA participating universities are expected, in relation to second semester activities, to:
 - o be available to host students;
 - o provide students with (minimum) 2 courses to be taught in English for (a minimum of) 9 ECTS credits (courses can be organised ad hoc, or students can be integrated in existing post-graduate courses);
 - o provide students with supervision for their research and thesis work.
- All E.MA participating universities are entitled to receive a general financial contribution of 1.000 Euros. This money is intended to cover participation in on-going activities, preparing for organizing courses and hosting students during the second semester, paying administrative/academic staff, etc.
- As national coordinating partner, UNIVERSITY is entitled to receive a further financial contribution of 1.000 Euros, in order to organize promotional activities and events at the national level, engage in advertising, perform the selection of applicants, etc.
- Should UNIVERSITY host students during the second semester of the Academic Year 2021/2022, it will be entitled to receive an additional contribution of 1.800 Euros per student, in order to organize courses and sustain the necessary expenses.

For the entire contribution received UNIVERSITY shall follow the EC eligibility rules detailed in the Annex F2 named "Provisional budget".

Both GC and UNIVERSITY hereby acknowledge that UNIVERSITY makes available to the Programme additional human resources (both administrative and academic personnel), whose cost is entirely borne by UNIVERSITY and is not covered by the contribution in cash granted by GC.

3. PROCEDURES

E.MA participating universities may choose one of the two following options for claiming the relevant funds (by ticking the chosen box below):

OPTION A: invoicing GC for services rendered

In case UNIVERSITY chooses this option, in order to claim the contribution it has to submit the following documents before 30 April 2022:

- Signed copy of the agreement (Annex F4)
- Provisional budget (Annex F2)
- Official invoice for the whole amount

No later than 30 June 2022, UNIVERSITY shall provide GC with a short narrative report on the performed activities;

OPTION B: claiming reimbursement for documented costs

In case the UNIVERSITY chooses this option, in order to claim the pre-financing corresponding to the 80% of the total contribution it has to submit the following documents:

- Signed copy of the agreement (Annex F4)
- Provisional budget (Annex F2)

No later than 30 June 2022, for claiming the balance of 20% UNIVERSITY shall provide GC with the following reporting documents:

- Detailed Expenditure Report (Annex F3);
- Copy of all necessary supporting documentation (invoices, receipts, bills, etc.).

By ticking this Option UNIVERSITY acknowledges responsibility for ensuring that these funds are spent in accordance with European Commission eligibility requirements and understands that any not documented funds will have to be returned to GC upon request.

Since GC, as direct partner of the European Commission, bears full responsibility in respect of the management and accountability of funds, partners universities shall follow the instructions provided by GC, as explained in the financial guidelines (Annex F1) attached to the agreement.

4. PAYMENT

Payment will be made in the following account:

Name of the Bank Komerční banka, a.s.
 Account holder Masarykova univerzita
 IBAN Code CZ 43 0100 0000 0000 8563 6621
 BIC/SWIFT KOMBCZPP

5. PERIOD OF AGREEMENT, MODIFICATION, COMPLAINTS

This agreement will become effective once signed by both parties and shall end on 31 July 2022. Any changes to this agreement must be in writing, and signed by both parties.

In the event of complaints or disputes, Italian law shall apply and the Court of Venice shall be solely competent.

6. ADMINISTRATIVE CONTACTS

GC:

XXX

Email: XXX

Phone: XXX

Fax: XXX

UNIVERSITY:

(Administrative Contact Person) ^{XXX}

(phone) ^{XXX}

(e-mail) ^{XXX}

7. ANNEXES

- Annex F1 (Financial guidelines)
- Annex F2 (Provisional budget)
- Annex F3 (Expenditure report)

Venice, 26/04/2022

For GLOBAL CAMPUS
Secretary General

Place Brno date 25.4.2022

For UNIVERSITY
Authorized Person
